

Micro 1 Instructions

SECTION ONE

This assignment has been designed to give you an immediate overview of the skills and procedures required for IBT 3. The following is a list of the IT applications that are used:

- * Email
- * PC File Management
- * Spreadsheets
- * Databases
- * Graphs and Charts
- * Presentation Software
- * DTP (Advanced Word Processing skills)
- * Integration

The prepared files involved in the OCR formal assignment are much larger than the files in this Micro Assignment but the format is similar. The instructions, which would normally arrive at your computer via email, are listed below in Section Two.

SECTION TWO

- A. You have received a self-extracting exe file that will place various types of files into a location of your choice. The default location is a:\
- B. Create 4 directories on your floppy disk named; Spreads, Dbase, DTPs, and Ppoint, respectively. Place the relevant files into the appropriate directories.
- C. Notify me when this task has been accomplished, either by email, (if that is how you received the original exe), or by a hand delivered, printed note created in Notepad or some other small text editor. State the path to these folders and files.
- D. Load Micro1 spreadsheet and create an IF function to state which of the list are applicable for a rebate, they must be over 35 to qualify. Also, using the COUNT or COUNTA function produce a total of all of the people in the list in the relevant place. The final task is to create a LOOKUP function for testing the students' names against their ages so that all the end user needs to do is enter a name in the yellow box to check someone's age. Save the file using the same file name - SO MAKE SURE IT'S CORRECT.
- E. Load Micro1 database, rename the table with your name and printout the table on one page only.
- F. Load Micro1 spreadsheet and create a column chart of the students' names and ages. Cut and paste this chart onto sheet 2 of the workbook. Also, copy the Total Number cell and the label onto sheet 2 for later use.

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- G. Enter the following record into the database: Stuart Jones, age 42, born in 1956 on November 3rd. Stuart earns £22,500 a year, has 0 children and owns his own home at 19 Crow Road, Accrington, post code BB5 4LH.
- H. Find everyone from the database who is over 40, owns their own home, with a BB5 post code, earns between £10k and £25k and has no children. Produce a printout of the result but display only the First Name, Surname and salary fields. Save the query with your name. This query will be used later.
- I. Produce a Power Point presentation of 4 slides. Use these 4 slides to express how you feel regarding the tasks you have just completed eg Slide 1 - I really enjoyed the spreadsheet task, Slide 2 - The IF formula proved easier than I expected. Select a clipart image of your choice. Reduce the size of the image proportionately and insert it onto the slide master in the top right hand corner. The show should be set to automatic with a printout of the slides in thumbnail view.
- J. Reload, or copy, the Info1.doc file and make the following amendments:
- * Set the section two into two columns - do not include the words **Section Two**.
 - * Insert the graph between sections E and F.
 - * Insert the spreadsheet extract between sections C and D.
 - * Insert the database query between H and I.
 - * Replace the Header with your own name and the date.
 - * Finally, set the font size so that the document fits evenly on two pages.
- K. Either email the final document to your tutor or print it and 'hand deliver' it in the class.