



Cambridge International Examinations
Cambridge International General Certificate of Secondary Education

INFORMATION AND COMMUNICATION TECHNOLOGY

0417/02

Paper 2 Practical Test A

October/November 2016

MARK SCHEME

Maximum Mark: 80

Published

This mark scheme is published as an aid to teachers and candidates, to indicate the requirements of the examination. It shows the basis on which Examiners were instructed to award marks. It does not indicate the details of the discussions that took place at an Examiners' meeting before marking began, which would have considered the acceptability of alternative answers.

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This document consists of **23** printed pages.

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Task 1 – Evidence Document

This mark scheme includes the screenshots of the printed evidence that candidates should have included and screen shots from the Evidence Document.

Task 2 – Document

You are going to edit an induction document for new staff at Tawara Health Club. The company uses a corporate house style for all their documents. Paragraph styles should be created and applied as instructed.

No	Steps	Mark																																																																
1	<p>Using a suitable software package, open the file N216BRIEFING.RTF</p> <p>Set the:</p> <p>page size to A4</p> <p>orientation to portrait</p> <p>top and bottom margins to 2 centimetres</p> <p>left and right margins to 1.5 centimetres.</p> <ul style="list-style-type: none">– page size A4 and page orientation portrait (1 mark)– top and bottom margins set to 2 cm, left and right margins set to 1.5 centimetres (1 mark)	[2]																																																																
2	<p>Save the document in your work area with the file name INDUCTION. Make sure it is saved in the format of the software you are using.</p> <ul style="list-style-type: none">– file saved as INDUCTION in software format and evidence of file type (1 mark)	[1]																																																																
3	<p>Create and store the following paragraph styles:</p> <table><tr><th colspan="8">House style specifications</th></tr><tr><th></th><th>Font Style</th><th>Font Size (points)</th><th>Alignment</th><th>Enhancement</th><th>Line Spacing</th><th>Space before (points)</th><th>Space after (points)</th></tr><tr><td>THC-Header_footer</td><td>serif</td><td>10</td><td>as in step 4</td><td>italic</td><td>single</td><td>0</td><td>0</td></tr><tr><td>THC-Title</td><td>sans-serif</td><td>32</td><td>left</td><td>bold</td><td>single</td><td>0</td><td>0</td></tr><tr><td>THC-Subtitle</td><td>sans-serif</td><td>16</td><td>right</td><td>italic</td><td>single</td><td>0</td><td>0</td></tr><tr><td>THC-Subheading</td><td>sans-serif</td><td>14</td><td>centre</td><td>underlined</td><td>single</td><td>0</td><td>12</td></tr><tr><td>THC-Body</td><td>serif</td><td>11</td><td>justified</td><td>none</td><td>single</td><td>0</td><td>12</td></tr><tr><td>THC-Table</td><td>serif</td><td>11</td><td>left</td><td>none</td><td>single</td><td>0</td><td>0</td></tr></table> <p>Place in your Evidence Document screenshot(s) to show all the settings for the THC-Subheading style.</p> <ul style="list-style-type: none">– THC-Subheading style created, correct name (1 mark)– sans-serif, 14pt, centre aligned, underlined (1 mark)– 12 point spacing after (1 mark)	House style specifications									Font Style	Font Size (points)	Alignment	Enhancement	Line Spacing	Space before (points)	Space after (points)	THC-Header_footer	serif	10	as in step 4	italic	single	0	0	THC-Title	sans-serif	32	left	bold	single	0	0	THC-Subtitle	sans-serif	16	right	italic	single	0	0	THC-Subheading	sans-serif	14	centre	underlined	single	0	12	THC-Body	serif	11	justified	none	single	0	12	THC-Table	serif	11	left	none	single	0	0	[3]
House style specifications																																																																		
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THC-Header_footer	serif	10	as in step 4	italic	single	0	0																																																											
THC-Title	sans-serif	32	left	bold	single	0	0																																																											
THC-Subtitle	sans-serif	16	right	italic	single	0	0																																																											
THC-Subheading	sans-serif	14	centre	underlined	single	0	12																																																											
THC-Body	serif	11	justified	none	single	0	12																																																											
THC-Table	serif	11	left	none	single	0	0																																																											

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No	Steps	Mark
4	<p>Place in the header: the text Tawara Health Club left aligned automated page numbers right aligned.</p> <p>Place in the footer: your Centre number and candidate number left aligned the automated file name only (no path) right aligned.</p> <p>Apply the <i>THC-Header_footer</i> style to the header and footer text.</p> <p>Make sure that: all the alignments match the page margins no other text is included in the header and footer area headers and footers are displayed on all pages.</p> <ul style="list-style-type: none"> – header: Tawara Health Club left aligned, automated page numbers right aligned matching the page margins; and displayed on each page (1 mark) – footer: Centre number and candidate number left aligned, the automated file name (no path) right aligned matching the page margins; and displayed on each page (1 mark) – <i>THC-Header_footer</i> style applied to both header and footer and is correct style (1 mark) 	[3]
5	<p>At the start of the document enter the title: New Staff Induction</p> <ul style="list-style-type: none"> – correct insertion of title (1 mark) 	[1]
6	<p>Apply the <i>THC-Title</i> style to this text.</p> <ul style="list-style-type: none"> – correct <i>THC-Title</i> style applied (1 mark) 	[1]
7	<p>Below the title, add a subtitle: Report prepared by: and add your name.</p> <ul style="list-style-type: none"> – correct insertion of subtitle (1 mark) 	[1]
8	<p>Apply the <i>THC-Subtitle</i> style to this text.</p> <ul style="list-style-type: none"> – correct <i>THC-Subtitle</i> style applied (1 mark) 	[1]
9	<p>Apply the <i>THC-Body</i> style to the rest of the document.</p> <ul style="list-style-type: none"> – correct <i>THC-Body</i> style applied to all text and table (1 mark) 	[1]
10	<p>Display all the text after the second paragraph which ends ... <i>complete with your line manager</i>. in two columns of equal width with a 1 centimetre space between them.</p> <ul style="list-style-type: none"> – section break in correct place (1 mark) – two equally spaced columns 1 cm between columns (1 mark) 	[2]
11	<p>Identify the 9 subheadings in the document and apply the <i>THC-Subheading</i> style to each one.</p> <ul style="list-style-type: none"> – correct <i>THC-Subheading</i> style to all subheadings (1 mark) 	[1]

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No	Steps	Mark
12	<p>Open the file N216CONTACTS.CSV and insert the contents as a table within the column width after the text ... <i>which you may find useful</i>:</p> <ul style="list-style-type: none"> – table inserted correctly within column width (1 mark) 	[1]
13	<p>Delete the row containing the data for <i>Andy Clarke</i></p> <ul style="list-style-type: none"> – correct row deleted (1 mark) 	[1]
14	<p>Format the first row of the table to be: bold and underlined centre aligned over the three columns shaded with a light grey background (20–40%).</p> <ul style="list-style-type: none"> – first row cells merged across 3 columns and text centred (1 mark) – first row bold, underlined, light grey shading applied (1 mark) 	[2]
15	<p>Make sure that: the <i>THC-Table</i> style is applied to rows 2 to 8 of the table numbers are right aligned text in each cell does not wrap only an outside border is displayed when printed.</p> <ul style="list-style-type: none"> – <i>THC-Table</i> style applied rows 2 to 8, numbers are right aligned, data displayed on one line, outside border displayed when printed (1 mark) 	[1]
16	<p><i>The section with the heading Anti-virus Policy is incomplete. You are required to enter some information about the prevention of viruses. Identify three methods of preventing viruses and enter your answers after the text ... methods of preventing viruses, three of which are:</i></p> <ul style="list-style-type: none"> – 3 methods of preventing viruses identified (1 mark per method) i.e. <ul style="list-style-type: none"> – running/using/executing (up-to-date) anti-virus <u>software</u>... – ...keep antivirus virus definition files up-to-date – scanning downloaded files – do not allow others to use their portable media on your computer – don't run executables/files from unknown sources – do not open email <u>attachments</u> from unknown sources/spam 	[3]
17	<p>Change the list from: <i>Child Protection...</i> to <i>... Confidentiality</i> to a numbered list.</p> <ul style="list-style-type: none"> – list changed to a numbered list (1 mark) 	[1]
18	<p>Format this list so the numbers are aligned at the left margin with no space after each line.</p> <ul style="list-style-type: none"> – numbers aligned at left margin and list in single line spacing (1 mark) 	[1]

Page 5	Mark Scheme	Syllabus	Paper
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No	Steps	Mark
19	<p>Spell check and proofread the document.</p> <p>Make sure that:</p> <ul style="list-style-type: none"> tables and lists are not split over two columns or pages there are no widows or orphans there are no blank pages the house style specification has been followed and the correct styles applied as instructed spacing between all items is consistent. <ul style="list-style-type: none"> – document contains no spelling errors (1 mark) – document complete (e.g. no missing or misplaced paragraphs), margins consistent, spacing consistent, no widows/orphans, split lists or tables, blank pages (1 mark) 	[2]
	[Total:29]	

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Task 3 – Database

You are now going to prepare some reports for the company. Make sure all currency values display the £ sign and are to 2 decimal places. If £ sign is not available, select a different currency sign displayed to 2 decimal places.

No	Steps	Mark																																				
20	<p>Using a suitable database package, import the file N216MEMBERS.CSV Use these field names and data types:</p> <table border="1"> <thead> <tr> <th>Field Name</th><th>Data Type</th><th>Format</th></tr> </thead> <tbody> <tr> <td><i>Member_No</i></td><td>Text</td><td></td></tr> <tr> <td><i>Title</i></td><td>Text</td><td></td></tr> <tr> <td><i>First_Name</i></td><td>Text</td><td></td></tr> <tr> <td><i>Last_Name</i></td><td>Text</td><td></td></tr> <tr> <td><i>Add_1</i></td><td>Text</td><td></td></tr> <tr> <td><i>Post_Code</i></td><td>Text</td><td></td></tr> <tr> <td><i>Gender</i></td><td>Text</td><td></td></tr> <tr> <td><i>Date_Joined</i></td><td>Date</td><td>DD/MM/YYYY</td></tr> <tr> <td><i>Type</i></td><td>Text</td><td></td></tr> <tr> <td><i>Fees_Due</i></td><td>Boolean/Logical</td><td>To display as Yes/No</td></tr> <tr> <td><i>Pay_Method</i></td><td>Text</td><td></td></tr> </tbody> </table> <p>Set the <i>Member_No</i> field as a primary key. Save the data.</p> <ul style="list-style-type: none"> all fields names as given and correct date types, date displays in report as DD/MM/YYYY (1 mark) Fees_Due as boolean/logic/Yes/No in design and displays Yes/No on report (1 mark) Member_No set as primary field (1 mark) 	Field Name	Data Type	Format	<i>Member_No</i>	Text		<i>Title</i>	Text		<i>First_Name</i>	Text		<i>Last_Name</i>	Text		<i>Add_1</i>	Text		<i>Post_Code</i>	Text		<i>Gender</i>	Text		<i>Date_Joined</i>	Date	DD/MM/YYYY	<i>Type</i>	Text		<i>Fees_Due</i>	Boolean/Logical	To display as Yes/No	<i>Pay_Method</i>	Text		[3]
Field Name	Data Type	Format																																				
<i>Member_No</i>	Text																																					
<i>Title</i>	Text																																					
<i>First_Name</i>	Text																																					
<i>Last_Name</i>	Text																																					
<i>Add_1</i>	Text																																					
<i>Post_Code</i>	Text																																					
<i>Gender</i>	Text																																					
<i>Date_Joined</i>	Date	DD/MM/YYYY																																				
<i>Type</i>	Text																																					
<i>Fees_Due</i>	Boolean/Logical	To display as Yes/No																																				
<i>Pay_Method</i>	Text																																					
21	<p>Using a drop down menu, format the <i>Pay_Method</i> field to restrict data entry to only the following entries: Cash Credit Card Cheque Debit Card Paym No other entries should be allowed within this field.</p> <ul style="list-style-type: none"> list/drop down menu created (1 mark) data entry limited (1 mark) Cash, Credit Card, Cheque, Debit Card, Paym entries error free (1 mark) 	[3]																																				

Page 7	Mark Scheme	Syllabus	Paper
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No	Steps	Mark																						
22	<p>Enter the following record into the members table:</p> <table><tr><td>Member_No</td><td>SW026</td></tr><tr><td>Title</td><td>Mr</td></tr><tr><td>First_Name</td><td>Bradley</td></tr><tr><td>Last_Name</td><td>Holloway</td></tr><tr><td>Add_1</td><td>42 Boar Lane</td></tr><tr><td>Post_Code</td><td>BD23 9XR</td></tr><tr><td>Gender</td><td>Male</td></tr><tr><td>Date_Joined</td><td>02/02/2015</td></tr><tr><td>Type</td><td>SW</td></tr><tr><td>Fees_Due</td><td>Yes</td></tr><tr><td>Pay_Method</td><td>Debit Card</td></tr></table> <p>Check your data entry for errors. Save the data.</p> <p>– record inserted correctly (1 mark)</p>	Member_No	SW026	Title	Mr	First_Name	Bradley	Last_Name	Holloway	Add_1	42 Boar Lane	Post_Code	BD23 9XR	Gender	Male	Date_Joined	02/02/2015	Type	SW	Fees_Due	Yes	Pay_Method	Debit Card	[1]
Member_No	SW026																							
Title	Mr																							
First_Name	Bradley																							
Last_Name	Holloway																							
Add_1	42 Boar Lane																							
Post_Code	BD23 9XR																							
Gender	Male																							
Date_Joined	02/02/2015																							
Type	SW																							
Fees_Due	Yes																							
Pay_Method	Debit Card																							
23	<p>Import the file N216RATES.CSV as a new table in your database. Make sure the <i>Annual_Fee</i> is formatted as currency. Set the <i>Memb_Code</i> field as a primary key. Create a one-to-many relationship between the <i>Memb_Code</i> field in the rates table and the <i>Type</i> field in the members table.</p> <p>– One-to-Many relationship created between Memb_Code and Type fields (1mark)</p>	[1]																						

Page 8	Mark Scheme	Syllabus	Paper
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No	Steps	Mark
24	<p>A 5% penalty charge is added for late payment of fees.</p> <p>Using fields from both tables, produce a report which:</p> <ul style="list-style-type: none"> contains a new field called <i>Late_Payment</i> which is calculated at run-time and displayed as currency. This field will calculate the <i>Annual_Fee</i> multiplied by 1.05 shows only the records where the <i>Date_Joined</i> is 01/01/2015 or later, <i>Fees_Due</i> is Yes and <i>Type</i> does not include TE shows only the fields <i>Member_No</i>, <i>Title</i>, <i>First_Name</i>, <i>Last_Name</i>, <i>Fees_Due</i>, <i>Date_Joined</i>, <i>Memb_Type</i>, <i>Annual_Fee</i>, and <i>Late_Payment</i> in this order with data and labels displayed in full sorts the data into ascending order of <i>Memb_Type</i> and then ascending order of <i>Last_Name</i> fits on a single page wide has a page orientation of landscape calculates the total <i>Annual_Fee</i> for this selection and positions this number under the <i>Annual_Fee</i> column has a label to the left of this number Total fees due includes the heading Overdue Membership Fees at the top of the page has your name, Centre number and candidate number at the bottom of the report. <p>Save and print your report.</p> <ul style="list-style-type: none"> - heading: Overdue Membership Fees at the top of the page (1 mark) - new field called <i>Late_Payment</i> created (1 mark) - calculates <i>Late_Payment</i> as <i>Annual_Fee</i> multiplied by 1.05 (1 mark) - displays only the records where <i>Fees_Due</i> is Yes, <i>Type</i> excludes TE (1 mark) - displays only the records where <i>Date_Joined</i> is \geq 01/01/2015 (1 mark) - shows only the fields <i>Member_No</i>, <i>Title</i>, <i>First_Name</i>, <i>Last_Name</i>, <i>Fees_Due</i>, <i>Date_Joined</i>, <i>Memb_Type</i>, <i>Annual_Fee</i>, & <i>Late_Payment</i> in the correct order (1 mark) - has landscape orientation, fits on a single page wide, data and labels fully visible (1 mark) - sorts the data into ascending order of <i>Memb_Type</i>, then ascending on <i>Last_Name</i> (1 mark) - calculates the total <i>Annual_Fee</i> and positions this number under the <i>Annual_Fee</i> column (2 marks) - label to the left of this number: Total fees due (1 mark) - <i>Annual_Fee</i>, <i>Late_Payment</i> and Total fees due displayed as currency 2dp (1 mark) 	[12]

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No	Steps	Mark
25	<p>Produce a report from all the data which: selects only those records where: <i>Type</i> is SW, GY or TE <i>Fees_Due</i> is Yes <i>Pay_Method</i> contains Card shows only the fields <i>Type</i>, <i>First_Name</i>, <i>Last_Name</i>, <i>Add_1</i>, <i>Post_Code</i>, <i>Pay_Method</i> and <i>Fees_Due</i> in this order with data and labels displayed in full sorts the <i>Pay_Method</i> in descending order has a page orientation of portrait and fits on a single page includes the heading Single Activity Card Payments at the top of the page has your name, Centre number and candidate number at the top right of the report. Save and print your report.</p> <ul style="list-style-type: none"> - heading: Single Activity Card Payments at the top of the page (1 mark) - displays only the records where <i>Type</i> is SW, GY or TE and <i>Fees_Due</i> is Yes (1 mark) - displays only the records where <i>Pay_Method</i> contains Card (1 mark) - sorts the <i>Pay_Method</i> in descending order (1 mark) - shows only the fields <i>Type</i>, <i>First_Name</i>, <i>Last_Name</i>, <i>Add_1</i>, <i>Post_Code</i>, <i>Pay_Method</i> and <i>Fees_Due</i> in the correct order (1 mark) - portrait orientation, fits one page, all data and labels fully visible (1 mark) - name, Centre number and candidate number at the top right of the report (1 mark) 	[7]
		[Total: 27]

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Task 4 – Mail merge document

You are required to carry out a mail merge to create a checklist for use during the induction of new staff.

No	Steps	Mark
26	<p>Use the file N216CHECKLIST.RTF as the master document for the mail merge and the file N216NEWSTAFF.CSV as the data source file.</p> <p>In the master document:</p> <p>replace <Date> with a field to display today's date in the format DD/MM/YYYY</p> <p>insert the merge fields «First_Name» «Last_Name» «Job_Title» «Line_Manager» «Start_Date» «Department» «Course» «Course_Date» «Location» from the data source file where indicated</p> <p>include your name, Centre number and candidate number in the footer of the document.</p> <ul style="list-style-type: none"> – date field inserted (1 mark) – date displays in format dd mm yyyy (1 mark) – correct merge fields «First_Name» «Last_Name», «Job_Title», «Line_Manager», correct position and spacing (1 mark) – correct merge fields «Start_Date» «Department», correct position and spacing (1 mark) – correct merge fields «Course» «Course_Date» «Location», correct position, spacing and maintain punctuation (1 mark) – name, Centre number and candidate number in footer (1 mark) 	[6]
27	<p>Insert the image N216LOGO.JPG in an appropriate position. Format the image so that:</p> <p>it is resized to a width of 4 centimetres</p> <p>the aspect ratio is maintained</p> <p>the image does not overlap any items on the document.</p> <p>Save and print the master document with the merge fields displayed.</p> <ul style="list-style-type: none"> – logo inserted in appropriate position, no overlap (1 mark) – logo resized to 4cm wide with aspect ratio maintained (1 mark) 	[2]
28	<p>Merge the checklist for only those applicants who need to attend the induction course.</p> <ul style="list-style-type: none"> – evidence of selection method (1 mark) 	[1]
29	<p>Print only the merged checklists for the selected applicants.</p> <ul style="list-style-type: none"> – letters printed for Induction course only (1 mark). 	[1]
30	<p>Evaluate the suitability of this checklist for use with its intended audience. Identify any improvements which could be made and give reasons.</p> <ul style="list-style-type: none"> – evaluation of the suitability of the checklist for the target audience, with justified improvements (4 marks) 	[4]
		[Total: 14]

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Task 5 – Presentation

You are now going to create a short presentation.

No	Steps	Mark
31	<p>Import the file N216GYM.RTF placing the text as 6 slides in your presentation software.</p> <p>– 6 slides imported with contents of N216GYM.RTF (1 mark)</p>	[1]
32	<p>Create a master slide with:</p> <ul style="list-style-type: none"> a plain white background a 3 to 4 point horizontal line across the width of the slide, about 3 centimetres from the top the text Tawara Health Club in a black, italic, 36 point, serif font, above the line, aligned to the top right of the slide. Make sure the text does not wrap. your name, Centre number and candidate number in the bottom right corner in an 18 point font automatic slide numbers in the bottom left corner 1st level bullets formatted in a 24 point font, italic, with arrow shaped bullet style, e.g. ➤ <p>Apply all master slide elements to all slides.</p> <p>Make sure no master slide elements, text or chart overlap each other on any slide.</p> <ul style="list-style-type: none"> – text Tawara Health Club positioned top right, serif, italic 36pt font, no wrap (1 mark) – thick 3pt horizontal line across slide, approx. 3 centimetres under title (1 mark) – auto slide numbers bottom left, Name, Centre No, Cand No bottom right, 18pt (1 mark) – 1st level bullets – 24pt, italic, arrow shaped bullets (1 mark) 	[4]
33	<p>Make slide 1 a title and subtitle layout with the text centred on the slide.</p> <p>– slide layout for slide 1 title and subtitle layout, text centred, no bullet, title larger than subtitle (1 mark)</p>	[1]
34	<p>Use the data in the file N216TOTALMEM.CSV to create a vertical bar chart to display the total number of members by membership type.</p> <p>– vertical bar chart created from correct data, no legend (1 mark)</p>	[1]
35	<p>Label the chart with:</p> <ul style="list-style-type: none"> the title Total Club Members category series labels displayed in full axis titles as Membership Type and Number <p>Do not display a legend.</p> <p>– chart title and axis labels accurate and displayed in full (1 mark)</p>	[1]

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No	Steps	Mark
36	Place the chart to the left of the bullet points on the slide with the title <i>Club Membership</i> – chart placed correctly (1 mark)	[1]
37	Save the presentation. Print the presentation with 6 slides to the page. Print only the slide with the title Club Membership as a single full slide which fills the page. – print handouts 6 slides per page and full single slide Club Membership which fills the page (1 mark)	[1]
	[Total: 10]	

Tawara Health Club

New Staff

Header

Tawara Health Club left, page numbers right aligned

1 mark

THC-Header_footer style applied to both header & footer (serif, 10pt, italic)

1 mark

Title

Data entry 100% accurate

1 mark

THC-Title style applied - sans-serif, left aligned, 32pt, bold

1 mark

Report prepared by: name

to the team at Tawara Health Club and
a comprehensive induction programme
your new work environment and to

also ensure you can work legally and safely.

As part of your induction you will

welcome new staff and to introduce

essential health and safety information

will be notified of the next available event. Attached to this document is a personalised induction Checklist

which you should complete with your line manager.

Subtitle

Data entry 100% accurate

1 mark

THC-Subtitle style applied – sans-serif, right aligned, 16pt, italic

1 mark

Company Mission

Columns

Section break in correct position 1 mark

2 columns, 1cm column spacing 1 mark

to promote

re that

arding

ce and

improve the overall health and fitness of other staff through motivation, education and guidance. We are committed to the health and well being of all staff body and spirit.

General Conduct

Your hours of work are as stated in your offer letter.

All members of staff are expected to arrive at their

place of work punctually and on time. It is

your responsibility to check the time when

Subheadings (9)

THC-Subheading style applied - sans-serif, 14pt, centred, underlined

1 mark

telephones. Mobile phones must be switched off

whilst you are at work. Smoking is prohibited on

company premises.

Mentoring

As a new member of staff you will be assigned a mentor who will guide you through the early stages of your appointment. They will help and support you as well as introduce you to company policies and procedures. Your mentor will be a neutral member of staff doing a similar job role. If you have not been assigned a mentor please speak to your line manager.

Uniform and Appearance

Members of staff are expected to wear the uniform that is provided for them. It should be kept clean and in good repair and will remain the property of the company. Name badges are part of the uniform and should be worn at all times. Footwear should be appropriate for the area in which you work. Staff must maintain the highest possible standards of personal hygiene and cleanliness.

Absence

The basic annual leave entitlement is 4 weeks, increasing to 5 weeks for employees with 5 years reckonable service. Leave entitlement for part-time employees is calculated on a pro-rata basis. The leave year runs from 1 February to 31 January. Requests for holidays must be approved in advance by your line manager and a holiday form completed.

If you wish to leave the company, please refer to your offer letter for the notice period you are required to give. Notice should be given in writing to your manager.

Disability Awareness

People with a disability may find it hard to access our facilities and services despite many improvements in recent years. Effective service for customers with disabilities means treating everyone the same regardless of disability. Be positive, polite and offer help if required.

Use of ICT Equipment

Footer

Centre number, candidate number left, automated file name (no path) right aligned 1 mark

the first day of absence.

our IT services. To obtain your IT account, you

must first have provided personnel with all the do
em
em

2 spellings corrected – commmitted, atend 1 mark

Acceptable Use Policy. This policy is designed to ensure that staff are aware of their professional responsibilities when using any form of ICT. All staff must sign the policy and adhere to its contents at all times. You must also be aware of, and comply with, the Data Protection regulations. Further details on this will be provided on your induction training day. Below is a list of key staff contacts and their extension numbers which you may find useful:

Key Personnel		
NAME	DEPARTMENT	NUMBER
Janet Goode	Personnel	3402
Waleed Patel	IT	2691
Julia Ould	First Aider	2578
Ben Jackson	Health and Safety	4290
David Jones	Safety Officer	3651
Ruksana Nasser	Payroll	5402

Anti-virus Policy

We aim to provide a computing network which is virus-free. A virus is a piece of self-replicating code or malicious programming code designed to destroy or damage information on computers or steal user data. Viruses are usually disguised so their presence is not obvious to the computer user. A virus infection can be very costly to the company in terms of lost data, lost staff productivity and reputation. This policy applies to all computer users. Staff should be aware of the main methods of preventing viruses, three of which are:

1. ensure anti-virus software is installed and running
2. do not open email attachments from unknown sources
3. scan portable media before use

Policies and Procedures

The following documents are relevant to all jobs and you should become familiar with their contents:

1. Child Protection
2. Health and Safety
3. Training Centre Guidelines
4. Equal Opportunities/Equity Policy
5. Data Protection
6. Confidentiality

We take our Health and Safety responsibilities very seriously and are committed to ensuring that the health, safety and welfare of employees and visitors is not adversely affected as a result of the work we do or by the condition of our buildings. You will be required to attend a health and safety training day.

Please ask a member of staff if there is any aspect of your induction you are uncertain about. Welcome to the team!

Table

Complete, correct place, within column width, no changes to data 1 mark
Andy Clarke row deleted (below Jones) 1 mark
Top row cells merged, heading centred 1 mark
Heading bold, underline, light grey shading applied 1 mark
THC-Table style applied rows 2 to 8 (left aligned, no space after each line), numbers right aligned, text on one line, outside border only printed 1 mark

3 valid methods of preventing viruses entered e.g.
running/using/executing (up-to-date) anti-virus software...
...keep antivirus virus definition files up-to-date
scanning downloaded files
do not allow others to use their portable media on your computer
don't run executables/files from unknown sources
do not open email attachments from unknown sources/spam 3 marks

Page layout

Body text style applied to text, 11pt, serif, single line spacing, fully justified, 12pt space after 1 mark
Document complete/paragraphs intact, margins consistent, line spacing consistent, no widows/orphans, split lists or tables, blank pages 1 mark

List

List changed to numbered list 1 mark
Numbers aligned left margin, no space after each line 1 mark

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Tawara Health Club

Overdue Membership Fees

Member_No	Title	First_Name	Last_Name	Fees_Due	Date_Joined	Memb_Type	Annual_Fee	Late_Pa
AD060	Mrs	Madison	Baker	Yes	16/07/2015	Adult	£365.00	£383.25
AD030	Ms	Niamh	Barker	Yes	25/06/2015	Adult	£365.00	£383.25
AD031	Ms	Lilly	Brady	Yes	14/06/2015	Adult	£365.00	£383.25
AD029	Mrs	Demi	Connolly	Yes	18/07/2015	Adult	£365.00	£383.25
AD018	Ms	Millie	Davidson	Yes	06/02/2016	Adult	£365.00	£383.25
AD006	Mr	Archie	Douglas	Yes	07/09/2015	Adult	£365.00	£383.25
AD021	Mr	Harry	Houghton	Yes	08/01/2016	Adult	£365.00	£383.25
AD073	Mr	Louie	Joyce	Yes	04/08/2015	Adult	£365.00	£383.25
AD020	Mr	Harvey	Summers	Yes	30/01/2016	Adult	£365.00	£383.25
GY036	Mr	Jay	Rahman	Yes	25/01/2015	Gym Only	£231.00	£242.55
JN009	Miss	Rachel	Brooks	Yes	30/03/2015	Junior	£165.00	£173.25
JN003	Ms	Sarah	Cameron	Yes	31/10/2015	Junior	£165.00	£173.25
JN007	Ms	Kiera	Chamberlain	Yes	29/04/2015	Junior	£165.00	£173.25
JN004	Mr	Mohammed	Clarke	Yes	23/09/2015	Junior	£165.00	£173.25
JN008	Mr	Morgan	Conway	Yes	05/04/2015	Junior	£165.00	£173.25
JN030	Mr	Finley	Dale	Yes	16/12/2015	Junior	£165.00	£173.25
JN010	Miss	Cerys	Evans	Yes	16/02/2015	Junior	£165.00	£173.25
JN059	Mr	Archie	Gardner	Yes	04/06/2015	Junior	£165.00	£173.25
JN011	Ms	Poppy	Hargreaves	Yes	04/06/2015	Junior	£165.00	£173.25
JN035	Mr	Archie	Holland	Yes	04/06/2015	Junior	£165.00	£173.25
JN006	Miss	Melissa	Hyde	Yes	04/06/2015	Junior	£165.00	£173.25
JN031	Ms	Eva	Mahmood	Yes	18/06/2015	Junior	£165.00	£173.25
JN060	Miss	Tia	Mellor	Yes	19/02/2016	Junior	£165.00	£173.25
JN005	Mr	Harry	Robson	Yes	30/07/2015	Junior	£165.00	£173.25
JN002	Miss	Paige	Sanderson	Yes	19/11/2015	Junior	£165.00	£173.25
JN001	Mr	Corey	Sims	Yes	31/12/2015	Junior	£165.00	£173.25
JN058	Mr	Hayden	Steele	Yes	14/03/2015	Junior	£165.00	£173.25
JN012	Ms	Abbie	Stephenson	Yes	05/02/2015	Junior	£165.00	£173.25
SR049	Mrs	Lydia	Owen	Yes	03/02/2016	Senior	£286.50	£300.83
SR003	Ms	Freya	Parkes					£300.83
SR047	Mr	Peter	Read					£300.83
SR045	Mr	Reece	White					£300.83

Title

Correct, 100% accurate 1 mark

Calculated field

Heading 100% accurate 1 mark

Annual_Fee multiplied by 1.05 1 mark

Search (42 records)

Fees_Due is Yes, Type excludes TE 1 mark

Date_Joined is >= 01/01/2015 1 mark

Sorted ascending on Memb_Type, then ascending on Last_Name 1 mark

Specified fields, correct order 1 mark

Landscape, one page wide, all fields present and data fully visible 1 mark

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Tawara Health Club

Member_No	Title	First_Name	Last_Name	Fees_Due	Date_Joined	Memb_Type	Annual_Fee	Late_Payment
SW014	Mr	Timothy	Allen	Yes	05/02/2015	Swim Only	£231.75	£243.34
SW015	Mr	Rick	Elliott	Yes	10/01/2016	Swim Only	£231.75	£243.34
SW026	Mr	Bradley	Holloway	Yes	02/02/2015	Swim Only	£231.75	£243.34
SW001	Mr	Fred	James	Yes	13/07/2015	Swim Only	£231.75	£243.34
SW007	Mrs	Megan	Nicholson	Yes	01/01/2015	Swim Only	£231.75	£243.34
SW018	Ms	Kristin	Sparks	Yes	27/04/2015	Swim Only	£231.75	£243.34
YA001	Mr	Finlay	Byrne	Yes	15/07/2015	Young Adult	£210.50	£221.03
YA030	Mr	Louie	McCarthy	Yes	10/10/2015	Young Adult	£210.50	£221.03
YA029	Mr	Aidan	Simpson	Yes	12/10/2015	Young Adult	£210.50	£221.03
YA016	Mr	Hayden	Wallis	Yes	05/08/2015	Young Adult	£210.50	£221.03
Name, Centre number, Candidate number						Total fees due	£9,864.50	

Record added 100% accurate (ignore *Memb_Type*, *Annual_Fee* and *Late_Payment*)

1 mark

Correct sum of *Annual_Fee* positioned under *Annual_Fee* column 1 mark
 Label 100% accurate to left of calculation 1 mark
Annual_Fee, *Late_Payment*. *Total fees due* all display consistent currency symbol and 2 dp 1 mark

Title

Correct, 100% accurate 1 mark

Search (27 records)

Type is SW, GY or TE, Fees_Due is Yes 1 mark

Pay_Method contains Card 1 mark

Single Activity Card Payments

Type	First_Name	Last_Name	Add_1	Post_Code	Pay_Method	Fees_Due
GY	Isobel	Wright	93 Berkeley Rd	GL2 5SZ	Debit Card	Yes
TE	Emma	Mellor	24 Boat Lane	L62 4DJ	Debit Card	Yes
TE	Zara	Kerr	42 Stamford Road	SA14 7AC	Debit Card	Yes
GY	Jayden	Sims	11 Gloucester Road	WV10 9WQ	Debit Card	Yes
GY	Logan	Wilkinson	5 Boat Lane	EX9 7UX	Debit Card	Yes
SW	Megan	Nicholson	14 London Road	IP27 4JJ	Debit Card	Yes
SW	Benjamin	Anderson	49 Jubilee Drive	LN8 2JH	Debit Card	Yes
TE	Charles	Peacock	97 Nenthead Road	KY11 4FP	Debit Card	Yes
SW	Bradley	Holloway	42 Boar Lane	BD23 9XR	Debit Card	Yes
TE	Lilly	Smart	39 Thirsk Road	BD23 8LZ	Debit Card	Yes
GY	Benjamin	White	14 St Maurices Road	DG7 4AI	Debit Card	Yes
GY	Rhys	Thomson	16 Leicester Road	KW14 2QW	Debit Card	Yes
SW	Larry	Hernandez	19 Hourney Road	LA12 0DA	Debit Card	Yes
GY	Max	Williams	47 Walden Road	IV23 5BP	Debit Card	Yes
TE	Helen	Terry	3 Gorgon Street	CA7 4TW	Credit Card	Yes
TE	Abbie	Howe	92 Ballifeary Road	DG14 2MG	Credit Card	Yes
TE	Phyllis	Reeves	22 Corndolly Street	NR16 6KQ	Credit Card	Yes
SW	Mason	Blackburn	87 Argyll Street	DD3 7VZ	Credit Card	Yes
GY	Finley	Carey	5 Circle Way	IV3 5YO	Credit Card	Yes
GY	Jennifer	Nicholls	33 Monks Way	DE6 9KP	Credit Card	Yes
SW	Rick	Elliott	43 Dewdrop Place	TA7 3OO	Credit Card	Yes
GY	Jamie	Brady	45 Castledore Road	TA5 0RQ	Credit Card	Yes
GY	Ella	Black	30 Simone Weil Avenue	PE22 8DZ	Credit Card	Yes
TE	Mohammad	Armstrong	59 Main Road	KT14 6MS	Credit Card	Yes
SW	Gina	Abbott	13 The Crescent	DA3 9KE	Credit Card	Yes
GY	Luke	Howard	7 Souterhead Road	EN4 1WA	Credit Card	Yes
GY	Cameron	Butler	47 Guildford Rd	CM9 6TA	Credit Card	Yes

Sort descending on *Pay_Method*

1 mark

Specified fields, correct order

1 mark

Portrait, fits one page, all fields present and data fully visible

1 mark

Name, Centre number and candidate number top right

1 mark

Tawara Health Club

Mail Merge document

Logo

Inserted in appropriate position, no overlap
4cm wide, aspect ratio maintained

1 mark
1 mark

Fields - placeholders and <> correctly replaced for marks, no data lost:

«First_Name» «Last_Name», «Job_Title», «Line_Manager»

correct position & spacing

1 mark

«Start_Date» «Department» correct position & spacing

1 mark

«Course» «Course_Date» «Location» correct position, spacing & maintain punctuation.

1 mark



and effective manner and

Staff Induction Checklist		
Name: «First_Name» «Last_Name»	Commencement: «Start_Date»	
Position: «Job_Title»	Department: «Department»	
Line Manager: «Line_Manager»	Issued: 25/10/2016	
	Completed	Date
Departmental Operations and Procedures		
Departmental objectives, function and plan		
Departmental organisation chart/staff lists		
Departmental and team meetings		
Finance procedures		
Administrative systems		
Staff handbook		
Hours of work, time keeping and rotas		
Annual leave and booking procedure		
Sick leave procedure and other absences		
Health and Safety		
Workplace fire evacuation procedure (alarm, muster point etc)		
Completion of online Fire Safety package		
Introduction to local first aider		
Accident/incident reporting procedure		
No smoking policy		
Workstation assessment and online training		
Eye test information		
Computer Use		
Username, passwords and login information		
Shared drives and directory structures		
Approved hardware and software		
Email access and usage		
Policies and Standards		
Code of Conduct		
Data Protection and Freedom of Information		
Acceptable Usage Policy (IT)		
Grievance		
Child Protection		
Equal Opportunities/Equity Policy		
Confidentiality		
Employee Signature:	Date:	
Line Manager/Supervisor Signature:	Date:	

Date field

Displays in correct format dd/mm/yyyy 1 mark

Company Induction Day

You are required to attend a Company «Course» Training Day. This will be held from 0930 to 1600 on «Course_Date» at «Location». This session will provide essential health and safety, statutory and mandatory training as well as useful information on other key company issues.

Name, Centre no & candidate no in the footer

1 mark

Name, Centre number, candidate number

Merge results

Tawara Health Club

This checklist ensures that all aspects of induction are covered in a timely and effective manner and must be completed within 4 weeks of starting work.

Staff Induction Checklist	
Name: Daniel Littlewood	Commenced on: 01/02/2016
Position: Finance Assistant	Department: Spa
Line Manager: Richard Cohen	Issued: 25/02/2016
	Completed: _____ Date: _____
Departmental Operations and Procedures	
Departmental objectives, function and plan	
Departmental organisation chart/staff lists	
Departmental and team meetings	
Finance procedures	
Administrative systems	
Staff handbook	
Hours of work, time keeping and rota	
Annual leave and booking procedure	
Sick leave procedure and other absences	
Health and Safety	
Workplace fire evacuation procedure (alarm, muster point etc)	
Completion of online Fire Safety package	
Introduction to local first aider	
Accident/incident reporting procedure	
No smoking policy	
Workstation assessment and online training	
Eye test information	
Computer Use	
Accessories, passwords and login information	
Shared drives and directory structures	
Approved hardware and software	
Email access and usage	
Other Policies	
Code of Conduct	
Data Protection and Freedom of Information	
Acceptable Usage Policy (IT)	
Grievance	
Child Protection	
Equal Opportunities/Equality Policy	
Confidentiality	
Employee Signature: _____	Date: _____
Line Manager/Supervisor Signature: _____	Date: _____

Company Induction Day

You are required to attend a Company Induction/Training Day. This will be held from 0930 to 1600 on **06/02/2016** at **Head Office, Cambridge**. This session will provide essential health and safety, statutory and mandatory training as well as useful information on other key company issues.

Name, Centre number, candidate number

Tawara Health Club

This checklist ensures that all aspects of induction are covered in a timely and effective manner and must be completed within 4 weeks of starting work.

Staff Induction Checklist	
Name: Pablo Garcia	Commenced on: 18/01/2016
Position: Tawara Instructor	Department: Spa
Line Manager: Joe Kneale	Issued: 25/02/2016
	Completed: _____ Date: _____
Departmental Operations and Procedures	
Departmental objectives, function and plan	
Departmental organisation chart/staff lists	
Departmental and team meetings	
Finance procedures	
Administrative systems	
Staff handbook	
Hours of work, time keeping and rota	
Annual leave and booking procedure	
Sick leave procedure and other absences	
Health and Safety	
Workplace fire evacuation procedure (alarm, muster point etc)	
Completion of online Fire Safety package	
Introduction to local first aider	
Accident/incident reporting procedure	
No smoking policy	
Workstation assessment and online training	
Eye test information	
Computer Use	
Accessories, passwords and login information	
Shared drives and directory structures	
Approved hardware and software	
Email access and usage	
Other Policies	
Code of Conduct	
Data Protection and Freedom of Information	
Acceptable Usage Policy (IT)	
Grievance	
Child Protection	
Equal Opportunities/Equality Policy	
Confidentiality	
Employee Signature: _____	Date: _____
Line Manager/Supervisor Signature: _____	Date: _____

Company Induction Day

You are required to attend a Company Induction/Training Day. This will be held from 0930 to 1600 on **06/02/2016** at **Head Office, Cambridge**. This session will provide essential health and safety, statutory and mandatory training as well as useful information on other key company issues.

Name, Centre number, candidate number

Tawara Health Club

This checklist ensures that all aspects of induction are covered in a timely and effective manner and must be completed within 4 weeks of starting work.

Staff Induction Checklist	
Name: Abdul Saeed	Commenced on: 01/02/2016
Position: Sales Representative	Department: Spa
Line Manager: Richard Cohen	Issued: 25/02/2016
	Completed: _____ Date: _____
Departmental Operations and Procedures	
Departmental objectives, function and plan	
Departmental organisation chart/staff lists	
Departmental and team meetings	
Finance procedures	
Administrative systems	
Staff handbook	
Hours of work, time keeping and rota	
Annual leave and booking procedure	
Sick leave procedure and other absences	
Health and Safety	
Workplace fire evacuation procedure (alarm, muster point etc)	
Completion of online Fire Safety package	
Introduction to local first aider	
Accident/incident reporting procedure	
No smoking policy	
Workstation assessment and online training	
Eye test information	
Computer Use	
Accessories, passwords and login information	
Shared drives and directory structures	
Approved hardware and software	
Email access and usage	
Other Policies	
Code of Conduct	
Data Protection and Freedom of Information	
Acceptable Usage Policy (IT)	
Grievance	
Child Protection	
Equal Opportunities/Equality Policy	
Confidentiality	
Employee Signature: _____	Date: _____
Line Manager/Supervisor Signature: _____	Date: _____

Company Induction Day

You are required to attend a Company Induction/Training Day. This will be held from 0930 to 1600 on **06/02/2016** at **Head Office, Cambridge**. This session will provide essential health and safety, statutory and mandatory training as well as useful information on other key company issues.

Name, Centre number, candidate number

Result of merge - 3 letters printed – Daniel Littlewood, Pablo Garcia, Abdul Saeed 1 mark

Presentation

Tawara Health Club

Tawara Gym Facilities

New staff briefing

Name, Centre number, Candidate number

Tawara Health Club

Club Membership

Name, Centre number, Candidate number

6 slides imported correctly, no blank slides, no overlap of items, no text changed 1 mark

Slide 1 - title & subtitle layout with centred text (no bullet, title larger) 1 mark

Tawara Health Club

Most Popular Gym Equipment

- Rowing machine
- Stationary exercise bike
- Free weights
- Weight machines
- Elliptical trainer

Name, Centre number, Candidate number

Tawara Health Club

Member Induction Programme

- Programme planning
- Technical introduction to equipment
- Health and safety procedures
- Medical evaluation

Name, Centre number, Candidate number

Tawara Health Club

Causes of Gym Accidents

- Poorly maintained or broken equipment
- Lack of supervision
- Incorrect instructions
- Slips, trips or falls, eg tripping over weights or a frayed carpet
- Slipping on spill water or liquid

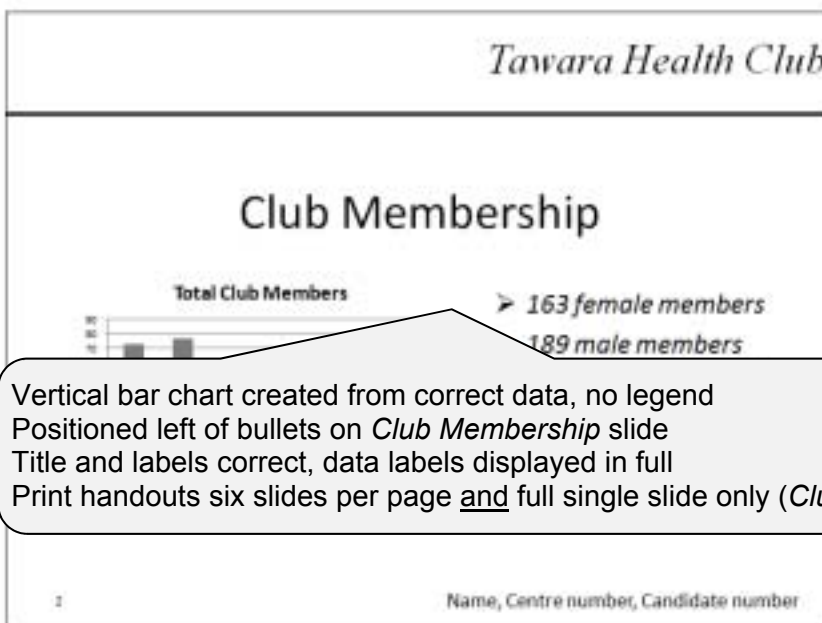
Name, Centre number, Candidate number

Tawara Health Club

Key Health and Safety Documents

- Manufacturer's guidelines on safe use and maintenance of equipment
- Accident Report Forms
- First Aid Book

Name, Centre number, Candidate number



Vertical bar chart created from correct data, no legend 1 mark

Positioned left of bullets on *Club Membership* slide 1 mark

Title and labels correct, data labels displayed in full 1 mark

Print handouts six slides per page and full single slide only (*Club Membership*), fills page 1 mark

Evidence Document**Step 1 – EVIDENCE 1 - Paper size**

Page layout
A4 portrait

1 mark

Step 1 - EVIDENCE 2 – Margins**Page layout**

Top & bottom margins 2 cms (0.79"),
left & right 1.5 cm (0.59")

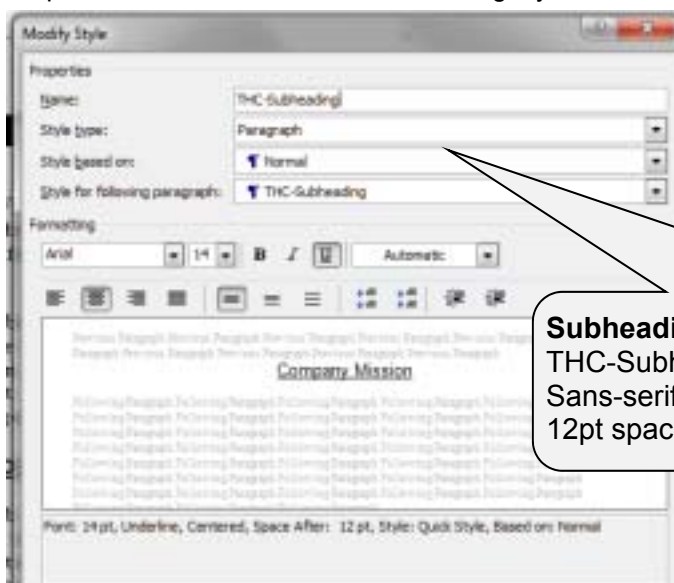
1 mark

Step 2 – EVIDENCE 3 – File saved as INDUCTION and evidence of file type

File saved as INDUCTION in the format of the software

1 mark

Name	Date modified	Type	Size
INDUCTION.docx	24/03/2015 11:48	Microsoft Office Word Document	25 KB

Step 3 – EVIDENCE 4 – THC-Subheading style definition**Subheading Style**

THC-Subheading style created, correct name 1 mark

Sans-serif, 14pt, centred, underlined 1 mark

12pt spacing after 1 mark

Step 20 – EVIDENCE 5 – Database field structure

N216MEMBERS	
Field Name	Data Type
Member_No	Text
Title	Text
First_Name	Text
Last_Name	Text
Add_1	Text
Post_Code	Text
Gender	Text
Date_Joined	Date/Time
Type	Text
Fees_Due	Yes/No
Pay_Method	Text

DB Structure

All field names as given/correct data types,
date displays in report as DD/MM/YYYY 1 mark

Fees_Due as boolean/logic/Yes/No in design
& displays on report 1 mark

Member_No set as primary key 1 mark

Step 21 – **EVIDENCE 6** – Pay_Method field properties showing data entry limited

The screenshot shows the design view of the N216MEMBERS table. The Pay_Method field is set to Text. A callout box points to the field with the following text:

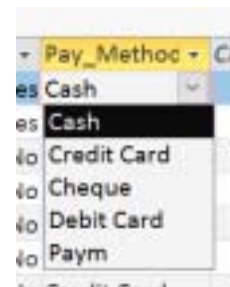
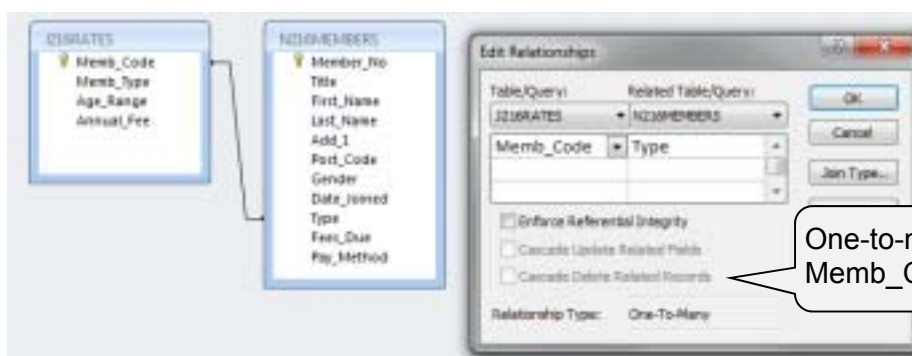
- Drop down menu or restriction in design on Pay_Method field 1 mark
- Limit to list - error message or set in design properties 1 mark
- List items Cash, Credit Card, Cheque, Debit Card, Paym entries error free 1 mark

The design view also shows the following fields and their data types:

Field Name	Data Type
Member_No	Text
Title	Text
First_Name	Text
Last_Name	Text
Add_1	Text
Post_Code	Text
Gender	Text
Date_Joined	Date/Time
Type	Text
Fees_Due	Yes/No
Pay_Method	Text

The General tab of the design view shows the following properties for the Pay_Method field:

Property	Value
Display Control	Combo Box
Row Source Type	Value List
Row Source	'Cash'; 'Credit Card'; 'Cheque'; 'Debit Card'; 'Paym'
Bound Column	1
Column Count	1
Column Heads	No
Column Widths	
List Rows	16
List Width	Auto
Limit To List	Yes
Allow Multiple Values	No
Allow Value List Edits	No
List Items Edit Form	
Show Only Row Source V	No

Step 23 – **EVIDENCE 7** - Relationship between the two tables

One-to-many relationship between Memb_Code and Type fields

1 mark

Step 24 – **EVIDENCE 8** – Search criteria

Date_Joined	Type	Fees_Due?	Pay_P
N216MEMBERS	N216MEMBERS	N216MEMBERS	N216
>= #01/01/2015#	<= "TE"	Yes	

Step 24 - **EVIDENCE 9** – Calculated control formula screenshot

Total fees due	=Sum([Annual_Fee])
----------------	--------------------

Calculated Sum of Annual_Fee

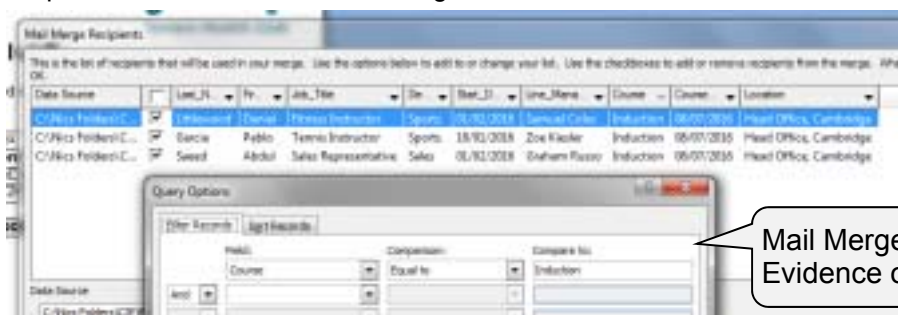
1 mark

Step 26 – **EVIDENCE 10** – Date field

Mail Merge
Evidence of date field used

1 mark

Issued: { DATE \@ "dd/MM/yyyy" * MERGEFORMAT }

Step 28 – **EVIDENCE 11** – Mail merge selection method

Mail Merge
Evidence of Induction selected 1 mark

Step 30 – **EVIDENCE 12** - Evaluate the suitability of this checklist:

- why it is suitable for audience
- why it is not suitable for audience
- an improvement
- reason for improvement

eg:

Personalised to individual

Emboldening, shading, bullets to make easier to read, headings emphasised

Tick boxes/electronic version could automatically link to diaries

Consistent font style, size and alignment

Spelling errors – information, work, break in first paragraph

[4 marks]

Step 32 – **EVIDENCE 13** – Master slide layout screenshot**Presentation – Master slide**

- | | |
|---|--------|
| Text <i>Tawara Health Club</i> correct, 36pt, serif, italic, top right, no wrap | 1 mark |
| Thick 3pt horizontal line across slide width, approximately 3cm under title | 1 mark |
| Auto slide numbers bottom left, Name, Centre No, Cand No bottom right, 18pt | 1 mark |
| 1st level bullets 24pt, italic, arrow bullets ➤ | 1 mark |