

Tutor Notes

Dear Tutor/Trainer

These IBT3 Micro exercises have been designed for students who are preparing to undertake the OCR Integrated Business Technology level 3 qualification. As you will be aware, to complete the IBT 3 course candidates need to acquire and use quite complex and demanding IT skills. These three Micro Assignments will help candidates develop those skills. The Assignments have been designed to support both the tutor's own individual materials and teaching style and the specimen assignments provided by OCR.

The IBT 3 Micro Assignments that you are about to use have been compiled and class room tested by an experienced IT tutor who has been teaching IBT 3 since its beginning in 1998. The idea behind these Micro Assignments* is to provide an overview for the candidates of the nature of the course and to provide a possible assessment method of the candidates' IT skills.

**There are also Micro Assignments available for IBT 2*

The Disk

There are three zipped, self extracting .exe files on the disk provided named:

Micro1.exe

Micro2.exe

Micro3.exe

Each zipped folder contains all the files needed to complete each assignment.

How the Micro Assignment files are distributed to the candidates will obviously depend on each tutor's discretion and the facilities available in the centre. To keep in line with the IBT 3 final assignment, the files should ideally be emailed out to the candidates. However, it may be more practical, especially during the early stages of the course, to issue the files to the candidates via either a floppy disk or from a network connection. Instructions contained within the *Info.doc* reflect these variations.

The Files

All the files needed for each Micro Assignment are presented in a zipped, self extracting exe file. Some of the extracted files will be needed, others are bogus. An instruction sheet named *Info.doc* contains all the necessary information for both the tutor and the candidate. The files for each Micro Assignment are:

Micro Assignment 1 micro1.exe	Micro Assignment 2 micro2.exe	Micro Assignment 3 micro3.exe
Info.doc	Info.doc	Info.doc
Macro1.mdb	Video1.bmp	Movies.mdb
Micro1.mdb	Vadeo1.mdb	Movies97.mdb
Macro1.ldb	Video1.mdb	Movies.ldb
Micro1.ldb	Video97.mdb	Movie Charts.xls
Micro1.xls	Video1.ldb	Movie Income.xls
Microas1.xls	Video97.ldb	Golden Dragon.doc
Enfo.doc	Vadeo1.xls	Golden Oldie.doc
	Video1.xls	GoldenLogo.wmf
	Video97.doc	

It is recommended that the tutor/trainer work through all three assignments, to test any software compatibility issues, before issuing them to candidates. The files have been created using Microsoft Office 97 or earlier.

General Use

Although these three assignments were created to support the OCR IBT3 scheme, they are also suitable as general IT exercises for any other level 3 IT course or to test knowledge of and ability to use MS Office to an advanced level.

We hope you and your candidates enjoy working through these Micro Assignments.