

PART A PERSONAL INFORMATION & DECLARATION of COMPETENCE					
Section 1: Personal Information and Organisational Details					
First Name		Last Name			
Job Title/ Business Name					
RTO		Site/ Campus			
Department (if relevant)		Student ID (if relevant)			
Address					
Suburb/City		Postcode			
Phone		Mobile			
Email					

SECTION 2: Declaration and Signature	
To be signed on completion of the Self-Assessment Task	
I declare that the information provided in this document is accurate and the evidence presented is authentic. I have evaluated my response and I judge that it establishes equivalent competence to the competencies set out in the Certificate I & II in Information Technology. The completed document and portfolio of evidence has been examined and verified by my qualified assessor.	
Signature of Candidate:	Date
Signature of Assessor:	Date

PART B PRACTICAL ASSESSMENT	
Student Name:	
Course Code/Title:	ICA05 Certificate I & II Information Technology
Unit Code/Title	ICAU2006A Operate computing packages

Key to codes on the following pages:					
Evaluation					
C	Competent	FTR	Further Training Required	FER	Further Evidence Required

PRACTICAL ASSESSMENT

ICAU2006A Operate computing packages

You will need:

- Access to a PC with Microsoft Office installed
- Adjustable workstation with document holder
- Your assessor will need to provide you with the files required (contained in a folder named **RPL_ICAU2006A**)
- A removable storage device e.g. USB drive memory stick or floppy disk

Time:

- 3 hours approx

Note: You are free to use Microsoft Office reference books and on-line Help

Getting Started:

- Locate the folder **RPL_ICAU2006A** on your CD ROM or network drive or as provided by your assessor
- Copy the folder to your local disk (hard disk) You will need the file(s) later
- Adjust your workstation according to OH&S procedures

PRACTICAL ASSESSMENT ICAU2006A Operate computing packages

Task	Assessor Use Only
Before commencing your tasks ensure you: } Adjust your workstation according to OH&S principles } Check your workstation and immediate work area for hazards	Element/ Performance Criteria
OH&S Standards	
1 (a) Adjust your chair, monitor, keyboard, mouse and desk height if possible, so that they are in accordance with OH&S procedures.	4.1
(b) List two things that could be done to eliminate glare on the monitor: (i) _____ (ii) _____	4.3
(c) Position your document holder appropriately.	4.2
(d) Check to ensure that cables and leads are free from wear and positioned to avoid tripping hazards.	4.4

Word processed document with mail merge	
<p><i>The completed document in this task will include the following:</i></p> <ul style="list-style-type: none"> • Mail Merge set up including data source • Custom page margins • Text and table • Headers and Footers. • Mail Merge Query • Formatted text • A picture <p><i>You can access online help or other sources of help such as the internet and manuals at any time during this task.</i></p> <p>2</p> <p>(a) Create a word processed document with mail merge set up.</p> <p>} Create a new Word document. This will be the main document for the mail merge.</p> <p><i>Save the file with the name booksmain_yourname on your local disk in a new folder (directory) named rpl_apps_yourname.</i></p> <p>} Start the mail merge wizard</p> <p>} Use the current document to create a letter</p> <p>} Continue using the mail merge wizard to create a new data source</p> <p>} Enter the following data into the mail merge data source:</p>	<p>1.1 1.2 1.3 2.3 2.4 2.5</p>

Client ID	Title	First Name	Last Name	Address	Suburb	Postcode
100	Mr	Max	Harts	12 Beach Gve	Blackbird	2215
101	Dr	Karl	Timms	5 Clare Ave	Rosella	4213
102	Ms	Joanna	Elliott	52 Main St	Blackbird	2215
103	Mrs	Heidi	Manopolis	32 Scenic Way	Rosella	4213

} Save data source as books_data in the rpl_apps_yourname folder
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(b) Set page margins, add text, merge fields and a table to the letter as follows:

} In **books_main**, adjust the page margins so that they are 3 cm top, bottom, left and right

Create letter with text, merge fields and table

} Insert the text as shown below, including table

} Insert the merge fields where displayed e.g. <<firstname>>

NOTE: We will add text formatting later.

<<first_name>>

<<title>> <<firstname>> <<lastname>>

<<address>>

<<suburb>> <<postcode>>

Dear <<title>> <<firstname>> <<lastname>>,

Thank you for shopping at Curiosity Bookstore. We would like to invite you to the launch of our Book Club.

We are delighted to offer our members the following benefits:

Curiosity Book Club Member Benefits	
Discounts	15% discount on all purchases
Cozy Reading Room	Wood fire in winter, freshly brewed, bottomless coffee
Meet the Author	Invitation to all book launches
Book Club	Every Tuesday & Wednesday

Yours sincerely,

Samuel King
Manager

1.1
1.2
1.3
2.3
2.4
2.5

<p>(c) } Insert a header. Add the text Curiosity Bookstore to the Header.</p> <p>} Insert a footer. Insert the date into the footer so that the date is updated automatically.</p> <p>(d) Create a query so that the letter is merged only to the clients living in the suburb Blackbird</p> <p>} Save the file i.e. update the save.</p> <p>(e) Select all text and change the font size to 14 pts.</p> <p>(f) Insert a suitable picture</p> <p>} Select all text and change the font to Georgia (if Georgia is unavailable, select an appropriate font)</p> <p>} Save the file i.e. update the save.</p> <p>(g) Merge to a new document</p> <p>} Merge to a new document.</p> <p>} Save the merged letter as books_merged_yourname in the folder rpl_apps_yourname</p> <p>} Close all files</p>	<p>1.1 1.2 1.3 2.3 2.4 2.5</p>
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Spreadsheet Application	
<p>3 Open the spreadsheet file curiosity_wages.xls in RPL_ICAU2006A on your local disk.</p> <p>} Enter the formula to show Gross Pay so that:</p> <ul style="list-style-type: none">• tax is the amount shown in D2 unless Gross Pay is \$300 or less• if Gross pay is \$300 or less then tax will be 10% <p>} Enter formulae to show Superannuation, Net Pay and Totals for employee. (Tax and superannuation are calculated on the Gross Pay. Net Pay is Gross Pay less Superannuation and Tax)</p> <p>} Use absolute cell references where required</p> <p>} Format the worksheet so that it is clear and attractive</p> <p>} Merge and centre the main heading</p> <p>} Ensure that currency amounts are displayed as currency</p> <p>} Set up Print options so that the worksheet fits onto one page in landscape. Gridlines should print. Add your name to the header and page numbers to the footer.</p> <p>} Rename worksheet August_pay</p> <p>} Create a simple bar chart to show hours worked and gross pay for each employee, place the chart into a new worksheet.</p> <p>} Save and close the spreadsheet file</p>	1.3 2.1 2.2 2.3 2.4 2.5

Database Application																																																																
<p>4 You will create a new database in Access for a fitness club.</p> <p>} Save the database as touch_toes_yourname in the rpl_apps_yourname folder on your local disk.</p> <p>(a) Design the following table of clients</p> <table border="1"> <thead> <tr> <th>Field Name</th> <th>Data Type</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>ClientID</td> <td>As Appropriate</td> <td>Unique ID</td> </tr> <tr> <td>FirstName</td> <td>As appropriate</td> <td></td> </tr> <tr> <td>Lastname</td> <td>As Appropriate</td> <td></td> </tr> <tr> <td>Address</td> <td>As Appropriate</td> <td></td> </tr> <tr> <td>Suburb</td> <td>As appropriate</td> <td></td> </tr> <tr> <td>Postcode</td> <td>As appropriate</td> <td></td> </tr> </tbody> </table> <p>} Add a primary key to the appropriate field</p> <p>} Save with the name tblClients</p> <p>} Enter the following data into tblClients</p> <table border="1"> <thead> <tr> <th>ClientID</th> <th>FirstName</th> <th>LastName</th> <th>Address</th> <th>Suburb</th> <th>Postcode</th> </tr> </thead> <tbody> <tr> <td>1345</td> <td>Sally</td> <td>Jones</td> <td>12 Station St</td> <td>Jasmine</td> <td>9200</td> </tr> <tr> <td>1229</td> <td>Damien</td> <td>Wong</td> <td>11 Main Rd</td> <td>Rosedale</td> <td>9220</td> </tr> <tr> <td>1352</td> <td>Peter</td> <td>Jade</td> <td>10 Beach Gve</td> <td>Rosedale</td> <td>9220</td> </tr> <tr> <td>1346</td> <td>Maria</td> <td>Bright</td> <td>9 Cliff Rd</td> <td>Gannet</td> <td>9230</td> </tr> <tr> <td>1226</td> <td>Annette</td> <td>Kennedy</td> <td>15 Olive Gve</td> <td>Oyster</td> <td>9240</td> </tr> <tr> <td>2345</td> <td>Mark</td> <td>Kennedy</td> <td>15 Ti Tree St</td> <td>Oyster</td> <td>9240</td> </tr> </tbody> </table> <p>(b) Design the following table <i>membership</i>.</p>	Field Name	Data Type	Description	ClientID	As Appropriate	Unique ID	FirstName	As appropriate		Lastname	As Appropriate		Address	As Appropriate		Suburb	As appropriate		Postcode	As appropriate		ClientID	FirstName	LastName	Address	Suburb	Postcode	1345	Sally	Jones	12 Station St	Jasmine	9200	1229	Damien	Wong	11 Main Rd	Rosedale	9220	1352	Peter	Jade	10 Beach Gve	Rosedale	9220	1346	Maria	Bright	9 Cliff Rd	Gannet	9230	1226	Annette	Kennedy	15 Olive Gve	Oyster	9240	2345	Mark	Kennedy	15 Ti Tree St	Oyster	9240	<p>1.1 1.2 1.3 2.3 2.4 2.5</p>
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Field Name	Data Type	Description
ClientID	As Appropriate	
Date	As appropriate	Date first joined
Status	As appropriate	Current or Lapsed
Fee	As Appropriate	Membership Fee
Paid	As Appropriate	Amount paid

} Add a primary key to the appropriate field.

} Save with the name **tblmembership**.

} Add the following data to the membership table

<u>ClientID</u>	<u>Date</u>	<u>Status</u>	<u>Fee</u>	<u>Paid</u>
1345	10 October 2002	Lapsed		
1229	11 November 2005	Current	75.00	75.00
1352	1 January 2006	Current	75.00	50.00
1346	12 March 2006	Current	75.00	40.00
1226	11 June 2005	Current	75.00	75.00
2345	30 March 2006	Current	75.00	50.00

(c) Create a **relationship** between the two tables by linking the ClientID to ClientID fields.

} Enforce **Referential Integrity**

(d) Create a **new query** based on the Membership Table.

} Select all fields

} Enter criteria that shows only clients who were new 'clients' on or after 1st January 2006

} Save the query as **qryNewClients**

} Create a **new query** based on the Clients table

} Select only the ClientID, FirstName, Lastname, Address, Suburb fields

} Show all selected fields

} Enter criteria that shows only Customers whose suburb is Rosedale

} Save the query as **qryRosedale**

} Create a **new query** based on the membership table
This query will show all clients who have paid \$50.00 or less

} Save the query as **qryoverdue**

(e) Create a new query **qrycurrent** to show all clients whose membership is current. Show first names, last names, address, suburb, date joined and amount paid.

(f) Using the **Report Wizard**, create a **report** based on the query.

} Select all fields for the report, group by suburb, sort by date

} Show amount paid for each suburb and total amount paid as whole

} Use block layout

} Ensure the name of the report is **rptcurrent**

} Compact and close the database

Thank you, you have completed your Practical Assessment.

Please ensure that Part A and part B are completed.

Your assessor will advise you as to whether your application has been successful .

RPL Practical Assessment ICA05 Information and Communications Technology
 ICAU2006A Operate computing packages

Assessor Use Only					
ICAU2006A Operate computing packages			Please Tick		
Task	Element(s)			Competent	Further Training Required
1a	4.1				
1b	4.3				
1c	4.2				
1d	4.4				
2a 2b 2c 2d 2e	1.1	1.2	1.3		
2f 2g	2.3	2.4	2.5		
3	1.3	2.1	2.2		
	2.3	2.4	2.5		
4	2.3	3.2	3.4		
	3.6				
6	2.3	3.1	3.4		
	3.6				
7	3.3	3.4	3.6		
Comments:					