

Higher Administration & IT

Preparation for Assignment – Top Tips A Checklist of Skills Required...

General Advice:

- Always read the instructions and scenario at the start
- Read over all questions and identify which topic area they will fall into
- Think about leaving creative tasks until later as they ‘suck up your time’
- Always printout a query for a report – backup marks in case the report goes wrong!
- All printouts must be in the right order and have your name/task/school written
- Approx: 30 mins each for SS/DB/WP – 15 mins for Communications – 15 mins to check

Spreadsheets (20 marks)

- Basic Formulae = - / * +
- Know when to use “Glue”
- Be able to name cells (if requested)
- Functions =SUM() =AVERAGE () =MIN () =MAX () =COUNT () =COUNTA ()
- Be able to work out:
 - Gross Pay/Deductions/Net Pay
 - Percentage Increase/Decrease
 - Subtotals/VAT/Discounts
 - remember the difference between Discount Amount and Discount Rate
- IF Statements and Nested IF Statements
- Extra Functions =ROUND() =ROUNDUP() =ROUNDDOWN()
- Advanced Functions: =VLOOKUP() =HLOOKUP() =SUMIF() =COUNTIF()
- Subtotals; Sorting and Filtering
- Pivot Tables – always remember to format correctly and add appropriate headings
- Charts – including appropriate titles, axis labels, data labels and separate sheet
- Always print in landscape; remember the 4-clicks to auto-fit
- Value View: Gridlines
- Formulae View: Gridlines and Row/Column Headings

Databases (20 marks)

- Create a new field and set the relevant type eg (date/number/YN/currency)
- Create a form showing all relevant fields; logo; title etc
- Print an individual form for one person/supplier/equipment etc
- Basic query using relevant fields; including OR * < > <= >= NOT NULL
- Include calculations in a query eg TOTAL VALUE: [Price]*[Quantity]
 - Percentages eg 50%* would be written as 0.5*
- “Squishie” Query (usually using three fields; one for object; one to count and one to sum) – AVG etc also possible
- Create a report should relevant fields; logo; title; group and report footers with calculations
- Remember to sort any report once in Design View
- It may be easier when working with lots of fields to have a landscape report (last step in wizard)

Name: _____

Word Processing (20 marks)

- Import Query; Chart from DB/SS
- Work with different sections: headers/footers – first page only/odd and even pages – landscape one section
- Front Cover: Border, Bold, Italics, Graphic, Sizes
- Table of Contents – accurately use Heading Styles and don't miss any headings
- Single/Double/1.5 Line Spacing
- Delete all comments once actioned
- Search and Replace
- Work with tables; borders and shading – convert text to table etc.
- Footnotes/Endnotes – must type accurately
- Know Letter Layout 100% - ref/date/address/Dear/Subject/Paragraphs/Closing/Enc
- Be able to mail merge (could be labels)
- Create a form eg Customer Feedback Form
- Must look over all pages before printing to check for 'professionalism' ie all headings and text are consistent sizes/fonts/spacing

Communication (10 marks)

- Use an eDiary to enter appointments including WHO/WHAT/WHERE as appropriate
- Enter recurring meetings as necessary
- Produce a printout (use B&W)
- Remove all other calendars from the printout

- Be able to research the internet eg concert times/venues/parking locations/ticket costs/maps and directions

- Add PowerPoint Designs/Backgrounds
- Action and delete all comments
- Use master slides appropriately
- Add action buttons
- Add hyperlinks
- Add images (appropriate)
- Be consistent in all fonts/sizes (even on slides already present eg in the case of action buttons or a change of design template)
- Print in Slide Notes/Handout format; with appropriate footers on both see Page Setup

IN ALL TASKS READ INSTRUCTIONS CAREFULLY

EACH WORD IN THE QUESTION IS THERE FOR A REASON

HAVE YOU USED ALL INFORMATION GIVEN?