JOHN OSBORN

EXEMPLAR

UNIT 1: ICT SKILLS FOR BUSINESS

TASK 4: Design and create a range of business documents

ASSESSMENT CHECK LIST

TASK	Student	Teacher
PASS: Write a business letter taking care to lay it out properly.	JO	
PASS: Make a business card with all the relevant information on it.	JO	
PASS: Make a flyer using graphics from multiple sources. (e.g. www, scanner, digital camera, spreadsheet)	JO	
PASS: Show evidence that you have spell checked your letter, business card and flyer.	JO	
PASS: Show you have used a range of formatting features such as bold, font size and text justification in your letter, business card and flyer.	JO	
MERIT: Create a newsletter with multiple pages including text and graphics from multiple sources (e.g. www, scanner, digital camera, spreadsheet)	JO	
MERIT: Show evidence that you have spell checked your newsletter.	JO	
MERIT: Explain which applications you used to create your documents and why you chose them.	JO	
MERIT: Show you have used a range of formatting features such as bold, font size and text justification in your newsletter	JO	
MERIT: Your letter, flyer, business card and newsletter must have a consistent house style.	JO	
DISTINCTION: Write a financial report based on the profit and loss spreadsheet you created in Task 5 including a chart and a table.	JO	
DISTINCTION: Show evidence that you have spell checked your financial report.	JO	
DISTINCTION: You have used mail merge in your business letter.	JO	
DISTINCTION: You have inserted date and information fields into your business letter.	JO	
DISTINCTION: Your letter, flyer, business card, newsletter and financial report must look professional.	JO	

OVERALL GRADE FOR AO4   -   UNGRADED

OCR National Level 2 (ICT)

1. **_Business Documents_**

    a. _Business Letter_ (P) (M) (D)

Business Letter (P)

Evidence of Spell / Grammar check (P)

Press _Ctrl + Home_ to return to Assessment Check List

Inserting date field into the Letter (D)
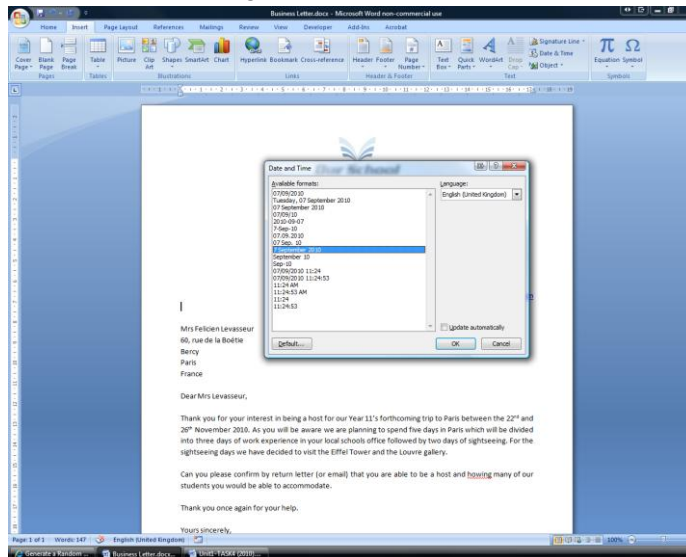
Inserting Document information into the Letter (D)
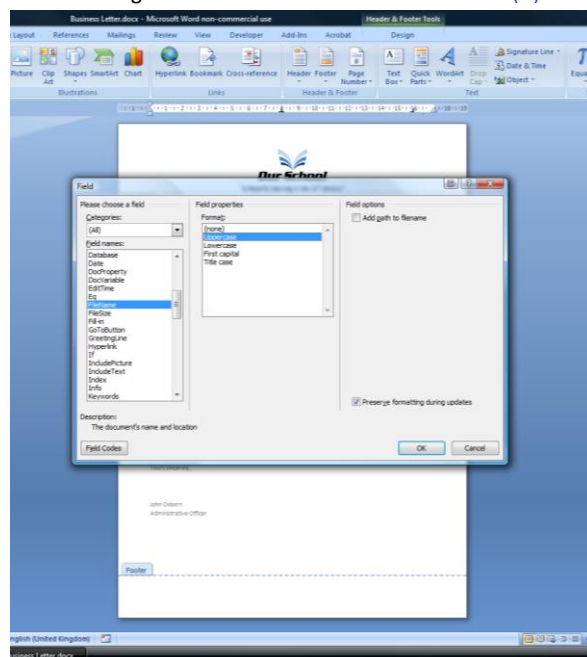
Press *Ctrl + Home* to return to Assessment Check List

Mail Merge (D)

File name of your business letter
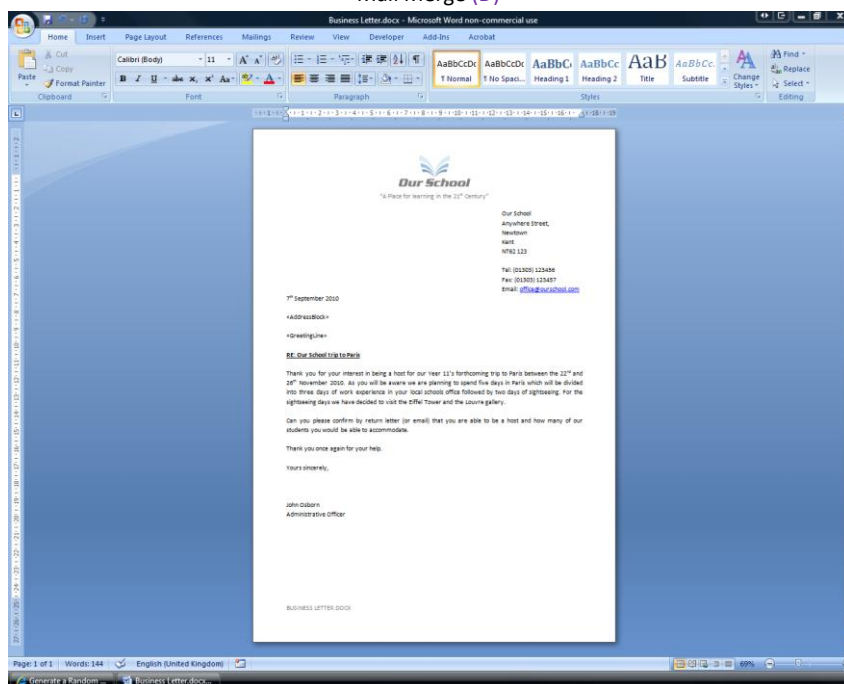Business Letter.docx

I created my business letter using Microsoft Word 2007. I have used the school logo as part of my house style in the letter header and I will continue to use it in all my business documents. I have used a number of formatting features including, tabbed indents, bold text, underlined text, line spacing and justified text. I have inserted a date field in and the document name (in the footer). I have also carried out a spelling and grammar check which confirms both are accurate. I have mail merged the document with the file "hosts.csv" which contains details of the french hosts and have used an address and greetings block as part of my letter.

b. _Flyer_

Flyer (P)

Evidence of Spell / Grammar check (P)
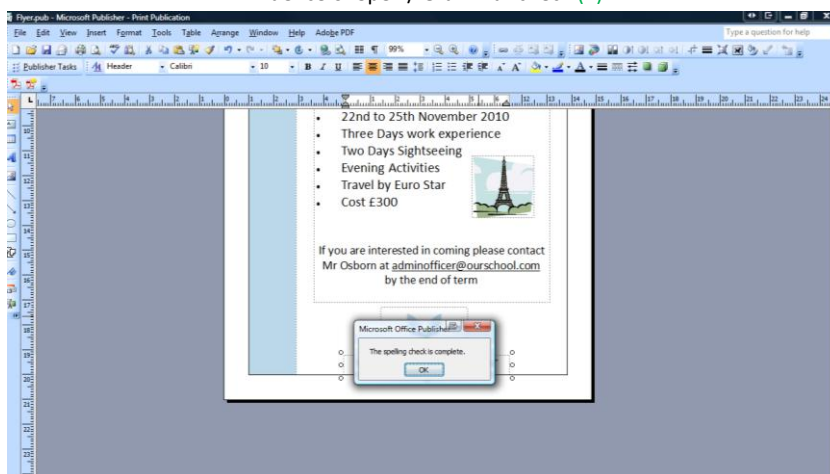
File name of your flyer
Flyer.docx

I created my flyer using graphics from the internet, clipart, word art and the school. I used the colour picker tool to select the colour of the blue bar on the left hand side from the school logo. I have used a number of formatting tools including different font sizes and styles, bullet points and centre justification. The school logo, motto and colour are consistent with the house style.

Press _Ctrl + Home_ to return to Assessment Check List

c. <u>*Business Card*</u>

Business Card (P)

Evidence of Spell / Grammar check (P)
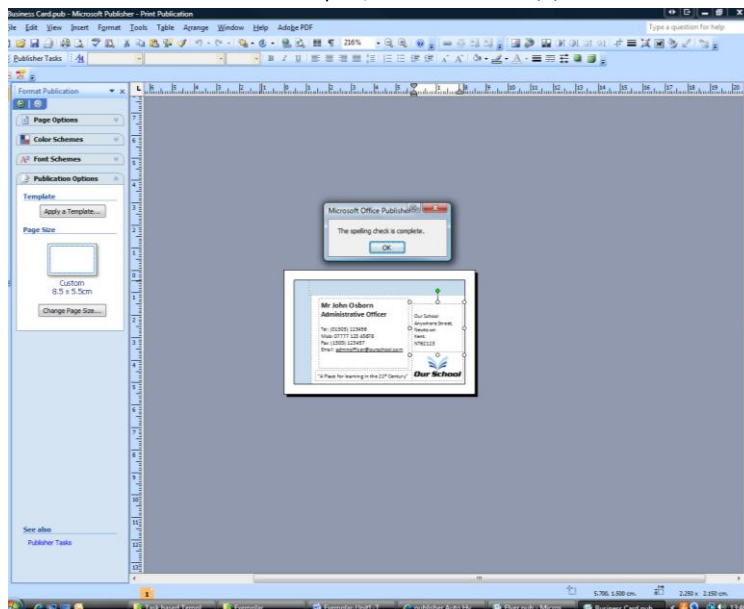
File name of your business card
Business Card.docx

I have again used the same colours and school logo when creating my business card so that it fits in with my house style. I have used text boxes to format the information which includes full contact details. The business card can be printed with up to 8 copies per A4 sheet.

Press *Ctrl + Home* to return to Assessment Check List

d. <u>Newsletter</u> *(M)*

Page 1

FRENCH TRIP HAND BOOK

Year 11 French Trip
Paris 2010

Welcome to the 2010 Year 11 French trip to Paris .

This booklet will hopefully tell you everything you need to know but if there is something you are not sure about please speak to a member of staff. The itinerary for the time we have in Paris is as follows.

Day One	Travel by Euro Star from Ashford International to Paris Gare de Nord. Meet our hosts
Day Two	Work Experience in French a school office
Day Three	Work Experience in French a school office
Day Four	Work Experience in French a school office
Day Five	Day visiting the Louvre Gallery
Day Six	Visit the Eiffel Tower. Late afternoon Euro Star back to England.

Our School
"A Place for learning in the 21st Century"

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OFFICE HEALTH & SAFETY

As you will be working in an actual office environment during the trip it is important to understand the potential health and safety issues. We want you to stay safe during your work experience placement so please read these two pages carefully so that you understand the risks of using ICT equipment in a busy office environment.

Personal Health

There are a number of issues that may affect employee health and there are measures that can be put in place to prevent any problems. Posture is of great importance when using a computer to help prevent back problems. To prevent this, computer users should ensure that they have a fully adjustable chair that supports the back, suitable footrest and a screen that can be tilted to a position that prevents them having to be in a painful position. The picture to the right shows an example of good posture.

The picture to the left shows an example of bad posture. When looking at a computer screen for a long time it is possible to suffer from eye strain. This can be prevented by using screen filters, taking regular breaks and ensuring that the work area has suitable lighting with minimal glare.

Protecting files from unauthorised access

The best way to protect files from unauthorised access is to ensure that you have a strong password that you do not share with anyone else. It is also important not to leave your computer whilst you are still logged on. If you don't want to log off you should lock the machine. Some virus attacks can allow unauthorised access to your computer so it is important to ensure that you have anti virus software installed and that it is up to date.

Protecting files from modification

Files can be protected from unauthorised modification by using password controls. Within a document you should make sure that passwords are set that only allow certain types of access. E.g. Read Only, Modify etc. Any passwords that are set should be strong and not shared with anyone else. In addition it is important not to allow anyone to use your computer whilst you are logged on.

Personal Safety

An office is potentially dangerous place where there can be a number of threats to physical safety when using ICT equipment. Trailing wires in an office could be a tripping hazard and should be avoided using cable management systems or running wires in trunking.

A common problem in offices is the consumption of food and drink close to electrical equipment. If fluids get spilt into computers or other ICT equipment it can cause great damage with possible risk of electrocution. Training and signage () should inform office workers not to eat or drink near computers. It is also a good idea to ensure that all electrical equipment in an office is PAT tested on a regular basis to ensure it complies with safety standards. A typical PAT testing label is shown on the right.

Protecting against Data Loss

Data in an office environment is often of great value and measures need to be taken to ensure that it is protected. Files can be lost because of accidental deletion, virus infection or a physical disaster (e.g. a fire). Backups provide a good way of ensuring that data is not lost by having a second copy stored somewhere else, for example on a server back up tape or USB stick (see picture on the right). Important files should not be stored on local machines and must instead be stored on network locations where they can be backed up. It is also important to ensure that files are stored in sensible folders structures which are clearly named. Sometimes with very important data backup mediums (tapes, DVD's, Server Clusters) should be stored in a physically separate location.

Password Guidance

Strong passwords should never be based on dictionary words and should contain a mix of upper and lower case letters along with some numbers and some special characters (%,&,*," etc.) The password should not be too short (at least 8 characters) and should not be associated with anything that could be easily guessed (e.g. car number plate).

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Press *Ctrl + Home* to return to Assessment Check List

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Page 4

Evidence of Spell / Grammar check

File name of your Newsletter
Booklet.docx

I created my multi page document, using Microsoft Publisher, as a four page A5 booklet that can be printed on a single sheet of A4 paper. I have imported various pictures from the internet and have acknowledged my sources. I have used a range of formatting techniques including a table, text justify, text box alignment, bold text underline text italics, and font styles. I have maintained my house style by using the same colours and font types through out my documents.

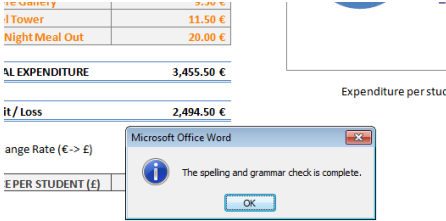Press *Ctrl + Home* to return to Assessment Check List

e. *Financial Report* (D)

Financial Report (D)
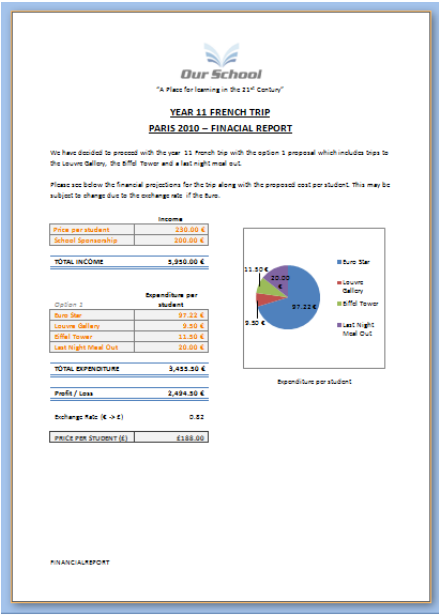
Evidence of Spell / Grammar check (D)

File name of your Financial Report
FinancialReport.docx

Press *Ctrl + Home* to return to Assessment Check List

2. <u>List the range of software you used to create your business documents and why you chose them.</u> *(M)*

I have used the following software applications to create my business documents

Business Letter –
I used MS Word 2007 to write my business letter since it supports a full range of formatting tools and is capable of producing a mail merged document from an external source file.

Flyer, Business Card & Newsletter
I used MS Publisher 2007 to create my flyer, business card and newsletter since it supports a range of formatting tools and allows easy manipulation and import of text and graphics. It also allowed me to add custom shapes which helped create my house style.

Financial Report
I used MS Word 2007 to write the main body of my financial report and MS Excel to create the financial data graphics. MS Excel 2007 allowed me create high quality charts and tables that could be directly exported to the report in MS Word 2007

3. **_Describe how you have maintained a consistent look for all your business documents_** (M)

I have maintained a consistent house style throughout my documents in a variety of ways.

- I have used the same colour scheme which is based on the school logo,
- I have used the same font styles
- Wherever possible I have tried to maintain similar font sizes.
- I have included the school logo and motto on all my documents

TEXT & GRAPHICS AKNOWLEDGEMENTS

File	Source (e.g. Web Address, camera, clipart etc.)	Copyright?	Action
Schoollogo.jpg	Our School (via email)	N/A	N/A
france-french-flag-thumb.jpg	http://www.fayette.k12.in.us/cmslmc/classproj/flex/recipes.html	Yes	Email for Permission
j0157763.wmf	Clip Art	N/A	N/A
Postcomputer.jpg	http://shirephysiotherapy.com.au/computerPosture.htm	Yes	Email for permission
resized_250x186_posture.gif	http://westcoastchiropracticcarlsbad.com/custom_content/c_51080_bad_posture__poor_posture.html	Yes	Email for permission
no_food_or_drink_sign.jpg	http://thebsreport.wordpress.com/2010/04/29/doctors-and-scientists-studying-man-who-claims-he-hasnt-had-any-food-or-drink-in-70-years/	N/A	N/A
pass_label_105.gif	http://www.pat-test-labels.co.uk/pat_testing_pass_labels.html	Yes	Email for permission
Sony+Internal+Tape+Drive+-+AITI200S.jpg	http://neximaging.blogspot.com/2007_08_01_archive.html	Yes	Email for permission
0723-stuxnet-usb-stick_full_380.jpg	http://www.csmonitor.com/USA/2010/0723/Stuxnet-spyware-targets-industrial-facilities-via-USB-memory-stick	Yes	Email for permission