

PC Passport

WORD PROCESSING — Intermediate Instructor's Guide



Date: June 2004

Publication Code: DB2312A

ISBN for this pack: 1 85969 570 1

ISBN for set of three Word Processing packs: 1 85969 439 X

ISBN for complete Intermediate level pack: 1 85969 404 7

This guide makes up part of a suite of three documents designed to deliver the PC Passport course at Intermediate level for Word Processing

Published by the Scottish Qualifications Authority

Hanover House, 24 Douglas Street, Glasgow, G2 7NQ, and Ironmills Road, Dalkeith,
Midlothian EH22 1LE

The information in this publication may be reproduced to support the delivery of PC Passport or its component Units. If it is to be used for any other purpose, then written permission must be obtained from the Publications Section at SQA. It must not be reproduced for trade or commercial purposes.

Welcome

Welcome to the Word Processing Intermediate course. The Student Workbook for this course is designed to teach the topics required for the assessment of this Unit. The companion Exercise Booklet contains practical exercises that will reinforce the topics taught in the Workbook as well as Summary Tasks for each Learning Outcome. It is expected that the tutor leading the learner will supplement these materials with some practical assignments that are appropriate to their group.

This Instructor's Guide explains the layout and use of these manuals and gives the answers to the questions and tasks included in the Exercise Booklet.

Contents

Using the Student Workbook	1
Using the Exercise Booklet	1
Exercise Files	1
Answers to Written Exercises	2
Learning Outcome 1	2
Exercise 1.1	2
Exercise 1.2	3
Exercise 1.3	3
Learning Outcome 1 — Summary Tasks	4
Learning Outcome 2	5
Exercise 2.15	5
Learning Outcome 2 — Summary Tasks	5
Learning Outcome 3	5
Learning Outcome 3 — Summary Tasks	5

Using the Student Workbook

The workbook has been organised into the three Learning Outcomes for this Unit. Each of these ‘sections’ contains the topics to be covered along with references to the practical exercises that the learner should complete at specific points. At the end of the ‘section’ there is a reference to that Learning Outcome’s *Summary Tasks*, which usually take the form of small projects, to help the learner consolidate what they’ve learned.

The references to the exercise booklet look like this:

Exercise 1.1

Now do Exercise 1-1 in the Exercise Booklet.

Summary Tasks

Now do the Learning Outcome 1 Summary Tasks in the Exercise Booklet.

Using the Exercise Booklet

The Exercise Booklet contains the practical sessions that the learners should undertake to consolidate their learning. Throughout each of the Learning Outcomes there are a number of exercises that will cover the topics most recently taught, and at the end of each Learning Outcome there is a Summary Tasks section. Here is a sample Summary Task from this Unit:

Task 5

Create a blank document then use the **Fleet Companies** data source from the previous task to run a mailing labels mail merge. Use the default labels setup for your system. Print the merged labels with your name in the footer then close the merged document without saving it.

Exercise Files

Most of the practical exercises and Summary Tasks in the Exercise Booklet ask the learner to open specific files. These files are available to download from SQA’s website. For more information, please contact your SQA Coordinator. If possible, a copy of these files should be placed on the hard disk (the C drive) on the system the learner will use. However, the exercises instruct the learner to find out where these files have been placed if they do not have access to the C drive.

A copy of the Unit exercise folder with the practical sessions completed has been supplied for the use of teaching staff. This folder is named **WP – Int 2 – Completed Versions**.

Answers to Written Exercises

Learning Outcome 1

Exercise 1.1

Name	Description	Typical Storage Capacity
Hard disk	Hard disks are stored inside the system unit of the computer. Your computer will usually have one hard disk but can have more, with the main disk usually referred to as the C drive and any others going up the alphabet from D. A hard disk usually consists of several disks (called platters) plus a read/write head for each platter surface inside a sealed unit to protect it from dust and other hazards. This is important because a single grain of dust can cause a head crash, which can ruin the entire disk.	10 GB – more than 100 GB currently
DVD	A DVD, (Digital Versatile Disk, or Digital Video Disk) can hold a lot more information than a CD due to the use of a kind of built-in second disk. The information on a DVD is read by the DVD drive at a much faster rate than a normal CD. A film, cinema quality sound and special features can all be stored on a single disk.	1.4 – 9.4 GB currently
Floppy disk	Floppy disks can be used to move or copy information from one computer to another, or to hold a backup copy of your data in case your system fails or you lose the data another way. These disks are 3 ½ inch plastic squares containing a thin magnetic disk. In terms of text only, you could store roughly one standard dictionary on a floppy disk.	1.44 MB
Memory Stick	Memory sticks are a newer type of storage. These come in a variety of forms and the most common type is connected to your computer via the USB port, which means that on the newer versions of Microsoft Windows, you simply plug them in and use them. Like floppy disks you can use take files from one computer to another on a memory stick; however, they hold much more information.	32 – 512 MB currently

Exercise 1.2

Question 7 (last step)

All ‘documents’ with the word ‘car’ in their name that are stored in the WP – Int 2 folder or one of its subfolders.	
Car Insurance Car Policy Company Car Entitlement	Revised Car Policy New Car Fleet

Exercise 1.3

Question 1

Format	Description	File Extension
Plain text	This is text that does not contain any special formatting or special fonts.	.txt
ASCII	This is another format that does not contain any formatting, just plain text so that it can be read by any computer. Appears on list as MS-DOS Text with Layout .	.asc
Rich Text Format	Rich Text Format is a format which can hold information about the formatting and layout of the document. This can include which fonts are used for text, the size of margins, how paragraphs are formatted and much more.	.rtf
HTML	This is the language used on the internet. When you save a file with this format, not all original formatting is saved with the document. For example: <ul style="list-style-type: none"> ◆ animated text will be converted to italicised text ◆ any non-standard underline style will be converted to the standard solid underline style ◆ decorative paragraph borders will be converted to plain box borders ◆ graphics that have been formatted with text wrapping will become left or right aligned 	.htm or .html

Learning Outcome 1 — Summary Tasks

Task 1

Question 1

Description	Medium
Stored inside the system unit in a sealed unit. Storage capacities currently range from around 10 GB to 100 GB.	Hard disk
Holds about the same amount of information as around 500 floppy disks, can be recorded on only once.	CD-ROM
Mainly used for long-term storage of data, usually backing up information for future retrieval if necessary.	Tape or tape cartridge
Looks like a large floppy disk and uses a special drive which can be either external or internal.	Zip disk

Task 2

Contents of the Reports and Newsletters folder	
Advantages of Word Processing Audit Catalogue Comets Desktop Publishing Final Video Report Hale-Bopp.jpg	Monthly Movies Office.jpg Spec Startout Updated Video Report Video Report

Learning Outcome 2

Exercise 2.15

Name	Letter
Chart Area	<u> B </u>
Legend	<u> A </u>
X-axis	<u> C </u>
Data Series	<u> E </u>
Plot Area	<u> D </u>

Learning Outcome 2 — Summary Tasks

None of the Summary Tasks in this section require answers.

Learning Outcome 3

Learning Outcome 3 — Summary Tasks

None of the exercises or Summary Tasks in this section requires answers.