

**Sawston Village College, Sawston**

**Year 9 ICT Project: Outdoor Leisure  
Homeworks.**

**Activity Booklet**



**Name:** \_\_\_\_\_

**Teacher:** \_\_\_\_\_

**Class:** \_\_\_\_\_



## Year 9 Outdoor Leisure

Word Processing / Desk Top Publishing Description					
WP & DTP Tasks		Mark	WP & DTP Tasks		Mark
Task 1: Logo			Task 4: Map		
Task 2: Flyer			Task 5: Letter		
Task 3: Voucher					

Spreadsheets Description					
Spreadsheet Tasks		Mark	Spreadsheet Tasks		Mark
Task 1 Products			Task 6 Cond Format		
Task 2 Chart			Task 7 Price Check		
Task 3 Profit Margin			Task 8 Average Profit		
Task 4 VAT			Task 9 Graph or Chart		
Task 5 IF Statement					

Database Description					
Database Tasks		Mark	Database Tasks		Mark
Task 1 Create Tables			Task 7 Query		
Task 2 Relationship			Task 8 Report		
Task 3 Supplier Form			Task 9 Query		
Task 4 Enter Supplier Data			Task 10 Query		
Task 5 Stock Form & Data			Task 11 Report		
Task 6 Supplier Ascending					

Multi Media Description					
Multi Media Tasks		Mark	Multi Media Tasks		Mark
Task 1 Design			Task 3 Slide Designs		
Task 2 Components			Task 4 Improvements		

Mail Merge Description					
Mail Merge Tasks		Mark	Mail Merge Tasks		Mark
Task 1 Letter			Task 3 Specific Letters		
Task 2 Data Source					

## SCENARIO

Retail Outlet is Sports Store located in the North West of England. The store sells many products from designer clothes to sports wear.

### Staff Information

Brian Talbot	-	Marketing Manager
Jackie Wilkins	-	Store Manager
Peter Jones	-	Finance Manager
Debbie Hughes	-	Personnel Manager

### Some Company Information

Outdoor Leisure  
Unit 12  
Speke Industrial Estate  
Liverpool, Merseyside  
L19 2AY  
Tel: 0151 287 9871  
Fax: 0151 287 9872  
E-mail: [outdoor@leisure.co.uk](mailto:outdoor@leisure.co.uk)  
Website: [www.outdoorleisure.co.uk](http://www.outdoorleisure.co.uk)

### Other Information:

#### Opening Times

• All stores are is open from 9 am to 6 pm Sunday – Wednesday, 9 am to 10 pm Thursday & Fridays except Christmas Day and Easter Sunday.

### Important - File Management!

- ✓ Create a main folder called Outdoor Leisure
- ✓ Open the folder and create one folder each for the applications software you are going to use whilst completing this booklet of work
  - WP DTP
  - Database
  - Spreadsheets
  - Multi Media
  - Web Design
- ✓ Take care to go back to the root folder after each new folder is created!

### File names

File names needs to be meaningful. Name each file as instructed in the task booklet. Make sure you place the correct files in the correct folder.

### Header & Footer

All work requires a Header & Footer. Each document must contain a Header with the following information:

- ✓ Name
- ✓ Task Number
- ✓ Teachers Name

## Year 9 ICT - Working Levels

### Word Processing, Desk Top Publishing & Graphics

#### Before The Unit of Work -

Shade the boxes that you feel that you can do well:

Use different formats (bold /italic/ underline)	Create Documents	Save Documents	Use Headers & Footers	Change font size & style	I am working at level
Copy and Paste information and pictures	Use different Alignments	Create graphics with different shapes	Check the spelling of my work	Use Word Art & Clip Art	<b>3</b>
Use Text boxes to arrange information	Use the tab key to space out my work	Bullet point and number items	Rotate & Group shapes	Order shapes to make graphics	<b>4</b>
I Understand <i>fitness for purpose</i> when choosing text and pictures for a document	Use Borders, shading & Page Borders effectively	Insert and format tables for specific uses	Check my work so that it has no mistakes.	Organise my work into folders and subfolders	<b>5</b>
Produce Business documentation For various purposes	I can refine my work to increase the impact of what I have produced	Create unique complex graphics	Use complex graphical software features such as 3D	Change the style of my work for whoever reads it	<b>6</b>
I can choose the correct software and features for my work	I <b>always</b> consider <i>fitness for purpose</i> when entering text & graphics	Combine information from many different place in one document	I can produce highly appropriate business documentation		<b>7</b>

**My starting Level is (tick the appropriate box) :**

3	<input type="checkbox"/>	a	<input type="checkbox"/>	b	<input type="checkbox"/>	c	<input type="checkbox"/>
4	<input type="checkbox"/>	a	<input type="checkbox"/>	b	<input type="checkbox"/>	c	<input type="checkbox"/>
5	<input type="checkbox"/>	a	<input type="checkbox"/>	b	<input type="checkbox"/>	c	<input type="checkbox"/>
6	<input type="checkbox"/>	a	<input type="checkbox"/>	b	<input type="checkbox"/>	c	<input type="checkbox"/>
7	<input type="checkbox"/>	a	<input type="checkbox"/>	b	<input type="checkbox"/>	c	<input type="checkbox"/>

## Word Processing, Desk Top Publishing & Graphics

### What you must do

You must create the following documents:

1. **Logo**
2. **Advertising Flyer**
3. **Voucher**
4. **Map of Outdoor Leisure**
5. **Letter**

When creating these documents it is important that you **focus** on the following:

- ✓ Styles of writing and presentation
- ✓ Purpose of the document
- ✓ Document layout
- ✓ Presentation techniques
- ✓ Content – this should always be relevant and complete

Use relevant information from the scenario in your documents. You should invent any extra details when necessary to make your documents complete.

**When printed each task must have your name on it.**

### Task 1: Logo

Outdoor Leisure has asked you to use **Desk Top Publishing** software to produce a logo for the company.

- *Design a logo*

Design a company logo for Outdoor Leisure. This logo will be included on all company documents.

### Task 2: Flyer

The company has asked you to use **Desk Top Publishing** software to produce an A5 advertising flyer promoting Outdoor Leisure.

- Create a slogan Outdoor Leisure.

The flyer must include:

- ✓ The Company Name
- ✓ The Outdoor Leisure Logo that you designed in Task 1
- ✓ A slogan for Outdoor Leisure
- ✓ Opening Times
- ✓ Special Offers – What is the special offer 10% off
- ✓ Any other information you think is relevant

### Task 3: Voucher

Outdoor Leisure wants to reward all customers who spend more than £75.00 in the store. Any customer who spends more than £75.00 is to be given a 10% discount voucher that can be used next time the customer visits the store.

- The voucher is only valid for 1 month.
- The company has asked you to produce a voucher.

The voucher must show:

- ✓ All relevant Outdoor Leisure information (address, phone number etc)
- ✓ The Outdoor Leisure Logo
- ✓ The Outdoor Leisure Slogan
- ✓ The offer of a 10% discount
- ✓ Date

### Task 4: Map of Outdoor Leisure

When customers arrive at Outdoor Leisure the management believes it is important that customers know where all products are situated. The company has asked you to use **Desk Top Publishing** software to produce a map for the store. The plan will be displayed at the entrance to the store.

The map should show:

- ✓ Entrance
- ✓ Men's Wear - Tracksuits & Gym wear etc
- ✓ Ladies Wear – Tracksuits & Gym wear etc
- ✓ Children's Wear - Tracksuits & Gym wear etc
- ✓ Football Kits & Boots
- ✓ Trainers – Men's, Ladies & Children
- ✓ Tills
- ✓ Fire Exit

Like all the other documents it should also show the Outdoor Leisure logo.

### Task 5: Letter

Outdoor Leisure has numerous competitors and feels it is important in keeping customers aware that their loyalty is greatly rewarded. The company has asked you to use **Word Processing** software to produce a letter that can be sent to all existing customers providing them with details of discounts available.

The letter **must** include:

- ✓ Name & Address of the Company – found front of booklet.
- ✓ Logo – Task 1.
- ✓ Slogan
- ✓ Discount - £75.00 spent, 10% given.
- ✓ Information you think is relevant in advertising products and special offers
- ✓ Your Voucher from Task 3

## Year 9 ICT - Working Levels

### Word Processing, Desk Top Publishing & Graphics

After the Unit of Work -

Shade the boxes that you **now** feel that you can do well:

Use different formats (bold /italic/ underline)	Create Documents	Save Documents	Use Headers & Footers	Change font size & style	I am working at level
Copy and Paste information and pictures	Use different Alignments	Create graphics with different shapes	Check the spelling of my work	Use Word Art & Clip Art	<b>3</b>
Use Text boxes to arrange information	Use the tab key to space out my work	Bullet point and number items	Rotate & Group shapes	Order shapes to make graphics	<b>4</b>
I Understand <i>fitness for purpose</i> when choosing text and pictures for a document	Use Borders, shading & Page Borders effectively	Insert and format tables for specific uses	Check my work so that it has no mistakes.	Organise my work into folders and subfolders	<b>5</b>
Produce Business documentation For various purposes	I can refine my work to increase the impact of what I have produced	Create unique complex graphics	Use complex graphical software features such as 3D	Change the style of my work for whoever reads it	<b>6</b>
I can choose the correct software and features for my work	I <b>always</b> consider <i>fitness for purpose</i> when entering text & graphics	Combine information from many different place in one document	I can produce highly appropriate business documentation		<b>7</b>

My new Level is (tick the appropriate box) :

3	<input type="checkbox"/>	a	<input type="radio"/>	b	<input type="radio"/>	c	<input type="radio"/>
4	<input type="checkbox"/>	a	<input type="radio"/>	b	<input type="radio"/>	c	<input type="radio"/>
5	<input type="checkbox"/>	a	<input type="radio"/>	b	<input type="radio"/>	c	<input type="radio"/>
6	<input type="checkbox"/>	a	<input type="radio"/>	b	<input type="radio"/>	c	<input type="radio"/>
7	<input type="checkbox"/>	a	<input type="radio"/>	b	<input type="radio"/>	c	<input type="radio"/>

## Year 9 ICT - Working Levels Spreadsheets

### Before The Unit of Work -

Shade the boxes that you feel that you can do well:

I can create simple spreadsheets	I can use simple functions in a spreadsheet	I can create simple formulas with help	Use Headers & Footers	Create simple graph from Spreadsheet information	I am working at level
					<b>3</b>
I can show spreadsheets in normal and formula view	I can independently create simple formulas	I can effectively format a spreadsheet to increase its impact	I can sort information into order	I can format a graph to increase its impact	<b>4</b>
I Understand <i>fitness for purpose</i> when creating the layout of a spreadsheet	I can independently choose and create appropriate formula / function	I can create different number formats in a spreadsheet	I can sort and filter information in a spreadsheet	I know how to change the variables in a spreadsheet	<b>5</b>
I can create and use Complex Functions and formulas (such as IF)	Consider the audience when creating database reports and adjust work accordingly	I can use relative and absolute cell referencing	I know how to change the variables in a spreadsheet and can predict the outcome	I can independently design an create my own spreadsheets	<b>6</b>
I can create links between spreadsheets based over a number of sheets	I can review and identify mistakes within a database system. I can fix the problems found	I consider <i>fitness for purpose</i> when creating all aspects of a Spreadsheet	I can create Macros to provide the user with an customised spreadsheet		<b>7</b>

**My starting Level is (tick the appropriate box) :**

3	<input type="checkbox"/>	a	<input type="checkbox"/>	b	<input type="checkbox"/>	c	<input type="checkbox"/>
4	<input type="checkbox"/>	a	<input type="checkbox"/>	b	<input type="checkbox"/>	c	<input type="checkbox"/>
5	<input type="checkbox"/>	a	<input type="checkbox"/>	b	<input type="checkbox"/>	c	<input type="checkbox"/>
6	<input type="checkbox"/>	a	<input type="checkbox"/>	b	<input type="checkbox"/>	c	<input type="checkbox"/>
7	<input type="checkbox"/>	a	<input type="checkbox"/>	b	<input type="checkbox"/>	c	<input type="checkbox"/>

## Using Spreadsheet Software

The Marketing Manager of Outdoor Leisure Brian Talbot uses spreadsheet software to calculate the cost of products. It is like the spreadsheet below.

### Task SP1

- ✓ Create a spreadsheet with **three** columns. One column is for the **six** products. The other column is for the cost.
- ✓ Rename the worksheet Task 1
- ✓ Before printing out your work, ensure your work has a header and footer containing your Name and Task number
- ✓ All printouts should show gridlines, Row & Column headings

Enter the following products into a spreadsheet. Save the spreadsheet as Outdoor Leisure:

	A	B	C
1	Outdoor Leisure		
2			
3	<b>Stock Code</b>	<b>Product</b>	<b>Cost</b>
4	ADD111	Adidas Predator	£ 80.00
5	PUM201	Puma King	£ 55.00
6	RPT301	Rockport Boots	£ 75.00
7	LAC401	Lacoste Trainers	£ 45.00
8	NIK523	Nike Trainers	£ 35.00
9	ADD123	Adidas Tracksuit	£ 65.00

### Task SP2

Outdoor Leisure wants you to create a chart showing the new products.

- ✓ Use your spreadsheet to create a chart/graph showing the cost and name the products.
- ✓ Use a legend to identify the products.
- ✓ Save your chart/graph to a new Worksheet called Task 2 Chart.
- ✓ Before printing out your work, ensure your work has a header and footer containing your Name and Task number and you print landscape.

### Task SP3

Outdoor Leisure need to decide on a retail (selling) price for each of the products. Each product will have a profit margin added to the cost of the items. The profit margin is a percentage of the cost and can be different for each product.

- ✓ Copy worksheet Task 1 and call it Task 3 in your Outdoor Leisure spreadsheet.
- ✓ Create a column to allow Outdoor Leisure to enter a percentage profit margin for each product.
- ✓ Create a column to calculate the profit.
- ✓ Create a column to add the profit to the cost.

Your spreadsheet will look like this:

	A	B	C	D	E	F
1	<b>Outdoor Leisure</b>					
2						
3	<b>STOCK CODE</b>	<b>PRODUCT</b>	<b>Cost</b>	<b>%PROFIT</b>	<b>Profit £</b>	<b>TOTAL</b>
4	ADD111	Adidas Predator	£ 80.00			
5	PUM201	Puma King	£ 55.00			
6	RPT301	Rockport Boots	£ 75.00			
7	LAC401	Lacoste Trainers	£ 45.00			
8	NIK523	Nike Trainers	£ 35.00			
9	ADD123	Adidas Tracksuit	£ 65.00			

- ✓ Enter a profit margin between 30% and 150% for each product.
- ✓ Print a copy of the spreadsheet showing the formulae used.
- ✓ Before printing out your work, ensure your work has a header and footer containing your Name and Task number, printing landscape.

#### Task SP4

VAT must be added to the Total to give the retail (selling) price. The VAT rate is set by the government and may change. The current value should be stored in one cell and referred to by the formula for each product.

- ✓ Using the spreadsheet you created for Task SP3, select a suitable cell and label it as 'VAT Rate'. The cell will contain the current VAT rate. Enter 17.5%.
- ✓ Use a column called VAT to calculate the VAT for each product. This will use the value in the 'VAT Rate' cell (using an absolute cell reference or a named cell).
- ✓ Use another column to add the VAT to the TOTAL to give the RETAIL PRICE.
- ✓ Save the spreadsheet.
- ✓ Before printing out your work, ensure your work has a header and footer containing your Name and Task number
- ✓ Print out the spreadsheet showing the formulae used in your spreadsheet for the retail price for each product. Make sure it fits on **one A4 sheet**. Landscape.

#### Task SP5

Market research has shown that customers will spend a maximum of £120.00 on one product. Outdoor Leisure want their spreadsheet to display a warning message when the retail price is too high so that they can reduce the profit margin until the message disappears.

- ✓ Add an extra column to your spreadsheet called PRICECHECK.
- ✓ Enter a formula to check each retail price. If the retail price is too high, it must display the message "Reduce Profit". If not, it must display the message "Price OK".
- ✓ Print a copy of your spreadsheet when some of the prices are too high. Make sure it fits on **one A4 sheet** Landscape.

#### Task SP6

Use Conditional Formatting to display the results for PRICECHECK.

- ✓ If the retail price is too high, it must display the message "Reduce Profit" in RED.
- ✓ If the retail price is OK, it must display the message "Price OK" in BLUE.

### Task SP7

Outdoor Leisure must make sure that the retail price for each product is not more than £120.00.

- ✓ For products where the retail price is too high, change the percentage profit margins until the prices are acceptable. It is possible that some sports products will make a loss. Which ones?
- ✓ Before printing out your work, ensure your work has a header and footer containing your Name and Task number
- ✓ Print a copy of your spreadsheet on **one A4 sheet** landscape.

### Task SP8

- ✓ Outdoor Leisure wants to identify the average profit for their products.
- ✓ Add a row to your spreadsheet labeled 'AVERAGE PROFIT'.
- ✓ In a suitable cell, use a function to calculate the average profit for their products.
- ✓ Before printing out your work, ensure your work has a header and footer containing your Name and Task number
- ✓ Print a copy of your spreadsheet showing the formulae used. Make sure it fits on **one A4 sheet** landscape.

### Task SP9

Outdoor Leisure requires a graph or chart showing the profit of their products.

- ✓ Use your spreadsheet to produce a graph or chart on a separate sheet clearly showing these profits. Do not use a legend.
- ✓ Before printing out your work, ensure your work has a header and footer containing your Name and Task number.
- ✓ Save your chart or graph to a new worksheet called Task 9 Chart.

## Year 9 ICT - Working Levels

### Spreadsheets

**After the Unit of Work -**

Shade the boxes that you **now** feel that you can do well:

I can create simple spreadsheets	I can use simple functions in a spreadsheet	I can create simple formulas with help	Use Headers & Footers	Create simple graph from Spreadsheet information	I am working at level
					<b>3</b>
I can show spreadsheets in normal and formula view	I can independently create simple formulas	I can effectively format a spreadsheet to increase its impact	I can sort information into order	I can format a graph to increase its impact	<b>4</b>
I Understand <i>fitness for purpose</i> when creating the layout of a spreadsheet	I can independently choose and create appropriate formula / function	I can create different number formats in a spreadsheet	I can sort and filter information in a spreadsheet	I know how to change the variables in a spreadsheet	<b>5</b>
I can create and use Complex Functions and formulas (such as IF)	Consider the audience when creating database reports and adjust work accordingly	I can use relative and absolute cell referencing	I know how to change the variables in a spreadsheet and can predict the outcome	I can independently design an create my own spreadsheets	<b>6</b>
I can create links between spreadsheets based over a number of sheets	I can review and identify mistakes within a database system. I can fix the problems found	I consider <i>fitness for purpose</i> when creating all aspects of a Spreadsheet	I can create Macros to provide the user with an customised spreadsheet		<b>7</b>

**My new Level is (tick the appropriate box) :**

3	<input type="checkbox"/>	a	<input type="checkbox"/>	b	<input type="checkbox"/>	c	<input type="checkbox"/>
4	<input type="checkbox"/>	a	<input type="checkbox"/>	b	<input type="checkbox"/>	c	<input type="checkbox"/>
5	<input type="checkbox"/>	a	<input type="checkbox"/>	b	<input type="checkbox"/>	c	<input type="checkbox"/>
6	<input type="checkbox"/>	a	<input type="checkbox"/>	b	<input type="checkbox"/>	c	<input type="checkbox"/>
7	<input type="checkbox"/>	a	<input type="checkbox"/>	b	<input type="checkbox"/>	c	<input type="checkbox"/>

## Year 9 ICT - Working Levels

### Databases

#### Before The Unit of Work -

Shade the boxes that you feel that you can do well:

Understand that a database holds information	Understand different data types	Create a database file	Set up database tables	I can sort information into order	I am working at level
					<b>3</b>
I can sort information by more than one criteria	I can create data entry forms	Create simple database report	Identify and set up primary keys independently	I can Interrogate information with help.	<b>4</b>
I consider <i>fitness for purpose</i> when creating forms & reports	I can list the advantages to business of using a database system	Customise database reports to increase impact	I can write and perform simple queries	Use validation rules to automatically check for errors	<b>5</b>
I can review identify mistakes within a database system	I can create a relational database	Consider the audience when creating database reports and adjust work	I can write and perform complex queries with operators used	I can independently create my own data handling systems	<b>6</b>
I consider <i>fitness for purpose</i> when creating all aspects of a database system	I can adjust a database system to reduce mistakes made by users	I can review and identify mistakes within a database system. I can fix the problems found	I can write and perform complex queries (with operators) across multiple tables		<b>7</b>

**My starting Level is (tick the appropriate box) :**

3	<input type="checkbox"/>	a	<input type="radio"/>	b	<input type="radio"/>	c	<input type="radio"/>
4	<input type="checkbox"/>	a	<input type="radio"/>	b	<input type="radio"/>	c	<input type="radio"/>
5	<input type="checkbox"/>	a	<input type="radio"/>	b	<input type="radio"/>	c	<input type="radio"/>
6	<input type="checkbox"/>	a	<input type="radio"/>	b	<input type="radio"/>	c	<input type="radio"/>
7	<input type="checkbox"/>	a	<input type="radio"/>	b	<input type="radio"/>	c	<input type="radio"/>

## Using Database Software

Outdoor Leisure holds a stock database that contains **two** tables:

- The SUPPLIER Table of contact details for each supplier
- The STOCK Table of all stock held in the store.

You will need to create these tables and set up a relationship between them.

- ✓ Give Input Mask for the fields Supplier Code (3 letters followed by 3 digits).
- ✓ Give Input Mask for the fields Stock Code (3 letters followed by 3 digits).
- ✓ Tick the field in each table that will be used to create the relationship.

### Supplier Table Design

Primary Key	Field Name	Data Type	Input Mask
PK	Supplier Code	Text	LLL000
	Supplier Name	Text	N/A
	Sales Contact	Text	N/A
	Address	Text	N/A
	Town	Text	N/A
	Post Code	Text	N/A
	Phone Number	Text	N/A
	Email	Text	N/A
	Web Address	Text	N/A

### Stock Table Design

Primary Key	Field Name	Data Type	Input Mask
PK	Stock Code	Text	LLL000
	Supplier Code	Text	LLL000
	Product Name	Text	N/A
	Product Type	Text	N/A
	Buying Price	Currency	N/A
	Quantity	Number	N/A

### Task DB1

- ✓ Create a new database for Outdoor Leisure
- ✓ Set up the STOCK Table using the design information from Task DB1.
  - Save the Table As > Stock Table 'Your Name'
- ✓ Set up the SUPPLIER Table using the design information from Task DB1.
  - Save the Table As > Supplier Table 'Your Name'
- ✓ Produce **two** screen dumps on 1 A4 sheet showing the design view of the tables.

### Task DB2

- ✓ Create a relationship between the SUPPLIER and STOCK tables.
- ✓ Produce a screen dump showing the relationship you have created. Label the primary and foreign keys of the relationship.

### Task DB3

- ✓ Create a data entry form for the SUPPLIER Form.
  - Save the Form As > Supplier Form 'Your Name'
- ✓ Produce a screen dump of your data entry form. Make sure it fits on **one A4 sheet**.

### Task DB4

- ✓ Use your data entry form to enter the given data into the SUPPLIER Table.  
*(Data can be found at the end of the Booklet)*
- ✓ Print a copy of your SUPPLIER Table in table format. Make sure it fits on **one A4 sheet**.

### Task DB5

- ✓ Create a data entry form for the STOCK Table.
  - Save the Form As > Stock Form 'Your Name'
- ✓ Enter the given data into the STOCK Table. *(Data can be found at the end of the Booklet)*
- ✓ Produce a screen dump of your data entry form and a copy of your STOCK Table in table format. Make sure both fit on **one A4 sheet**.

### Task DB6

- ✓ Sort the SUPPLIER Table into ascending alphabetical order of Town.
- ✓ Print the sorted SUPPLIER Table in table format on **one A4 sheet**.

### Task DB7

- ✓ Search the database to find all TRAINERS in Stock.
- ✓ Save the Query as DB7 Trainers 'Your Name'
- ✓ Print the results of your search in design view and table format on **one A4 sheet**.

### Task DB8

- ✓ Produce a report showing the results of the search you carried out in Task DB7.
- ✓ Put Your Name in the Footer of the Report
- ✓ Make sure it fits on **one A4 sheet**.

### Task DB9

- ✓ Search the database to find all STOCK items that have a buying price of less than £30.00.
- ✓ Save the Query as DB9 <30 'Your Name'
- ✓ Print the results of your search in design view and table format on **one A4 sheet**.

### Task DB10

- ✓ Produce a report showing the results of the search you carried out in Task DB9.
- ✓ Put Your Name in the Footer of the Report
- ✓ Make sure it fits on **one A4 sheet**.

### Task DB11

- ✓ Using the related tables, search the database to find all items supplied by NIKE & also provide the Sales Contact, Address, Town, Post Code, Phone Number, Email & Web Address.
- ✓ Save the Query as DB11 Nike 'Your Name'
- ✓ Print the results of your search in design view and table format on **one A4 sheet**.

## Year 9 ICT - Working Levels

### Databases

#### After the Unit of Work -

Shade the boxes that you **now** feel that you can do well:

Understand that a database holds information	Understand different data types	Create a database file	Set up database tables	I can sort information into order	I am working at level
					<b>3</b>
I can sort information by more than one criteria	I can create data entry forms	Create simple database report	Identify and set up primary keys independently	I can Interrogate information with help.	<b>4</b>
I consider <i>fitness for purpose</i> when creating forms & reports	I can list the advantages to business of using a database system	Customise database reports to increase impact	I can write and perform simple queries	Use validation rules to automatically check for errors	<b>5</b>
I can review identify mistakes within a database system	I can create a relational database	Consider the audience when creating database reports and adjust work	I can write and perform complex queries with operators used	I can independently create my own data handling systems	<b>6</b>
I consider <i>fitness for purpose</i> when creating all aspects of a database system	I can adjust a database system to reduce mistakes made by users	I can review and identify mistakes within a database system. I can fix the problems found	I can write and perform complex queries with operators across multiple tables		<b>7</b>

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7	<input type="checkbox"/>	a	<input type="radio"/>	b	<input type="radio"/>	c	<input type="radio"/>

## Year 9 ICT - Working Levels

### Multi-Media

#### Before The Unit of Work -

Shade the boxes that you feel that you can do well:

Use different formats (bold /italic/ underline)	Create Presentations	Save Documents	Use slide and page Headers & Footers	Change font size & style	I am working at level
Copy and Paste information and pictures	Understand the components which make up a presentation	Use different Alignments	Check the spelling of my work	Use Word Art & Clip Art	<b>3</b>
Use Text boxes to arrange information	Add animation to a presentation	Bullet point and number items	Include sound in a presentation	Develop appropriate navigation routes for a presentation	<b>4</b>
I Understand <i>fitness for purpose</i> when choosing text and pictures for a document	Use Borders, shading & Page Borders effectively	Insert and format tables for specific uses	Check my work so that it has no mistakes.	Organise my work into folders and subfolders	<b>5</b>
Produce Business presentations for various purposes	I can refine my work to increase the impact of what I have produced	Provide an interactive presentation through the use of hyper-links	Add animation and sound that are effective and fit for purpose	Change the style of my work for whoever reads it	<b>6</b>
I can choose the correct software features for my work	I <b>always</b> consider <i>fitness for purpose</i> when entering text & graphics	Combine information from many different places in one document	I can produce highly appropriate business presentations		<b>7</b>

My starting Level is (tick the appropriate box):

3	<input type="checkbox"/>	a	<input type="radio"/>	b	<input type="radio"/>	c	<input type="radio"/>
4	<input type="checkbox"/>	a	<input type="radio"/>	b	<input type="radio"/>	c	<input type="radio"/>
5	<input type="checkbox"/>	a	<input type="radio"/>	b	<input type="radio"/>	c	<input type="radio"/>
6	<input type="checkbox"/>	a	<input type="radio"/>	b	<input type="radio"/>	c	<input type="radio"/>
7	<input type="checkbox"/>	a	<input type="radio"/>	b	<input type="radio"/>	c	<input type="radio"/>

## Multi-Media

Outdoor Leisure have asked for your help in producing a multi-media presentation, the presentation is to be as a continuous scrolling advertisement suitable for display in the window of the store showing the customers what products and special offers are available. The presentation should show products, the company logo and slogan.

### Task 1: Designing the presentation components

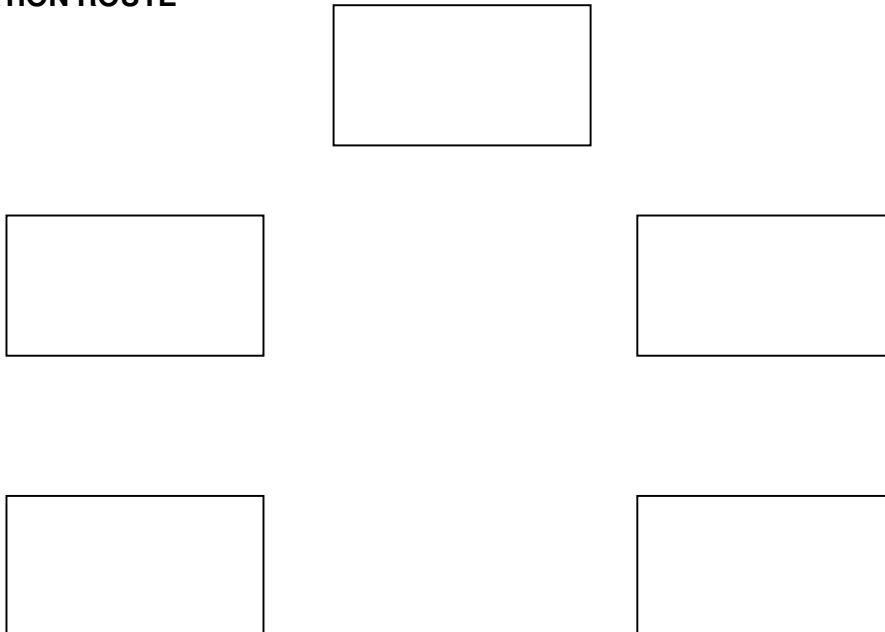
Using word Processing software, fill in the following table of components for your presentation. Remember to include graphics, sound, text, and animation etc. You also need to include where you will get the component from (the source). Each slide should have the Outdoor Leisure logo on it.

Description	Component Type	Source
Outdoor Leisure Logo	Graphic	Clip Art
Slogan	Text	Your Flyer

### Task 2: Navigation

The presentation you produce should be continuously scrolling. Using Word Processing re-create the template below to design the navigation route of your presentation. You may choose any sensible order for your slides. Label the slides and draw arrows to show your navigation route.

#### NAVIGATION ROUTE



### **Task 3: Slide designs**

Use Presentation software to design each slide in you slide show.

- ✓ Create the presentation.
- ✓ Check that the presentation runs as you planned.
- ✓ Save the presentation as **DRAFTSLIDES**.
- ✓ Print a copy of your presentation. Use no more than **one A4 sheet** (Include your name in a header or footer).
- ✓ Label this printout **DRAFTSLIDES**.
- ✓ Show your presentation to your teacher and ask for comments.
- ✓ Annotate your printout to show improvements that you will make.

### **Task 4: Improvements**

- ✓ Make the improvements you outlined on your printout for Task MM3.
- ✓ Check that the presentation runs correctly.
- ✓ Save the presentation as **FINALSLIDES**.
- ✓ Print a final copy of your slides. Use no more than **one A4 sheet**.
- ✓ Label this printout **FINALSLIDES**.
- ✓ Annotate the printout to show the different types of components used.

## Year 9 ICT - Working Levels

### Multi-Media

**After the Unit of Work -**

Shade the boxes that you **now** feel that you can do well:

Use different formats (bold /italic/ underline)	Create Presentations	Save Documents	Use slide and page Headers & Footers	Change font size & style	I am working at level
Copy and Paste information and pictures	Understand the components which make up a presentation	Use different Alignments	Check the spelling of my work	Use Word Art & Clip Art	<b>3</b>
Use Text boxes to arrange information	Add animation to a presentation	Bullet point and number items	Include sound in a presentation	Develop appropriate navigation routes for a presentation	<b>4</b>
I Understand <i>fitness for purpose</i> when choosing text and pictures for a presentation	Use Borders, shading & Page Borders effectively	Insert and format tables for specific uses	Check my work so that it has no mistakes.	Organise my work into folders and subfolders	<b>5</b>
Produce Business presentations for various purposes	I can refine my work to increase the impact of what I have produced	Provide an interactive presentation through the use of hyper-links	Add animation and sound that are effective and fit for purpose	Change the style of my work for whoever reads it	<b>6</b>
I can choose the correct software features for my work	<b>I always</b> consider <i>fitness for purpose</i> when entering text & graphics	Combine information from many different places in one document	I can produce highly appropriate business presentations		<b>7</b>

**My new Level is (tick the appropriate box):**

3	<input type="checkbox"/>	a	<input type="radio"/>	b	<input type="radio"/>	c	<input type="radio"/>
4	<input type="checkbox"/>	a	<input type="radio"/>	b	<input type="radio"/>	c	<input type="radio"/>
5	<input type="checkbox"/>	a	<input type="radio"/>	b	<input type="radio"/>	c	<input type="radio"/>
6	<input type="checkbox"/>	a	<input type="radio"/>	b	<input type="radio"/>	c	<input type="radio"/>
7	<input type="checkbox"/>	a	<input type="radio"/>	b	<input type="radio"/>	c	<input type="radio"/>

## Web Design Year 9 ICT - Working Levels

### Web Design

Before The Unit of Work

Shade the boxes that you feel that you can do well:

Use different formats (bold /italic/ underline)	Create Web Page Documents	Save Web Page Documents	Use Headers & Footers	Change font size & style	I am working at level
Copy and Paste information and pictures	Use different Alignments	Understand that Web pages are created in HTML	Check the spelling of my work	Use Word Art & Clip Art	3
Use Text boxes to arrange information	Create hyperlinks between pages and other web sites	Bullet point and number items	Include sound in a Web Site	Develop appropriate navigation routes for a Web Site	4
I Understand <i>fitness for purpose</i> when choosing text and pictures for a Web Site	Use Borders, shading & Page Borders effectively	Insert and format tables for specific uses	Check my work so that it has no mistakes.	Organise my work into folders and subfolders	5
Produce a Web Pages for various purposes	I can refine my work to increase the impact of what I have produced	Evaluate and choose effectively between different web creation software	Use complex features of web creation software such as -	Change the style of my work for whoever reads it	6
I can choose the correct software and features for my work	<b>I always</b> consider <i>fitness for purpose</i> when entering text & graphics	Combine information from many different place in one document	I can produce highly appropriate business web site		7

**My starting Level is (tick the appropriate box):**

3	<input type="checkbox"/>	a	<input type="radio"/>	b	<input type="radio"/>	c	<input type="radio"/>
4	<input type="checkbox"/>	a	<input type="radio"/>	b	<input type="radio"/>	c	<input type="radio"/>
5	<input type="checkbox"/>	a	<input type="radio"/>	b	<input type="radio"/>	c	<input type="radio"/>
6	<input type="checkbox"/>	a	<input type="radio"/>	b	<input type="radio"/>	c	<input type="radio"/>
7	<input type="checkbox"/>	a	<input type="radio"/>	b	<input type="radio"/>	c	<input type="radio"/>

## Web Design

As well as a Multi-Media presentation Outdoor Leisure want you to help them to produce a Web Site for the company. Outdoor Leisure wants to be able to use the power of the Internet to promote the company to a wider audience. They also want people to be able to buy products online.

### Task 1: Web Creation

Use Microsoft FrontPage to produce the web site that Outdoor Leisure require, make sure that you give close consideration to:

- ✓ Layout
- ✓ Content
- ✓ Graphics
- ✓ Colour Scheme or background theme
- ✓ The Audience who will be viewing the web-site

The site should have these pages:

- ✓ Home page. With general details about the Outdoor Leisure Store.
- ✓ A page, which details all of the Men's Wear - Tracksuits & Gym wear etc
- ✓ A page, which details all of the Ladies Wear – Tracksuits & Gym wear etc
- ✓ A page, which details all of the Children's Wear - Tracksuits & Gym wear etc
- ✓ A page, which details all of the Football Kits & Boots
- ✓ A page, which details all of the Trainers – Men's, Ladies & Children

The pages should be hyperlinked to allow customers to be able to move to any page from the one they are currently viewing.

- Each page should have the Outdoor Leisure logo on it.

## Web Design

### After the Unit of Work -

Shade the boxes that you now feel that you can do well

Use different formats (bold /italic/ underline)	Create Web Page Documents	Save Web Page Documents	Use Headers & Footers	Change font size & style	I am working at level
Copy and Paste information and pictures	Use different Alignments	Understand that Web pages are created in HTML	Check the spelling of my work	Use Word Art & Clip Art	3
Use Text boxes to arrange information	Create hyperlinks between pages and other web sites	Bullet point and number items	Include sound in a Web Site	Develop appropriate navigation routes for a Web Site	4
I Understand <i>fitness for purpose</i> when choosing text and pictures for a Web Site	Use Borders, shading & Page Borders effectively	Insert and format tables for specific uses	Check my work so that it has no mistakes.	Organise my work into folders and subfolders	5
Produce a Web Pages for various purposes	I can refine my work to increase the impact of what I have produced	Evaluate and choose effectively between different web creation software	Use complex features of web creation software such as -	Change the style of my work for whoever reads it	6
I can choose the correct software and features for my work	<b>I always</b> consider <i>fitness for purpose</i> when entering text & graphics	Combine information from many different place in one document	I can produce highly appropriate business web site		7

**My new Level is (tick the appropriate box):**

3	<input type="checkbox"/>	a	<input type="radio"/>	b	<input type="radio"/>	c	<input type="radio"/>
4	<input type="checkbox"/>	a	<input type="radio"/>	b	<input type="radio"/>	c	<input type="radio"/>
5	<input type="checkbox"/>	a	<input type="radio"/>	b	<input type="radio"/>	c	<input type="radio"/>
6	<input type="checkbox"/>	a	<input type="radio"/>	b	<input type="radio"/>	c	<input type="radio"/>
7	<input type="checkbox"/>	a	<input type="radio"/>	b	<input type="radio"/>	c	<input type="radio"/>

## Year 9 ICT - Working Levels

### Mail Merge

#### Before The Unit of Work -

Shade the boxes that you feel that you can do well:

Understand that a database holds information	Understand different data types	Create a database file	Set up database tables	I can sort information into order	I am working at level
					3
I can sort information by more than one criteria	I can create data entry forms	Create simple database report	Identify and set up primary keys independently	I can Interrogate information with help.	4
I consider <i>fitness for purpose</i> when creating forms & reports	I can list the advantages to business of using a database system	Customise database reports to increase impact	I can write and perform simple queries	Use validation rules to automatically check for errors	5
I can review identify mistakes within a database system	I can create a relational database	Consider the audience when creating database reports and adjust work	I can write and perform complex queries with operators used	I can independently create my own data handling systems	6
I consider <i>fitness for purpose</i> when creating all aspects of a database system	I can adjust a database system to reduce mistakes made by users	I can review and identify mistakes within a database system. I can fix the problems found	I can write and perform complex queries (with operators) across multiple tables		7

**My starting Level is (tick the appropriate box):**

3	<input type="checkbox"/>	a	<input type="checkbox"/>	b	<input type="checkbox"/>	c	<input type="checkbox"/>
4	<input type="checkbox"/>	a	<input type="checkbox"/>	b	<input type="checkbox"/>	c	<input type="checkbox"/>
5	<input type="checkbox"/>	a	<input type="checkbox"/>	b	<input type="checkbox"/>	c	<input type="checkbox"/>
6	<input type="checkbox"/>	a	<input type="checkbox"/>	b	<input type="checkbox"/>	c	<input type="checkbox"/>
7	<input type="checkbox"/>	a	<input type="checkbox"/>	b	<input type="checkbox"/>	c	<input type="checkbox"/>

## Mail Merge

Outdoor Leisure wants to contact their suppliers.

### Task 1 – Write the letter

Use Word Processing software to create a **formal business letter** from Outdoor Leisure, the letter is to invite all suppliers to a Gala dinner to celebrate 10 Years of successful trading for the organisation.

The letter must include

- ✓ A formal letter layout
- ✓ The Outdoor Leisure Logo
- ✓ The Outdoor Leisure Address
- ✓ Date of the dinner (you decide)
- ✓ Where it is being held (you decide)

Your letter should have your name on it (header or footer) **and be printed on 1 A4 sheet.**

### Task 2- Create the Data source & Set up the Mail Merge

- ✓ Find your Outdoor Leisure database.
- ✓ Using the Mail Merge Wizard set up a Mail Merge that will merge your letter with the data held in the SUPPLIER table to produce an individual letter for all suppliers' details. Print the copy of the letter which shows the merge fields on **one sheet of A4**
- ✓ **(Make sure your name is on the work)**

### Task 3 - Print Specific Letters

Filter you completed merge so that you are only looking at the letter for suppliers whose Head Office is in Sheffield Birmingham. Header and footer your work and print the 2 letters, each on one A4 sheet.

## Year 9 ICT - Working Levels

### Mail Merge

After the Unit of Work -

Shade the boxes that you **now** feel that you can do well:

Understand that a database holds information	Understand different data types	Create a database file	Set up database tables	I can sort information into order	I am working at level
					3
I can sort information by more than one criteria	I can create data entry forms	Create simple database report	Identify and set up primary keys independently	I can Interrogate information with help.	4
I consider <i>fitness for purpose</i> when creating forms & reports	I can list the advantages to business of using a database system	Customise database reports to increase impact	I can write and perform simple queries	Use validation rules to automatically check for errors	5
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5	<input type="checkbox"/>	a	<input type="checkbox"/>	b	<input type="checkbox"/>	c	<input type="checkbox"/>
6	<input type="checkbox"/>	a	<input type="checkbox"/>	b	<input type="checkbox"/>	c	<input type="checkbox"/>
7	<input type="checkbox"/>	a	<input type="checkbox"/>	b	<input type="checkbox"/>	c	<input type="checkbox"/>