National 5
Coursework
Assessment Task

National 5 Administration and IT Assignment
Assessment Task — Fair Florals

Valid for session 2023-24 only.

SQA provides this assessment to centres in the strictest of confidence. You must keep it in a secure place until it is used, between sittings and until the end of the assessment period.

This edition: February 2024 (version 1.0)

© Scottish Qualifications Authority 2024

Instructions for candidates

This assessment applies to the assignment for National 5 Administration and IT.

This assignment has 70 marks out of a total of 120 marks available for the course assessment.

It assesses the following skills, knowledge and understanding:

- using IT functions in word-processing/desktop publishing and presentations to produce and process information
- using technology for investigation
- using technology for electronic communication
- problem solving
- administration theory

Your teacher or lecturer will let you know how the assessment will be carried out and any required conditions for doing it.

In this assessment, you have to work through a series of tasks:

- that assess the skills, knowledge and understanding listed above
- within 3 hours (excluding printing time)
- in a maximum of two sittings — where additional printing time is required, this should be completed immediately after each sitting

This is a closed-book assessment. However, you can use the internet when specifically instructed to do so.

Your teacher or lecturer will provide the following e-files for you to use during the assignment:

- **Advert** — a word-processing file
- **Conference Notes** — a word-processing file
- **Ethical Florist** — a presentation file
- **Fair Florals Logo** — a jpg file
- **Letter** — a word-processing file
- **Oban Businesses** — a database file
- **To-do list** — a word-processing file

Assessment Task

You are an Admin Assistant for Fair Florals, a new eco-friendly and sustainable florist opening on 1 June 2024 in Oban. Fair Florals will provide flowers for all occasions. You report to Paulette Bloom, Business Owner.

The contact details are:

Fair Florals
14 Argyll Square
Oban
PA34 4AZ

Phone: 07658743231
E-mail: info@fairflorals.com
Social media: @fairflorals

Slogan: Flowers to care for the heart and planet

Your teacher or lecturer will provide you with an e-mail address.

You must:

- complete each task in order
- action and delete all comments within files
- display your name and task number on each printout
- key-in or write your Scottish Candidate Number on all printouts
- ensure that the e-mail printout shows evidence of sending

TO-DO LIST

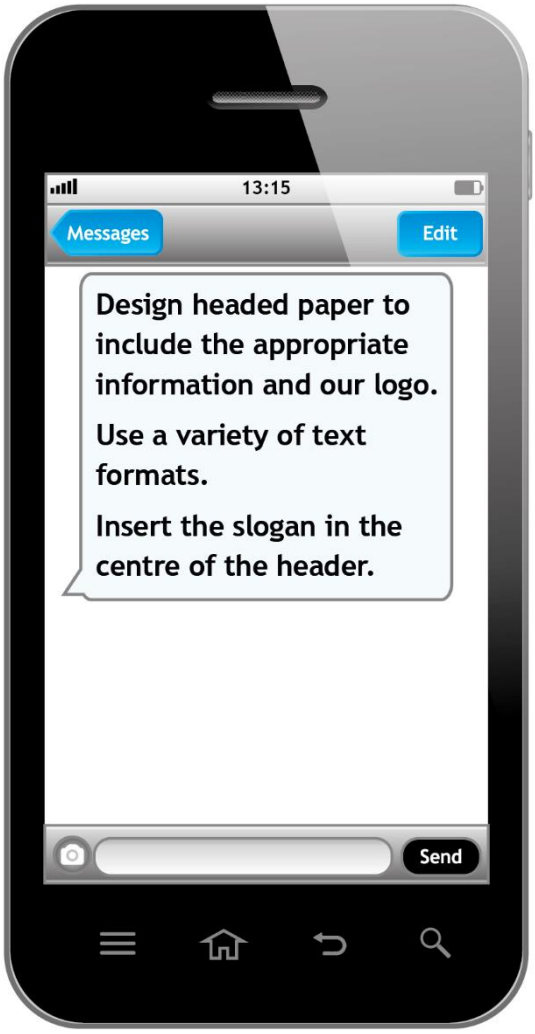
Fair Florals

You should use the following table to make sure you have all the printouts required.

Task	Printouts	Marks available	Completed (✓)
1	Headed Paper	6	
2	Advert	9	
3	E-mail	5	
4	E-diary: ♦ weekly view	4	
5	Internet: ♦ driving directions ♦ accommodation ♦ electric bike seller	5	
6	Theory — Conference Notes	10	
7	Presentation: ♦ handout — 3 slides per page ♦ 'Who am I?' slide — full page	10	
8	Discount Voucher	7	
9	Mail Merge Letter: ♦ showing merge fields ♦ showing merged letter	10	
10	E-diary: ♦ daily view ♦ evidence of reminder ♦ task	4	

Task 1

You have received the following message from Paulette. Create headed paper using the information below and print a copy. Save the file using the file name **Headed Paper.**



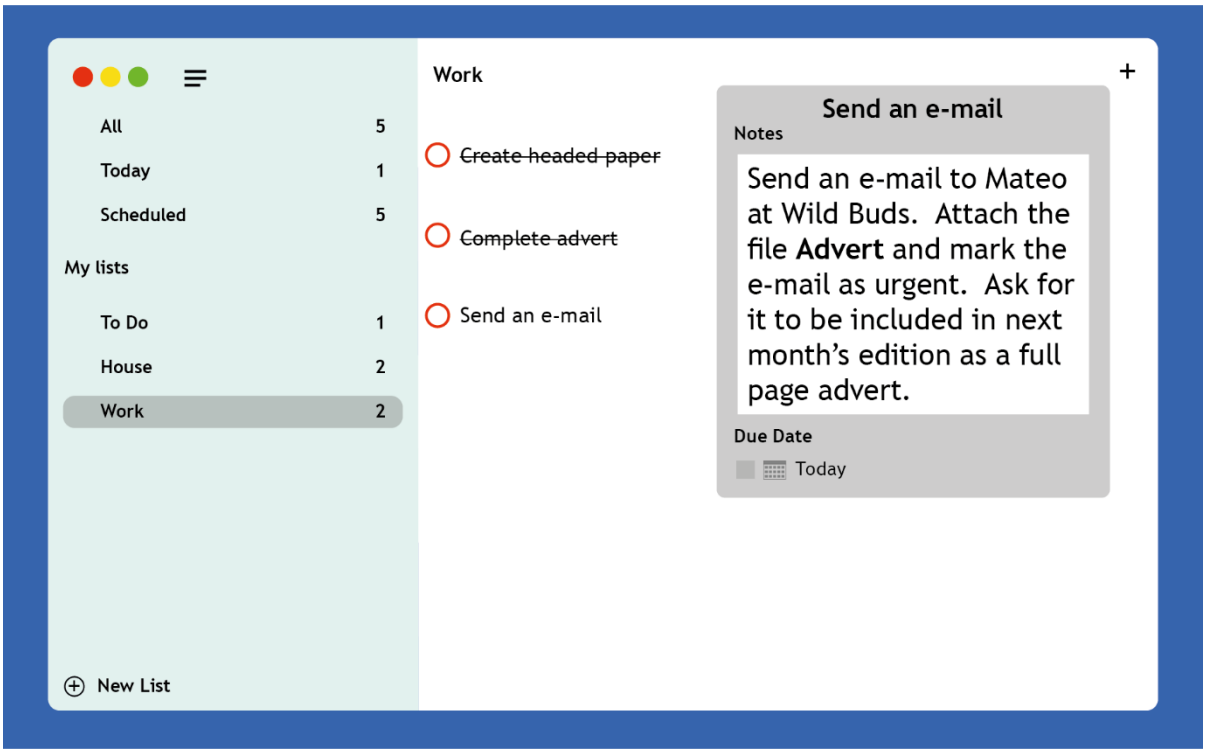
Task 2

Paulette has started an advert for a feature in Wild Buds, Oban's leading Floral Art magazine. Complete the file **Advert** by following all instructions and using the information below.

Print a copy on one page.

Task 3

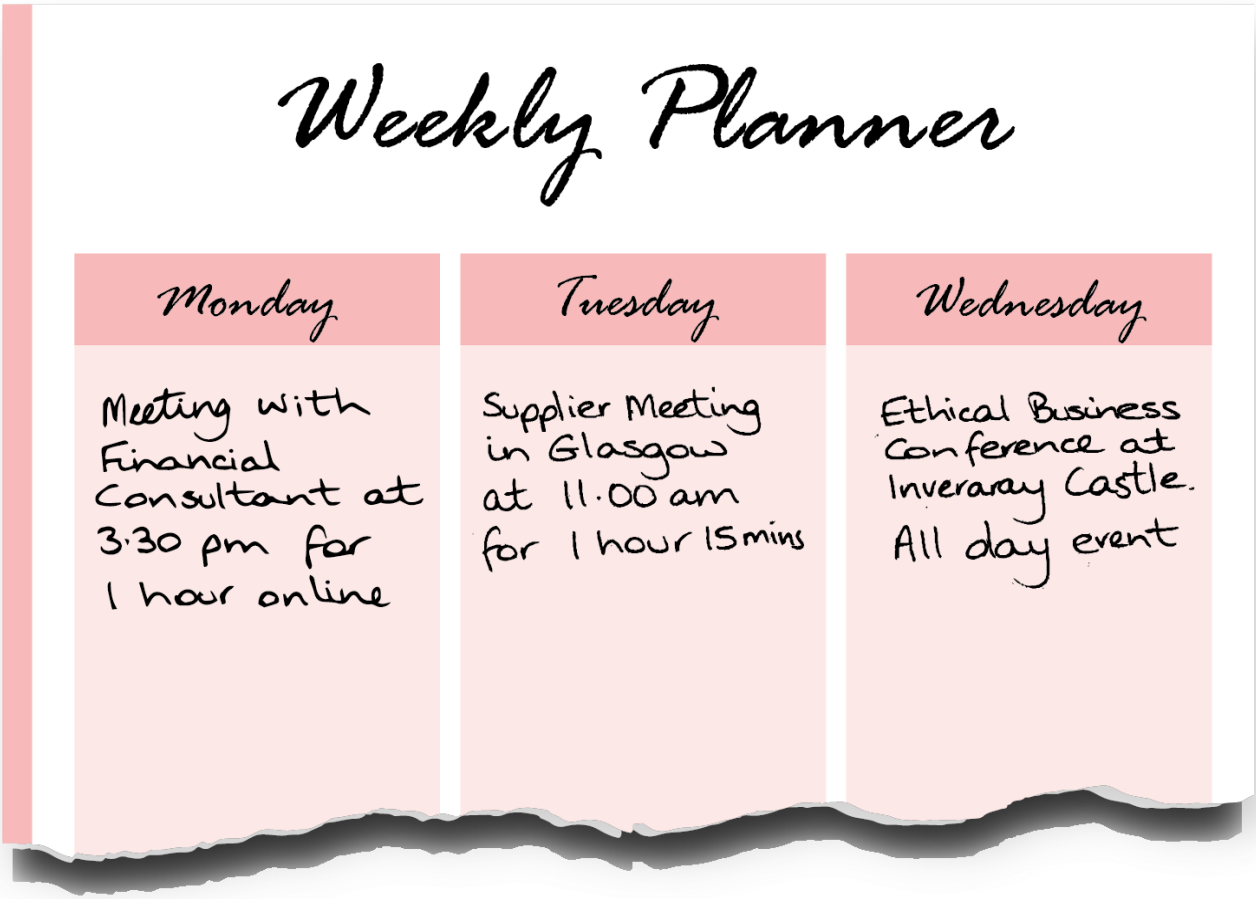
Use the information below and print evidence of sending.



Task 4

Paulette has important events during the first full week in May. Using the information below, enter these events into the e-diary including locations.

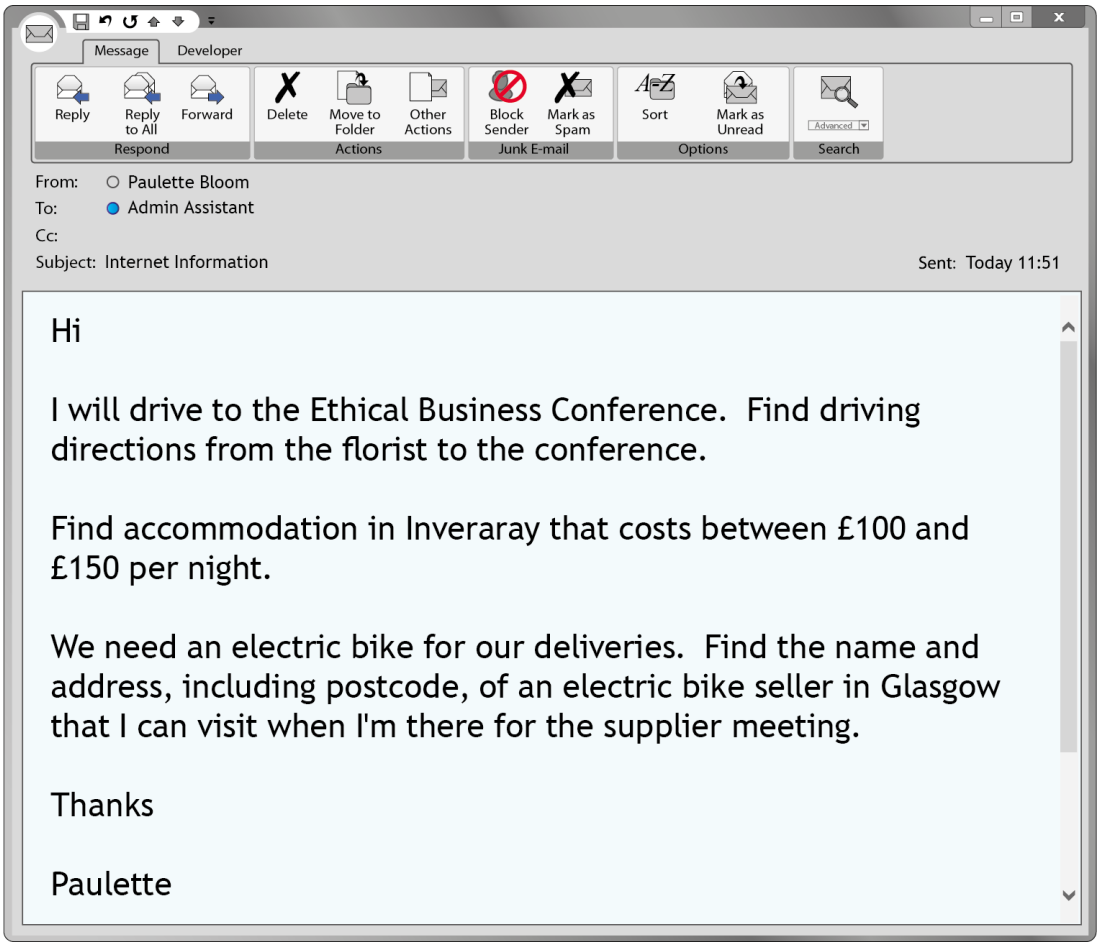
Print the e-diary in weekly view.



Task 5

Paulette has sent you the following e-mail. Access the internet to find the information she requires.

Print evidence showing driving directions, suitable accommodation and a seller of electric bikes. Your printouts must show all the search criteria.



Task 6

Complete and print the file **Conference Notes**.

Task 7

Paulette has started her presentation for the Ethical Business Conference. Update the file **Ethical Florist** using the information below.

Print a copy of the full presentation as a handout with 3 slides per page. Print the 'Who am I?' slide as a full page slide.

Notes:

- Delete the graphic from all slides.
- Apply a suitable design template.
- Insert the logo on the title slide.
- The content on the 'What makes us different?' slide should be a numbered list.
- Move the 'Who am I?' slide to be slide 2.
- Insert action buttons on all slides.
- Insert a shape on the 'Where to find us:' slide and put the address of the shop inside the shape. Also insert Fair Florals' e-mail address and social media details on this slide.
- Remove handout page numbers.

Insert the following information on the 'Who am I?' slide:'

Name: Paulette Bloom

Previous Occupation: Landscape Gardener

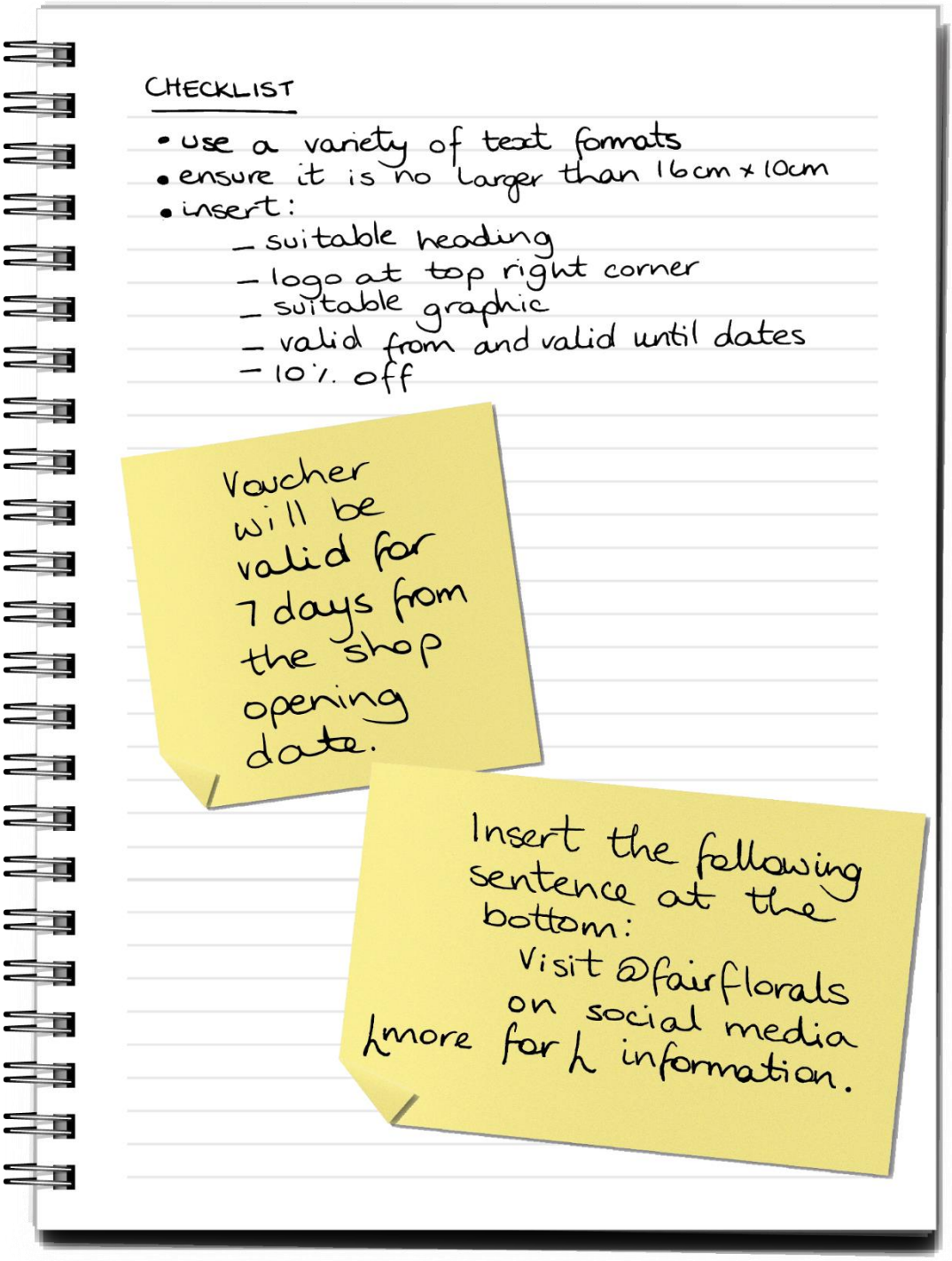
trs Passion: Creating unique exquisite designs that take your breath away.

Inspiration: Local businesses meeting local needs. Caring

STET for others is at the ~~heart~~ ~~centre~~ of everything that Fair Florals does.

Task 8

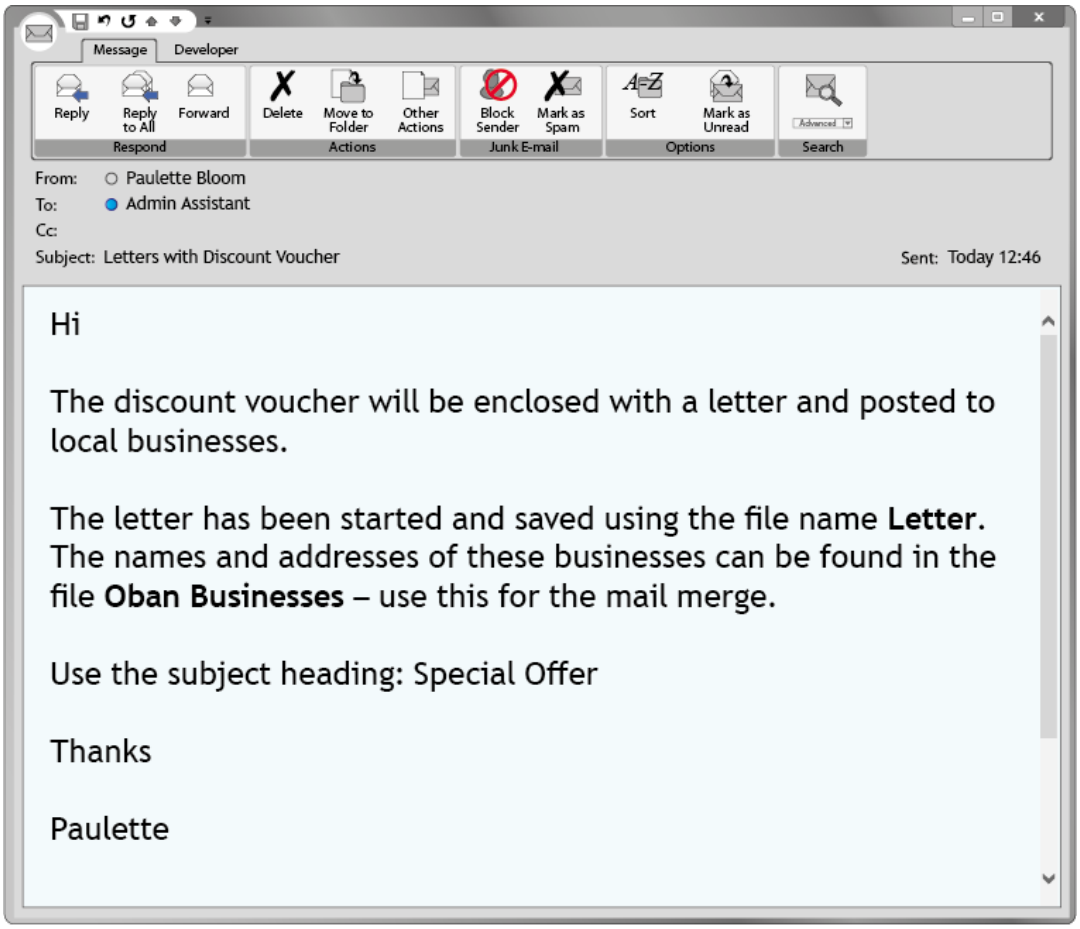
Design a discount voucher to be distributed to local businesses using the information below. Print a copy of the discount voucher.



Task 9

Complete the letter using the information below.

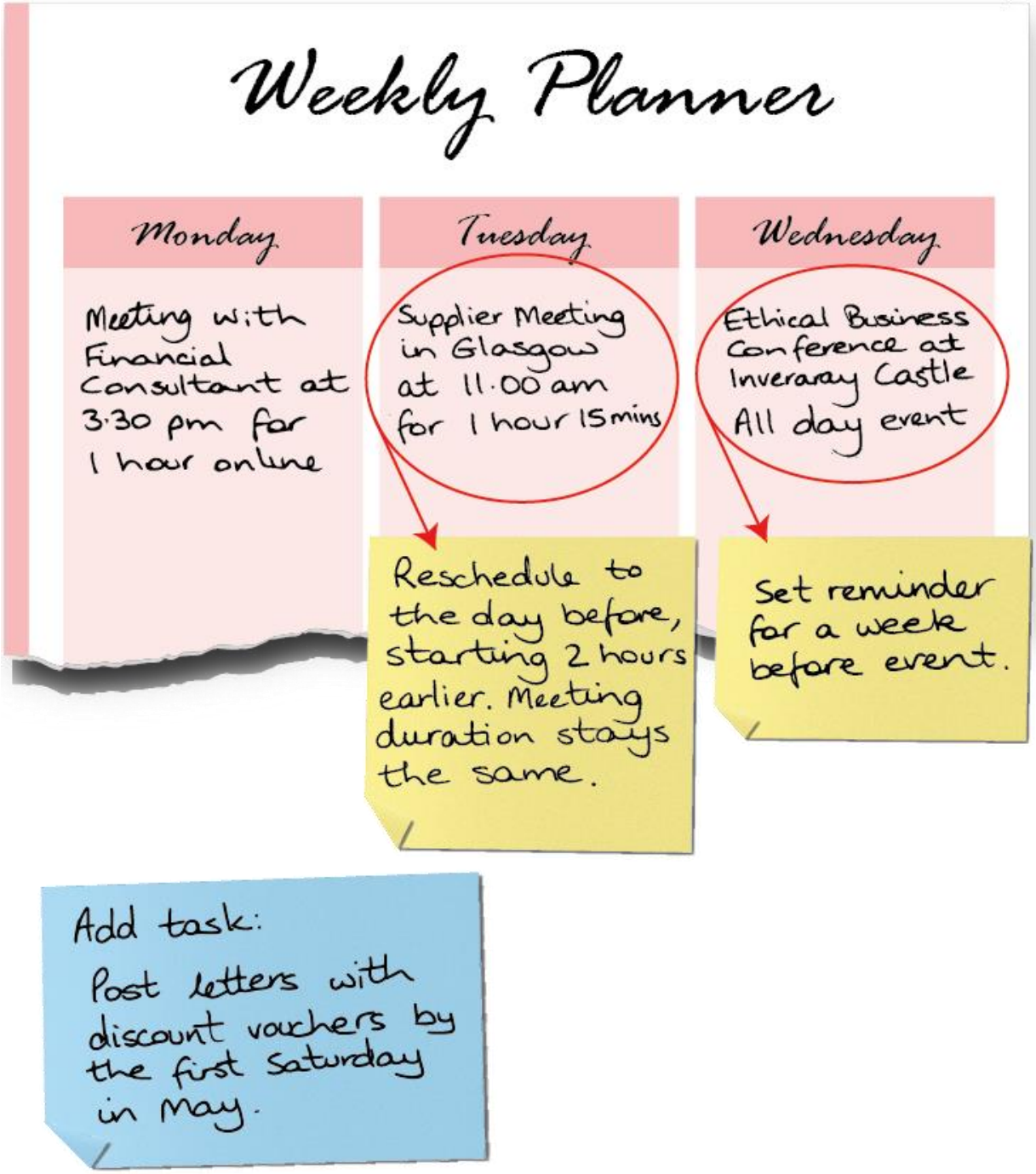
Print one copy of the letter showing merged fields and one copy of the merged letter.



Task 10

Using the information below, update the e-diary and enter the task.

Print the diary for Monday in daily view, print evidence of the reminder and the task.



Copyright acknowledgements

Logo – 'Fair Florals'
SQA has made every effort to trace the owners of copyright of this item and seek permissions. We are happy to discuss permission requirements and incorporate any missing acknowledgement. Please contact question.papers@sqa.org.uk.

Administrative information

Published: February 2024 (version 1.0)

History of changes

Version	Description of change	Date

Security and confidentiality

This document can be used by SQA approved centres for the assessment of National Courses and not for any other purpose.

This document may only be downloaded from SQA's designated secure website by authorised personnel.

© Scottish Qualifications Authority 2024