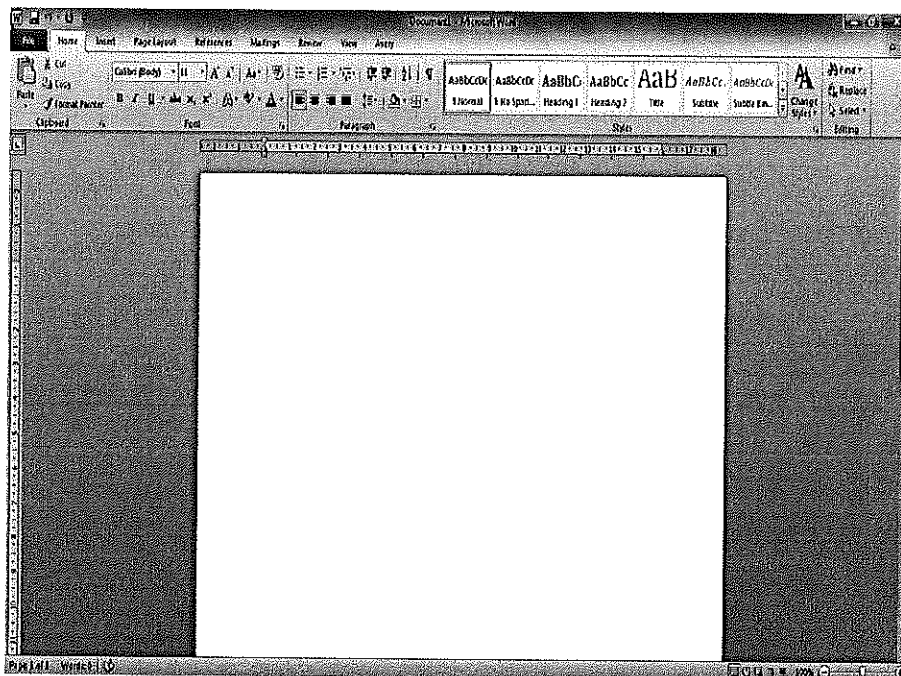


BUSINESS EDUCATION DEPARTMENT

CURRICULUM FOR EXCELLENCE

ADMINISTRATION AND IT



WORD PROCESSING

ITINERARIES

WHAT IS AN ITINERARY??

A travel itinerary is simply a programme of events for a trip, which lists all travel and accommodation arrangements, in date and time order for easy reference. It may also contain information on business visits to be made and business documents to be taken.

Here are the basic factors to remember when preparing an itinerary:

- ✓ Type all dates covered by the trip, the destination and the names of those involved clearly at the top.
- ✓ List the arrangements in date and time order. Always use the 24-hour clock.
- ✓ Give full details in relation to travel and accommodation arrangements eg
 - times of departure and arrival
 - flight numbers and terminals
 - check-in times
 - name, address, telephone, fax number and e-mail address of the hotel or car hire firms
- ✓ Start from home (or office) and return to home (or office). Do not complete your itinerary with your traveller stranded 50 miles from home!!

INSTRUCTIONS

All of the tasks contained within this booklet should be saved in your **Admin and IT folder**, sub-folder **Word Processing**. Then create a new folder called **Itineraries**.

Remember to follow the layout given at all times as this is our House Style.

Proof read and spell check all documents before sending them to print.

Task One

- 1 Use margins of 2.54 cms for left and right.
- 2 Spell check and proof read the document carefully
- 3 Print one copy with your name clearly displayed in the footer area.
- 4 Save task **ItinOne**

ITINERARY FOR MR JAMES RILEY

>2ls

MEETING IN LUTON WITH GENERAL MANAGER ON (*insert next Monday's Date*)

>3ls

Monday (*insert correct date*)

>2ls

0800 hours	Depart Glasgow Airport for Luton Airport on Flight No TN640
0930 hours	Arrive Luton Airport – company car will be waiting to take you to the Royal George V Hotel – Conference Room 3
1015 hours	Interview with General Manager from Head Office
1130 hours	Company car to Airport for lunch meeting with William Ross, Manager, North-east Division
1230 hours	Lunch
1430 hours	Depart Luton Airport for Glasgow – Flight No AE241
1600 hours	Arrive Glasgow Airport
1630 hours	Taxi booked for return journey to office

Task 2

- 1 Use margins of 2.54 cms for left and right.
- 2 Spell check and proof read the document carefully
- 3 Print one copy with your name clearly displayed in the footer area.
- 4 Save task **Itin2**

ITINERARY FOR MR JOHN TAYLOR

>2ls

MEETING WITH SENIOR SALES EXECUTIVES AND BOARD OF DIRECTORS ON (*insert today's date*) IN BLACKPOOL

>3ls

Insert Today's Date ←———— *Bold*

>2ls

0830 hours	Depart Central Station, Glasgow for Blackpool
1130 hours	Arrive Blackpool – taxi to North British Hotel – Conference Suite 2
1200 hours	Meeting with Senior Sales Executives to discuss new advertising campaign
1300 hours	Lunch
1500 hours	Meeting with Board of Directors to discuss Staff Pension Schemes
1630 hours	Depart Blackpool Station for Central Station, Glasgow
1900 hours	Arrive Glasgow Central Station

Task 3

- 1 Use margins of 3 cms for left and right.
- 2 Choose an appropriate business like font for the document.
- 3 Spell check and proof read the document carefully
- 4 Print one copy with your name clearly displayed in the footer area.
- 5 Save task **Itin3**

ITINERARY FOR MR JAMES COLBY

>2ls

MEETING WITH SALES DIRECTOR AND MANAGING DIRECTOR IN INVERNESS ON TUESDAY (*insert Tuesday's Date*)

>3ls

Tuesday (insert date) ←————— *Bold and Underline*

>2ls

0730 hours	Depart Queen Street Station for Inverness
1015 hours	Arrive Inverness Station – taxi to Princess Royal Hotel – Venice Suite
1045 hours	Meeting of Sales Directors to discuss expansion of selling lines
1330 hours	Lunch
1430 hours	Talk by Managing Director on staff re-training
1600 hours	Depart Inverness Station for Glasgow, Queen Street Station
1815 hours	Arrive Glasgow, Queen Street Station
1830 hours	Taxi booked with Glasgow Cabs to take you home. Booking reference QT123

Task 4

- 1 Use margins of 2.54 cms for left and right.
- 2 Choose an appropriate business like font for the document.
- 3 Spell check and proof read the document carefully
- 4 Print one copy with your name clearly displayed in the footer area.
- 5 Save task **Itin4**

ITINERARY FOR MR CHARLES MILLER

>2ls

Visit to new factory in Birmingham on Friday (insert Friday's date) ← CAPS

>3ls

Friday (insert date) ← *Bold and underline*

>2ls

- 8 am Depart Glasgow Airport – Flight No ER143 for Manchester
- 9 am Arrive Manchester Airport – taxi to Head Office
- 9.30 am Tour of new factory building and machine demonstration
- 11.30 am Meeting of General Managers in Board Room 2 to discuss annual profits
- 1.30 pm Lunch
- 2.30 pm Introduction to new Board of Directors in Board Room 1
- 4.30 pm Depart from Manchester Airport – Flight No KA76 for Glasgow Airport
- 5.30 pm Arrive Glasgow Airport
- 5.55 pm Taxi booked for journey home – ref TOA 897

Use 24 hour clock

Task 5

- 1 Use margins of 2.54 cms for left and right.
- 2 Choose an appropriate business like font for the document.
- 3 Spell check and proof read the document carefully
- 4 Print one copy with your name clearly displayed in the footer area.
- 5 Save task **Itin5**

Itinerary for Mr John Evans

CAPS AND BOLD

Meeting with Section Managers and Managing Director in London on Wednesday
(insert Wednesday's Date)

Use 24 hour clock

Wednesday (insert date)

Bold and underline

- | | |
|----------|---|
| 08.30 am | Depart from Glasgow Airport – Flight No WA462 for London |
| 09.45 am | Arrive London Airport – Company Car waiting to take you to Head Office |
| 10.30 am | Meeting of all Section Managers in Conference Room 2 to discuss deployment of staff |
| 12.30 pm | Lunch |
| 2.00 pm | Meeting with Managing Director in Board Room to discuss Centenary Celebrations |
| 4.30 pm | Depart from London Airport – Flight No FH518 for Glasgow |
| 5.54 pm | Arrive Glasgow Airport |

Task 6

- 1 Use margins of 3 cms for left and right.
- 2 Choose an appropriate business like font for the document.
- 3 Spell check and proof read the document carefully
- 4 Print one copy with your name clearly displayed in the footer area.
- 5 Save task **Itin6**

ITINERARY FOR MR ADAM JONES

SALES MEETING AND DEMONSTRATION AT SALES OFFICE, DUNDEE ON (*insert next Thursday's and Friday's Date*)

Thursday (*insert date*)

0800 hours	Board Train for Dundee
1100 hours	Arrive at Dundee Central Station
	Taxi will take you to King George V Hotel for Sales Meeting in the Duncan Suite
1300 hours	Lunch
1500 hours	Meeting continues
1730 hours	Meeting finishes
	Book in Tay Hotel, River View, Dundee, DD1 8PQ

Friday (*insert date*)

0900 hours	Check out of hotel
0930 hours	Take taxi to Bridge Street Office
1000 hours	Computer demonstration begins in Meeting Room 3
1200 hours	Demonstration ends
	Take taxi to Dundee Central Station
1300 hours	Train to Glasgow Central Station, Glasgow
1400 hours	Arrive Glasgow Central Station, Glasgow

Task 7

- 1 Use margins of 2.54 cms for left and right.
- 2 Choose an appropriate business like font for the document.
- 3 Spell check and proof read the document carefully
- 4 Print one copy with your name clearly displayed in the footer area.
- 5 Save task ltin7

ITINERARY FOR MR ALEX HARRISON

VISIT TO NORTHERN AND SOUTHERN BRANCHES ON MONDAY 23 SEPTEMBER 20-- AND TUESDAY 24 SEPTEMBER 20--

Monday 23 September 20--

0800 hours Train departs from Queen Street Station, Glasgow

1040 hours Train arrives in Newcastle

Fran Bashir, Newcastle Manager, will meet you at station and take you to the Newcastle offices for the Northern area meeting

1100 hours Meeting in Newcastle offices with Managers of Northern branches

Bed and breakfast has been booked for 1 night at the Tyneside Hilton Hotel, New Quay Road, Newcastle, N44 4DH

Tuesday 24 September 20--

0900 hours Train departs from Newcastle

1200 hours Train arrives in London

Naz Donnelly, London Manager, will meet you at station and take you to the London offices for the London area meeting

1300 hours Meeting in London offices with Managers of Southern branches

1700 hours Check in at London Heathrow Airport (*Terminal 2*) for flight BA374 to Glasgow

Naz Donnelly will take you to Airport

1800 hours Scheduled time for take-off

1900 hours Scheduled arrival time at Glasgow Airport

Task 8

- 1 Use margins of 2.54 cms for left and right.
- 2 Choose an appropriate business like font for the document.
- 3 Spell check and proof read the document carefully
- 4 Print one copy with your name clearly displayed in the footer area.
- 5 Save task **Itin8**

ITINERARY OF ALICE McQUIRE

TRIP FROM EDINBURGH TO LONDON

WEDNESDAY 21 JUNE 20-- AND THURSDAY 22 JUNE 20--

Wednesday 21 June 20--

- 0630 hours Taxi (*booked*) from house to Edinburgh Airport
- 0700 hours Check-in for flight to London Heathrow Airport (*Flight Number BA 288*)
- 0800 hours Depart to London Heathrow Airport
- 0900 hours Arrive London Heathrow where Mrs Rosemary Queen will meet you and take you to the London Transport Museum
- 1030 hours Attend conference at London Transport Museum
- 1230 hours Lunch with other delegates, which is being organised by Mrs Rosemary Queen
- 1700 hours Tour of the London Transport Museum

Overnight accommodation has been booked at:

*Palace Hotel
Edgware Road
LONDON
Telephone: 0171 402 4141*

- 2000 hours Dinner Dance at the Palace Hotel

Thursday 22 June 20--

- 0730 hours Taxi (*booked*) from Palace Hotel to London Heathrow Airport
- 0815 hours Check-in for flight to Edinburgh Airport (*Flight Number BA 624*)
- 0845 hours Depart from London Heathrow Airport
- 0945 hours Arrive Edinburgh Airport. Taxi (*booked*) from airport to office

Task 9

- 1 Use margins of 2.54 cms for left and right.
- 2 Choose an appropriate business like font for the document.
- 3 Spell check and proof read the document carefully
- 4 Print one copy with your name clearly displayed in the footer area.
- 5 Save task **Itin9**

ITINERARY FOR MR McDONALD

TRIP TO MANCHESTER AND BARCELONA – MR McDONALD

TUESDAY 16 MARCH AND WEDNESDAY 17 MARCH 20--

TUESDAY 16 MARCH 20--

- 1745 hours Taxi to Glasgow Airport
- 1810 hours Check-in at Glasgow Airport - Flight BA 1849
- 1910 hours Flight departs Glasgow Airport
- 2015 hours Flight arrives at Manchester Airport
- 2030 hours Book in at:

Manchester Airport Marriott Hotel
Hale Road
Hale Barns
ALTRINCHAM
Tel: 0870 844 4004

Dinner can be ordered until 2200 hours

Accommodation booked for 2 nights

WEDNESDAY 17 MARCH 20--

- 0800 hours Breakfast in hotel
- 0845 hours Taxi (arranged) to Manchester branch
- 0900 hours Meeting with Managing Director of Mercury PLC
- 1500 hours Meeting closes
- 1515 hours Taxi back to hotel
- 1930 hours Dinner in hotel

Task 10

- 1 Use margins of 2.54 cms for left and right.
- 2 Choose an appropriate business like font for the document.
- 3 Spell check and proof read the document carefully.
- 4 Make any necessary adjustments to layout to display information in an appropriate way.
- 5 Print one copy with your name clearly displayed in the footer area.
- 6 Save task **Itin10**

ITINERARY FOR MRS ANGELA CRAIG

VISIT TO LONDON FOR BRIT AWARDS CEREMONY

22-23 MARCH 20--

*Use Internet to find
suitable flights and hotels.*

22 March 20--

- 0810 hours Train departs for Glasgow Queen Street Station
1121 hours Train arrives at Glasgow Queen Street Station
Make way to the taxi rank outside the station and take a taxi to Glasgow Airport
1300 hours Arrive at Glasgow Airport in a taxi
1430 hours Check in for flight to London Heathrow (*Fight Number BA???*)
1530 hours Flight departs for London Heathrow
1650 hours Arrive London Heathrow Airport
A car and driver will be waiting at the airport to take you to the hotel
1800 hours Arrive at the *???? hotel* and check-in
1845 hours Depart *???? hotel* for BRIT Awards Ceremony
1930 hours BRIT Awards ceremony commences
Driver will be waiting after the awards ceremony to return to the hotel

23 March 20--

- 1200 hours Car will depart hotel for London Heathrow Airport
1300 hours Arrive London Heathrow Airport and check in for flight to Glasgow (*Flight Number BA????*)
1415 hours Flight departs London Heathrow for Glasgow
1535 hours Arrive at Glasgow Airport
Make way to the taxi rank and take a taxi to Glasgow Queen Street Station
1605 hours Arrive at Glasgow Queen Street Station
1812 hours Train departs Glasgow Queen Street Station for Oban