

Improving Productivity using IT – Level 3
Scenario Assignment Sample Test 3
Version SampleMQTB/1.0/IP3/v1.0

This test is divided into two parts. You must read through the whole scenario assignment before starting.

You **MUST** complete the **Performance** part before the **Knowledge** part.

The time allowed for both the Performance and the Knowledge parts is **one hour**.

In the **Performance** part of the test you will carry out tasks based on a scenario using an appropriate application of your choice. It is recommended that you allow approximately 45 minutes to complete the Performance part of the test. The pass mark for this part of the test is 75%.

In the **Knowledge** part of the test you will answer some questions which relate to the work you carried out in the Performance part. There are 12 tasks in this section of the test. It is recommended that you allow approximately 15 minutes to complete the Knowledge part of the test. The pass mark for this part of the test is 75%.

Part 1 – Performance

NOS Ref.	Tasks
C1.1 C1.5	<p>As the senior courseware designer at Academy Applications Training, you are considered to be the in-house 'expert' in creating new materials. The Academy has been invited to exhibit at this year's industry training awards and you have been asked to create a marketing exhibit for the company's stand. The content will be seen on a large screen by thousands of people therefore it is vital that the finished product should be professional, polished and free of spelling or grammatical errors.</p> <p>You have 45 minutes to complete the work. You have also been asked to give constructive feedback on an enquiry form which has been created by a colleague.</p> <p>Whilst data is presented to you in different formats, you should pick the most suitable application for the task.</p> <p>Consider the IT experience of the users who will view the files; not all employees who access the data have the same skills as yourself. Ensure that data is presented consistently.</p> <p>Read through the scenario assignment. Ensure that the correct application is used and that the intended data is used.</p> <p>Instructions are given to save the file but good practice dictates that you should save your work regularly during the assignment.</p>

C1.1 Amongst other things, the assignment will require you to:

- Create a custom slide show.
 - Convert an image to black/white format.
 - Position a picture using horizontal and vertical co-ordinates.
 - Change the sequence of animation effects.
 - Edit a sound effect.
 - Apply effect options.
 - Eliminate text from a graphical image.
 - Create an organisational chart from given shapes.
 - Add, erase pen annotations during a slide show.
 - Add, move, delete shapes in a diagram.
 - Provide constructive feedback on a document.
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Five files are provided for this part of the assignment:

- **Academies.**
 - **Client Spend.**
 - **Feedback**
 - **Promotions.**
 - **Training Exhibition .**
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C1.5 Open the file **Training Exhibition** from your Learner Drive.

- C1.6 • At the end of the document, incorporate the data from the **Academies** file into the **Training Exhibition** file. Do **NOT** retain the source data formatting.
- Insert the graphic **Academy Logo** to **ALL** pages in the document.
 - The logo should be resized to **2.7** cm high and **7.8** cm wide.
 - The logo should be positioned **9.23** cm horizontally and **16.04** cm vertically from the top left corner.

Save the file to your Learner Drive as **Training Exhibition** adding your initials at the end of the filename, for example **Training Exhibition AZ**.

C1.6 On the **Loyalty Scheme** page change the sound effect on the animation to **Cash Register**.

On the **Training Room Specifications** page convert the image of the computer to a drawn object and change the colour of the mouse to a shade of grey.

NOS Tasks
Ref.

C1.6 On the **Accreditations** page make the following changes to the **Software House** logo:

- The pyramid on the right should be brought forward to be in front of the larger pyramid.
 - The circle should be sent to the back so that it is behind both pyramids.
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C1.6 On the **Training Room Designs** page the **Style 3** room design needs to be completed. Rotate / flip the image that forms the right side of **Style 3** until it completes the formation of the 3 sided square.

Save the page in jpeg format to your Learner Drive as **Training Room Styles**.

On the **Mission Statement** page crop the **Academy Values** text from the top edge of the image.

C1.6 On the **Turnover and Trainers** page:

- Display the **No of Trainers** data on a secondary axis and change the chart type to a line chart with markers for this data series **ONLY**.
 - Change the gap settings between columns of the chart to at least **-25**.
 - Animate the chart by series with a slow fade effect that will begin after previous.
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C1.6 On the **Senior Staff** page, move the shapes into position to match the illustration below.

Use connectors to ensure a neat and tidy layout.



C1.6 On the **Training Methods** page, format the **e-Learning** and **One-to-one** shapes to match the **Classroom** shape.

- C1.6 On the **We know everyone is an individual** page:
- Ensure that the **Which is why we offer training to suit the individual** text box animates after the **Same as Extroverts** text box.
 - Apply the **Bounce** animation, from the exciting section, to the **smiley face**. Ensure that the animation begins after previous at a fast speed.
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- C1.6 On the **Multiple Course Concessions** page, convert the shopping trolley image to Black & White format.
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- C1.6 Use the following pages to create a custom slide show called **Bespoke**:
- Training Methods**
Mission Statement
Training Room Designs
Senior Staff
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- C1.6 On the **What Makes us the Market Leader** page, insert an Action Button, in the bottom right corner of the page, which will run the **Bespoke** custom slide show as a hyperlink when the button is clicked.
- Ensure that the show and return option is selected and edit the Action Button to display the text **Bespoke**.
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- C2.3 Run the slide show to ensure that the layout and the quality of the work is suitable for the intended audience.
- C2.2
- C3.3 Use the felt tip pen option to draw a large tick on the **Putting Clients First** image on the **Mission Statement** page. Ensure that when you end the show you choose to keep the ink annotation.
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- C1.6 Apply a transition effect to **ALL** pages so that it will run automatically after **3** seconds with a slow transition speed.
- Ensure that the slide show will run continuously on a loop.
- Save and close the file keeping the same filename **Training Exhibition [Your initials]**.
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- C2.3 Your colleague has prepared a draft of some special offers to be added to the Training Exhibition file. The draft is in a file called **Promotions** which you should open now.
- C2.4
- After reading the **Promotions** file, use the form **Feedback** to give constructive feedback to your colleague in terms of one strength, one weakness and one recommendation for improvement to the form.
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NOS Ref.	Tasks
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C1.6	Save the feedback document to your Learner Drive as <i>My Feedback</i> , adding your initials at the end, for example <i>My Feedback AZ</i> .
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C3.4	Save and close ALL files and the application.
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**This is the end of Part 1 – Performance.
Continue on to Part 2 – Knowledge.**

Part 2 – Knowledge

NOS Ref.	Item Ref.	Tasks	Marks
		<p>Open the file called Answerfile from your Learner Drive.</p> <p>Enter your Learner Identification and Scenario Assignment Number in the cells provided.</p> <p>Use this file to record your answers to the relevant questions.</p>	
C1.2	1.	<p>Thinking about the resources needed for this assignment, which software application did you consider the most suitable?</p> <p>A. Diary management.</p> <p>B. Database.</p> <p>C. Photograph enhancement software.</p> <p>D. Presentation.</p> <p>Enter A, B, C, or D in Answerfile in the space for question 1.</p>	[1 Mark].
C1.3	2.	<p>Which of the following factors would have a negative impact on the outcome of the task?</p> <p>A. You do not have enough time to carry out the work.</p> <p>B. You have all the information you need for the task.</p> <p>C. Your colleague has completed his/her work for you to be able to check it.</p> <p>D. Your computer is working perfectly.</p> <p>Enter A, B, C, or D in Answerfile in the space for question 2.</p>	[1 Mark].
C1.4	3.	<p>Which of the following tools would be the most appropriate for the task?</p> <p>A. Applying a different coloured background to every slide.</p> <p>B. Cropping and removing an important part of an image.</p> <p>C. Applying settings so that the presentation will run continuously on a loop whenever required.</p> <p>D. Inserting the same image manually onto every slide of a very large presentation.</p> <p>Enter A, B, C, or D in Answerfile in the space for question 3.</p>	[1 Mark].

C1.7 4. Which of the following statements explains why you chose the software application for the task? [1 Mark].

- A. The application allows for the integration of text, images, sound and animation for presenting to an audience.
- B. The application automatically changes the margins.
- C. Borders are added whenever text is changed to bold.
- D. The application is ideal for typing letters.

Enter **A, B, C, or D** in **Answerfile** in the space for question 4.

C1.7 5. Which of the following represents the best reason why you chose this particular software application for the task? [1 Mark].

- A. The application uses related tables to store the information.
- B. The files are saved with email file extensions.
- C. Data can be quickly and effectively processed.
- D. If a mistake is made the application automatically closes down.

Enter **A, B, C, or D** in **Answerfile** in the space for question 5.

C1.8 6. Which of the following is a legal consideration when using IT? [1 Mark].

- A. You can use other people's software free of charge.
- B. Copyright law only exists if you are photocopying.
- C. Ensure any software you use is licensed.
- D. Data protection laws do not apply if your company employs less than 25 people.

Enter **A, B, C, or D** in **Answerfile** in the space for question 6.

C2.1 7. Which of the following would represent the main strength in your final work? [1 Mark].

- A. The completed document is well presented and suitable for the intended audience.
- B. Large amounts of data can be best represented by any type of chart.
- C. To display a logo on each slide in the presentation it was copied and pasted onto every page individually.
- D. Underlining was achieved by drawing a horizontal line.

Enter **A, B, C, or D** in **Answerfile** in the space for question 7.

C2.1 8. Which of the following would represent a weakness in a colleague's work? [1 Mark].

- A. Applying currency symbols to financial data.
- B. A chart or image covering data beneath it.
- C. Spell checking before printing.
- D. Ensuring that the file contains all the required information.

Enter **A, B, C,** or **D** in **Answerfile** in the space for question 8.

C2.5 9. Which of the following would have a negative impact on a colleague's work? [1 Mark].

- A. Checking that the work is accurate before you pass on to your colleague.
- B. Sending your colleague the wrong documents that they have asked for.
- C. Prioritising so that if work is asked for that is urgent you do this first.
- D. Saving all files so you have a backup before you pass on to your colleague.

Enter **A, B, C,** or **D** in **Answerfile** in the space for question 9.

C3.1 10. In terms of business productivity which of the following is NOT efficient? [1 Mark].

- A. Reading all emails when they are printed rather than on screen.
- B. Using master slides and design templates to improve the layout and appeal of the presentation.
- C. Ensuring that all work is accurate, proof read and meets the needs of the intended audience.
- D. Taking regular backups of all electronic files.

Enter **A, B, C,** or **D** in **Answerfile** in the space for question 10.

C3.2 11. Which of the following is an example of an efficient, streamlined work process? [1 Mark].

- A. Saving every file manually at least three times in different places so you always have a back up.
- B. Apply a different colour to each page.
- C. Save all files with very long filenames.
- D. Correcting mistakes, spell checking and proof reading before submitting.

Enter **A, B, C,** or **D** in **Answerfile** in the space for question 11.

C3.5 12. In terms of IT systems and procedures which of the following would increase productivity? [1 Mark].

- A. Turn your computer off each time you have a break.
- B. Ensure that you carry out your personal banking in work's time.
- C. Do not check any work before you submit it.
- D. Prioritise your workload so that the most urgent work is carried out first.

Enter **A, B, C,** or **D** in **Answerfile** in the space for question 12.

Save and close your file keeping the same filename **Answerfile**.

Close **ALL** files and applications.

Total marks	12
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This is the end of the Assignment.

If you have time, check the work you have done.