EDSQ | Entry Level | Volunteering At A Charity Shop 1 | Mark Scheme

Internet Research

Saved Internet Research Form showing:

- **ONE** image of a puppy and **ONE** image of bric-a-brac.
- Address of local dog rehoming centre.
- Web address for dog rehoming centre information.

Update A Document

Updated poster showing the following changes:

1. Add the following information in the correct location:

Monday – Saturday 9.00am – 4.00pm

Sunday closed

Books, CDs and Vinyl Records

2. Edit the following information:

Change the electronics to jigsaws

Change the number 1 to display currency (£) with two decimal places.

3. Format the poster

a. Centre align the heading.

b. Change the colour of the heading to green.

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

d. Make the headings (Things For Sale, Opening Hours, Donations Needed, Special Opening Offer) font size 16, bold and italic

e. Change the font size for the body of the text to 14.

f. Use bullet points for the points under “Things For Sale”.

g. Insert your saved images of a puppy and bric-a-brace and resize them so all the information fits on one page.

h. Centre align the images.

i. Ensure the image of the puppy is at the top of the poster (above the heading) and the bric-a-brac is at the bottom of the poster.

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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