

Tutor Guidance

It is recommended that the following file structures and files are used to store candidate data which may be required as evidence in portfolio work. Your institution may adopt different methods of storage for candidate evidence. You should use the most appropriate for retaining candidate work (electronic or paper).

For the following subjects:

- ◆ Word Processing
- ◆ Artwork & Imaging
- ◆ Internet & On-line Communications
- ◆ Databases

Students may be asked to store or create a PC Passport student folder consisting of, First Name and Last Name e.g. PC Passport Jennifer Black.

For the following subjects:

- ◆ IT Systems
- ◆ Spreadsheets

Students may be asked to store or create the following folder structure:

SS-Int2

Student folder e.g. Jennifer Black
Household
Sales Sheets
Workstuff
 Databases
 Financial
Personalstuff
 Cars
 Graphics

Note: the student folder name should consist of the student's first name and last name and not be called Jennifer Black Jennifer Black is only an example of a fictitious student name).

For the following subject:

- ◆ Presentations

Students may be asked to store or create the following folder structure:

Presentation work

Student folder e.g. Jennifer Black

Student files

Personalstuff

Presentations

Note: the student folder name should consist of the student's first name and last name and not be called Jennifer Black (Jennifer Black is only an example of a student name).

The following files are required to ensure candidates can carry out the exercises. Files should be installed in the topmost folder location in the appropriate PC Passport folder structure, or on an area on your network, where candidates can access the exercise files they need.

For IT Software: Spreadsheets & Databases

Databases	Files required
Exercise 1	None
Exercise 2	Contact Management Template
Exercise 3	None
Exercise 4	Sumi painting design
Exercise 5	tgclogo2
Exercise 6	None
Exercise 7	None
Exercise 8	None
Exercise 9	None
Exercise 10	None
Exercise 11	None
Exercise 12	None
Exercise 13	None
Exercise 14	None
Exercise 15	None
Exercise 16	None
Exercise 17	None

Spreadsheets	Files required
Exercise 1	Clothes spreadsheet
Exercise 2	Dealer Pricing
Exercise 3	Blank workbook
Exercise 4	Salary Rises
Exercise 5	P&L workbook
Exercise 6	None - Q& A
Exercise 7	Blank workbook
Exercise 8	Sales Q2
Exercise 9	Sales Turnover
Exercise 10	Production
Exercise 11	Salary Increases
Exercise 12	Forest Devastation
Exercise 13	Forest Devastation with Chart
Exercise 14	None - Q&A
Exercise 15	New Macro
Exercise 16	PivotData – amend supplied file
Exercise 17	New blank workbook
Exercise 18	Stock Records
Exercise 19	New blank workbook
Exercise 20	Stock Records
Exercise 21	New blank workbook

For IT Systems:

IT Systems	Files required
Exercise 1	Using a game to practice using a mouse
Exercise 2	Identify parts of a computer
Exercise 3	Desktop and Application navigation
Exercise 4	Exploring different applications
Exercise 5	Using Files & Folders
Exercise 5	Creating two folders WorkStuff and Personal stuff
Exercise 5	Moving files as directed in exercise
Exercise 6	Taking a screen shot
Exercise 7	Using the help facility
Exercise 8	Connecting a digital camera
Exercise 9	Connecting a web camera
Exercise 10	Connecting a USB device
Exercise 11	Research computers

For Internet & On-line Communications:

Internet & On-line communications	Files required
Exercise 1	Use Google web site
Exercise 2a	Use the BBC web site
Exercise 2b	Revisiting a website
Exercise 2c	Using History facilities
Exercise 2d	Creating bookmarks
Exercise 3a	Performing a Simple Search
Exercise 3b	Performing a Complex search
Exercise 3c	Performing a Meta search
Exercise 4	Use On-line communication tools
Exercise 5	Researching viruses
Exercise 6	Using e-mail
Exercise 7	Creating a web site
Exercise 8	Networking Q&A
Exercise 9	Using Video conferencing

For IT Security:

IT Security for Users	Files required
No exercises	None

For IT Software: Word Processing and Presentation Information:

Word Processing	Files required
Exercise 1	The Chinese Calendar Have appropriate folder structure
Exercise 2	Use a Fax template
Exercise 3	Use a Memo template
Exercise 4	Create a new template
Exercise 5	Advantages of Word Processing
Exercise 6	Advantages of Word Processing
Exercise 7	New document- save in correct location
Exercise 8	World Calendar
Exercise 9	World Calendar
Exercise 10	Activities
Exercise 11	World Calendar
Exercise 12a	December Calendar
Exercise 12b	Successful Writing
Exercise 12c	Save with new name in correct location
Exercise 13	January Calendar
Exercise 14	Chart albums
Exercise 15a	Create a new blank document
Exercise 15b	Save with correct name in correct location
Exercise 15c	Create new, save with correct name in correct location
Exercise 16	Chart Albums
Exercise 17a	Use a Web template
Exercise 17b	Open file from 17a
Exercise 18a	Create new document
Exercise 18b	Open file from 18a
Exercise 19a	Interview Letter
Exercise 19b	Create the data source
Exercise 19c	Edit the data source
Exercise 19d	Edit mail merge records
Exercise 19e	Insert placeholders
Exercise 19f	Insert Merge fields
Exercise 19g	Completing the mail merge
Exercise 19h	Printing the mail merge letter
Exercise 20a	Sales file, add chart
Exercise 20b	Sales file, edit chart
Exercise 20c	Sales file - Chart elements
Exercise 21a	Final Video Report -Table of contents
Exercise 21b	The Chinese Calendar - Creating index entries
Exercise 21c	New file -Creating automatic index entries
Exercise 22	Monthly Movies - Creating footnotes
Exercise 23a	Any previous file - Tracking changes
Exercise 23b	Any previous file - Print tracked changes
Exercise 24	New file -Macros, menus and toolbars

Presentations	Files required
Exercise 1	Cascade template use correct file location
Exercise 2	Clip Art - Hoops, goals and Bottles
Exercise 3	None
Exercise 4	None
Exercise 5	Cascade template
Exercise 6	Arrows6.wmf
Exercise 6	Champagne.wmf
Exercise 6	Soccer.wmf
Exercise 7	Promotion 2-8

Artwork & Imaging	Files required
Exercise 1	None
Exercise 2	navigate01.jpg
Exercise 3	format01.psd
Exercise 4	selection01.gif
Exercise 5	crop01.jpg
Exercise 6	rotate01.jpg
Exercise 6	rotate02.jpg
Exercise 6	rotate03.jpg
Exercise 7	resize01.jpg
Exercise 7	resize02.tif
Exercise 8	web03.tif
Exercise 9	web04.psd
Exercise 10	clone01.jpg
Exercise 10	selection01.jpg
Exercise 11	blur01.jpg
Exercise 11	noise01.jpg
Exercise 11	sharpen01.jpg

Microsoft offers a range of demos, training courses and quizzes which you can use with their products. Each version of the product has great how to articles and knowledge bases as well as on-line help facilities to use.

This is a really useful way of extending your candidate's learning experience.

These resources are all FREE

Microsoft Office training courses for products including Excel, Word, Access and PowerPoint:

<http://office.microsoft.com/en-gb/training/FX100565001033.aspx>

Microsoft Office demo's for products including Excel, Word, Access and PowerPoint:

<http://office.microsoft.com/en-gb/help/FX100485311033.aspx>

Microsoft Office quizzes for products including Excel, Word, Access and PowerPoint:

<http://office.microsoft.com/en-gb/help/FX100485311033.aspx>

Microsoft Publisher training courses:

<http://office.microsoft.com/en-gb/training/CR061832741033.aspx>

Microsoft Publisher demos:

<http://office.microsoft.com/en-gb/publisher/CH011217901033.aspx>

Microsoft Publisher quizzes:

<http://office.microsoft.com/en-gb/publisher/CH011988591033.aspx>

Any PC Passport queries: contact joan.Morris@sqa.org.uk