

Using ICT to Present Information

Assignment 3: Use of templates to create and review complex documents

Deadline: Week of 08/01/08

Student Name: _____

Date handed in: _____

Grading Criteria

It is possible to achieve the following grading criteria from this assignment.

| BTEC Grading Criteria | Tick | Date | Key Skills |
|--|------|------|---|
| P4. Select and use document templates | | | <i>C2.1a, ICT2.1 ICT2.2, ICT2.3</i> |
| M2. Create a complex document that combines textual, numerical and graphical information appropriate for a defined audience | | | <i>C2.1a, C2.3 ICT2.1, ICT2.2, ICT2.3</i> |
| D1. Create document templates using two different applications | | | <i>C2.1a, ICT2.3</i> |
| D2. Review a complex document and justify choice of tools and techniques in terms of the effectiveness of communication to the defined audience | | | <i>C2.1a, C2.1b ICT2.3</i> |

Assignment Feedback (with SMART targets)

Student Feedback

| | |
|-----------------------------|-------------|
| Internal Verifier Comments: | |
| Signed: _____ | Date: _____ |

Assignment Brief



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Assignment 3: Use of templates to create and review complex documents

Scenario

You are an *Administrative Assistant* working in a toy company called 'Toytastic!'. Recently your company has made four action figures for a new film being released by NewMedia Film Productions.



Below are the sales figures for the four main character figures sold during the first financial quarter (April, May and June). These sales figures were supplied by the Sales Department on a scruffy handwritten note.

Figure 001 Hero: 30000 units, 35000 units, 40000 units

Figure 002 Villain: 25000 units, 32000 units, 38000 units

Figure 003 Scientist: 17000 units, 27000 units, 25000 units

Figure 004 Soldier: 30000 units, 40000 units, 32000 units

Both the Hero and Villain figures retail for £10.50 each, the Soldier for £10.00 and the Scientist for £9.00.

Tasks

1. Select and use a suitable word-processing *template* to present the information above, to:
 - (a) Mr Ronald Jones, the Managing Director of Toytastic! – **as a memo**
 - (b) Miss Sasha Astapovich, the Head of NewMedia Film Productions – **as a formal business letter** (see *Useful data* section of this assignment brief for Toytastic!'s address)

NewMedia Film Production's address is:

21 Larchwood Drive, Illingham, Worcs., WR12 8DE. [P4]

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2. Mr Jones has also asked you to produce a *mail-merged letter* to company shareholders, which displays a *simple bar chart* showing the *total income* generated over the first financial quarter (April, May, June) for each figure.

You should enter the names and addresses of each of the *shareholders* into a *database table* for the mail merge (see the *Useful data* section of this assignment brief for the shareholders' addresses).

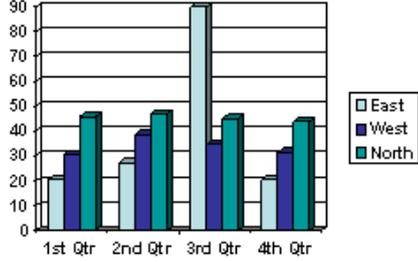
The bar chart should be imported or copied from a *spreadsheet file* that you have made.

The letter produced here will need to be repeated for each quarter throughout the rest of the year. Create a suitable *template* for this letter that can be used for the subsequent quarters.

3. (a) A *slideshow* presentation for this information is also planned for Toytastic!'s annual product review.

A suggested template format for each slide is shown below:

QUARTER #



| Quarter | East | West | North |
|---------|------|------|-------|
| 1st Qtr | 20 | 30 | 45 |
| 2nd Qtr | 30 | 40 | 48 |
| 3rd Qtr | 90 | 35 | 45 |
| 4th Qtr | 20 | 35 | 45 |

LOGO

Text commentary on the chart goes here

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Create a suitable *template* for this slideshow **and** create a finished slide for the first quarter only.

(b) Review the *techniques* used during the creation of the documents for tasks 2 and 3. State the *target audience* for each document. Justify the choice of *tools* used to create each document in terms of the effectiveness of communication to the defined audience.

Useful data:

Toytastic! address:

Toytastic!, Units 10 – 15, Coachchester Trading Estate, Coachchester, Worcestershire, WR12 2MF.

Shareholder names and addresses:

- Mr W. Patel, 29 Ludhaven Terrace, Ross-on-Wye, Herefordshire
- Mrs J. Plume, 13 Finchcastle Lane, Haresham, Worcestershire
- Miss K. Chinata, Flat 2b, Eli Avenue, Dewhampton, Gloucestershire
- Ms N. Chung, 9 Waterlilly Lane, Hillington, Worcestershire
- Mr J. F. Quesada, Pear Tree Farm, Pauntley, Gloucestershire.