

PC Passport

WORD PROCESSING — Beginner Instructor's guide



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

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Welcome

Welcome to the Word Processing Beginner course. The Student Workbook for this course is designed to teach the topics required for the assessment of this Unit. The companion Student 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.

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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 Student Exercise Booklet

The Student 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 2

Create the **Hale-Bopp** document shown on the following pages and save it as **Hale-Bopp** in the **Reports** folder. Close the document when you have finished with it.

Note: The graphic in this document is **Hale-Bopp** in the **WP – Int 1** folder. Use the **Insert, Picture, From File** menu option to add it to the document.

Exercise Files

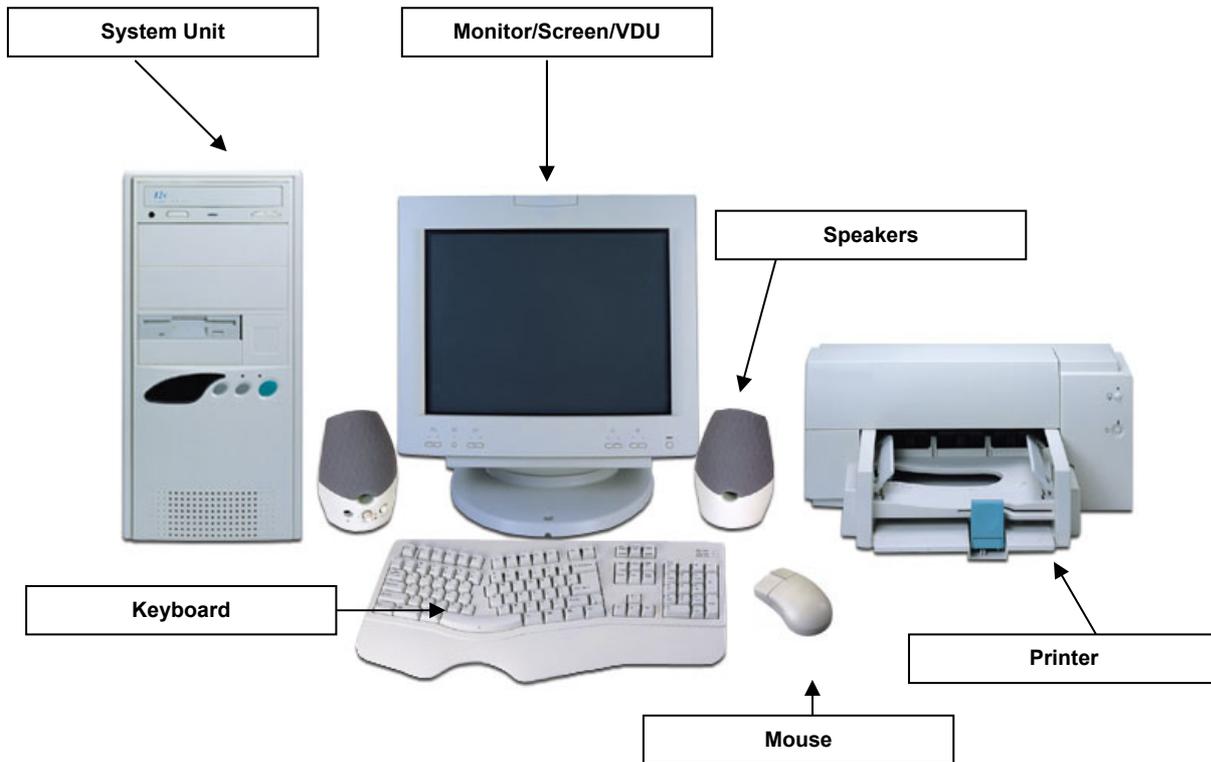
Most of the practical exercises and Summary Tasks in the Student Exercise Booklet ask the learner to open specific files. These are available to download from SQA’s website. For more information, please contact your SQA Co-ordinator. If possible, a copy of these files should be placed on the hard disk (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.

Answers to Written Exercises

Learning Outcome 1

Exercise 1.1

Question 1



Exercise 1.2

Question 1

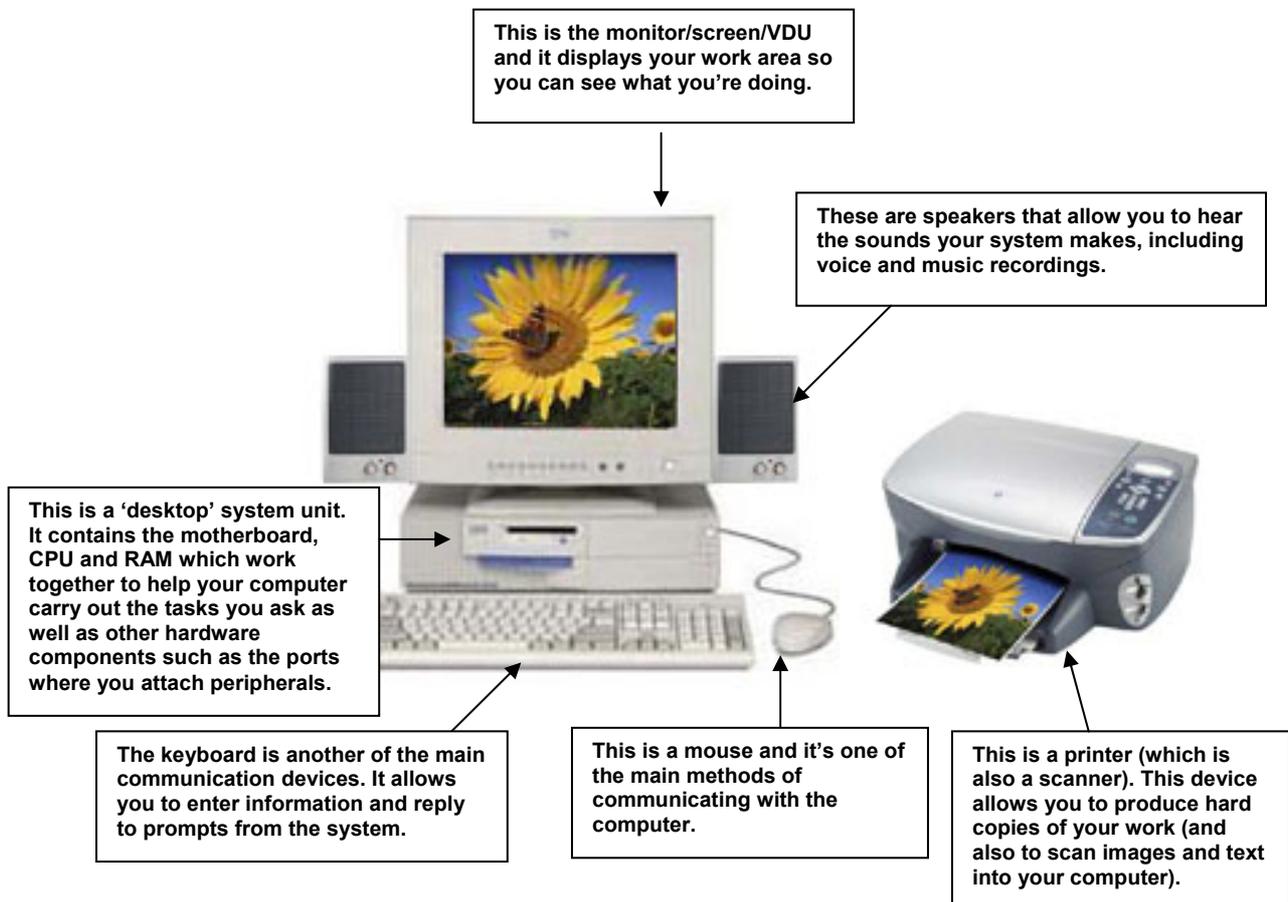
- Microsoft Word is an example of **application** software, and it allows you to **create, format, edit and print documents such as letters, memos and faxes.**
- Microsoft Windows is **system** software and its purpose is **to be responsible for communicating and managing the software and files saved on the hard disk.**
- Microsoft Excel/Lotus 1-2-3/Corel Quattro Pro** is an example of Spreadsheet software.

Learning Outcome 1 — Summary Tasks

Task 1

Question 1

1. In each box write then name of the component and a short description of what it does.



Question 2

	Input	Output
Tablet	✓	
Screen		✓
Mouse	✓	
Digital camera	✓	
Plotter		✓
Scanner	✓	

Question 3

System Software (suggestions)

Microsoft Windows 95/98/2000/ME/XP

Mac OS X

Linux

Any other operating system

Application Software (suggestions)

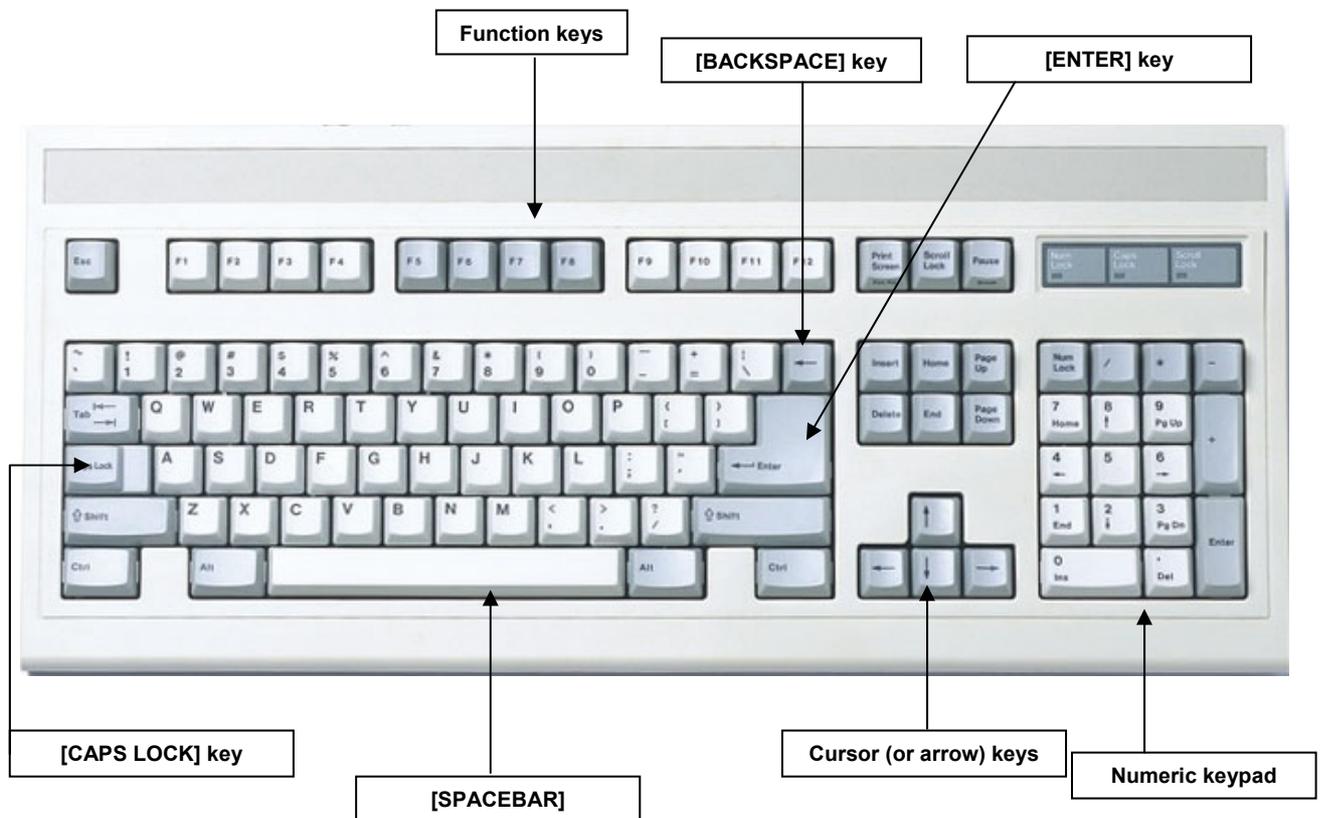
Any Microsoft Office program

Any Lotus SmartSuite program or Notes

Any Adobe application

Any other software program that is application rather than system.

Question 4



Question 5

Application Software	Software that is responsible for carrying out tasks, such as the production of printed documents, spreadsheets or presentations.
All-in-one printer	A printer with additional functionality, eg scanning or photocopying capabilities. When acting as a printer, this is an output device; when acting as a scanner it's an input device.
Cable modem	A cable modem is a fast connection to the internet that is always on, so the user is permanently connected to the internet. This means that there is no need for a modem attached to a phone line, saving money on calls and also freeing up the phone line for voice calls. There is, however, usually a high monthly charge for the use of a cable modem (currently approx £20 - £35).
Hardware	The physical machinery of your computer system.
Mouse	A pointing device used to communicate with system and application software. The mouse is dragged around the desktop until its pointer is pointing to the appropriate part of the screen and then the user clicks or double-clicks to perform the task they need. The mouse is an input device.
Internet Explorer	Software program that allows the user to access and explore the Internet.
RAM	Random Access Memory. A series of chips that plug into the motherboard. The RAM is the 'workspace' of the computer where information is stored while it's being used.

Question 6

a)	The C drive
b)	Two folders (plus two other subfolders that you can see)
c)	Folders are: <ul style="list-style-type: none"> ◆ David Walker and Alan Falls Subfolders are: <ul style="list-style-type: none"> ◆ Letters and Reports
d)	The Urban Development Project
e)	Current Projects
f)	The Eastwood Project
g)	Microsoft Word (.doc extension)

Task 2

Question 4

(all Word documents except where file extension is given)

WP – Int 1 (don't include subfolders)	Employee Documents	Letters and Memos	Meetings	Reports
Calendar	Calendar	Conference room reservation	Agenda	Advantages of word processors
Catalogue	Car policy	Interview letter		Audit
Comets	Company car entitlement	Promotions		Hardware sales
Hale-bopp.jpg	Desktop publishing	Vet letter		Software.rtf
Office.jpg	Employ			Successful writing
Startout	Office automation conference			Spec
Training services	Revised car policy			
Advantages of word processors				

Learning Outcome 2

Learning Outcome 2 — Summary Tasks

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

Learning Outcome 3

Learning Outcome 3 — Summary Tasks

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