

# **N5 Administration and IT Assignment Instructions to Teachers/Lecturers**

Prior to candidates starting the Assignment, teachers and lecturers should ensure that the following e-files have been downloaded and are available for candidates to use. The files **must** be kept secure and must not be accessed by candidates prior to the Assignment being undertaken.

**2016 To-do-list** - this is a word processing files which may be useful for candidates to complete as they do the tasks. It is not compulsory and does not need to be handed in.

**Confletter** - this is a word processing file

**Event Costs** - this is a spreadsheet file

**Graphic 1** - this is a jpeg file

**Graphic 2** - this is a jpeg file

**Logo** - this is a jpeg file

**Presentation** - this is a powerpoint file

**Press** - this is a word processing file

**Recruitment** - this is a word processing file

**Running Order** - this is a word processing file

**Security** - this is a word processing file

**Sounds on the Shore** - this is a database file containing 2 tables (also provided as files exported to Excel format to be used if required - Act and Agent).

- Primary keys - Act Table, Act Name; Agent Table, Agent No.
- A one to many relationship should be set up from Agent Table to Act Table using the Agent No field.
- The Act Table should be in alphabetical order of Act Name.

## **Task 4a and 4b - email**

Candidates should be supplied with 2 functioning email addresses so that they are able to send an email to 2 addresses for this task. It is acceptable for this to be the teacher/lecturer's emails. Candidates will need to provide proof of the sent email only.

**For use with Task 4a and 4b. PowerPoint e-file to be attached to this e-mail.**

Subject: Sounds on the Shore - Presentation

Hi

I have attached the security presentation received from Aberdeen Council. Make the following changes and use the reply function to send it back to me, also send a copy to Jim McGinley, Head of Security.

- Apply a suitable design template/background to all slides.
- Create a title slide which shows the main title Steward Safety Briefing and includes the festival logo and dates.
- Bullet all appropriate points on slide 5 and add the following text as the last 2 points:

Hi-visibility jackets are to be worn at all times.

Sun cream should be worn when spending extended periods in the sun.

- Show the festival name in the left footer and the dates in the right footer on slides 2-5.
- From the files insert **Graphic 1** on slide 3 and **Graphic 2** on slide 4.

a) Print a copy of the presentation showing 3 slides per page.

b) Print evidence of the sent e-mail.

Thanks

Mitch Goodwin