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| **ICTICT102 Operate a word processing application** | | | |
| **Competency***:*  **Ungraded** | | Course: Cert I in Information, Digital Media & Technology | |
| **Event No: 2 of 2** | **Weight: 50%** | **Date Due: TBA** | **Teacher:** |
| **Submit the following task to your teacher:–**   * Hand in a printout of the report to your teacher. * Save all the work files to bbfiles\_wp and submit to the teacher.   **NOTE:**  *You must satisfactorily complete all tasks in this assessment to be deemed competent in this unit* | | | |

**Instructions:**

Complete and submit all the practical tasks.

There is to be no student interaction during the task. All work must be your own.

Print and hand in your document to your teacher. Make sure your name is on all documents submitted.

Submit the folder bbfiles\_wp to the teacher.

# Practical Task

In this task you will create a procedures template for Bug Byte Technology. You will then use this template to format a report on saving resources in the office. The report will be distributed to all Big Byte Technology staff and will conform to the Big Byte Technology style guide.

1. Ensure your keyboard and equipment are adjusted in accordance with WHS standards and regulations to avoid injury or illness. This may include using chairs, wrist rests, document holders, foot rests and anti-glare screens where appropriate.
2. All files will be saved in a folder named **bbfiles\_wp** copy this folder from the Teacher's Data Drive to your storage device.
3. Open a suitable word processing computer application.
4. Open a new blank document and format a template with the following settings:
   * Change the top and bottom margins to 1.5 cm and the left and right margins to 2 cm.
   * Insert the Big Byte Technology logo image into the header. Resize and centre align.
   * Add a footer and insert the following:
     + Your name (left aligned)
     + Today's Date (centre aligned)
     + Page Numbering (right aligned).
     + Change the footer text to Calibri 10pt.
5. Save the template as **bb\_procedures.dotx** to your bbfiles\_wp folder.
6. Close the template.
7. Use the template to create a report for Big Byte Technology.
8. Save the file as **bbgreen report.docx** to your **bbfiles\_wp** folder.
9. Open the file **report.docx** from your bbfiles\_wp folder.
10. Copy all the text in the document. Return to **bbgreen\_report.docx** and paste in the copied text into the report.
11. To conform to the Big Byte Technology style guide, format the document as follows:
    * Select all the text in the document and change to Calibri 12pt.
    * Apply 6pt After paragraph spacing to the whole document.
    * Apply 1.15 Line spacing to the whole document.
12. Select the heading **Report on minimising paper wastage** and change to:
    * 20pt
    * Bold
    * Dark blue
    * Centre aligned
13. Select the sub-headings **Double sided paper use** and **Think before you print or copy** and change to:
    * 16pt
    * Bold
    * Dark green
14. Select the text from **Preview documents before printing** to **It's faster** and format as follows:
    * Apply bullet points to the selected text.
15. Insert a blank line above the paragraph **All staff should employ ...** and insert a table with 2 columns and 4 rows.
16. Type in the following text as shown below:

|  |  |
| --- | --- |
| Print and copy on both sides |  |
| Use email to exchange documents and memos |  |
| Use electronic data storage instead of hard copy files |  |
| Shred confidential and sensitive information and use for packaging or recycling |  |

1. Insert a new blank row at the top of the table.
2. Merge the two cells in the new first row and add the heading **Big Byte Technology Checklist**. Bold and centre align the heading.
3. Spell check and proofread the document and make changes where required.
4. Insert your name where shown above the Office Manager.
5. Preview the document from the Print area.
6. Print the document.
7. Save all the changes.
8. Resave the file in a PDF format as **bbgreen report.pdf**
9. Close all open files and close the word processing program.

# Practical Task Marking Criteria

All the criteria below must be completed in order to complete this assessment.

| Task criteria | Assessors comments |
| --- | --- |
| * Use WHS practices * Open software application package and format the document for the scenario   Document layout and formatting altered to conform with the guidelines:   * Margins adjusted * Fonts and headings applied * Line and paragraph spacing applied * Bullets applied   Technical Functions used:   * Accessed a range of toolbars * Inserted footer * Inserted image and customised as required * Inserted table and formatted table * Copy and insert text from another document   Storing and presenting documents:   * Completed document printed as required * Files are named bbgreenreport.docx and stored in the bbfiles\_wp folder as required by the organisation * Resave the report as a PDF file |  |