

# **Section 2**

# **Create Solution**

**By the end of this Section you should be able to:**

**Use IT systems and software to complete planned tasks and produce effective outcomes**

**Use shortcut techniques to improve overall efficiency**

## Exercise 9 - Create a Solution

### Guidelines

When all planning is complete, the actual solution can be created using the selected application. Whilst developing the solutions, always remain aware of the relevant points of the scenario specification and of the constraints and factors that may arise from them. Make sure the solution takes them all into account.

It is not the purpose of this unit to test knowledge of the individual applications. The technical level required should be no more than that covered by the appropriate specific units at this level, e.g. word processing, spreadsheets. To quote from the Assessment Specification for this unit, "Any aspect [required by the solution] that is unfamiliar will require support and advice from other people".

There are, however, some techniques specifically mentioned in the Assessment Specification for this unit that users may not have covered. The principles of these techniques will be described in the next exercises in this section.

### Examples

1. Producing a newsletter using *Word* could involve the following skills:
  - o Formatting (fonts and backgrounds)
  - o Column layout
  - o Inserting text from other files (copy and paste will be adequate)
  - o Inserting and manipulating images
  - o Using visual effects such as *Clip Art* or *WordArt*.
2. The picture on the next page shows an example page of a suitable newsletter.



## Exercise 9 - Continued

Barnacle Training

# Newsletter

Friday 27<sup>th</sup> March 2009

### New Contract

Yesterday saw the signing of a historic contract between Rutland Council and Barnacle Training to provide all training resources across the whole of the County.

Barnacle's chairman, Bill Barnacle said today that this represented a landmark achievement in the history of the company. "It will guarantee our future for years to come", he said. "Special praise is due to the sales team, headed by Lindsay Lafitte".

A program of recruitment for all job types is expected to start almost immediately to cope with the extra work generated by the contract.



**Bounty**  
In view of the forthcoming recruitment campaign, any employee who successfully introduces a new starter to the company will earn a bounty payment of £200. This will be payable after the first 6 months of employment.

**Wedding of the Year**  
June of this year will see the wedding of Sue Nightingale (Personnel) to Rocky Brown (Production). This is seen as a significant event, uniting as it does these two historic departments. The reception will be held in the canteen and senior management will be making an appearance.

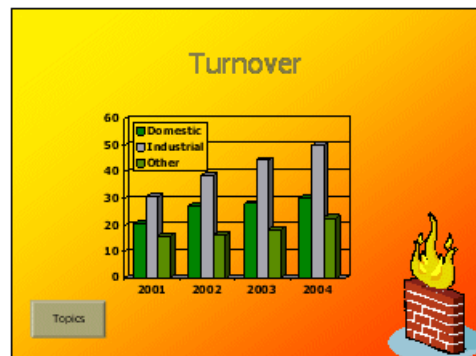
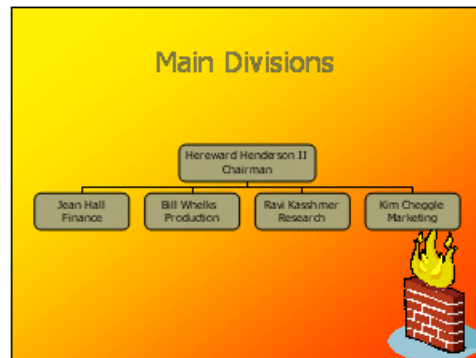
**Chef**  
This week we welcome back our famous chef Jim Tripe from his lengthy spell in hospital. Although the canteen has been ably managed in his absence, it will be good to get him back in charge and see the food return to its unique blend of quality and adventure.

**Oldest Employee**  
Bob Ludd, 84, is retiring next week after 40 fine years of continuous service. Personnel Manager Brian Walders said "He should have gone years ago but we all forgot he was there".



## Exercise 9 - Continued

3. Producing an induction presentation using *PowerPoint* could involve the following skills:
  - Slide formatting (fonts and backgrounds)
  - Inserting text from other files (copy and paste will be adequate)
  - Inserting and manipulating images
  - Using visual effects such as *Clip Art* or *WordArt*
  - Using simple animation effects
4. The picture below shows four sample slides from a suitable presentation as an example



## Exercise 9 - Continued

5. Producing an hourly pay spreadsheet using *Excel* could involve the following skills:
  - Worksheet formatting (fonts and backgrounds)
  - Inserting data from other files (copy and paste will be adequate)
  - Wide range of formula
  - Fixed referencing
  - Totalling
  
6. The picture below shows a sample spreadsheet that could have been created as a solution.

Hourly Paid Employees week commencing 30/03/2009				Basic Hours 40			
No	Surname	First	Department	Rate	Total Hours	Bonuses	Gross Pay
1	Parke	Neil	Finishing	£12.00	30		£360.00
2	Patel	Ravinder	Finishing	£14.50	25		£362.50
3	Chesterton	Ian	Production	£10.00	50	50	£550.00
4	Smith	David	Testing	£14.00	40		£560.00
5	Waldram	Zara	Testing	£12.00	40		£480.00
6	Smith	James	Production	£10.00	40	50	£400.00
7	Waterman	David	Testing	£13.00	30		£390.00
8	Smith	John	Production	£10.00	40	50	£400.00
9	Westgarth	Shaun	Maintenance	£12.50	45		£593.75
10	McMillan	Rose	Production	£10.00	40	50	£400.00
11	Wright	Margaret	Production	£10.00	40	50	£400.00
12	Zapora	Androv	Maintenance	£12.50	45		£593.75
17	Singh	Vikram	Finishing	£11.00	40		£440.00
18	Oman	Tariq	Maintenance	£12.50	45		£593.75
19	Leigh	Clare	Maintenance	£12.50	30		£375.00
20	Chapman	Ian	Testing	£10.00	40		£400.00
21	Ripley	Ellen	Testing	£13.50	35		£472.50
22	Odara	Desmond	Production	£10.00	40	50	£400.00
23	Sovich	Mikhael	Production	£10.00	42	50	£430.00
							£8,601.25

## Exercise 10 - Templates

### Guidelines

A template is a blank framework of a document (or a spreadsheet or a presentation) which can be saved and used as the basic for future documents, etc. This can increase efficiency as the same layout does not have to be entered every time a new document is produced.

As an example, this exercise will demonstrate the creation of a template document in *Microsoft Word XP* or *2003*. Any difference in *2007* will be noted. The same principles apply to other applications.

It is assumed that the user is competent in the use of the relevant application, *Word* in this example. If not, read the exercise for information only, or consult a guide specific to the application.

### Actions

1. Start *Word* and create a new blank document.
2. Type the title **Barnacle Training**. Change the font to **Tahoma** (or any other font), size **28pt**, and align the text centrally.
3. Apply pale blue shading to the title text.
4. Apply a **Page Border** of **1pt Shadow**.
5. When all required formatting is applied, the document can be saved as a template. Select the **Save As** option.
6. Enter a **File name** of **Barnacle** and in **Save as type**, select **Document Template**.

*Note: In Word 2007 the file extension is .dotx. Depending on the settings on your computer the file extension may not be shown at all.*

File name:	Barnacle.dot
Save as type:	Document Template (*.dot)

7. Make sure the location for the save (**Save In**) is set to **Templates**. This may be set automatically or you may have to select it.
8. Click **Save**. The template is saved for future use.
9. **Close** the current document.

# Exercise 11 - Macros

## Guidelines

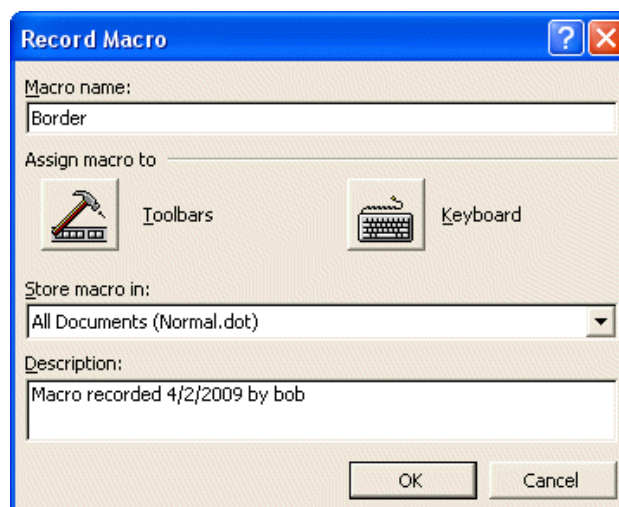
A **macro** records keystrokes and menu selections, then plays them back exactly as they were recorded. A macro can be created so that a commonly used task can be performed, or a word, phrase or paragraph can be entered automatically. The use of macros results in the more efficient production of documents. Once macros have been created, they can be used at any time in any document that uses the same template.

As an example, this exercise will demonstrate the creation of a macro in *Microsoft Word XP*. The same principles apply to other applications.

It is assumed that the user is competent in the use of the relevant application, *Word* in this example. If not, read the exercise for information only, or consult a guide specific to the application.

## Actions

1. Create a new document in *Word*. Instead of creating a blank document, select **General Templates** from the **New Document** area (**My templates** in 2007).
2. Select the **Barnacle** template created in the previous exercise and click **OK**. A new document is created with all the content and formatting of the template.
3. Create three blank lines under the title and insert any picture or clip art from your computer. Make sure the image is selected.
4. Select **Tools | Macro | Record New Macro** (**Record Macro** button on the **Developer** tab in 2007). Enter **Border** as the **Macro name**.



## Exercise 11 - Continued

5. Click **OK** to start recording the macro.
6. Select **Format | Borders and Shading**.

*Note: In 2007, select **Borders and Shading** from the **Border** button in the **Paragraph** group on the **Home** tab.*

7. Define a **3pt, Double Line** border in dark green and click **OK** to apply it to the image.
8. Stop recording the macro.
9. Add two more blank lines then insert another image.
10. Select the image and select **Tools | Macro | Macros**.

*Note: In 2007 click the **Macros** button on the **Developer** tab.*

11. Select the **Border** macro and click **Run**. The macro runs, applying the green border to the new picture.
12. Save the document in **My Documents** (**Documents** in 2007) as **Barnacle2** and leave it open for the next exercise.

## Exercise 12 - Shortcuts

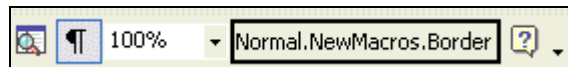
### Guidelines

There are various shortcuts that can be applied to IT solutions to make them more efficient. For example your toolbars can be customised to include shortcuts to any macros that have been created and shortcuts to files or applications can be included on your **Desktop**.

### Actions

2007 users go to step 9.

1. Users of *XP / 2003* select **Tools | Customize**.
2. Click on the **Commands** tab and scroll down the list of **Categories** until **Macros** appears.
3. Click on **Macros** to view all the macros created.
4. Click and drag **Normal.NewMacros.Border** up on to any toolbar. When the mouse is released a new button appears.



5. Click on **Modify Selection** in the **Customize** dialog box and in the **Name:** box, enter **Picture Border**.
6. Click on **Change Button Image**.
7. Select the **smiley face** from the choice of button icons.
8. Click **Close** to close the dialog box.

*XP / 2003* users go to step 14.

9. Users of *2007* right click on the **Quick Access Toolbar** and select **Customize Quick Access Toolbar**.
10. Click on the **Popular Commands** drop down arrow and select **Macros**.
11. Select the **Border** macro and click the **Add>>** button.
12. Click on **Modify**. Select the **smiley face** icon and in the **Display name:** box, enter **Picture Border**. Click **OK**.
13. Click **OK** to close the dialog box.
14. Insert another image into the document.



## Exercise 12 - Continued

15. With the image selected, click the new button on the toolbar to run the macro. The green border will be applied.
16. To remove the new button from the toolbar, hold down the <Alt> key and drag the button down off the toolbar.

*Note: In 2007 right click the new button and select **Remove from Quick Access Toolbar**.*

17. Select **Tools | Macro | Macros**.

*Note: In 2007 click the **Macros** button on the **Developer** tab.*

18. To delete the macro, select the **Border** macro, then click **Delete**.
19. Select **Yes** at the prompt and click **Close**.
20. Close the document without saving and close *Word*.
21. Shortcuts can be made to files, folders or programs. Select **My Documents (Documents in 2007)** from the **Start** menu.
22. Right click on the **Barnacle2** file and select **Send To**, then **Desktop (create shortcut)**.
23. Close the **My Documents** window (**Documents in 2007**) and display your **Desktop**. There will be a shortcut icon on the **Desktop** for the file.



24. Double click on the icon. The **Barnacle2** document will be opened in *Word*.
25. Close the **Barnacle2** document and close *Word*.
26. To remove the icon from your **Desktop**, right click on it and select **Delete**. Click **Yes** at the prompt.

## Exercise 13 - Revision

1. In which two of the following examples would the use of a template be the most appropriate?
  - a) A monthly report showing the number of books borrowed from each section of a library
  - b) A presentation showing your holiday photographs
  - c) A rejection letter to unsuccessful job applicants
  - d) A letter to a friend
  
2. Which of the following processes could best be replaced by a macro?
  - a) Format each real name in a document as **Bold**
  - b) Resize each image in a document as 10cm by 6cm with a dark blue border
  - c) Crop each image in a document to highlight the relevant parts
  
3. Why is it appropriate to place a macro on a toolbar?
  - a) Because it looks good
  - b) Because it will not work otherwise
  - c) Because it is more convenient to run