

IT in Business: Word Processing and Presentation Applications

HIGHER NATIONAL DIPLOMA

商务信息技术: Word 操作与演示应用

【英】苏格兰学历管理委员会 (SQA)


英文原版

Unit Student Guide

BUSINESS

DE1L 34



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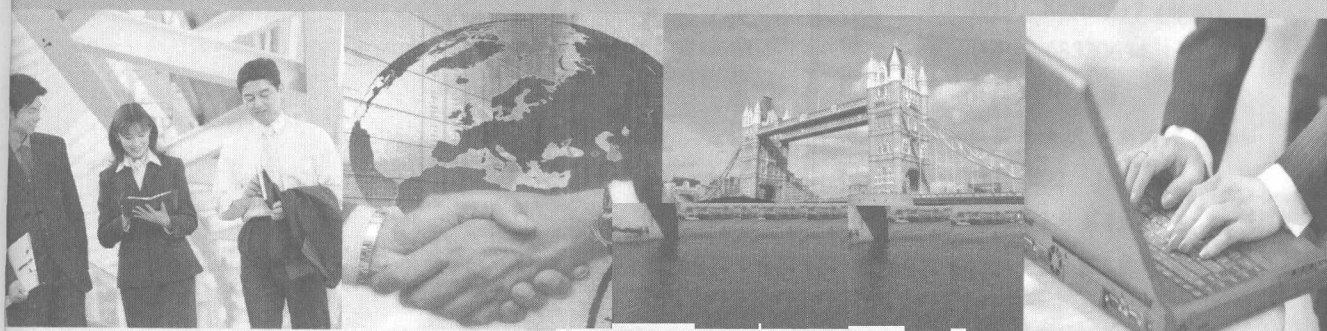
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商务信息技术：Word操作与演示应用

苏格兰学历管理委员会著

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Contents

1 Introduction to the unit	1
1.1 What this unit is about	1
1.2 Outcomes	1
1.3 Unit structure	2
1.4 How to use these learning materials	3
1.5 Symbols used in this unit	3
2 Other resources required	7
3 Assessment information	9
3.1 How you will be assessed	9
3.2 When and where you will be assessed	10
3.3 What you have to achieve	11
3.4 Opportunities for reassessment	11
4 Section 1: Word processing skills to produce complex business documents	13
4.1 Introduction to this section	13
4.2 Assessment information for this section	14
4.3 Graphics	17

4.4	Mail merge	43
4.5	Envelopes and labels	59
4.6	Tables	72
4.7	Forms	88
4.8	Columns	102
4.9	Styles and style sheets	121
4.10	Index and table of contents	130
4.11	Macros	153
4.12	AutoText	161
4.13	Footnotes and endnotes	168
4.14	Cross-references	174
4.15	Bookmarks	178
4.16	Comments	182
4.17	Templates	188
4.18	Search and replace	193
4.19	Summary of this section	210

5 Section 2: Using word processing knowledge and techniques

5.1	Introduction to this section	211
5.2	Assessment information for this section	212
5.3	Organisational house styles	213
5.4	Summary of this section	221

6 Section 3: Creating Microsoft PowerPoint presentations

6.1	Introduction to this section	223
6.2	Assessment information for this section	224

6.3	Microsoft PowerPoint	225
6.4	Summary of this section	253
7	Section 4: Security and confidentiality of information and equipment in the working environment	255
7.1	Introduction to this section	255
7.2	Assessment information for this section	256
7.3	Information: Security and confidentiality	257
7.4	Legislation	257
7.5	Computer security	271
7.6	Summary of this section	281
8	Section 5: House Styles and Guidelines	283
8.1	Introduction to this section	283
8.2	House styles and guidelines	283
8.3	File management	303
9	Answers to SAQs and Activities	313
10	Acknowledgements	375

1

Introduction to the unit

1.1

What this unit is about

This unit **DEIL34: IT in Business—Word Processing and Presentation Applications** is designed to develop the skills and knowledge of word processing and presentation packages to aid business communication. This unit will be relevant to candidates who envisage a career in administration with a particular focus on document production and presentation.

1.2

Outcomes

On completion of this unit you should be able to:

- Create a range of complex business documents using a word processing application
- Understand the advantages of using specific word processing knowledge and techniques to enhance working practices
- Effectively present a range of information using presentation software
- Recognise and assess effective security and confidentiality measures
- Understand the advantages of using specific word

processing knowledge and techniques to enhance working practices

- Effectively present a range of information using presentation software
- Recognise and assess effective security and confidentiality measures.

1.3 Unit structure

This unit comprises five study sections.

Section number and title	Approximate study time
1. Word processing skills to produce complex business documents	58 hours
2. Using word processing knowledge and techniques	6 hours
3. Creating Microsoft PowerPoint presentations	6 hours
4. Security and confidentiality of information and equipment in the working environment	6 hours
5. House styles and guidelines	4 hours

1.4

How to use these learning materials

Try to study your pack at a regular time, for example on a particular evening at a set time. This will allow you to get into a routine and keep to your study schedule. You will be working on one section at a time and throughout each section there are questions and activities with suggested solutions that will allow you to check if you understand the part that you have just completed. Before you are asked to do any of these activities there will be instructions to show you the way to do something. It is suggested that you try these instructions out on a blank document before you undertake the question. If you do not get these questions correct, you are advised to go back through the section they cover. If you are still unsure of any aspect, you should contact your tutor for clarification.

Once you have completed a whole section there may be a tutor assignment, which you should undertake and submit to your tutor. This will allow your tutor to judge whether or not you are ready to undertake the assessment for that outcome.

1.5

Symbols used in this unit

These learning materials allow you to work on your own with tutor support. As you work through the course, you will encounter a series of symbols which indicate that something follows that you are expected to do. You will notice that as you work through the study sections you will be asked to undertake a series of self assessed questions, activities and tutor assignments. An explanation of the symbols used to identify these is given below.

Self-assessed question



This symbol is used to indicate a self-assessed question (SAQ). Most commonly, SAQs are used to check your understanding of the material that has already been covered in the sections.

This type of assessment is self contained; everything is provided within the section to enable you to check your understanding of the materials.

The process is simple:

- you are set SAQs throughout the study section
- you respond to these by writing either in the space provided in the assessment itself or in your notebook
- on completion of the SAQ you turn to the back of the section to compare the model SAQ answers to your own
- if you are not satisfied after checking your responses, turn to the appropriate part of the study section and go over the topic again.

Remember — the answers to SAQs are contained within the study materials. You are not expected to guess at these answers.

Activity

This symbol indicates an activity, which is normally a task you will be asked to do that should improve or consolidate your understanding of the subject in general or a particular feature of it.

The suggested responses to activities are found at the end of each section.

Remember that the SAQs and activities contained within your package are intended to allow you to check your understanding and monitor your own progress throughout the course. It goes without saying that the answers to these should only be checked after the SAQ or activity has been completed. If you refer to these answers before completing the activities, you cannot expect to get maximum benefit from your course.

Tutor assignment



Tutor assignment — formative assessment

This symbol means that a tutor assignment follows. These are found at the end of each study section. The aim of the tutor assignment is to cover and/or incorporate the main topics of the section and prepare you for unit (summative) outcome assessment.

2

Other resources required

The candidate will require access to

- a PC, Microsoft Office 2000 and
- a disk containing the relevant files.

3

Assessment information

3.1

How you will be assessed

Outcome 1

Production of a range of hard copy documents within a 3-hour working period (not including printing time) and in open book controlled conditions.

Assessment will be based on a scenario/case study and final version documents should have no more than 10 errors across all documents on first submission. All documents should be error free on second submission.

Outcome 2

This assessment will be carried out under open book controlled conditions and you will be required to give at least three information points/advantages on house styles, templates, macros, mail merge and consistent style. This assessment may be integrated with Outcome 3.

Outcome 3

This assessment will be carried out under open book controlled conditions and you will be required to

produce hard copy of a presentation consisting of between 6 and 12 slides. You should also have a saved copy on disk. As mentioned above, this assessment may be integrated with Outcome 2 or alternatively it may be integrated with the HN Unit Communication: Analysing and Presenting Complex Communication.

Outcome 4

This outcome will be assessed under open book controlled conditions and you will be required to give three short responses to three scenarios relating to different security and confidentiality issues. This outcome may be integrated with the HN Units Office Administration and Office Technologies.

Graded unit

IT in Business — Word Processing and Presentation Applications will be further assessed as part of the Graded Unit Examination towards the end of the course.

3.2
When and
where you will
be assessed

Assessment will take place at your college or, by arrangement, at an alternative centre under supervised conditions.

3.3 What you have to achieve

In order to achieve this unit you must successfully meet the standards as laid down by the HN Unit Specification for this unit.

3.4 Opportunities for reassessment

Normally, you will be given one attempt to pass an assessment with one reassessment opportunity.

Your centre will also have a policy covering 'exceptional' circumstances, for example if you have been ill for an extended period of time. Each case will be considered on an individual basis and is at your centre's discretion (usually via written application), and they will decide whether or not to allow a third attempt. Please contact your tutor for details regarding how to apply.