**GENERAL POINTS FOR YOUR SUCCESS IN ADMINISTRATION & IT**

**Organisation Of Your SQA Submission**

* Put printouts in number order and ensure you have the correct number of printouts for each task.
* Check the total number of printouts you should have in advance.
* Some tasks will have more than one printout
* Remember to print formulae view for Spreadsheet – this is where the marks are allocated for formulae!

**PLEASE DO NOT LEAVE OTHERS TO ORGANISE YOUR PRINTOUTS – THAT IS YOUR JOB!!!!**

**Instructions**

Please follow all instructions given on:

* The exam/assignment paper
* The files (comments)
* Verbal instructions

**QUITE OFTEN THESE ARE MISSED AND AS A RESULT VALUABLE MARKS ARE LOST.**

**Quality Presentation is key**

* Spacing of hyphen and dashes
* Spacing of times – 9.00 pm
* No spacing in telephone numbers!
* Capitalisation – Initial Caps, BLOCK CAPS
* If adding information to a document, please ensure consistent font/size is used.

**Typos!**

* Many careless typos resulting in lost marks
* Lots of typos made in similar words – eg for instead of from etc

**ENSURE YOU SPELL CHECK AND PROOF READ YOUR WORK!**

**COPY/PASTE WHERE POSSIBLE IN ORDER TO AVOID TYPOS.**

**Presentation of Graphics**

* Graphics should be positioned in an appropriate place
* Graphics used should be good quality and not pixelated
* Check Graphics are not clipped!

**DO NOT POSITION GRAPHICS IN THE MARGIN**

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| **CREATING/EDITING SIMPLE BUSINESS DOCUMENTS**   * Complying consistently with house-style * Using consistent corporate image * Using single/multiple pages | | **1 -**  **CONFIDENT, COULD TEACH THIS TO A PEER** | | **2 –**  **FINE WITH THIS** | **3 –**  **NEEDS MORE REVIEW** | **4 - SUPPORTED STUDY?** | |
| **Business Documents** |  | |  | |  |  |
| **Letterhead** |  | |  | |  |  |
| **Business Letters (Application, Thank you, Enquiry)** |  | |  | |  |  |
| **Creating Forms (Travel Form, Booking)** |  | |  | |  |  |
| **Itinerary** |  | |  | |  |  |
| **Agenda** |  | |  | |  |  |
| **CV** |  | |  | |  |  |
| **Reports of Research Findings** |  | |  | |  |  |
| **Minutes** |  | |  | |  |  |
| **Notices** |  | |  | |  |  |
| **Posters** |  | |  | |  |  |
| **Booklets** |  | |  | |  |  |
| **Business Cards** |  | |  | |  |  |
| **Tickets** |  | |  | |  |  |
| **Wristbands** |  | |  | |  |  |
| **Newsletters** |  | |  | |  |  |
| **Name Badges** |  | |  | |  |  |

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| **WORD PROCESSING FUNCTIONS** | **1 -**  **CONFIDENT, COULD TEACH THIS TO A PEER** | **2 –**  **FINE WITH THIS** | **3 –**  **NEEDS MORE REVIEW** | **4 - SUPPORTED STUDY?** |
| **select and change font/font size** |  |  |  |  |
| **set and change margins** |  |  |  |  |
| **carry out manuscript corrections** |  |  |  |  |
| **use bold/italics/underline to enhance text** |  |  |  |  |
| **align text** |  |  |  |  |
| **change line spacing** |  |  |  |  |
| **insert graphic** |  |  |  |  |
| **Positioning of graphics (not in margin)** |  |  |  |  |
| **Quality of graphics selected must be high** |  |  |  |  |
| **use bullets/numbering** |  |  |  |  |
| **insert headers/footers** |  |  |  |  |
| **borders/shading and page border** |  |  |  |  |
| **page numbering** |  |  |  |  |
| **Page formatting** |  |  |  |  |
| **Insert text/delete text/move text** |  |  |  |  |
| **Find and Replace Text** |  |  |  |  |
| **Cut and/or Copy and Paste Text** |  |  |  |  |
| **Mail Merge from Database/Spreadsheet** |  |  |  |  |

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| **DESKTOP PUBLISHING** | **1 -**  **CONFIDENT, COULD TEACH THIS TO A PEER** | **2 –**  **FINE WITH THIS** | **3 –**  **NEEDS MORE REVIEW** | **4 - SUPPORTED STUDY?** |
| **Use templates** |  |  |  |  |
| **Select/change font & font size** |  |  |  |  |
| **set and change margins** |  |  |  |  |
| **insert/delete/move/format text** |  |  |  |  |
| **insert graphic** |  |  |  |  |
| **insert headers/footers** |  |  |  |  |
| **borders/shading** |  |  |  |  |
| **posters/leaflets/newsletters/invitations** |  |  |  |  |

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| **CREATING/AMENDING/ENHANCING A SIMPLE TABLE:** | **1 -**  **CONFIDENT, COULD TEACH THIS TO A PEER** | **2 –**  **FINE WITH THIS** | **3 –**  **NEEDS MORE REVIEW** | **4 - SUPPORTED STUDY?** |
| **insert, delete, amend data** |  |  |  |  |
| **add/delete rows** |  |  |  |  |
| **add/delete columns** |  |  |  |  |
| **change column width** |  |  |  |  |
| **Change row height** |  |  |  |  |
| **include/remove borders** |  |  |  |  |
| **border/shading of cells** |  |  |  |  |
| **Sort data on one or 2 columns** |  |  |  |  |
| **Alignment** |  |  |  |  |
| **Merge Cells** |  |  |  |  |
| **Add Formulae Perform Calculations in Table (SUM Only)** |  |  |  |  |
| **Change Text Direction Within Cells** |  |  |  |  |
| **Edit Layout of Tables** |  |  |  |  |
| **Use Tables to prepare business documents** |  |  |  |  |

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| **PRINTING OF WP/dtp DOCUMENT:** | **1 -**  **CONFIDENT, COULD TEACH THIS TO A PEER** | **2 –**  **FINE WITH THIS** | **3 –**  **NEEDS MORE REVIEW** | **4 - SUPPORTED STUDY?** |
| **completed document (A4 or A5 booklet)** |  |  |  |  |
| **specific pages/extracts of a document** |  |  |  |  |
| **Print Document with merged fields for a Mail Merge** |  |  |  |  |
| **INTEGRATING DATA FROM OTHER IT APPLICATIONS** | **1 -**  **CONFIDENT, COULD TEACH THIS TO A PEER** | **2 –**  **FINE WITH THIS** | **3 –**  **NEEDS MORE REVIEW** | **4 - SUPPORTED STUDY?** |
| **Spreadsheet (Data or Chart)** |  |  |  |  |
| **Database (from Database File) (tables, queries)** |  |  |  |  |
| **Internet (Screenshots)** |  |  |  |  |
| **Copy/Paste text from another Word** |  |  |  |  |
| **Copy/Paste text from a Publisher file** |  |  |  |  |

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| **MERGING DATA TO WP/DTP FROM SPREADSHEETS & DATABASES INTO A NEW BUSINESS DOCUMENT** | **1 -**  **CONFIDENT, COULD TEACH THIS TO A PEER** | **2 –**  **FINE WITH THIS** | **3 –**  **NEEDS MORE REVIEW** | **4 - SUPPORTED STUDY?** |
| **Address Labels** |  |  |  |  |
| **Letters** |  |  |  |  |
| **Reports** |  |  |  |  |
| **Name Badges** |  |  |  |  |
| **Forms** |  |  |  |  |
| **Certificates** |  |  |  |  |
| **Dynamic Linkage** |  |  |  |  |
| **USING COMMENTS** | **1 -**  **CONFIDENT, COULD TEACH THIS TO A PEER** | **2 –**  **FINE WITH THIS** | **3 –**  **NEEDS MORE REVIEW** | **4 - SUPPORTED STUDY?** |
| **Add Comments** |  |  |  |  |
| **Action Comments** |  |  |  |  |
| **Delete Comments** |  |  |  |  |

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| **WWW** | **1 -**  **CONFIDENT, COULD TEACH THIS TO A PEER** | **2 –**  **FINE WITH THIS** | **3 –**  **NEEDS MORE REVIEW** | **4 - SUPPORTED STUDY?** |
| **Searching for and extracting/downloading relevant information from the Internet** |  |  |  |  |
| **Open Browser** |  |  |  |  |
| **Use Search Engines** |  |  |  |  |
| **Using Google Maps for walk/drive/train directions etc** |  |  |  |  |
| **Navigating Hyperlinks** |  |  |  |  |
| **Print Screen command – Screenshot web page and paste to a Word/Publisher/Powerpoint document** |  |  |  |  |
| **Add/use Favourites/Bookmarks** |  |  |  |  |
| **Printing information/extracts of information** |  |  |  |  |
| **insert hyperlink to WP document** |  |  |  |  |
| **USING INTRANET** | **1 -**  **CONFIDENT, COULD TEACH THIS TO A PEER** | **2 –**  **FINE WITH THIS** | **3 –**  **NEEDS MORE REVIEW** | **4 - SUPPORTED STUDY?** |
| **Searching for and extracting/downloading relevant files information using an internal network** |  |  |  |  |
| **File Management** |  |  |  |  |
| **Using other on-line networks and VLEs** |  |  |  |  |

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| **PRESENTATIONS**  **Using functions of multimedia applications to create and edit presentations** | **1 -**  **CONFIDENT, COULD TEACH THIS TO A PEER** | **2 –**  **FINE WITH THIS** | **3 –**  **NEEDS MORE REVIEW** | **4 - SUPPORTED STUDY?** |
| **Copying information - web page to Presentation** |  |  |  |  |
| **insert hyperlink to Presentation** |  |  |  |  |
| **insert, delete and edit text** |  |  |  |  |
| **align text** |  |  |  |  |
| **Format text** |  |  |  |  |
| **Insert/delete graphics** |  |  |  |  |
| **use bullets, including sub-bullets** |  |  |  |  |
| **create chart/table** |  |  |  |  |
| **add/delete slide** |  |  |  |  |
| **animate text/objects** |  |  |  |  |
| **import data from other applications** |  |  |  |  |
| **change slide content layout** |  |  |  |  |
| **apply slide transitions** |  |  |  |  |
| **change slide order** |  |  |  |  |
| **apply and change background/colour scheme** |  |  |  |  |
| **Delete text/graphics** |  |  |  |  |
| **Numbering** |  |  |  |  |
| **Apply Design Templates** |  |  |  |  |
| **Insert footer on slides and handouts** |  |  |  |  |
| **Insert slide and page numbers** |  |  |  |  |
| **Do not include slide number of Slide 1** |  |  |  |  |
| **Insert/delete action buttons** |  |  |  |  |
| **Use Slide Master** |  |  |  |  |
| **Import data from www, DB, SS and WP** |  |  |  |  |
| **Create and print Notes Pages** |  |  |  |  |
| **Print in Handout Format** |  |  |  |  |
| **Print in Slide Format** |  |  |  |  |
| **Print selected slides** |  |  |  |  |
| **Professional layout and good presentation** |  |  |  |  |

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| **E-MAIL**  NB Use Internet Explorer to be able to access Page Set-Up to add footer information | **1 -**  **CONFIDENT, COULD TEACH THIS TO A PEER** | **2 –**  **FINE WITH THIS** | **3 –**  **NEEDS MORE REVIEW** | **4 - SUPPORTED STUDY?** |
| **Compose/Enter text/Send** |  |  |  |  |
| **One or More recipients (Use cc: )** |  |  |  |  |
| **Read Mail** |  |  |  |  |
| **Reply to an E-Mail** |  |  |  |  |
| **Forward an E-mail** |  |  |  |  |
| **Use Address Book facility** |  |  |  |  |
| **Add attachments** |  |  |  |  |
| **Create Signature** |  |  |  |  |
| **Mark as Urgent** |  |  |  |  |
| **Add footer to E-Mail in Page Set-Up** |  |  |  |  |
| **E-DIARY (CALENDAR)** | **1 -**  **CONFIDENT, COULD TEACH THIS TO A PEER** | **2 –**  **FINE WITH THIS** | **3 –**  **NEEDS MORE REVIEW** | **4 - SUPPORTED STUDY?** |
| **Schedule Appointment** |  |  |  |  |
| **Set reminders** |  |  |  |  |
| **Print Calendar - daily/weekly/monthly view** |  |  |  |  |
| **Add footer to Calendar in Page Set-Up** |  |  |  |  |
| **Schedule Recurring Appointments** |  |  |  |  |
| **Accessing a Shared Calendar** |  |  |  |  |
| **TASK PAD** | **1 -**  **CONFIDENT, COULD TEACH THIS TO A PEER** | **2 –**  **FINE WITH THIS** | **3 –**  **NEEDS MORE REVIEW** | **4 - SUPPORTED STUDY?** |
| **Add a new task** |  |  |  |  |
| **Print Tasks** |  |  |  |  |

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| **POPULATING AND EDITING**   * **TABLES ARE USED FOR SETTING-UP/EDITING FIELDS/DATA TYPE/FORMATS** * **FORMS ARE USED FOR ADDING RECORDS – FORM WIZARD** | **1 -**  **CONFIDENT, COULD TEACH THIS TO A PEER** | **2 –**  **FINE WITH THIS** | **3 –**  **NEEDS MORE REVIEW** | **4 - SUPPORTED STUDY?** |
| **Populating and editing a flat database using Forms** |  |  |  |  |
| **Populating/editing a relational database using Forms** |  |  |  |  |
| **Form created using selected fields from one or both tables, or a query** |  |  |  |  |
| **Add a Form Footer and Heading** |  |  |  |  |
| **Add in a Logo/Graphic to Form header** |  |  |  |  |
| **Use primary and foreign relationships** |  |  |  |  |
| **Alter Date Format and Decimal Places** |  |  |  |  |
| **Add/delete Records** |  |  |  |  |
| **Add/delete Fields (Text, Currency, Yes/No etc)** |  |  |  |  |

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| **MANIPULATING INFORMATION IN A FLAT DATABASE**  **QUERIES ARE USED FOR THIS – QUERY DESIGN** | **1 -**  **CONFIDENT, COULD TEACH THIS TO A PEER** | **2 –**  **FINE WITH THIS** | **3 –**  **NEEDS MORE REVIEW** | **4 - SUPPORTED STUDY?** |
| **Searching – adding Criteria** |  |  |  |  |
| **Sorting – Ascending or Descending Order** |  |  |  |  |
| **Sorting – on one or two fields** |  |  |  |  |
| **Operators: =, >, <, >=, <=, or, not** |  |  |  |  |
| **MANIPULATING INFORMATION IN A RELATIONAL DB**  **QUERIES ARE USED FOR THIS – QUERY DESIGN** | **1 -**  **CONFIDENT, COULD TEACH THIS TO A PEER** | **2 –**  **FINE WITH THIS** | **3 –**  **NEEDS MORE REVIEW** | **4 - SUPPORTED STUDY?** |
| **Searching – adding Criteria** |  |  |  |  |
| **Sorting – Ascending or Descending Order on one or two fields** |  |  |  |  |
| **Operators: =, >, <, >=, <=, or, not** |  |  |  |  |

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| **CREATING REPORTS IN DATABASES**  **REPORTS ARE USED FOR THIS – REPORT WIZARD** | **1 -**  **CONFIDENT, COULD TEACH THIS TO A PEER** | **2 –**  **FINE WITH THIS** | **3 –**  **NEEDS MORE REVIEW** | **4 - SUPPORTED STUDY?** |
| **Presenting information from flat/relational DB in a Report** |  |  |  |  |
| **Add Headers/Footers** |  |  |  |  |
| **Add logo into Header** |  |  |  |  |
| **Produce Reports from selected fields - table/query** |  |  |  |  |
| **Print Labels in a Report from a Table/Query** |  |  |  |  |
| **PRINTING (Fit on one page)** | **1 -**  **CONFIDENT, COULD TEACH THIS TO A PEER** | **2 –**  **FINE WITH THIS** | **3 –**  **NEEDS MORE REVIEW** | **4 - SUPPORTED STUDY?** |
| **Print Selected Records (Forms)** |  |  |  |  |
| **Export Data to SS, WP and PPT with all fields visible** |  |  |  |  |
| **Database Table – copy to Word** |  |  |  |  |
| **Search Results (Query) - copy to Word or Print Report** |  |  |  |  |
| **Print Selected Fields** |  |  |  |  |
| **Print Report** |  |  |  |  |

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| **FORMATTING:** | **1 -**  **CONFIDENT, COULD TEACH THIS TO A PEER** | **2 –**  **FINE WITH THIS** | **3 –**  **NEEDS MORE REVIEW** | **4 - SUPPORTED STUDY?** |
| **Create, edit and/or format a workbook** |  |  |  |  |
| **Borders and Shading** |  |  |  |  |
| **Different fonts/styles/sizes** |  |  |  |  |
| **Currency/Date/Number/Decimal Places/Percentages** |  |  |  |  |
| **Text Direction** |  |  |  |  |
| **Text Alignment** |  |  |  |  |
| **Cell Alignment** |  |  |  |  |
| **Wrap** |  |  |  |  |
| **Formatting Headings** |  |  |  |  |
| **Using Comments** |  |  |  |  |
| **Insert/Delete Rows/Columns** |  |  |  |  |
| **Hide/Unhide Rows/Columns** |  |  |  |  |

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| **FORMULAE, FUNCTIONS AND FEATURES:** | **1 -**  **CONFIDENT, COULD TEACH THIS TO A PEER** | **2 –**  **FINE WITH THIS** | **3 –**  **NEEDS MORE REVIEW** | **4 - SUPPORTED STUDY?** |
| **Basic Arithmetical Formulae - +/-/÷/× individually** |  |  |  |  |
| **Basic Arithmetical Formulae - +/-/÷/× combined** |  |  |  |  |
| **Sum** |  |  |  |  |
| **Average** |  |  |  |  |
| **Maximum** |  |  |  |  |
| **Minimum** |  |  |  |  |
| **Count** |  |  |  |  |
| **CountA** |  |  |  |  |
| **IF** |  |  |  |  |
| **Link Cells within worksheets** |  |  |  |  |
| **Use Named Cells** |  |  |  |  |
| **Relative/Absolute Cell References** |  |  |  |  |
| **Sort Data vertically on one or two columns** |  |  |  |  |
| **Mail Merge with WP/DTP– labels, letters, certificates** |  |  |  |  |
| **USING COMMENTS** | **1 -**  **CONFIDENT, COULD TEACH THIS TO A PEER** | **2 –**  **FINE WITH THIS** | **3 –**  **NEEDS MORE REVIEW** | **4 - SUPPORTED STUDY?** |
| **Add Comments** |  |  |  |  |
| **Action Comments** |  |  |  |  |
| **Delete Comments** |  |  |  |  |

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| **CREATING A SIMPLE CHART:**  **Using data from adjacent and non-adjacent columns and rows** | **1 -**  **CONFIDENT, COULD TEACH THIS TO A PEER** | **2 –**  **FINE WITH THIS** | **3 –**  **NEEDS MORE REVIEW** | **4 - SUPPORTED STUDY?** |
| **Pie Chart** |  |  |  |  |
| **Line Graph** |  |  |  |  |
| **Bar/Column Chart** |  |  |  |  |
| **Using data from adjacent/non-adjacent columns** |  |  |  |  |
| **Labelling of Charts – Heading, Axes** |  |  |  |  |
| **Labelling of Charts – Data Labels, Legend** |  |  |  |  |
| **Printing Embedded and on a Separate sheet** |  |  |  |  |
| **With identifiable labels either colour or patterns (B&W)** |  |  |  |  |
| **Create charts to aid analysis** |  |  |  |  |

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| **PRINTING WORKSHEETS:** | **1 -**  **CONFIDENT, COULD TEACH THIS TO A PEER** | **2 –**  **FINE WITH THIS** | **3 –**  **NEEDS MORE REVIEW** | **4 - SUPPORTED STUDY?** |
| **Show Value View (numbers)** |  |  |  |  |
| **Show Formulae View (Ctrl¬) Shoulder** |  |  |  |  |
| **With/Without Gridlines** |  |  |  |  |
| **With/Without row/column headings** |  |  |  |  |
| **Portrait/Landscape Orientation** |  |  |  |  |
| **Headers/Footers** |  |  |  |  |
| **Fit to one page** |  |  |  |  |
| **Hide/unhide columns and rows** |  |  |  |  |
| **Print Extracts/Sections of Worksheets – Print Selection** |  |  |  |  |
| **Print Extracts/Sections of Worksheets – Print Current page** |  |  |  |  |
| **Print Extracts/Sections of Worksheets – page range** |  |  |  |  |
| **Export Dynamically linked data** |  |  |  |  |
| **Import Data from External Sources** |  |  |  |  |
| **Use Page Break Preview** |  |  |  |  |