**S3 CfE Admin and IT**

Do not write in this booklet.

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**Homework Booklet**

***Welcome to the S3 CfE Admin and IT homework booklet.***

The aim of this booklet is to reinforce what you have learned during your Admin and IT lessons in S3 and to give you some flexibility and choice over what type of homework you complete.

During each unit of work your class teacher will give you a homework deadline. This will usually be one week.

Choose which homework activity (a, b, c…) you want to complete depending on what topic you are covering in class.

Complete a mixture of written and creative tasks!

At the top of each item of homework write your name, class and date. Below this write the topic and letter of each item of homework.

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* **The mouse icon shows that you need a computer to complete that task.**

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* **The pencil icon shows that you need to write out your work on paper. Always write in sentences.**
* **Both icons mean that you can choose how you display your work.**

**Role Of The Administration Assistant**

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| 1. **Identify** 4 qualities and 4 skills of an Administration Assistant.
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| 1. **Justify** whether or not you would be a good Administration Assistant. Give 4 reasons**.**
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| 1. **Create** a revision poster identifying at least 6 duties of an Administration Assistant.
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| 1. **Draw, label** and **describe** 5 pieces of the equipment an Administration Assistant would use in their job.
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| 1. **Explain** the following terms: **Person Specification** and **Job Description.** Include **examples** of information found in each document.
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**Word Processing**

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| 1. **Explain** the following terms: **Letterhead**, **Reference**, **Salutation**, **Complimentary Close** and **Enclosure.**
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| 1. **Explain** when to use Yours sincerely and Yours faithfully in a letter**.**
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| 1. **Create** a Memorandum from yourself, to all staff telling them tips for using E-mail safely.
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| 1. **Create** your own letterhead in Microsoft Word using your own personal information.
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| 1. **Describe** the purpose of a letterhead**.** Include examples of information contained in the letterhead**.**
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| 1. **Create** a **Memorandum** from yourself, to all staff telling them about common **safety** **hazards** in the workplace.
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**Spreadsheet**

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| 1. **Write** examples of these different formulae**: Addition, Subtraction, Multiplication, Division, SUM** and **Average.**
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| 1. **Explain** the following spreadsheet terms: **Cell**, **Row**, **Column, Formula**, **Chart**, **Replication** and **Active Cell.**
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| 1. Create a word search for spreadsheets. Use at least **ten** different terms.
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| 1. **Create** a spreadsheet recording the shoe sizes of 6 people. Show the average, highest and smallest shoe size (max and min).
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| 1. **Create** a spreadsheet of the daily sales of 4 chocolate bars. You will need to create figures for **quantity** **sold** and make up a **selling** **price** to get the **value** **of** **sales**. Include the **total** **sales** and **average** **sales**.
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**Health and Safety**

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| 1. **Create** a poster explaining rules for how to be safe in either a: Home Economics/Technical/Science or IT classroom.
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| 1. **Explain** **three** responsibilities of the employer and the employee under the Health and Safety at Work Act 1974.
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| 1. Create a Health and Safety training brochure to give new employees to tell them all about Health and Safety in the workplace.
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| 1. **Search** the Internet to find out what type of information should be included in a Health and Safety Policy. **Write** at least 100 words.
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| 1. **List** 10 common hazards in a workplace. E.g. tripping over trailing cables.
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| 1. **Create** a word search with at least 10 different Health and Safety terms.
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**Database**

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| 1. **Create** a database with details of your friends. Include at least **4 field names** and at least **4 records**. **Print** one copy of your table.
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| 1. **Explain** the following database terms: **Record, Field Name, Sort and Search.**
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| 1. **Create** a Film database. Include at least **4 field names** and at least **4 records**. **Print** one copy of your table.
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| 1. **Create** a word search with at least 10 different Database terms.
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| 1. **Create** a Book database. Include at least **4 field names** and at least **4 records**. **Print** one copy of your table.
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