

Pearson LCCI

**Level 1 Certificate in
Practical ICT Skills (VRQ)
Word Processing Sample Assignment –
Candidate's copy**

Sample assessment material for first teaching
2001

Time: 1 hour

Paper Reference

ASE1111

You do not need any other materials.

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There are four documents required for this set of tasks:

- **TASK 1** – Short article
- **TASK 2** – Information sheet
- **TASK 3** – Fee sheet
- **TASK 4** – Amended article

Candidates will need the following file in order to complete this assessment:

INFOSHEET – WP – LEVEL 1 SAMPLE

TASK 1 – Produce an article for the local paper

Introduction/Scenario

You work in the head office of Picture Gallery, a company which specialises in photography for weddings and other special occasions. You have been asked to undertake some word processing tasks.

Data: The local newspaper is planning a colour supplement on weddings and has asked Picture Gallery for a short piece on their services. The directors have decided upon the following text:

At Picture Gallery we know that the key to a successful wedding is careful planning. With regard to wedding photography, an essential ingredient for fantastic photographs is a relaxed and smiling bride and groom in a wonderful setting.

Each wedding day is a unique occasion – for the participants and the photographer. We always review the location before the event and discuss with the bride and groom where the photographs will be taken. Nothing is left to chance! That way you can be assured of perfect pictures to remind you of your perfect day.

If you wish, we can take photographs of the bride getting ready for the wedding and your group photographs can be as informal as you prefer. Your proofs will be available in digital or standard format within 48 hours. If you would like us to quote for your wedding photography, call us on 0800 654 325 now!

Action: Key in the above text using the default margins and double line spacing. Insert a heading Successful Wedding Photography in closed capitals. Check the text for errors and key in your name at the bottom of the document. On the line below, insert the current date and time by using the automatic date/time insertion function. Save the document as **WP1SAMT1**.

TASK 2 – Produce a table

Data: Several people have contacted the company asking for information. It has been decided to prepare an updated information sheet which can also be included on the website.

Action: Using the file [INFOSHEET – WP – LEVEL 1 SAMPLE] as your base document, make the following changes to the text:

Change the base font to Arial 12 and use left and right margins of 4 cm. Insert the company name at the top of the document and centre the two main headings. Change the first paragraph to double line spacing. Insert a section entitled Family Photography after the section on Fashion Shoots. Use capital letters for this heading. The text reads as follows:

One of the strongest arms of our business has always been our family photography. Our regional studios can arrange family portrait sessions to celebrate any type of occasion or any number of participants.

We also offer a makeover service for our female clients, where a stylist will organise the client's makeup and outfit and prepare her for the photo session.

In the final section, insert bullet points to emphasise the four methods of contacting the company. Then as a final paragraph, add the following text:

Our studios are open six days a week, from 9 am until 6 pm. Call in and see us!

Use find and replace to find each occurrence of **company** and change it to **corporate**. Then finally, format the document for page numbers, to appear at the bottom centre of each page. Add your name at the bottom of the document. Save your work as **WP1SAMT2**.

TASK 3 – Produce a new fee sheet

Data: The company's fees have recently been revised and a new fee sheet is needed. The new fees are:

Service	Duration	Cost
Hourly rate	Per hour	£100
Half day	4 hours	£250
Full day	8 hours	£450
Studio props	Per shoot	Charged at cost
Travelling expenses	Per shoot	£50 plus 45p per mile

Action: Enter the table, using Arial 14 font. Embolden the headings and shade the top row of the table. Above the table key in the company's name in a fancy font and centre this heading. Below the heading import an image of a camera/photographer from Clip Art and position it centrally above the table. Make sure the image measures at least 5 cm (2 inches) square. Using bold and italics, enter the following text below the table: In accordance with current European Union regulations, all our prices are subject to VAT at 17.5%. Centre this text over two lines. Add your name at the bottom of the document and save your work as **WP1SAMT3**.

TASK 4 – Produce a notice

Data: Picture Gallery is planning to send out leaflets to customers who have previously used their general photographic services. It has been decided to use the basic text of the advertisement which you prepared in Task 1.

Action: Recall your document stored as WP1SAMT1 and make the following amendments to the text. Change the line spacing back to single and use a justified right margin. Centre, embolden and italicise the main heading and leave just one clear line space between the heading and the first paragraph. Indent the second paragraph by 5 cm from the left margin only. Split the final paragraph into two at the sentence which begins 'If you would like us ...'

Then add these two sentences at the end of the document (as part of the final paragraph): Alternatively, visit our website at www.picturegallery.co.uk where you can view samples of our work. We look forward to hearing from you soon.

Finally, save this new document as **WP1SAMT4**.