

**Pearson LCCI**

**Level 2 Certificate in  
Practical ICT Skills (VRQ)  
Word Processing Sample Assignment –  
Candidate's copy**

Sample assessment material for first teaching  
May 2007

**Time: 1 hour 30 minutes**

Paper Reference

**ASE2221**

**You do not need any other materials.**

*Turn over* ►

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There are four documents required for this set of tasks:

- **TASK 1** – Table
- **TASK 2** – Information sheet
- **TASK 3** – Memorandum using template
- **TASK 4** – 2-column handout

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

**FEES.XLS**

**TASK 1** – Produce a table

**Introduction/Scenario**

You work in the head office of Prestige Health Clubs, a company which runs a small chain of health clubs in the Midlands. You have been asked to undertake some word processing tasks.

**Data:** Every month the club puts on new classes. You have been given a handwritten table from which to produce a word processed notice.

THIS MONTH'S NEW CLASSES!					
	Day	Time	Weeks	Cost (£)	Leader
Hi Lo Aerobics	Mon	10-11 am	6	12.00	Mandy
Aqua Aerobics	Tue	6-7 pm	8	20.00	Gavin
Running Club	Fri	6-6.30pm	10	25.00	Rachel
Pilates Clinic	Thur	10-11 am	5	22.50	Karen
Body Balance	Mon	8-9 pm	4	10.00	Alison
Spinning	Wed	12.30-1 pm	6	12.00	Ernie
Body Pump	Wed	9.30-10.30 am	8	32.00	Sally
The above courses are all suitable for beginners. Intermediate and advanced classes may be available if sufficient interest is shown. Please contact the class leader for further details.			All fees are payable in advance. Class members are requested to dress appropriately for each class.		

**Action:** Using the text and layout above, produce a word processed table. Rule exactly as indicated. Insert a double border around the table and shade the top row and the bottom right cell. Embolden all headings. Within the table, expand the days of the week and key in the classes in day and time order. Right align the figures in the Cost (£) column. Above the table, at the top of the page, insert a heading PRESTIGE HEALTH CLUB. Use a large font size for this heading and align it with the left margin. On the right of the page, level with the heading, insert a suitable image. The image should measure no more than 3.2 cm square. Save the table as **WP2SAMT1**.

## **TASK 2** – Produce an information sheet

**Data:** The text overleaf needs to be keyed in to form an attractive information sheet for new clients.

**Action:** Key in the text and make the alterations as shown. Use single line spacing except for the first paragraph (which should be in double spacing) and rearrange the order of the sections, but do not include the numbers. Capitalise and increase the point size of the two main headings. For the remaining section headings, apply a style which incorporates underline, italic and bold capitals. The document must fit onto one page of A4 portrait and the margins must be wide enough (4 cm) to suit our company paper. A header CLUB INFO should appear in capitals at the top right of the page. Add your name in a footer at the left margin. Proof-read carefully and save the document as **WP2SAMT2**.

## **TASK 3** – Produce a memorandum

**Data:** Tina Davies has drafted the following memo which needs to be sent to Shukri Jaamac, with copies to All Club Managers:

*The Senior Management Team has just agreed the new membership fees, effective from the end of next month. You will notice that we have decided to remove certain categories of membership from our listing. We have done this because of pressure from our competitors. All existing members will be informed of the change. However, new members who have not yet completed their direct debit mandate should be advised of the new rates as soon as possible.*

*Please make sure that all front line staff are aware of the new figures, as shown below.*

*Please let me know of any concerns you may have.*

**Action:** Select an existing memorandum template and key in the memo text. The subject is New Membership Fees. Use single line spacing with a ragged right margin. Open the spreadsheet file [FEES] and import part of the spreadsheet (cells A1:C11) into the memo, between paragraphs 2 and 3. Change the spreadsheet heading to read Amended Membership Fees. Display the data attractively. Proofread your work and save the document as **WP2SAMT3**.

## Text for Task 2

Prestige Health Clubs

Fitness Plus Enjoyment

lc # Thank you for your interest in our Club. We look forward to welcoming you <sup>there</sup> soon. The atmosphere is relaxed and informal, making it the perfect venue for meeting fellow members, <sup>tr5</sup> entertaining family and friends or just relaxing and reading the paper.

### ③ Guests

on payment of a fee

at all times

Guests may be invited on to club premises. This fee is payable on arrival. Guests must be accompanied by the member and the member is responsible for the behaviour of his/her guest(s).

### ① Opening hours

Our clubs

daily

~~We~~ open ~~every day~~ at 6.30 am and close ~~our doors~~ at 11 pm which means that, however busy your day, there is usually time for a workout! A range of activities is scheduled throughout the day and timetables are available from the Reception staff.

### ④ Lockers

personal

Members are advised to store their possessions in the changing room lockers. Your membership card acts as a key to the locker.

### ⑤ CLOTHING

into the bar or restaurant

using

suitably attired

Everyone who uses the fitness areas must be ~~dressed~~ in sports kit. Training shoes must be worn at all times. However, please note that you may be refused entry if you are inappropriately dressed.

### ⑥ Food and Drink

Please make sure that you drink plenty of water during your workout.  
Always drink during your fitness regime.

run on

Water fountains are located around the gym and fitness areas. Food is not permitted anywhere in the club except in the bar and restaurant.

### ② Membership Cards

every time

Please bring your membership card with you when you visit the club. If you lose your card, a replacement can be provided.

This is an important security measure and members who do not present their card on arrival may be refused entry.

For further details of our facilities, please contact us at www.prestige.co.uk. We look forward to hearing from you soon!

#### **TASK 4** – Produce a handout

**Data:** One of the clubs has a staff shortage and needs help in producing a handout to give to new members. The text is as follows:

##### ADVICE TO MEMBERS

A range of new classes will commence shortly. You are warmly invited to attend. Please make sure that you enrol for your preferred class at least seven days prior to its start date, otherwise we cannot guarantee that the class will run. On payment of the course fee, you will be given an enrolment card which you must present to the class leader at the first meeting.

Please arrive promptly for your class. We would ask you not to enter a class late unless you have prearranged it with the class leader. This avoids disruption to class warm-up sessions.

Members are requested to wear exercise clothing appropriate to the activity being performed. Shoes must be worn for all classes. Please do not bring glass bottles into the exercise areas. Water fountains are located throughout the club.

We hope that you will enjoy your new class and find it beneficial to your fitness regime.

**Action:** Produce the handout on A4 portrait, using Arial 14 point, 1.5 line spacing and justified right and left margins. Use WordArt to enhance the heading, which should be centred. Format the text for two columns. Apply a page border to the document. Proofread your work carefully and save the document as **WP2SAMT4**.