EDSQ | Entry Level | At The Café 1 | Mark Scheme

Internet Research

Saved Internet Research Form showing:

- **ONE** image of a cappuccino.
- the address of an independent café near you.
- web address for independent cafe information

Update A Document

Updated poster showing the following changes:

1. Add the following information in the correct location:

Strawberry Cheesecake

Carrot Cake

Chocolate Muffins

Croissants

Monday – Friday 8am – 5pm

2. Edit the following information:

Change the number 5 to display currency (£) with two decimal places.

3. Format the poster

a. Centre align the heading.

b. Change the colour of the heading to brown.

c. Change the font size of the heading to 36.

d. Make the headings (Drinks, Food, Special Offer, Opening Times) font size 16, bold and underlined

e. Change the font size for the body of the text to 12.

f. Use bullets the list of drinks and cakes

g. Insert your saved image of a cappuccino and resize it so all the information fits on one page.

h. Resize the image so it is 5cm in height

i. Centre align the image.

j. Save the poster with a suitable name.

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Email A Document

Email document showing:

- new contact information.
- completed email including

a. Enter the email address.

b. Include a suitable subject.

c. Attach the updated poster.

d. Include a suitable message saying you have attached the information required.

e. Make sure you include a suitable greeting.

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