

<b>Assessment Task:</b>	<b>1: Designing Organisational Documents</b>
<b>Student Name / ID:</b>	
<b>Anticipated Duration:</b>	<b>4 weeks</b>
<b>Due date:</b>	<b>Friday 4 September 2006</b>
<b>Short Description:</b>	You are to design and produce: <ol style="list-style-type: none"> <li>1) A logo suitable for a letterhead</li> <li>2) A letterhead</li> <li>3) A business letter</li> <li>4) A database</li> <li>5) A spreadsheet</li> <li>6) A power point presentation</li> </ol>
<b>Assessment Type:</b>	Presentation, Report, Portfolio
<b>Assessment Value:</b>	n/a
<b>HSC Requirements</b>	<p>Key Terms and Concepts</p> <ul style="list-style-type: none"> <li>• document specifications</li> <li>• style guides, corporate and generic</li> <li>• templates and wizards</li> <li>• editing and proofing</li> <li>• distinguishing features of the following application packages: word processing, spreadsheet, database, desktop publishing, presentation, graphics, HTML editor</li> <li>• document naming and filing conventions, version control</li> <li>• headers, footers, page breaks, margins, embedded objects, page numbering</li> <li>• document status (eg confidential, draft, pre-publication, etc)</li> </ul>
<b>Underpinning Knowledge and Skills Assumed</b>	<ul style="list-style-type: none"> <li>• Detailed knowledge of organisational style guide</li> <li>• Organisation storage and retrieval procedures</li> <li>• Broad knowledge of function and features of operating systems</li> <li>• General Occupational Health and Safety regulations</li> <li>• Current business practices in relation to preparing reports</li> <li>• Use of input/output devices</li> <li>• Organisational procedures for document design</li> <li>• Decision-making in a limited range of options</li> <li>• General customer service in relation to internal customers</li> <li>• Questioning and active listening are employed to clarify information</li> <li>• Problem-solving skills for known problems in routine procedures</li> <li>• Basic analytical skills for known problems in routine procedures</li> <li>• Literacy in regard to general workplace documentation</li> <li>• ICAITU005B</li> <li>• ICAITU006B</li> </ul>

**Performance Criteria Addressed:**

Code	Element of Competency	Performance Criteria	Competent (✓)	Developing (✓)
ICAITU012B Design organisational documents using commercial computing packages	1. Design documents to meet organisational requirements	1.1. Business document requirements are determined and configured 1.2. Organisational design guidelines are determined and implemented 1.3. Appropriate software is selected 1.4. Software is used to design documents 1.5. Documents are stored for access and editing as required 1.6. Client requirements are satisfied or client is referred to appropriate person		
	2. Access, retrieve and manipulate data	2.1. Software application is opened 2.2. File is determined and opened, and design is amended according to requirements 2.3. Documents are designed to meet organisational requirements 2.4. Applications are exited without loss of data		
ICAITU013B Integrate commercial computing packages	1. Access, retrieve, manipulate, import and export data to produce required documents	1.1. Appropriate packages and conversion techniques are used to achieve an integrated outcome 1.2. Data is imported/exported to produce required outcome 1.3. Data is saved and re-accessed without loss of data		
	2. Determine and use self help	2.1. Help is accessed through on line help and manuals		
ICAITU005B Operate computer hardware	1. Use appropriate office peripherals	1.1. Functions of office peripherals are identified 1.2. Requirements of task are determined 1.3. Appropriate hardware is selected to perform task 1.4. Hardware is used to produce required outcome		
	2. Operate and maintain a range of hardware	2.2. A range of hardware equipment is operated to complete routine tasks		
	3. Use keyboard and equipment	3.1. Occupational Health and Safety regulations are followed 3.2. Keyboarding is carried out according to organisation guidelines on speed and accuracy		

Detailed  
Task  
Description:

**CASE 1 - GRAPHICS**

Label a folder CASE 1.

**Task 1.1: Company Logo**

Cracker Jacks would like a logo for their letterheads and any brochures they would like to create.

The logo should be kept simple and needs only be a 2 or 3 colour graphic.

The completed work is to be stored in the file called task\_1\_1 in the folder CASE 1.

Print a copy of your graphics, which must include footer comprising your name, together with the date and time of printing.

**Task 1.2: Letter Head**

The next task Cracker Jacks has for you is to produce a letterhead.

It should contain the logo in the top right hand corner, the company name, the address of the business, telephone, fax and E-mail address and your name as the owner manager of the business.

The address text should be at 10 point and in a Times New Roman font.

There should be a line that separates the header text and the main document.

The completed work is to be stored in the file called task\_1\_2 in the folder CASE 1.

Print a copy of your letterhead, which must include footer comprising your name, together with the date and time of printing.

**Task 1.3: Business Letter**

Write a business letter (blocked style with open punctuation) on the letterhead created in task 2.

Text is 12 point Times New Roman.

The letter will take the form of an invitation. You are asking your business associates to come along and view a presentation about Cracker Jacks and its future direction.

The presentation will commence at 7.30 PM in Conference room 2 at the Up Market Hotel at a date to be specified by you. Light refreshments will be served, so RSVP is essential for catering arrangements.

Print a copy of your Business letter/invitation, which must include footer comprising your name, together with the date and time of printing.

The completed work is to be stored in the file called task\_1\_3 in the folder CASE 1.

**CASE 2 – SPREADSHEETS**

Label a folder CASE 2.

**Task 2.1: Creation and data entry**

Below is a simple Spreadsheet for Cracker Jacks showing income and expenses.

		Cracker Jacks								
		March	April	May	June	July	August	Total	Average	Percentage Average
<b>Income</b>	<b>Sales</b>									
	Product A	2021	2841	2978	3698	2984	2478			
	Product B	2563	2654	2985	3541	3487	2698			
	Accessories	200	265	412	450	369	301			
	Service & repairs	90	110	162	214	365	452			
<b>Total Income</b>										
<b>Expenses</b>	Cost of goods	984	1589	2147	2965	2453	1584			
	Salaries	500	500	500	500	500	500			
	Rent	720	720	720	720	720	720			
<b>Total Expenses</b>										
<b>Net Profit</b>										

- Recreate this SS using appropriate software and make the following changes
- Headings to be bold, size 12 and left justified and Times New Roman font
- Labels and values size 10 and centered
- Show numbers as dollars
- Calculate total income and expenses (column I) for the 6 months – use a formula
- Calculate the average income (column J) for the 6 months – use a formula
- Calculate the overall total income (Cell B11) and total expenses (Cell B19)
- Format the figures in column K reflect percentages with 2 decimal places
- Calculate the profit for each month and then the net profit (B21)

The completed work is to be stored in the file called task\_2\_1 in the folder CASE 2.

**Task 2.2 Graphing and printing data**

For the majority of time it is difficult to get a visual image of exactly what the data is telling you.

Graph the **Total Income** for each month and the **Total Expenses** for each month.

You should have a legend for each data set.

The graph should be a 3D Bar Chart.

The heading on the graph should be **Income and Expenses**.

The Y-axis title should be "\$ Value". The X-axis should be individual months

This graph should be printed below the Spread sheet

Print both chart and SS on the most appropriate page setup, which must include footer comprising your name, together with the date and time of printing.

The completed work is to be stored in the file called task\_2\_2 in the folder CASE 2.

**CASE 3 - DATABASE**

Label a folder CASE 3.

**Task 3.1 Database and Report Creation**

Create a database called **Investors**, which contains at least 10 fields and 6 records.

Fields 14 point, bold and shown when printed

Sort an appropriate field in alphabetical order

The investors are names and addresses of people who have shown some interest in the Cracker Jacks business and perhaps would be interested in investing in it, as you are doing so well and the future is looking good. It is these people who you are inviting to your Power Point presentation at the Up Market Hotel.

Print this DB in the list view on one A4 sheet, and include footer comprising your name, together with the date and time of printing.

**CREATE A REPORT**

You will need a list of these investors and their phone numbers. Sorted in alphabetical order, to tick off as you receive their RSVP's or to phone and remind

- The heading for this report will be: **Investor Phone List**
- The heading will be in 14 point Courier and bold.
- The customers will be in 12 point Courier with the phone number next to the name
- The date will be in the header and the page number in the footer.

**The list of fields for this report is:**

- Customer Given name,
- Customer Surname,
- Customer Phone number

Print this report on one A4 sheet; include footer comprising your name, together with the date and time of printing.

**Task 3.2 Mail Merge**

Using the Business letter/invitation created in Task 1.3 mail merge with the database created in Task 3.1.

As you would be using window envelopes the names and addresses should be under your letterhead in the top left hand corner.

Print the 6 invitations on Cracker Jacks letterhead, which must include footer comprising your name, together with the date and time of printing.

**CASE 4 – POWER POINT PRESENTATION**

Label a floppy disk CASE 4, together with your name.

**Task 4.1 Power Point presentation**

The object of this presentation is to show prospective investors how well Cracker Jacks is doing and to encourage them to invest in this business.

It must have at least 10 slides that can be viewed as slides. Make use of colour and the clip art that is available to produce an effective presentation.

You must create a variety of slides that display at least 3 categories of text charts (e.g. title, bullet, column, organisational, time schedules, map and flowcharts)

The graphs that you produced from your spreadsheet should also be included in your presentation.

You also might like to launch a new product or service at Cracker Jacks - this would be the perfect opportunity to do so ie in your Power Point presentation

**Resources required:**

- Access to workstation, word processing, slide show software, Spread sheets, DB, graphics, LCD display units printer and organisation style guide
- Help manual / users' manual for appropriate software package

<p><b>HSC Assessment Mark:</b></p>	
<p><b>Comments / Feedback:</b></p>	