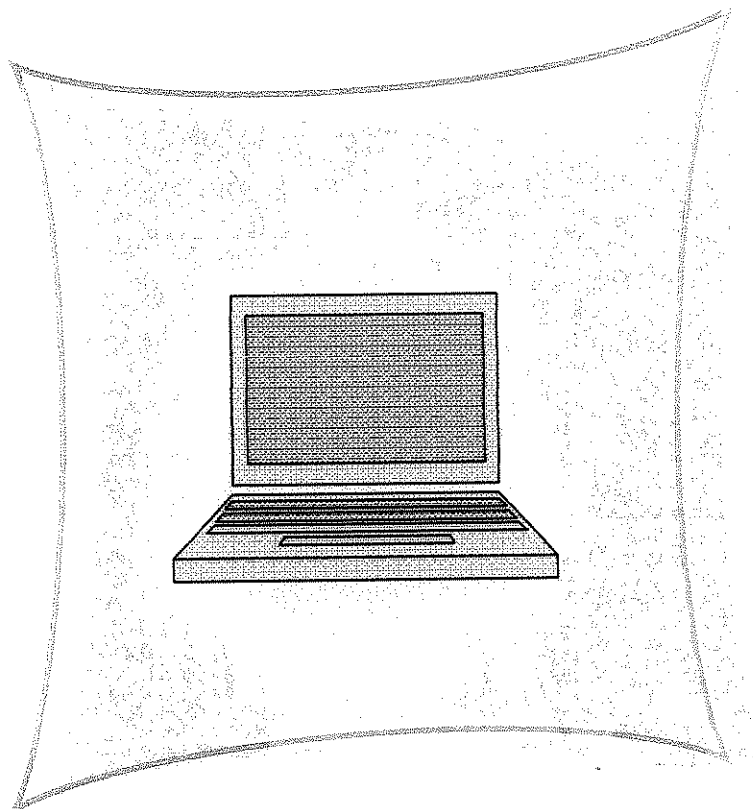


OCR Nationals in ICT

Unit 1



Teacher
2000

K G

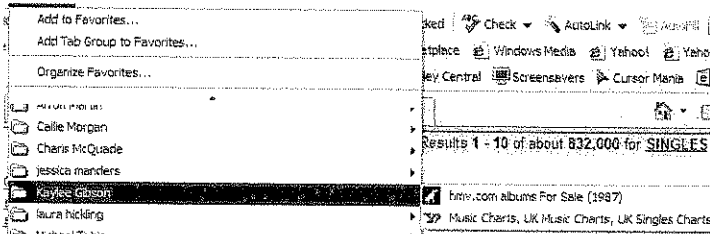
Centre Number:
Candidate Number:

OCR Level 2 Nationals in ICT

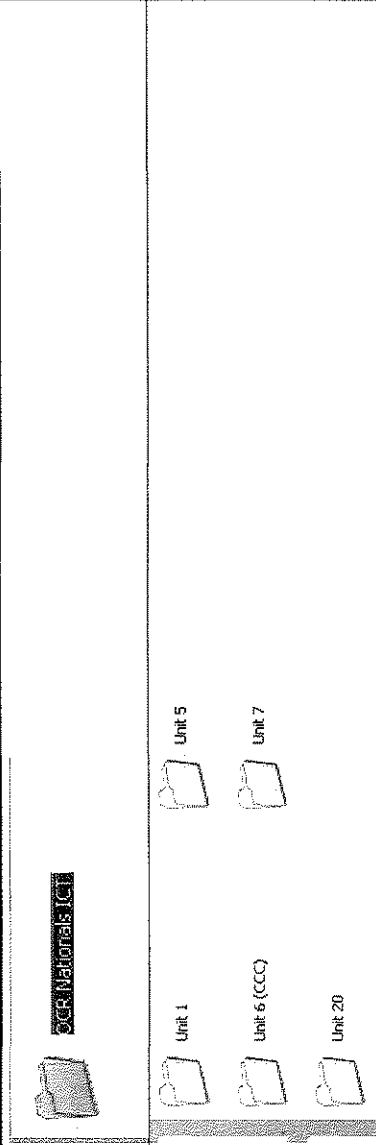
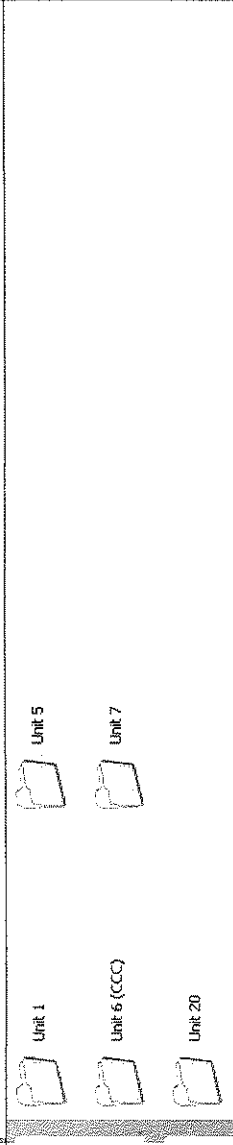
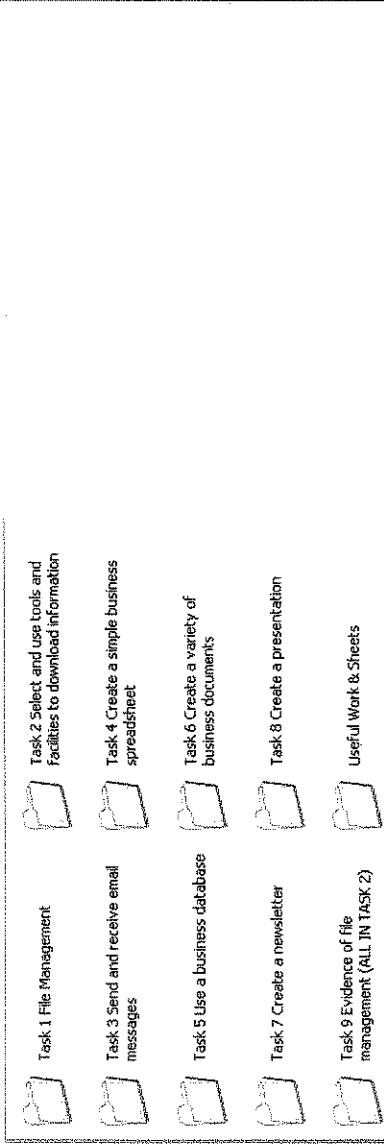
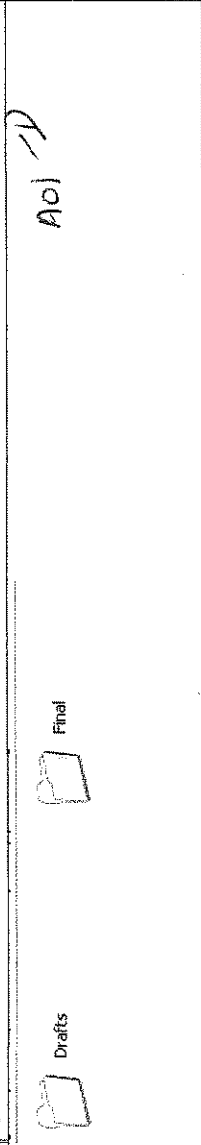

Name K G

AO1-FILE MANAGEMENT		
Pass	Witness Statement	Screen Dump
I have watched you locate and opening existing files		P3-10
That you have created at least one short cut to a folder	√ LW	P21
That you have created at least one short cut to a file	√ LW	P21
Merit		
That you have located and opened files from the S drive		P5-10
That you have located and opened files from a CD-ROM		P29-30
Create shortcuts to a directory	√ LW	P21
Create shortcuts to a program	√ LW	P21
Deleting files and folders	√ LW	P16-19
Copying files and folders	√ LW	P16-17
Moving files and	√ LW	P18

--- D Centre No

folders		
DISTINCTION		
Locate and open existing files using operating system search facilities	✓ LW	P 11-12
Create, edit and delete short cuts to a program	✓ LW	P 21
Create, edit and delete short cuts to a directory	✓ LW	P
Create, edit and delete short cuts to a file	✓ LW	P
A02-Searching and email		
MERIT and DISTINCTION		
They will use bookmarks/favourites to store useful links and will organise these into folders	✓ LW	P 
A03- TASK 8-A BUSINESS PRESENTATION		
DISTINCTION		
Slide transitions and animation will have been set and the presentation will have been checked to ensure it is appropriate to the purpose and audience.	✓ LW	Mrs W. has observed the talk from k. and it is fit for purpose with suitable slide transitions and animation


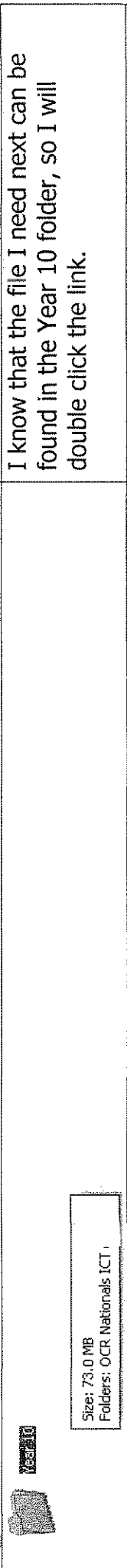
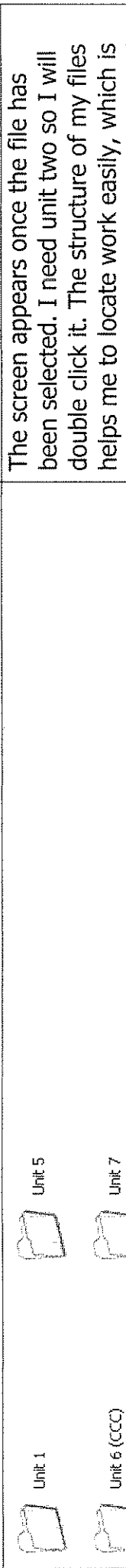
Task 1A Evidence of File Management

Screenshots		What They Show
		The screenshots will show a step by step of the file structure for the unit. The first folder is my OCR folder.
		Inside my OCR I have five subfolders, including my Unit 1 folder.
		<p>This screenshot shows my Unit 1 folder opened. It shows the subfolders that are named and numbered after each task so it is easy to locate work documents.</p> <p><i>Folders named appropriately Folder structure A01 - D</i></p>
		The screenshot shows two subfolders inside each task folder. It contains a Drafts folder and a Final folder. These are subfolders. This is so the work that is not fully completed but is being worked on can be split up and identified easily.
		The screenshot shows what the Drafts folder looks like inside. The file names are specific so it is easy to locate needed work. The file structure is as neat as possible so that work can be found quickly and easily.

Kc

<div><div>File and Folder Tasks</div><div><div><div>Make a new folder</div><div>Publish this folder to the Web</div></div><div>Other Places</div><div><div>Task 2 Select and use tools and facilities to download information</div><div>My Documents</div><div>My Computer</div><div>My Network Places</div></div></div><div>Details</div></div> <div><div><div>Task 2 Using internet search engines</div><div>Task 2A Screenshots Of Search Engines</div><div>Task 2C Using a CD to find images</div><div>Task 2E Albums and Singles Info Page</div><div>Task 2F saving a website to favourites</div><div>Task 2 Validation Evidence</div><div>Task 2B Provide the Website Address</div><div>Task 2D Searching</div><div>Task 2E Validation</div><div>Task 2G Finding Copyright Free Images</div></div><div><div>Microsoft Word Document</div><div>Microsoft Word Document</div><div>Microsoft Word Document</div><div>Microsoft Word Document</div><div>Microsoft Word Document</div><div>Microsoft Word Document</div><div>Microsoft Word Document</div><div>Microsoft Word Document</div><div>Microsoft Word Document</div><div>Microsoft Word Document</div></div></div> <div><p>2 folders shown files named appropriately</p><p>Eke</p></div>	<div><div><div>(4A) FINAL Spreadsheet</div><div>(4C) Changes made to spreadsheet SCREENSHOT</div><div>(4F) Changing Order Number 1001</div><div>(4H) Inserting Order Number 1014</div><div>(4K) Print Screens of Finding Total Amount</div><div>Task 4(4M) Screenshots of inserting appropriate header a...</div><div>(4B) Final Spreadsheet Screenshot</div><div>(4D) Screenshot to show formulae of Spreadsheet</div><div>(4G) Evidence to show inserting password</div><div>(4J) Evidence of Deleting 1006</div><div>4b) Evidence of formatting cells</div></div><div><div>Microsoft Excel Worksheet</div><div>Microsoft Word Document</div><div>Microsoft Word Document</div><div>Microsoft Word Document</div><div>Microsoft Word Document</div><div>Microsoft Word Document</div><div>Microsoft Word Document</div><div>Microsoft Word Document</div><div>Microsoft Word Document</div><div>Microsoft Word Document</div></div></div> <div><p>AD1-D</p><p>Eke</p></div>	<p>This screenshot shows also a final folder for task 2. Again, all of the files are named specifically so it is easy to locate my work.</p>
	<p>This also shows the layout of the Final folder for task four. Again all of the file names tell me what the document is and it is easy for me to find my work.</p>	

Task 1A: Evidence of file management
Screenshots to show locating files

Screenshots/Evidence	What it is Showing
	<p>The first screenshot shows me locating the menu that includes my documents. Select start, find documents and select my documents from the list. This will open up a box automatically.</p> <p>This shows what my documents look like once opened, I will now browse the files to find my unit 1 work. The file structure should make it easy to find.</p>
	<p>I know that the file I need next can be found in the Year 10 folder, so I will double click the link.</p>
	<p>Once selected the folder OCR Nationals is found. I will now, again, double click the file to find my work.</p> <p>The screen appears once the file has been selected. I need unit two so I will double click it. The structure of my files helps me to locate work easily, which is why I have ordered my work accordingly.</p>

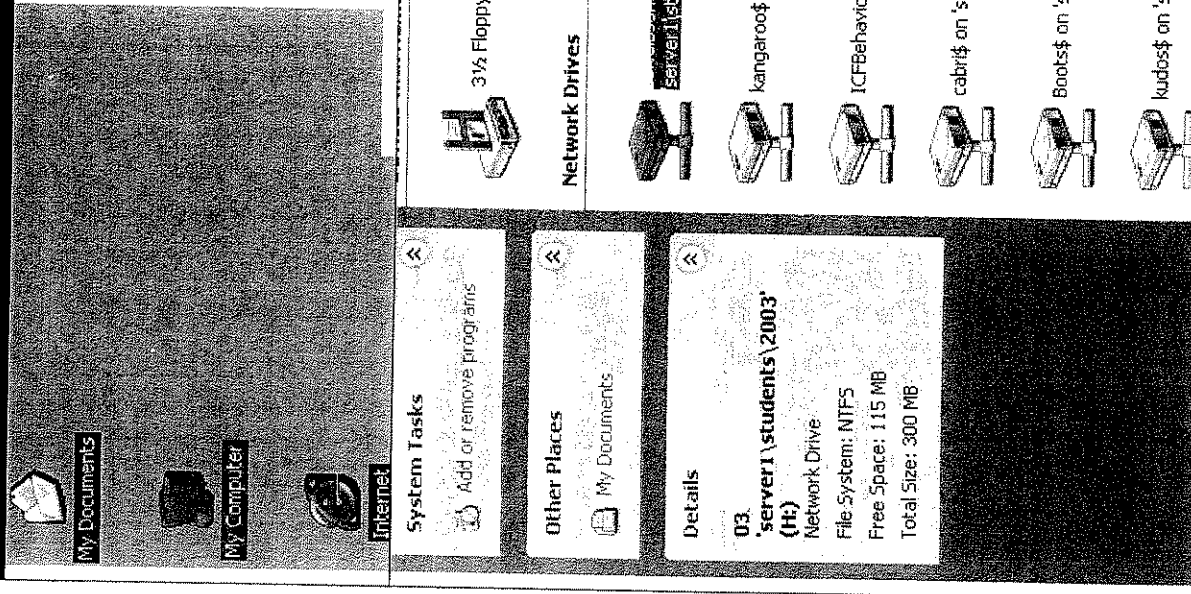
	<p>Once on the correct document space, I then opened the folder and arranged it even better by creating a drafts and final folder, so I know whether work is complete or incomplete.</p>
	<p>I then opened up my final folder and then selected a document I want to open. I double clicked it in order for it to open.</p>
	<p>This screenshot shows the file open that I selected from my documents.</p> <p><i>Locating from / opening file</i> <i>My Documents</i> <i>A01 - P</i></p>

OPENING MY DOCUMENTS THROUGH MY COMPUTER

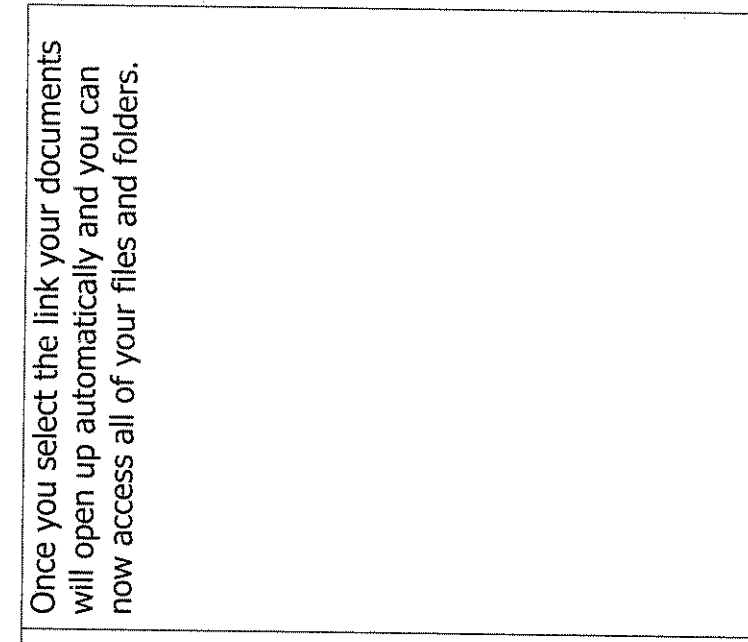
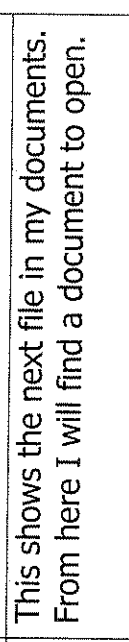
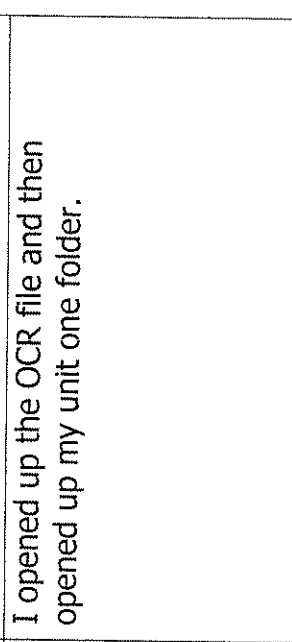
The first step is to locate My Computer from the desktop. Left click on the icon to open up the programme.

Once you have opened up my computer, you then need to locate the link that is your documents. It will be named the same as what your documents are called. Once you have found this again double click it to open up your documents.

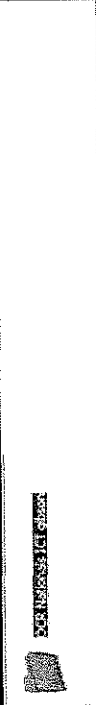

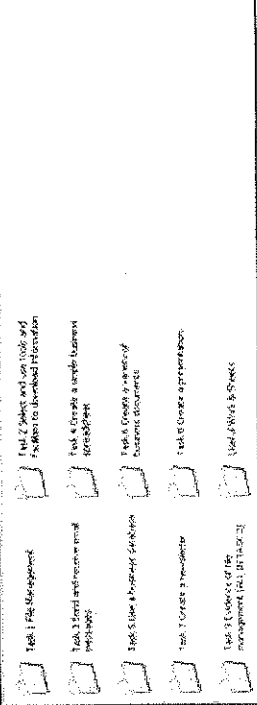
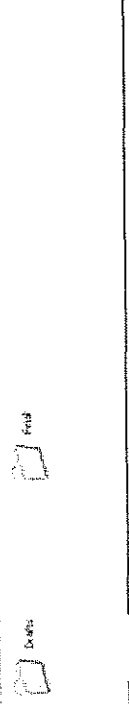
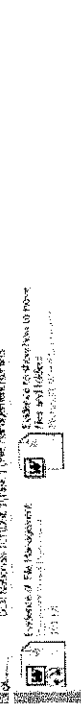
Locating work through S-Drive - Shared network



K.

	<p>Once you select the link your documents will open up automatically and you can now access all of your files and folders.</p>
	<p>This shows the next file in my documents. From here I will find a document to open.</p>
	<p>I opened up the OCR file and then opened up my unit one folder.</p>

Task 1A Evidence of File Management

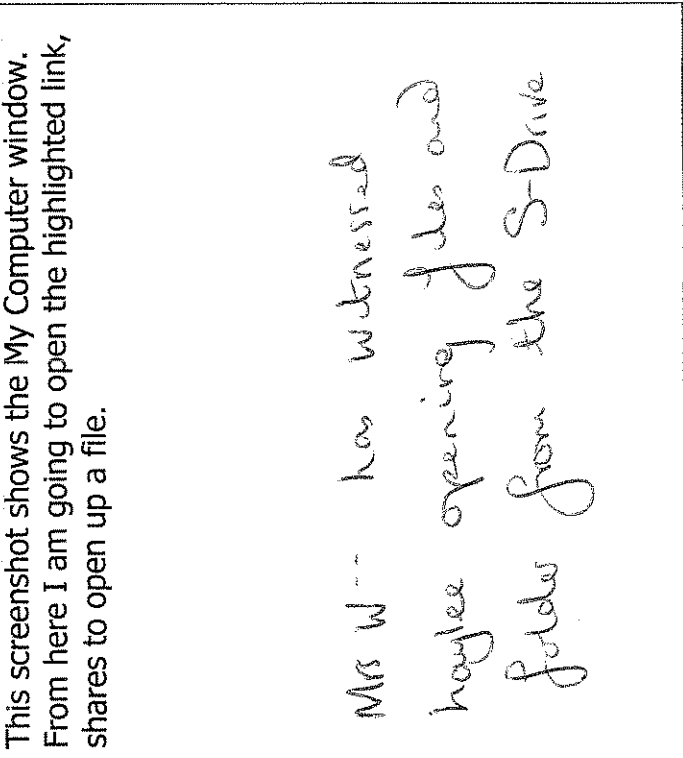
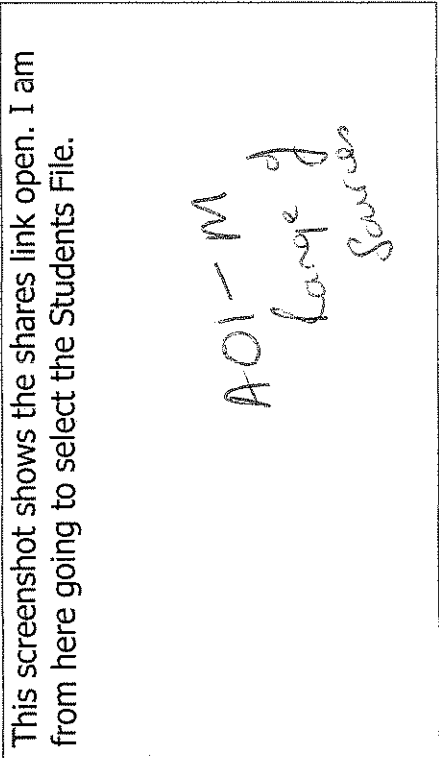
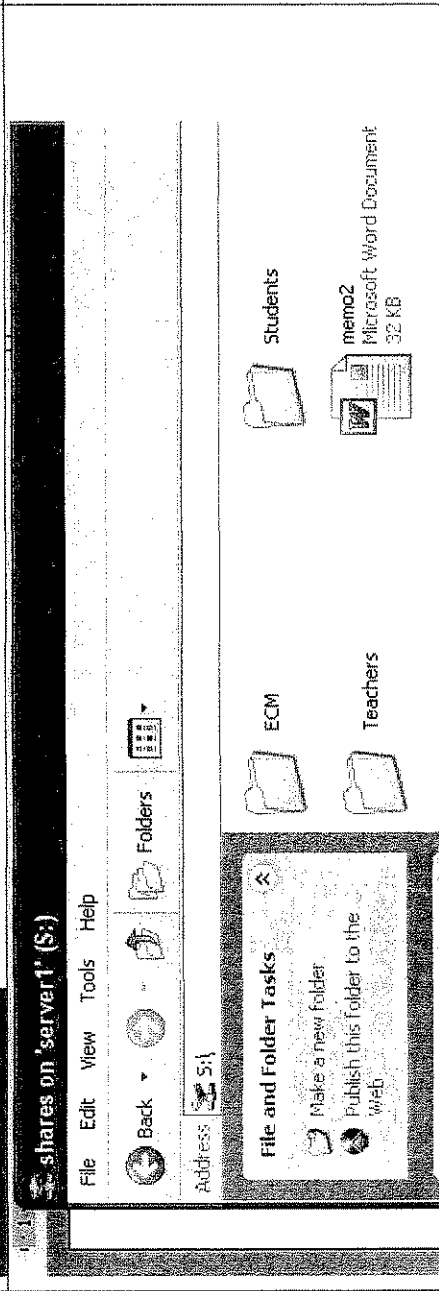
Screenshots		What They Show
		The screenshots will show a step by step of the file structure for the unit. The first folder is my OCR folder.
		Inside my OCR I have five subfolders, including my Unit 1 folder.
		This screenshot shows my Unit 1 folder opened. It shows the subfolders that are named and numbered after each task so it is easy to locate work documents.
		The screenshot shows two subfolders inside each task folder. It contains a Drafts folder and a Final folder. These are subfolders. This is so the work that is not fully completed but is being worked on can be split up and identified easily.
		The screenshot shows what the Drafts folder looks like inside. The file names are specific so it is easy to locate needed work. The file structure is as neat as possible so that work can be found quickly and easily.

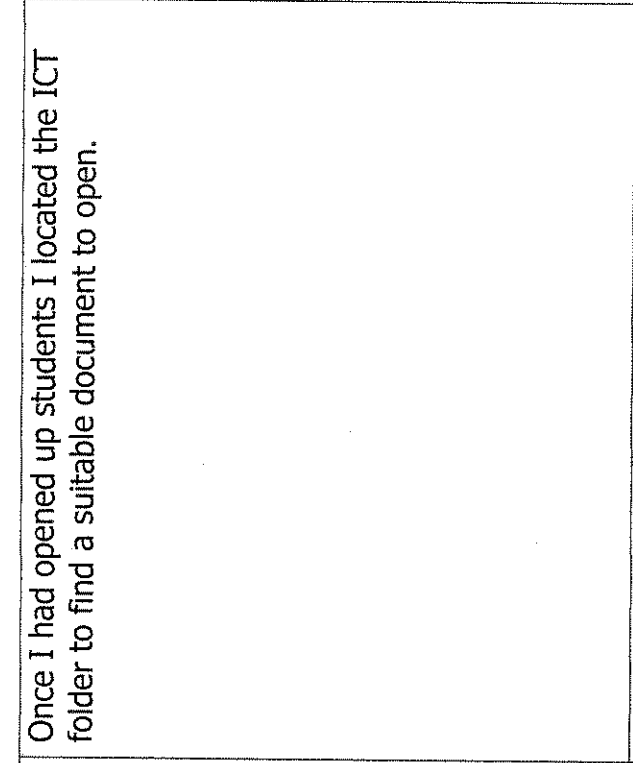
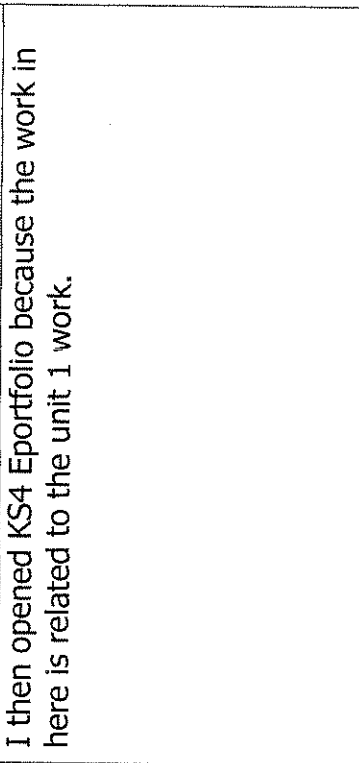
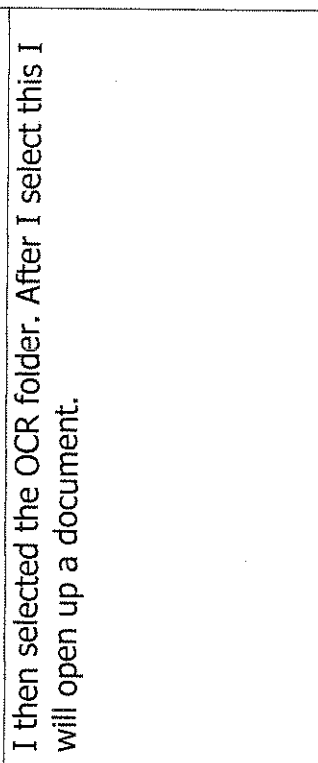
I then opened up my task one folder that opened once I had selected unit one and then found a document to open. This shows the document opened on the screen.

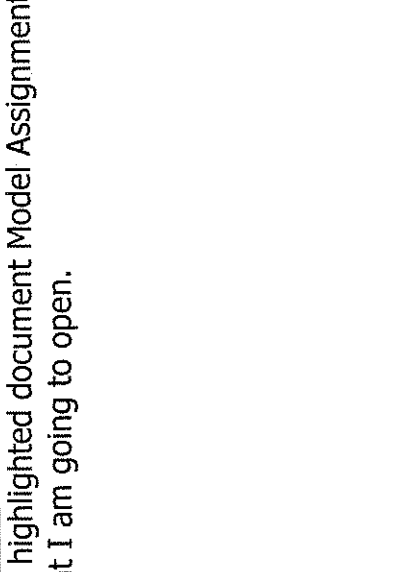
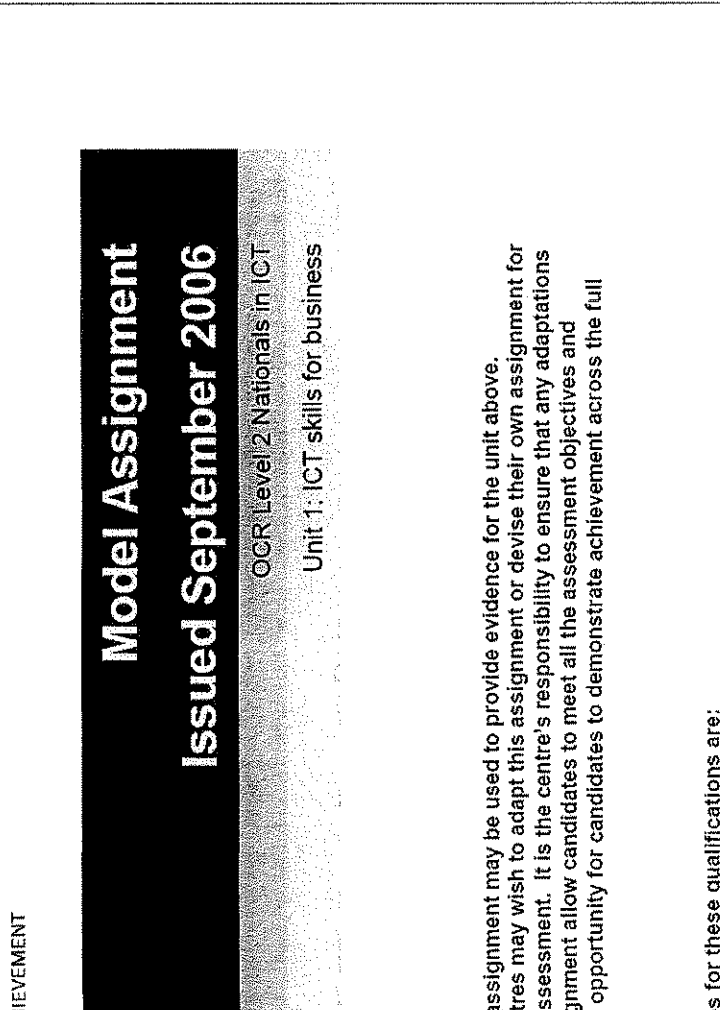
opened file
AO1 - M - range of sources
S-Drive

Task 1- Opening a file from the Shares drive

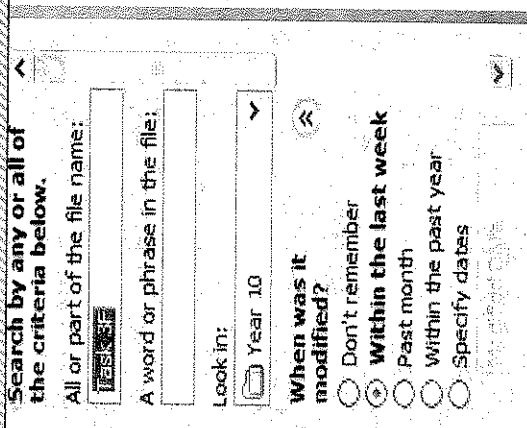
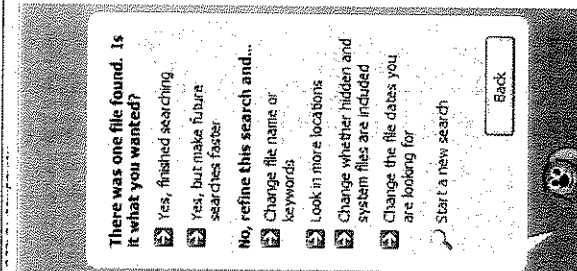
SCREENSHOT/EVIDENCE

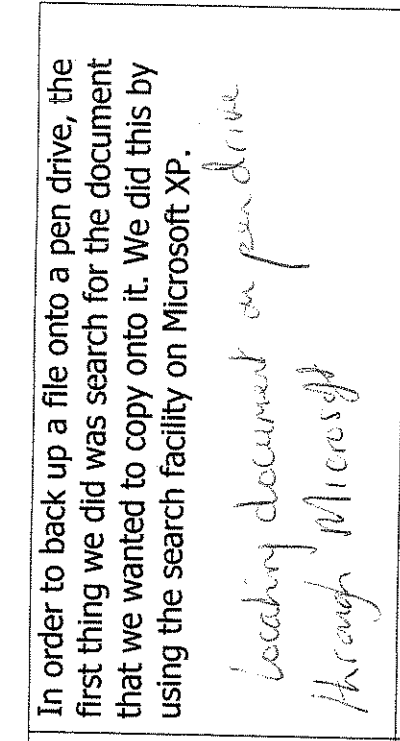
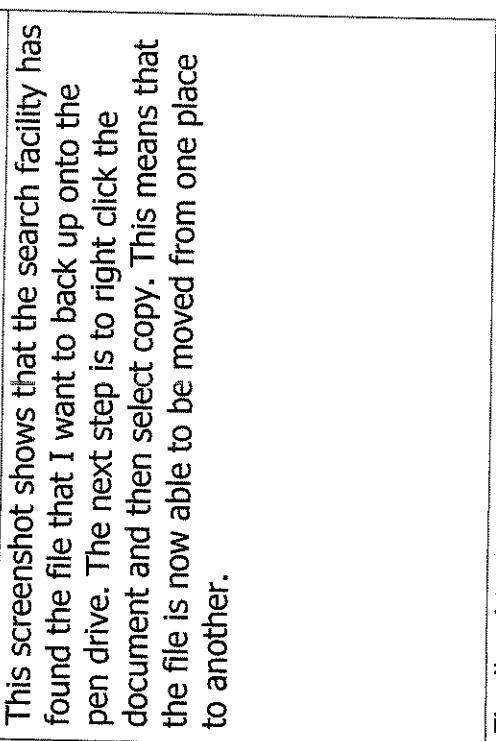
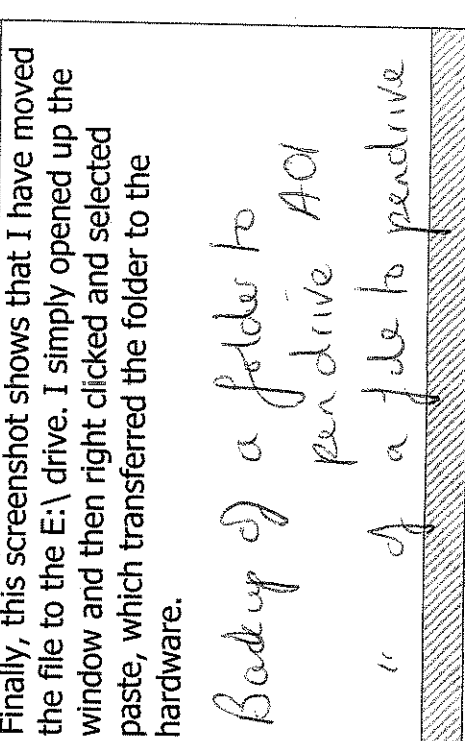
 <p>WHAT IT IS SHOWING This screenshot shows the My Computer window. From here I am going to open the highlighted link, shares to open up a file.</p> <p><i>Mrs W - has witnessed boylee opening files and folders from the S-Drive</i></p>	<p>This screenshot shows the shares link open. I am from here going to select the Students File.</p> <p><i>AOI-M large of sources</i></p>
 <p>WHAT IT IS SHOWING This screenshot shows the shares link open. I am from here going to select the Students File.</p> <p><i>AOI-M large of sources</i></p>	 <p>WHAT IT IS SHOWING This screenshot shows the shares link open. I am from here going to select the Students File.</p> <p><i>AOI-M large of sources</i></p>

	<p>Once I had opened up students I located the ICT folder to find a suitable document to open.</p>
	<p>I then opened KS4 Eportfolio because the work in here is related to the unit 1 work.</p>
	<p>I then selected the OCR folder. After I select this I will open up a document.</p>

	<p>The highlighted document Model Assignment is what I am going to open.</p>
	<p>This shows the document from the share drive opened on my computer.</p> <p><i>Opened document</i> <i>AO1 - P.</i></p>

Task 1 Evidence of using the start menu to search Microsoft

Using the start menu to search for a file AND backup a file to pendrive	
 <p>Search by any or all of the criteria below.</p> <p>All or part of the file name: <input type="text" value="Microsoft"/></p> <p>A word or phrase in the file: <input type="text"/></p> <p>Look in: <input type="text" value="Year 10"/></p> <p>When was it modified?</p> <p><input type="radio"/> Don't remember</p> <p><input checked="" type="radio"/> Within the last week</p> <p><input type="radio"/> Past month</p> <p><input type="radio"/> Within the past year</p> <p><input type="radio"/> Specify dates</p> <p>Back</p>	<p>In these screenshots I am using the start menu on Windows XP to search for a FILE. The first step is to select the start menu and then select the option search. Once the window appears type the name of the file into the box that says 'All or part of the file name.' Then, find the drop down menu that is labelled Look in: and locate the folder that contains the document. Once you have done all of the above steps, select search.</p> <p><i>Search file using Microsoft</i></p> <p><i>ACI-D</i></p>
 <p>There was one file found. Is it what you wanted?</p> <p><input checked="" type="checkbox"/> Yes, finished searching.</p> <p><input checked="" type="checkbox"/> Yes, but make future searches faster.</p> <p>No, refine this search and...</p> <p><input checked="" type="checkbox"/> Change file name or keywords</p> <p><input checked="" type="checkbox"/> Look in more locations</p> <p><input checked="" type="checkbox"/> Change whether hidden and system files are included</p> <p><input checked="" type="checkbox"/> Change the file dates you are looking for</p> <p><input checked="" type="checkbox"/> Start a new search</p> <p>Back</p>	<p>When the search has finished, because we specified the search, it has found the one document we were looking for. It saved time and found the exact document we needed. The document is now accessible and the search can also be modified IF NECESSARY by pressing the back button on the toolbar to the left of the screen.</p> <p>This task was done on Mrs W s laptop as this facility is disabled on the network</p>

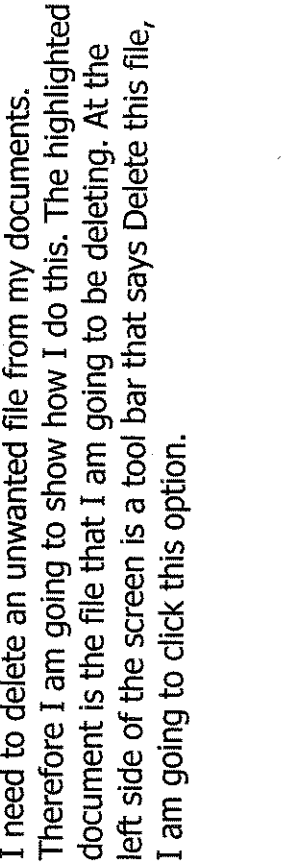
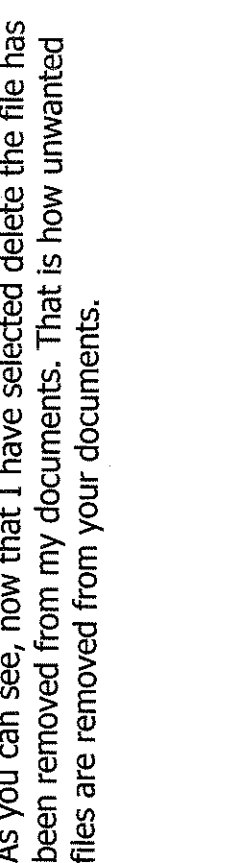
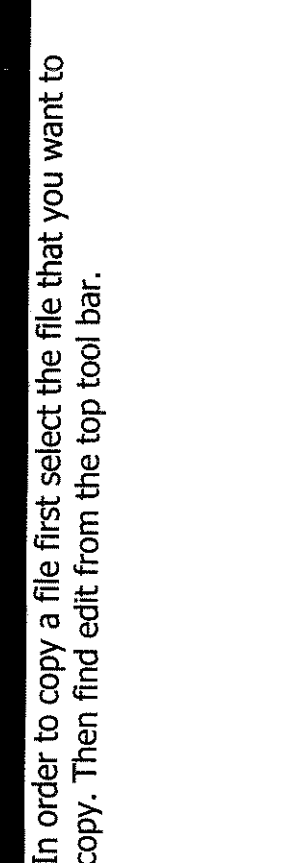
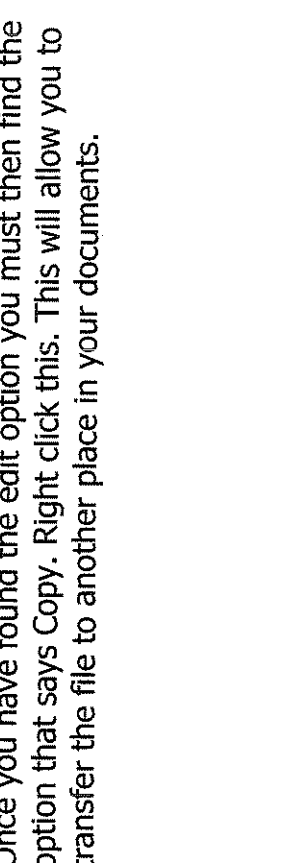
	<p>In order to back up a file onto a pen drive, the first thing we did was search for the document that we wanted to copy onto it. We did this by using the search facility on Microsoft XP.</p> <p><i>locating document on pen drive through Microsoft</i></p>
	<p>This screenshot shows that the search facility has found the file that I want to back up onto the pen drive. The next step is to right click the document and then select copy. This means that the file is now able to be moved from one place to another.</p>
	<p>Finally, this screenshot shows that I have moved the file to the E:\ drive. I simply opened up the window and then right clicked and selected paste, which transferred the folder to the hardware.</p> <p><i>Backup of a folder to pen drive A01</i></p> <p><i>" of a file to pen drive</i></p>

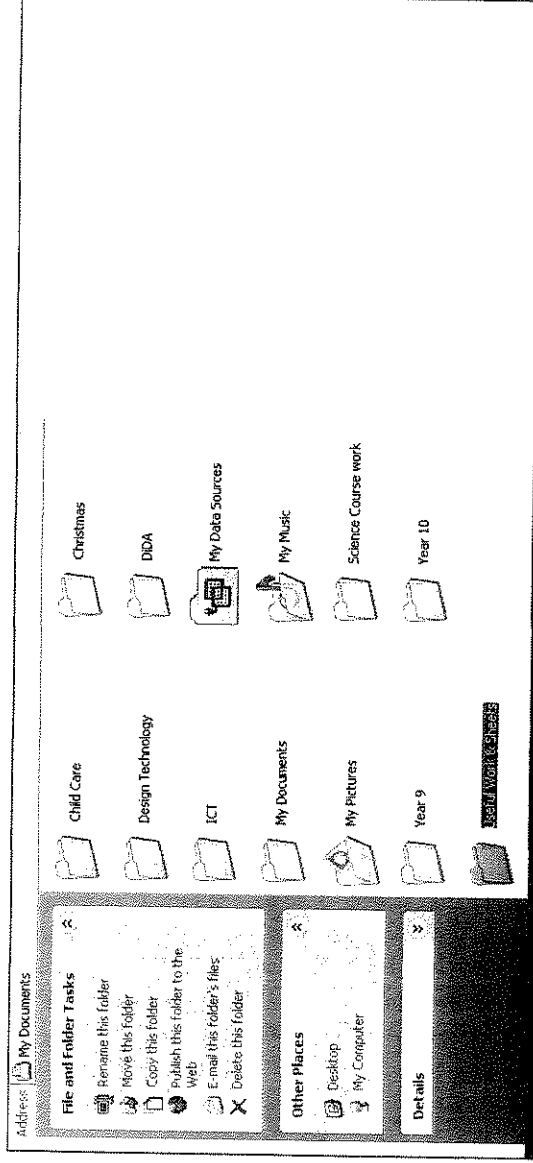
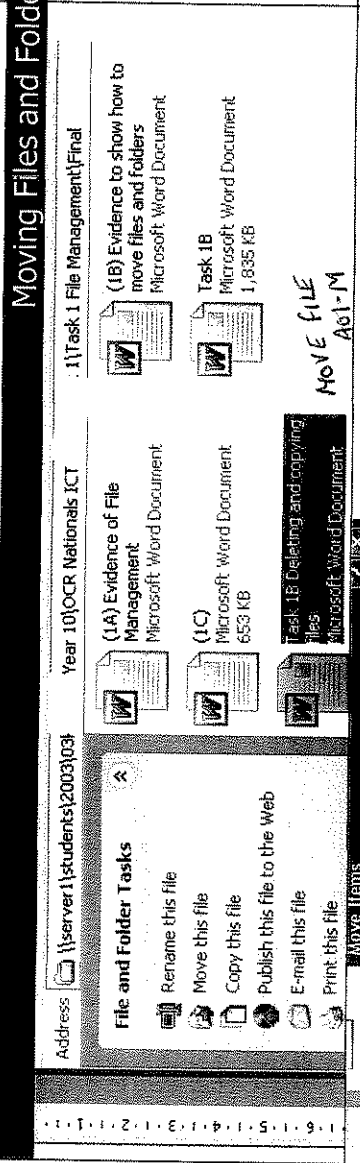
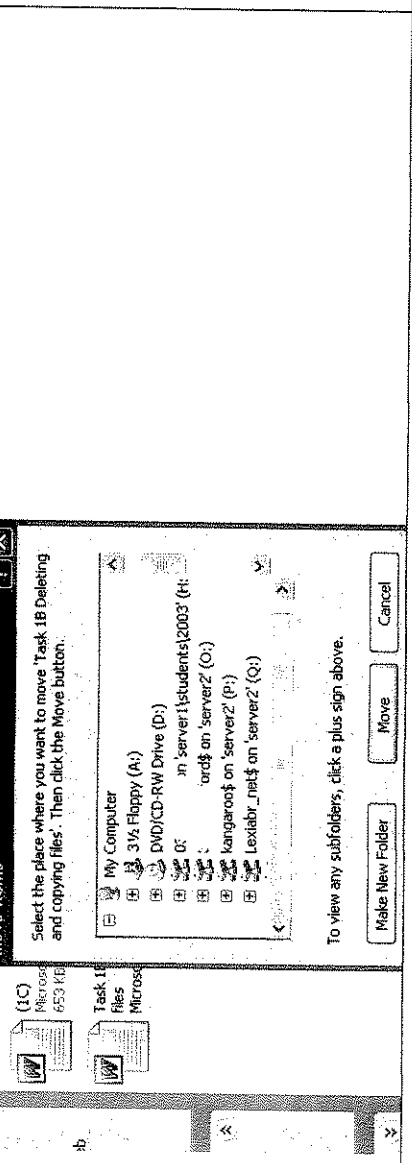
Creating shortcuts

Centre Number: Candidate Number:

12

Deleting, Copying and Moving Files

SCREENSHOT/EVIDENCE	WHAT IT IS SHOWING
 <p>Handwritten note: DELETE FILE</p>	<p>I need to delete an unwanted file from my documents. Therefore I am going to show how I do this. The highlighted document is the file that I am going to be deleting. At the left side of the screen is a tool bar that says Delete this file, I am going to click this option.</p>
 <p>Handwritten note: COPY FILE</p>	<p>As you can see, now that I have selected delete the file has been removed from my documents. That is how unwanted files are removed from your documents.</p>
 <p>Handwritten note: COPY FILE</p>	<p>In order to copy a file first select the file that you want to copy. Then find edit from the top tool bar.</p>
	<p>Once you have found the edit option you must then find the option that says Copy. Right click this. This will allow you to transfer the file to another place in your documents.</p>

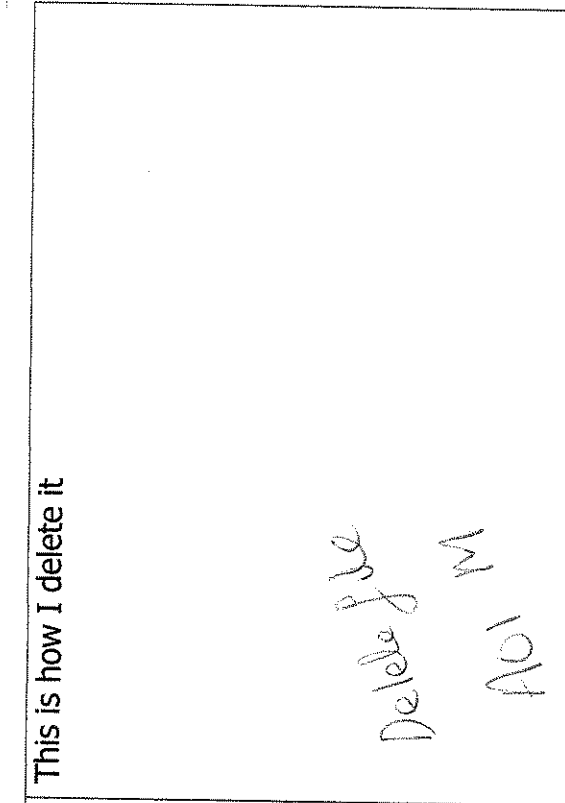
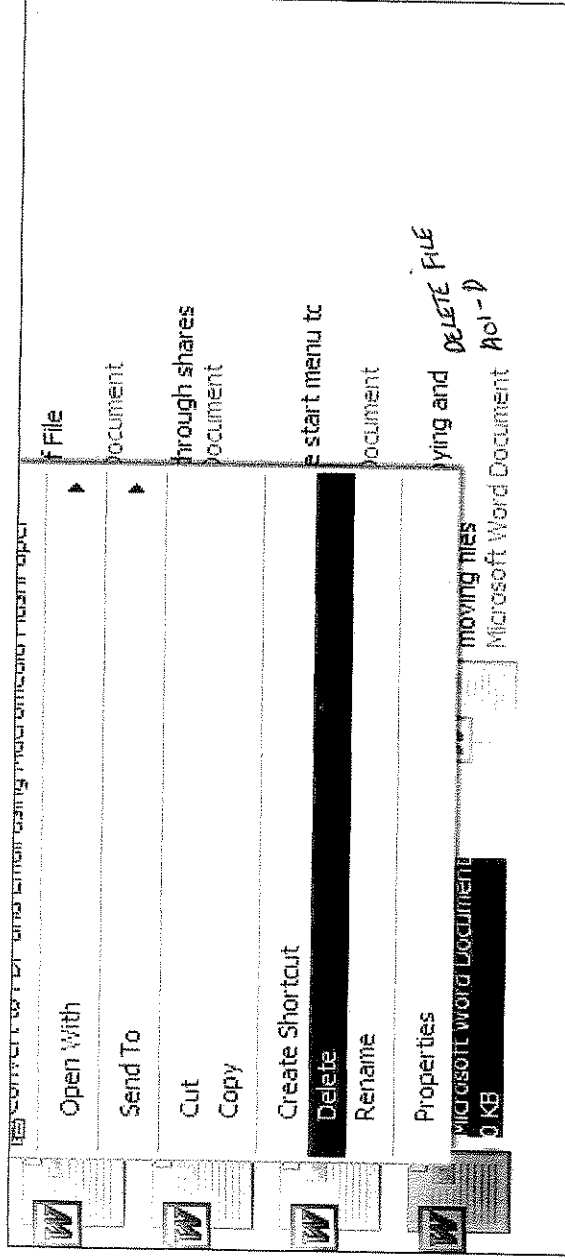
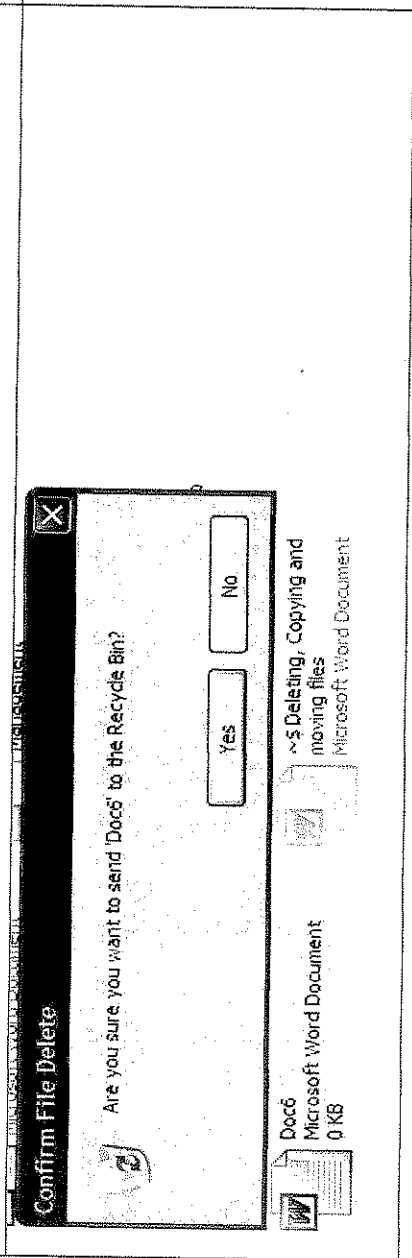
<p>As you did before, to copy the file, select paste this time instead. You can see that the file has been transferred from one area of my documents to the next.</p>	
<p>In order to move a file or a folder you must first find the file you would like to move. Then select the file so it is highlighted and from the toolbar to the right of the screen select the Move this folder option.</p>	<p style="text-align: center;">Moving Files and Folders</p> 
<p>This window will open automatically once you have selected Move this file. When it opens find the area you want to move it to from the list. Then select Move.</p>	









Then locate the area where you moved the file to. As you can see the file is now in the area that you chose. You can access the file from here now.

In order to rename a folder select the Rename folder option from the side toolbar. The box will highlighted automatically and allow you to rename it straight away. Rename it is appropriate and then press enter.

To rename a file select the Rename this file option from the side toolbar and rename as appropriate.

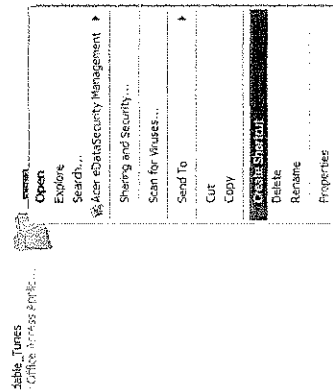
The screenshot displays a web-based file management interface. At the top, there's a navigation bar with 'Draft' and 'Task 1B' (Microsoft Word Document, 1,835 KB). Below this, a section titled 'Facilities to download information' lists tasks 4 through 9. A sidebar on the left, 'Useful Sheets', provides options for managing folders and files. The main area shows a grid of folders and files, with handwritten annotations 'RENAME FOLDER' and 'RENAME FILE' pointing to specific items. A 'File and Folder Tasks' sidebar on the right offers actions like 'Rename this file', 'Move this file', 'Copy this file', 'Publish this file to the web', 'E-mail this file', and 'Print this file'. The bottom of the page features a navigation bar with 'File', 'Edit', 'View', 'Tools', 'Help', and a 'Back' button.

 <p>This is how I delete it</p>	<p>A prompt to make sure I want to delete it</p>
	

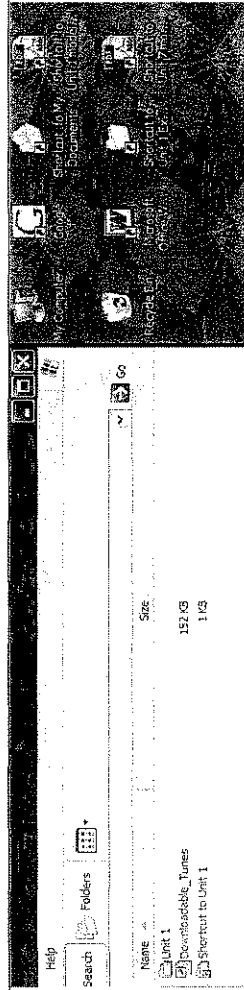
<p>The file has been deleted</p>	<div> <div>  <p>(1A) Evidence of File Management Microsoft Word Document</p> </div> <div>  <p>(1C) Locating Files Microsoft Word Document 1,444 KB</p> </div> <div>  <p>1B Deleting, Copying and moving files Microsoft Word Document</p> </div> <div>  <p>Task 1A Password Protecting a file Microsoft Word Document</p> </div> <div>  <p>(1B) Evidence to show how to move files and folders Microsoft Word Document</p> </div> <div>  <p>~5A) Evidence of File Management Microsoft Word Document</p> </div> <div>  <p>Task 1 Opening through shares Microsoft Word Document 748 KB</p> </div> <div>  <p>Task 1B Using the start menu to search microsoft Microsoft Word Document</p> </div> </div>
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Creating shortcuts

In order to create a shortcut you first need to find the file, folder or programme that you want to create a shortcut for. Then right click on the file and select Create Shortcut option from the menu that appears. When the shortcut is created you then need to drag the file from your documents onto the desktop.

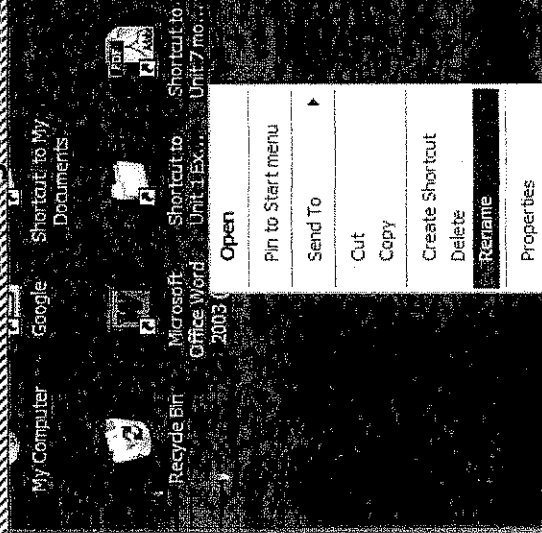
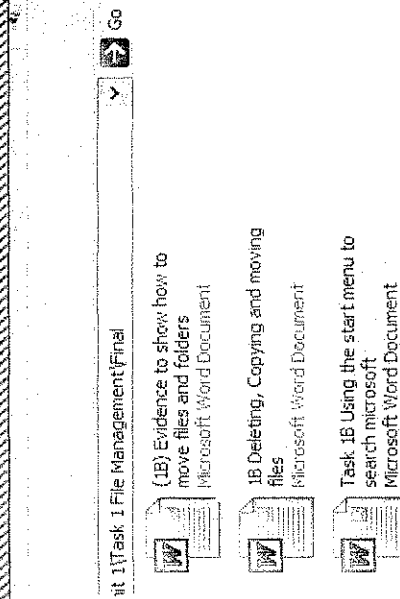


*Shortcuts to
files, program and
AOL-M*



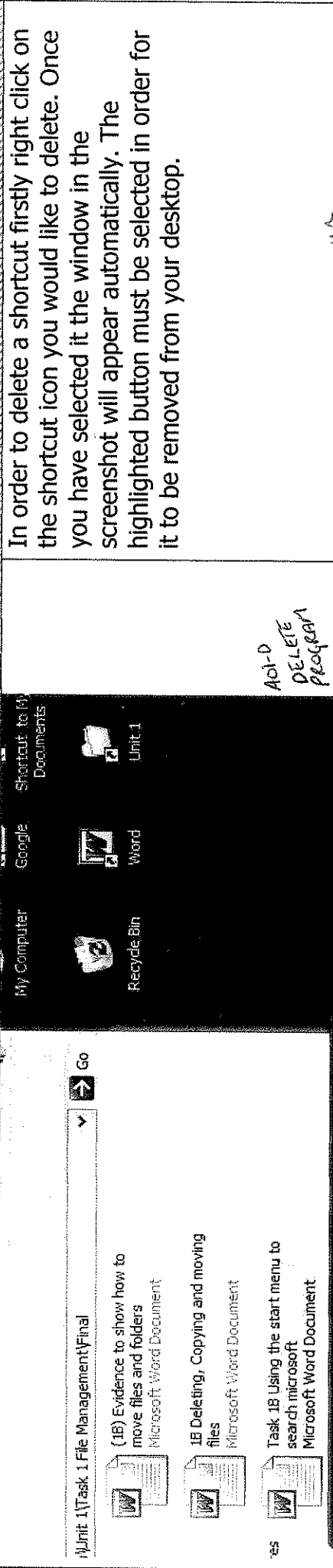
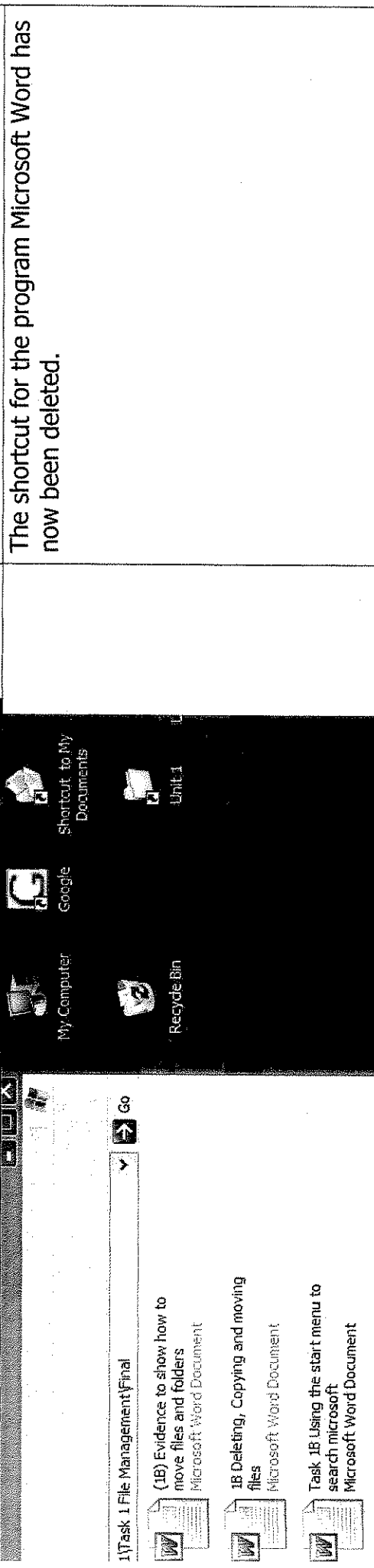
This screenshot shows that I have created a shortcut for a number of files and folders. As you can see, I have a shortcut for the programme Microsoft Word, a shortcut for the folder My Documents and a shortcut for the file Model Assignment on my desktop. Therefore the creations of the shortcuts were successful.

Editing Shortcuts

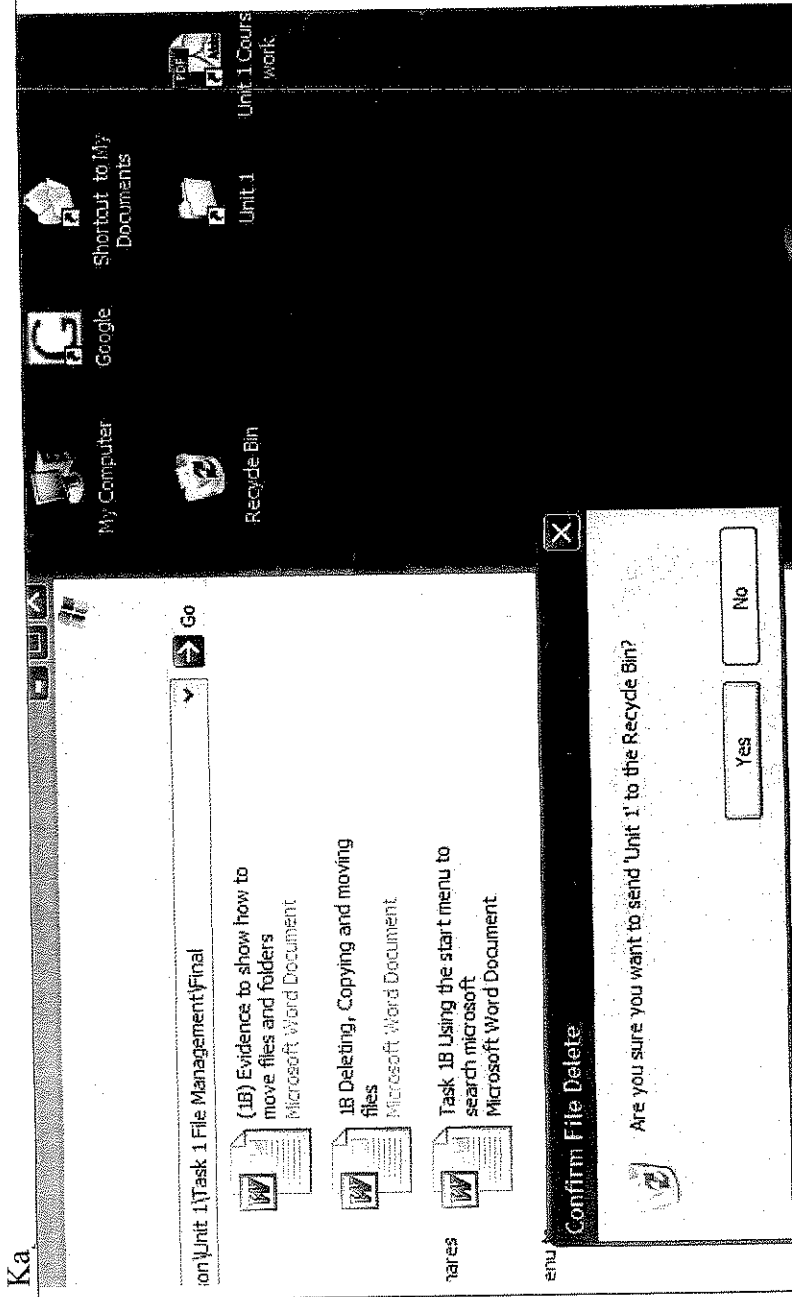


This screenshot shows me editing a shortcut by renaming it. I am editing the shortcut to the programme Microsoft word. To do this I right clicked the programme and selected rename.

Deleting Shortcuts

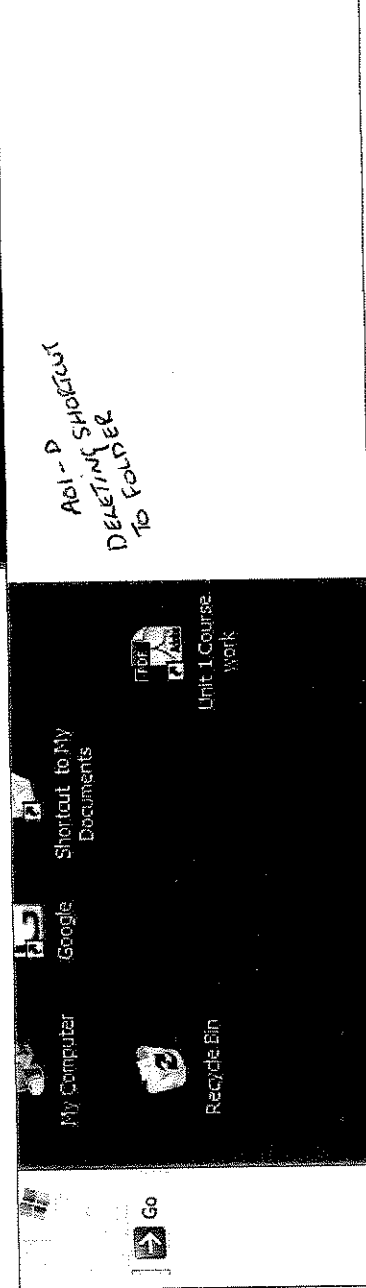
	<p>In order to delete a shortcut firstly right click on the shortcut icon you would like to delete. Once you have selected it the window in the screenshot will appear automatically. The highlighted button must be selected in order for it to be removed from your desktop.</p>
	<p>The shortcut for the program Microsoft Word has now been deleted.</p>

Ka



Again, in this screenshot I will be deleting a shortcut, but I will now be deleting a folder. Right click on the icon and select delete.

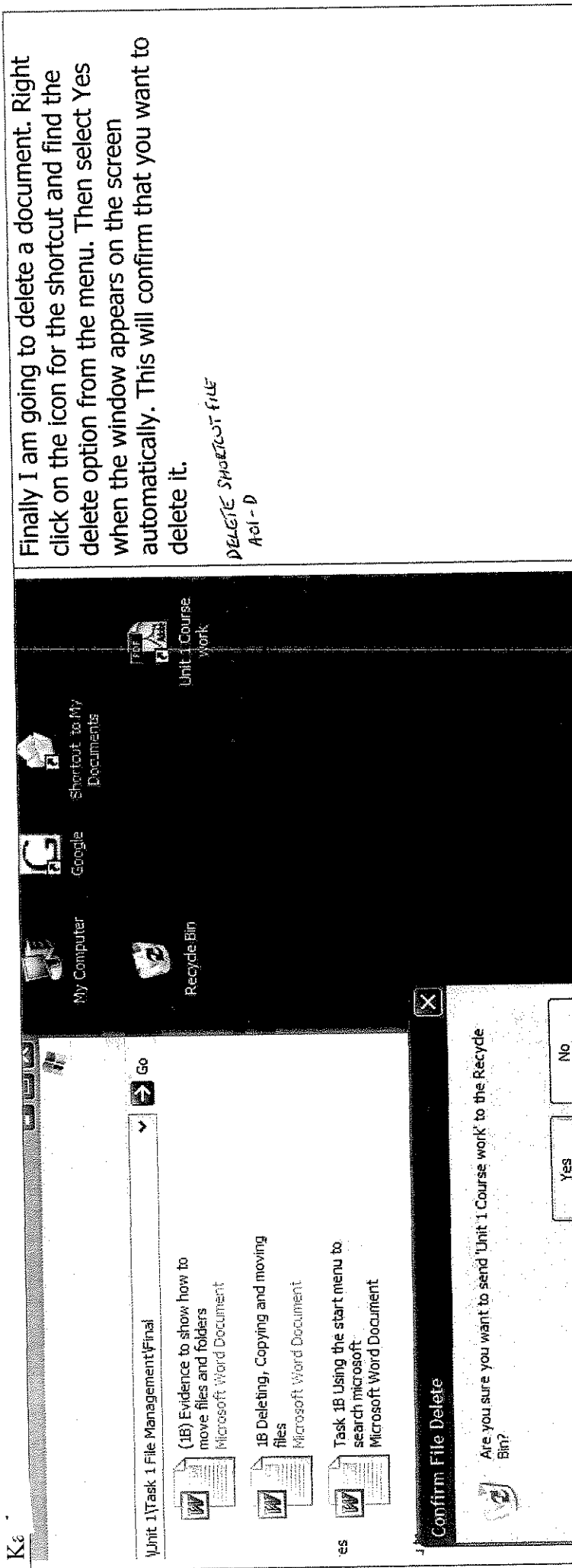
This screenshot shows that the shortcuts have been deleted.

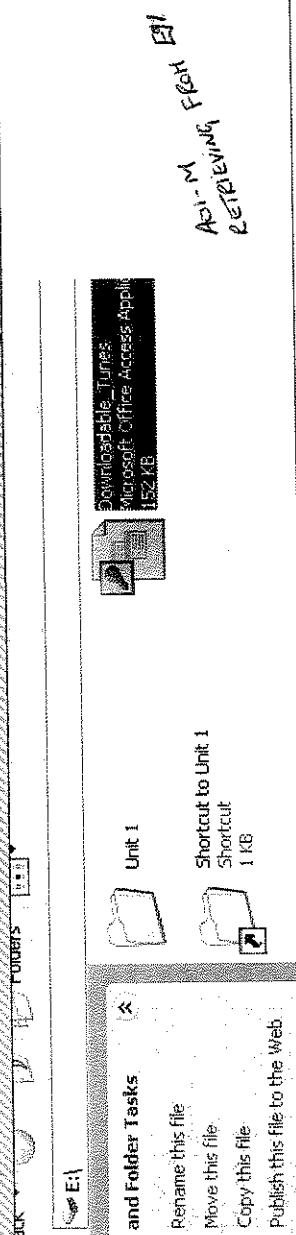
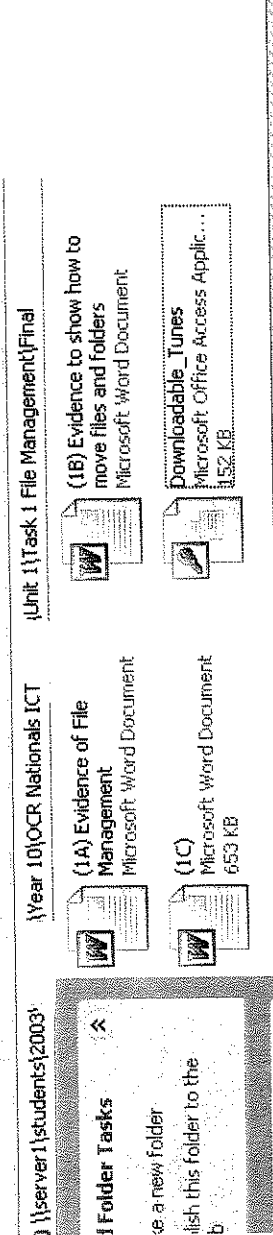
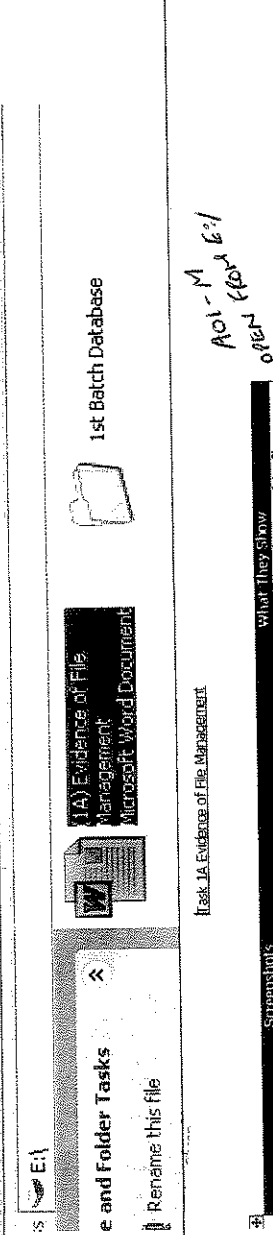
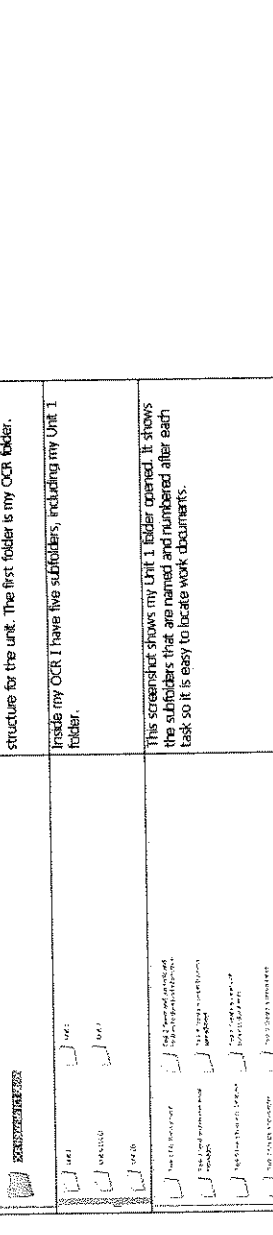


Deleting folder
Shortcut A01-D

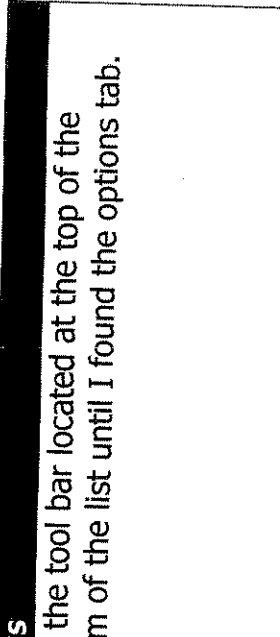
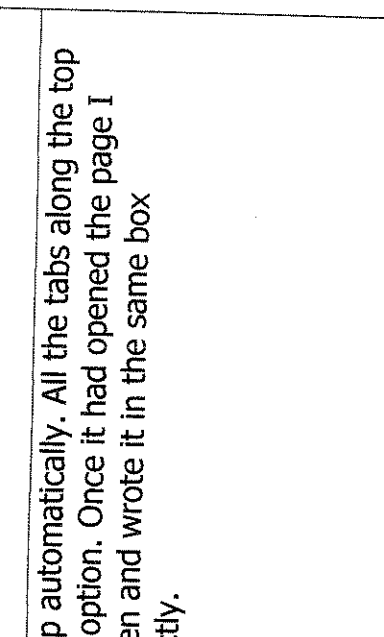
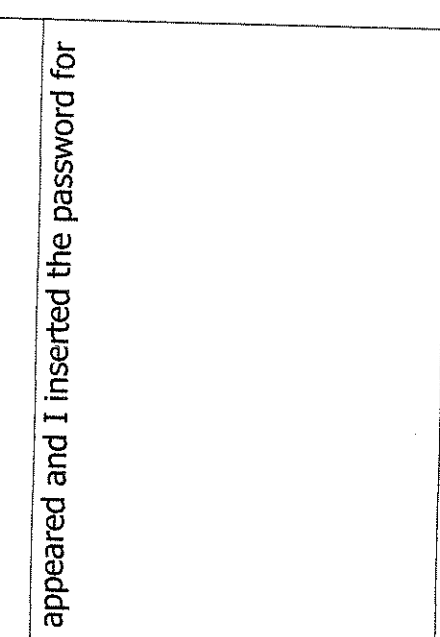
Centre Number: ..

Candidate Number: ..

 <p>The screenshot shows a Windows XP desktop. A file explorer window is open, displaying a list of files in the 'Unit 1 Course work' folder. The files are: '(1B) Evidence to show how to move files and folders Microsoft Word Document', '1B Deleting, Copying and moving files Microsoft Word Document', and 'Task 1B Using the start menu to search microsoft Microsoft Word Document'. A 'Confirm File Delete' dialog box is open, asking 'Are you sure you want to send 'Unit 1 Course work' to the Recycle Bin?'. The 'Yes' button is highlighted. The taskbar at the bottom shows icons for 'My Computer', 'Google', and 'Unit 1 Course work'.</p>	<p>Finally I am going to delete a document. Right click on the icon for the shortcut and find the delete option from the menu. Then select Yes when the window appears on the screen automatically. This will confirm that you want to delete it.</p> <p><i>DELETE SHORTCUT FILE</i> <i>A01-D</i></p> <p>This screenshot shows that I have successfully deleted the shortcuts from my desktop.</p> <p><i>Delete shortcut file</i> <i>A01=D</i></p>
----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

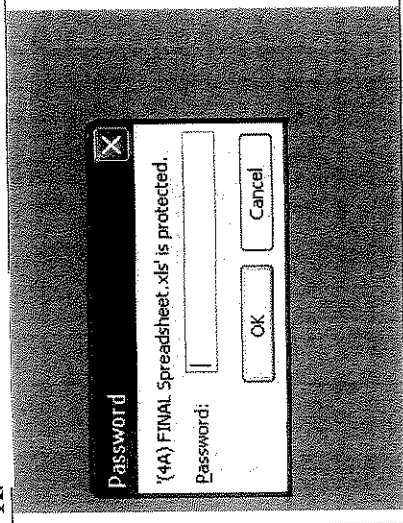
Retrieving a file from a pen drive	
	<p>In order to retrieve a file from a pen drive, first open up the E: drive and find the file that you want to place into your documents. Then right click the mouse and select copy. I then found the folder I wanted to put it in and pasted it there</p>
	<p>As you can see my documents are now open and the file is in my documents, therefore it has been retrieved from the removable device. This is because after copying it from the E: drive I then pasted it into my documents.</p> <p><i>Retrieving file A01-M</i></p>
Opening a file from a pen drive	
	<p>This screenshot shows the E drive open. The highlighted document is the document I am going to open from the Removable Hardware.</p>
	<p>This screenshot shows the file that was on the E drive open on my computer.</p> <p><i>Opening a file from a pen drive A01-M</i></p>

Task 1- Evidence to show inserting password

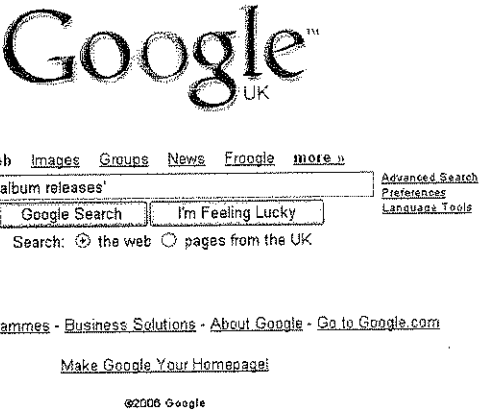
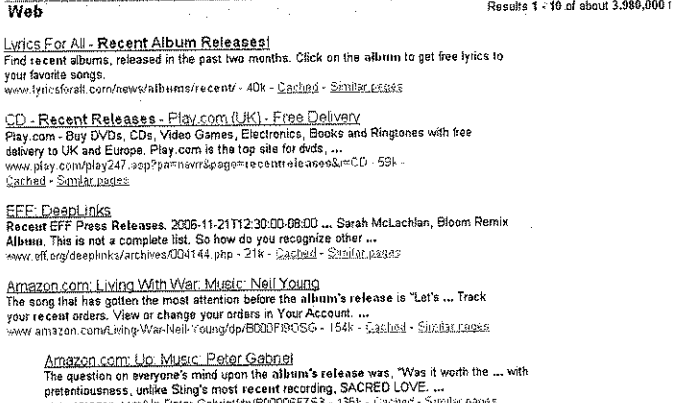
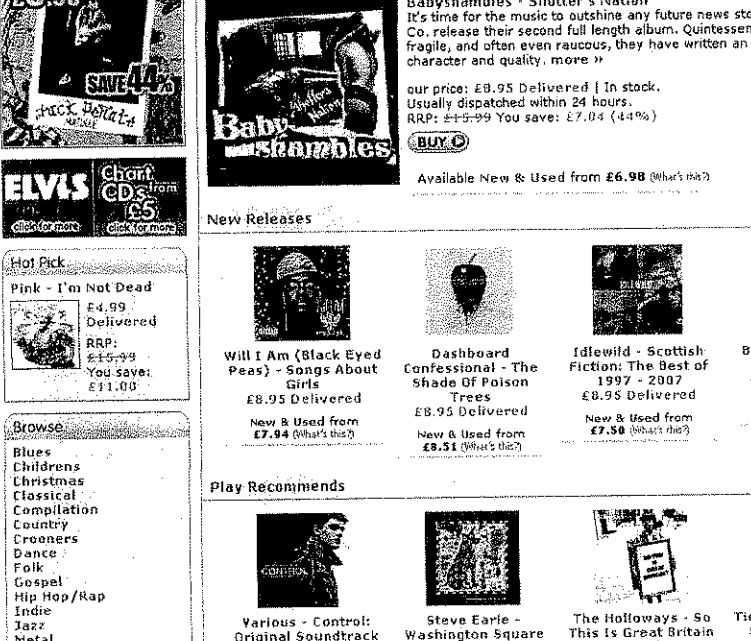
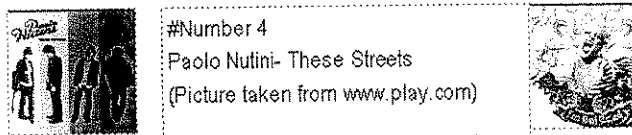
Screenshot	What it shows
	<p>In order to insert a password onto my documents I found the tool bar located at the top of the screen. I then found tools and hovered down to the bottom of the list until I found the options tab. Once I had found it I clicked on it.</p>
	<p>Once the option was selected the box to the left popped up automatically. All the tabs along the top of the box give different options so I selected the security option. Once it had opened the page I typed my password into the box that says Password to open and wrote it in the same box underneath to clarify that I had wrote the password correctly.</p> <p style="text-align: center;">password A01-P</p>
	<p>Once I had selected the OK button a final confirmation box appeared and I inserted the password for a final time. The spreadsheet is now password protected.</p>

4

This screenshot shows me opening my spreadsheet and I have to insert the password before I can access it.



Passward Protect
AOL - P

SCREENSHOT/EVIDENCE	WHAT IT IS SHOWING
	<p>The screenshot shows the search engine I used to find the information. I used the keywords 'recent album releases' and typed in the information onto Google.</p>
	<p>This screenshot shows the websites that were found using the key search on Google. A large number of websites were found, and not all were necessarily needed. Therefore next time I could use a more advanced search.</p> <p><i>Websites found</i> <i>A02-P</i></p>
	<p>The screenshot shows the website which I opened up from my search criteria. The website was www.play.com. It was the first website in the list and included data that I had searched for.</p> <p><i>Collecting graphics</i> <i>A02-P</i></p>
	<p>The screenshot shows the use of an album taken from www.play.com that I will use on my newsletter. I have taken the picture and saved it into my documents so I can access and use it in my work.</p>

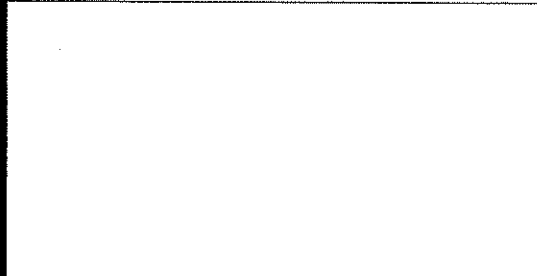
Task 2: Select and use tools and facilities to download files/information
Web Addresses and Albums on Sale

Website/ Address	Album Name	Artist	Date Released	Price
www.mtv.co.uk	Bossy	Kelis	11-09-06	£8.99
Site Update: 11-09-06				
www.hmv.co.uk	B-Day	Beyonce	04-09-06	£7.99
www.hmv.co.uk	Crazy Itch Radio	Basement Jaxx	04-09-06	£8.99
www.hmv.co.uk	Back to Basics	Christina Aguilera	14-08-06	£8.99
www.hmv.co.uk	Sam's Town	Killers	02-01-06	£8.99
www.hmv.co.uk	Ta-Dah	Scissor Sisters	18-09-06	£8.99
www.hmv.co.uk	Pictures Sex/Love Sound	Justin Timberlake	11-09-06	£8.99
www.hmv.co.uk	Empire	Kasabian	28-08-06	£8.99
www.hmv.co.uk	Eyes Open	Snow Patrol	01-05-06	£8.99
www.hmv.co.uk	Revelations	Audio Slaves	04-09-06	£8.99
Site Update: 11-09-06				
www.woolworths.co.uk	The Truth About Love	Lemar	11-09-06	£8.97
www.woolworths.co.uk	Pictures Sex/Love Sounds	Justin Timberlake	11-09-06	£9.97
www.woolworths.co.uk	Coming Home	Lionel Ritchie	11-09-06	£9.97
www.woolworths.co.uk	Kelis Was Here	Kelis	11-09-06	£9.97
www.woolworths.co.uk	Costello Music	The Fratellis	11-09-06	£7.97
www.woolworths.co.uk	Charlie Landsborough	Charlie Landsborough	11-09-06	£9.47
www.woolworths.co.uk	Dance Mania	-----	04-09-06	£11.97
www.woolworths.co.uk	Now That's What I Call Music 64	-----	24-07-06	£12.97
www.woolworths.co.uk	Ibiza Annual 2006	Ibiza Annual 2006	28-07-06	£11.97
www.woolworths.co.uk	Undiscovered	James Morrison	31-07-06	£7.97
Site Update:				
www.virginmegastores.co.uk	Undiscovered	James Morrison	31-07-06	£7.99
www.virginmegastores.co.uk	Respect M.E	Missy Elliot	04-09-06	£8.99
www.virginmegastores.co.uk	Razor Light	Razor Light	17-07-06	£9.99
www.virginmegastores.co.uk	Eyes Open	Snow Patrol	01-05-06	£9.99
www.virginmegastores.co.uk	Inside In/Inside Out	The Kooks	23-01-06	£9.99
www.virginmegastores.co.uk	Trouble	Ray Lamontagne	19-06-06	£7.99
www.virginmegastores.co.uk	Black Holes And Revelations	Muse	13-07-06	£9.99
www.virginmegastores.co.uk	St. Elsewhere	Gnarls Barkley	24-04-06	£9.99
Site Update:				
www.play.com	Chasing Pavements	Adele (Single Track)	25/02/2008	£0.65
www.play.com	The Pigeon Detectives	Wait For Me (MP3 Album)		£6.99
www.play.com	Basshunter	Now You're Gone		£0.65
www.play.com	Kylie Minogue	Fever		£5.95

The results of my results are valid because they have all been update recently, and also they are popular sites, therefore they are recent and are constantly checked and updated. Also, big site too tend to be more reliable and most of the prices and information will be reasonable and true.

*List of website
A02 - P*

SCREENSHOT/EVIDENCE



10

MICROSOFT ENCARTA ENCYCLOPEDIA 99

Home Games Books Sports Movies

ENCARTA[®]
Encyclopaedia

FIND articles and media
EXPLORE

--	--

ENCARTA®

Encyclopedia

**FIND
EXPLORE**

Everything

Choose a type of information:

- Meter (music)
- Microtonal Music
- Military Music of the Jantissenes
- Mode (music)
- Modulation (music)
- Monol Level (music)
- Motive (music)
- Mouth Music (Island)
- Multigant Music
- Music
- Music Appreciation
- Music Arrangement
- Music Box
- Music Box (tradition picture)
- Music Box, The
- Music Business
- Music Business
- Music Festival
- Music for 18 Musicians
- Music Hall
- Music In Lawrence
- Music Industry
- Music (Jawa), The
- Music Men, The
- Music of the Spheres
- Music of the Spheres (music)
- Music of the Spheres (photograph)
- Music Schools
- Music Teachers
- Music Television
- Music Theory
- Music Video
- Music, African
- Music, African American

Find Search

Used for CD-ROM

Microsoft ENCARTA ENCYCLOPEDIA 99

Find Music Home Features Tools Options Favorites Help

Music

article outline

To view the article, click a section name below.

- I. INTRODUCTION
- II. CULTURAL DEFINITIONS
- III. MUSIC AS A CULTURAL SYSTEM
- IV. THE SOUNDS OF MUSIC
 - A. Melody
 - B. Rhythm
 - C. Other Elements
 - D. Instruments
- V. THE CREATION OF MUSIC
- VI. THE SOCIAL ROLE OF MUSIC
 - A. The Function of Music
 - B. The Musician
- VII. MUSICAL REGIONS

2 items

related articles

- Music
- all articles about music
- art and music
- audio clips
- models for music
- characteristics of music

2011 items

multimedia

World Music

CD Rom

web links

- Whole Web Search
- News Search
- Encarta Online Library
- Encarta Online Web Links

4 items

Microsoft ENCARTA ENCYCLOPEDIA 99

Find Music Home Features Tools Options Favorites Help

Copyright

article outline

To view the article, click a section name below.

- I. INTRODUCTION
- II. HISTORY OF COPYRIGHT
- III. COPYRIGHT IN THE UNITED STATES
 - A. Subject Matter
 - B. Notice and Registration
 - C. Rights of Copyright Owners and Licensing
 - D. Infringement
 - E. Fair Use
- IV. INTERNATIONAL COPYRIGHT

related articles

- Copyright
- see also
- composer suffering due to
- constitutional protection
- copyright law defined
- copyright libraries

7 items

web links

- United States
- Copyright
- Berne Convention
- Protection of Artistic Works

4 items

related articles

Music

- all articles about music
- art and music
- audio clips
- awards for music
- characteristics of music
- classical music
- computers and music
- copyright issues
- dance and music
- education
- ethnic and regional music
- festivals

15 items

This screenshot shows the results that were found for the search music. I will now be able to locate an appropriate image that I will later on use in my newsletter.

The images are copyright, as explained here. It gives a definition of copyright and also explains that the images are copyright, therefore the images can be used in the newsletter work. I also took some text from the CD Rom to use later on my newsletter.

text and graphics
taken from
CD Rom

Albums and Singles

Kelis- Kelis was here

Released 11/09/2006

Reviewed-Aug 2006

Price- £8.99



The wait is over! Kelis returns with her new album 'Kelis Was Here', the hotly anticipated follow-up to her multi-platinum selling 'Tasty'. The 17-track set features an all-star line up including Will.I.Am, Max Martin & Dr Luke, Scott Storch, Smoke and Cee Lo Green from the chart-topping Gnarls Barkley. And just in case you were in any doubt, Kelis is here to remind you who calls the shots.

*Evidence of Information
Collected Text and
Graphics
A01-P*

Beyonce- B Day

Released 04/09/2006

Reviewed- July 2006

Price- £8.99



'B'Day' is a celebration and a milestone. Soulfully deep, emotionally expansive, musically far reaching and filled with banging beats, muscular rhythms and lyrics that are grown, smart and just flat out sexy, 'B'Day' is the sound of an artist raising the bar. 'B'Day' was brought to fruition by Beyonce, who co-wrote and co-produced the albums 11 songs, with the help of an all-star team which includes Swizz Beatz, Rich Harrison, The Neptunes, Sean Garrett, Star Gate, Jay-Z, Solange Knowles, Angela Beyince, Makeeba and Rodney Jerkins.

'Deja Vu' is the bass heavy and high hat return of American R&B superstar, Beyonce Knowles. The first single to be taken from her forthcoming second

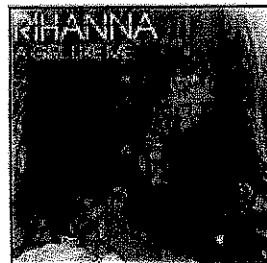
solo album, 'B Day', 'Deja Vu' is a New Orleans-inspired funk workout from the sometime-Destiny's Child singer, featuring familiar cohort rapper Jay-Z (who's come out of retirement especially), with production duties courtesy of Rodney Jerkins, working his best Rich Harrison impersonation with his use of 808 instruments and sound systems.

Warming up the bench is the equally smouldering 'Ring the Alarm', produced by Swizz Beatz. Accented by an attention grabbing siren, 'Ring the Alarm' hits hard. Another song that lays it bare is 'Sugar Mama', produced by Rich Harrison, the auteur behind 'Crazy in Love'. Funky and feverish, 'Sugar Mama' steams up the room. That same sexual energy motivates 'Green Light', produced by The Neptunes and bristling with a southern fried, nasty girl heat. Keeping the passion on a low simmer is 'Upgrade', produced by new jack Cameron Wallace of Music World Productions and featuring Jay-Z. With a sample of Betty Wright's 'Girls Cant Do What the Guys Do', 'Upgrade' leans back with an old soul, deeply musical vibe.

Rihanna- A Girl like Me

Released- 24/04/2006

Reviewed- April 2006



Price- £7.99

If nothing else, it has been an eventful and eye opening year for Barbados born songstress Rihanna. In addition to recording one of the most popular singles of 2005, the hypnotic 'Pon De Replay' (which bass bumped out of more car windows while igniting a slew of barbeques last summer), she won over the masses with her charming Bajan persona. But Rihanna is ready to do it all again with her sophomore release 'A Girl like me'.

Dropping from the harmonic heavens to the groovalistic dance floor, Rihanna has returned with another single that will have listeners begging the D.J. to play it one more time. Produced by Jason Rotem, the sizzling 'S.O.S.' is bringing the summer heat early this year. With its hypnotic beat and enticing melody, 'S.O.S.' utilizes the electro-funk of Soft Cell's '80s classic 'Tainted Love' to create a soulful anthem of young love.

Focusing on progressing as an artist, Rihanna has recorded a compelling track of heartbreak called 'Unfaithful'. Penned by her label-mate Ne-Yo and Stargate, the song documents the tragic decay of a relationship when another

person starts cheating. Perhaps the most surprising track is the rock meets island vibe of 'Kisses Don't Lie'. Evan Rogers and Carl Sturken, the principles of her production company, SRP, used a mixture of Caribbean elements, electric guitar and a mesmerizing bassline. With 'A Girl like Me', the beautiful singer proves that her breakthrough was no fluke. After selling 1 million copies worldwide of her debut 'Music of the Sun', once again, the summer belongs to Rihanna.

Cassie- Cassie

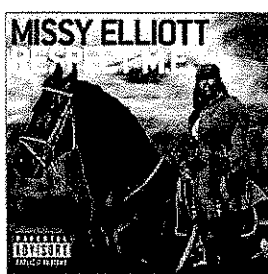
Released- 14/08/2006

Reviewed- August 2006

Price- £8.99



This is a very suprising debut album. If you thought 'Me & U 'was as good as it got for Cassie try understanding the sheer quality of her debut from Ryan Leslie's Next Selection through Diddy's Bad Boy Records Empire. A signature sound is a phrase that springs to mind, but more importantly it is the close knit relationship between R-Les and Cassie which makes this album a masterpiece. Tracks such as 'Me & U', 'Long Way 2 Go', and 'Just One Night' stand out as the strongest on the album.



Missy Elliot- Respect M.E

Released- 04/09/2006

She's had six hit albums continually upping the ante with every release and is regarded as one of hip-hop's worldwide superstars. Having sold over ten million albums worldwide and been an inspiration to musicians of all genres. Missy now releases this greatest hits package that collects her finest moments from and already amazing career.

K...

Justin Timberlake- FutureSex/LoveSounds

Released- 11/09/2006

Price- £8.99

No review for album- other album pictures available.



The Killers- Sam's Town

Price- £8.99

Released- 02/10/2006

No Review for the The Killer's album.



SCREENSHOT/EVIDENCE

WHAT IT IS SHOWING

I used Google as my search engine and I inserted the words recent music releases. The reason I have done this is because the owner has asked me to find songs released recently to place in the newsletter.

recent music releases

Google Search

I'm Feeling Lucky

Search: ☒ the web ☐ pages from the UK

Advertising Programmes - Business Solutions - About Google - Go to Google.com

©2008 Google

Results 1 - 10 of about 2,200,000 for recent music releases (0.25)

This screenshot shows how many results were found from the search criteria I entered into the search engine. Because there are so many I will now narrow down my results by being more specific in what I am searching. This will ensure that I get only sites that I need.

MP3 - D
quotation marks to narrow search

recent "music releases"

Search

Search: ☒ the web ☐ pages from the UK

Results 1 - 10 of about 716,000 for recent "music releases".

I narrowed down my search by inserting quotation marks around music releases. I then selected search.

MP3 - D
quotation marks to narrow search

The number of results has decreased by a large number from the previous search.

Centre Number:

Candidate Number:

Deals of the Week Gift Certificates Gifts & Wish Lists ☒

Gift Certificates



Shop All Departments

Search Listmania!

Must have recent music releases.

A listmanial list by Claire "Claire Elise Archibald" (Scotland)


1. 20 Y.O. by Janet Jackson

 Listen to samples

The list author says:

"Janet's new album is a mix of catchy hip hop beats and 80s loops."

£5.47 Used & New from: £3.95

Average Customer Rating:  (20)

Add to Basket

Add to Wish List.

Create your own Listmania! with this!

2. B'day by Beyonce

The list author says:

"A flink ridden album that you'll be playing forever."

£6,98 Used & New from: £1,75

Average Customer Rating: ★★★★★ (40)

 Add to Basket

Add to Wish List

Create your own Listmania! with this

3. Loose by Nelly Furtado

The list author says:

"No filler tracks."

£4.98 Used & New from: £3.49

Average Customer Rating: ★★☆☆☆ (65)

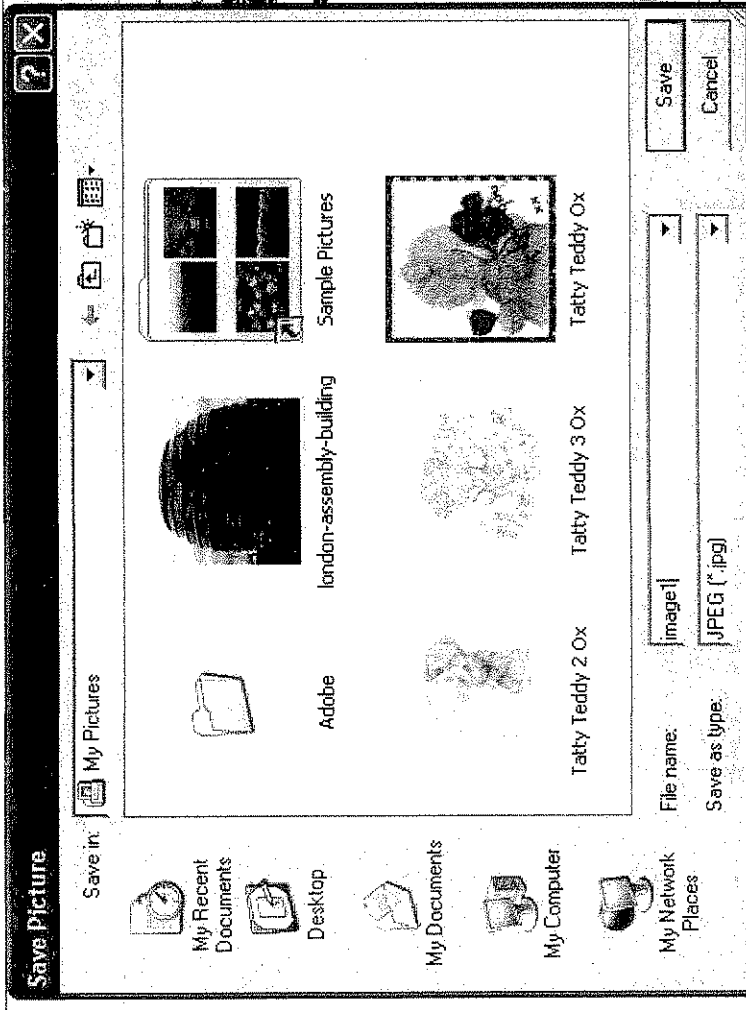
Add to Basket

Add to Wish List

Create your own Listmania! with this

I opened up the first site from the search results and it has recent music releases which is what I searched for.

meeting
to review
January 9
Holl-8
Casper
Casper



2. Loose by Beyonce

The list author says:
"A funk ridden album that you'll be playing forever."

£6.98 Used & New from: £1.75
Average Customer Rating: ★★★★★ (40)

3. Loose by Nelly Furtado

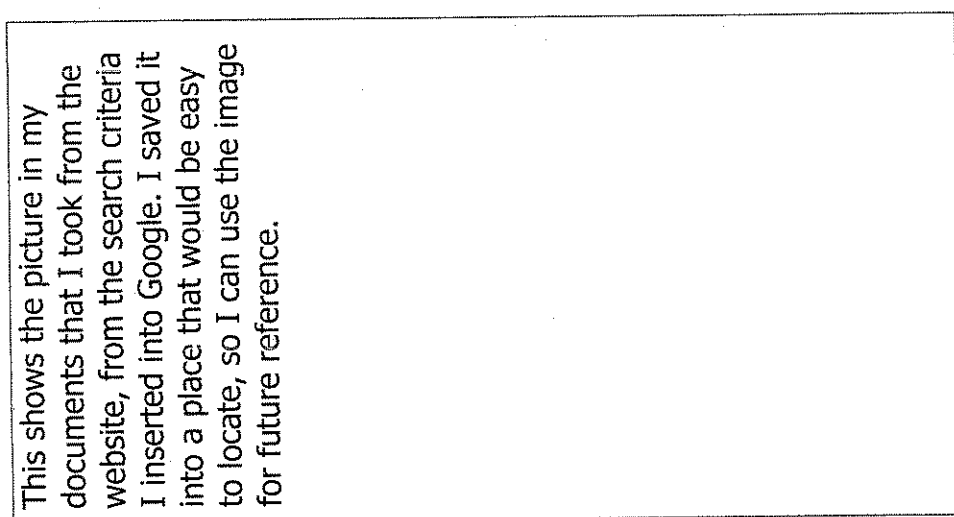
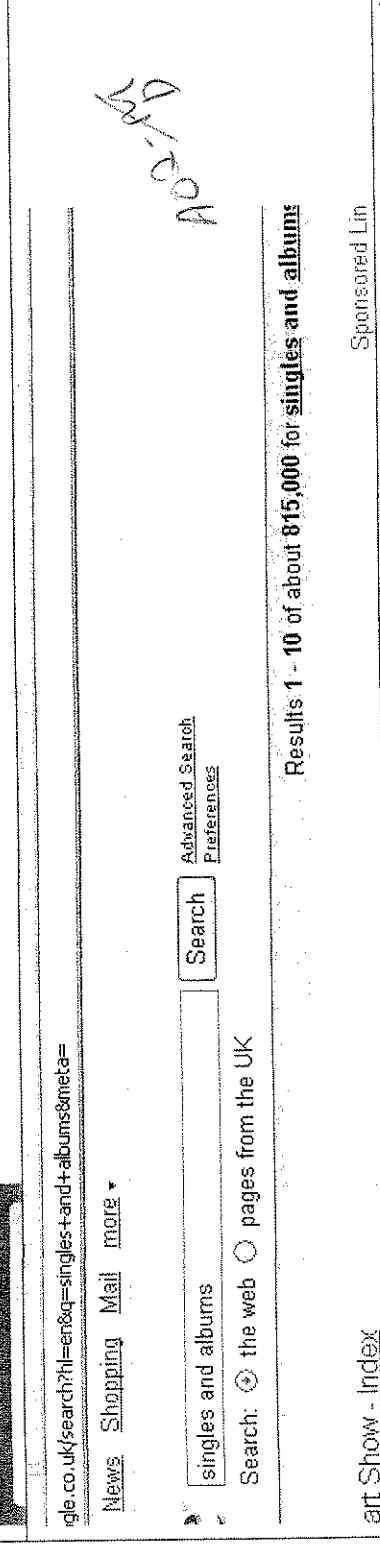
The list author says:

Add to Basket Create your own Listmania! with this product

Add to Wish List Add to Wish List

In this screenshot I have chose on of the pictures and right clicked it to save it into my pictures. The box appeared automatically and I renamed the image as appropriate. I then saved the image so I can access it through my pictures.

Copy of my screenshot of my pictures

<p>This shows the picture in my documents that I took from the website, from the search criteria I inserted into Google. I saved it into a place that would be easy to locate, so I can use the image for future reference.</p>	
<p>As you can see I have now changed my search criteria by inserting singles and albums. The number for the amount find is quiet high.</p>	

Centre Number:

Candidate Number:

Web Images Maps News Shopping Mail more ▾

Google

singles

Search: ☐ the web ☐ pages from the UK

Advanced Search Preferences

Search

Results 1 - 10 of about 153,000,000 for singles

Sponsored Links

Match.com Official Site
www.Match.com Dating, Singles, Personals And Much More, Join Now!

Free Online Dating
www.Loopylve.com Dating with Loopylve is safe, fun free to join! Chat, flirt & Date.

Dating Single
www.Perfectmatch.com Browse Profiles and Pics for Free. Meet Local Singles Now!

Related searches: singles game singles365 singles pc game cd singles

Meet UK Singles!
Meet singles in you
our huge database o
www.DatingDirect.co

Join for Free - Dg
Try Love and Friends
Members. Dating for

This shows the amount of results that came up for the search criteria singles. By putting in singles or albums on their own, there is a large amount of websites found that aren't appropriate. By inserting a more specific criteria gives me more chance of finding what I am looking for.

Google

Advanced Search

recent music releases "music releases" music OR albums OR singles -dating -people -clubs -chatrooms -agency

Find web pages that have...

all these words:

this exact wording or phrase:

one or more of these words:

But don't show pages that have...

any of these unwanted words:

Need more tools?

Results per page:

Language:

File type:

Search within a site or domain:

(e.g. youtube.com, edu)

Date, usage rights, numeric range, and more

Advanced Search

recent music releases

music releases

music OR albums OR singles

dating people clubs chatrooms agency

10 results

any language

any format

Page 1 of 1

This screenshot shows me using an advanced search on Google. I have specified the keywords that I want it to find and the words and websites that I don't want it to find. This should make my search more reliable.

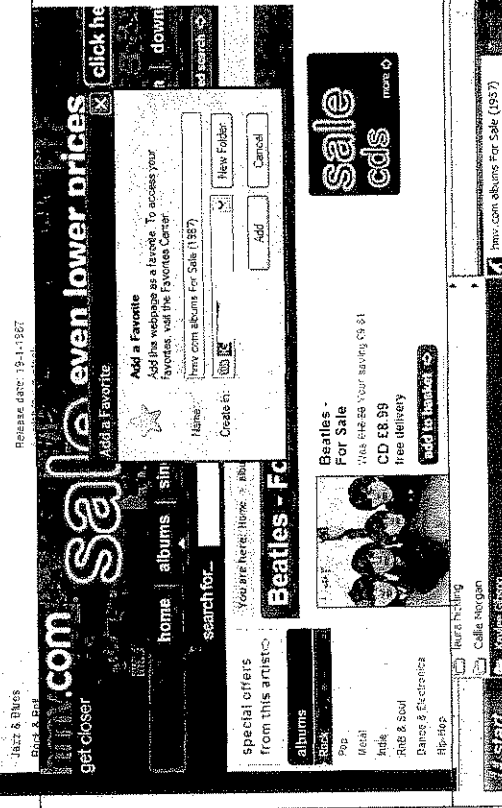
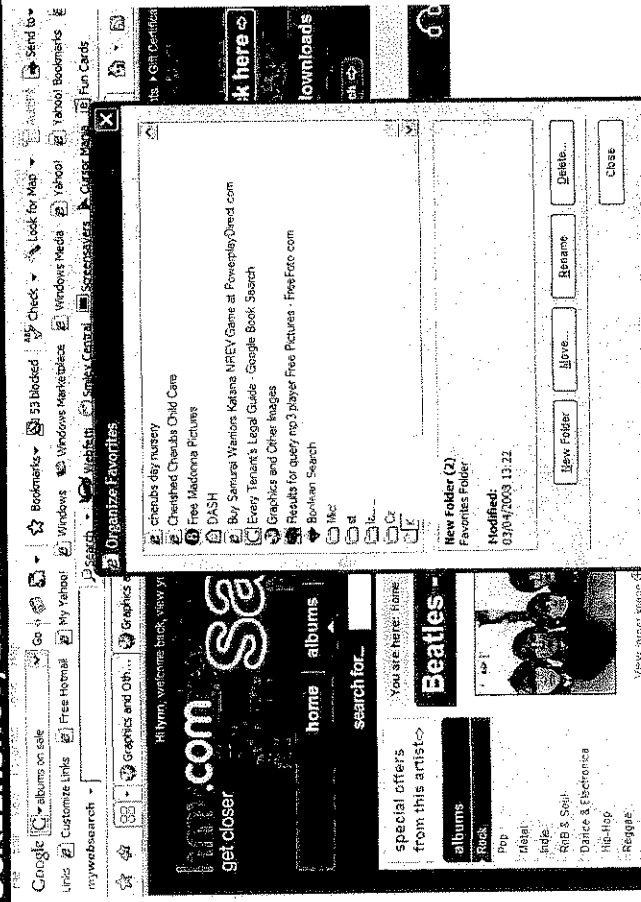
Advanced search
in Google
Comment on page

Task 2F saving a website to favourites

SCREENSHOT/EVIDENCE

WHAT IT IS SHOWING

In order to be able to save the names of websites so that they can be used for future preference, the easiest thing to use is my favourites. The way to do this, to begin with, is to find the website, open my favourites and create a folder, giving it an ideal file name.



I then selected favourites after I had created the folder and selected add to favourites. The site name was already in the text box and I found my folder from the drop down menu. I then, once I had found my folder, selected Add.

This shows that my folder was in favourites after I had completed the steps above and my website was there.

Task 2G- Copyright free images

SCREENSHOT/EVIDENCE

WHAT IT IS SHOWING

I have been asked by the owner of Downloadable Tunes to find copyright images on the internet that will be used in the newsletter. In order to find copyright free images I firstly opened up a search engine and inserted the text copyright free images. I then selected search images. This will bring up images that match with my search criteria.

This screenshot shows the results that were found after I inserted the keywords into the search criteria. As you can see there are a large number of results.

This is the website I collected from one of the pictures found from the search engine. As you can see there is a big range of copy right free images, and you can choose the category that your image is collect from.

Google
Image Search

copyright free images Search Images Advanced Image Search Preferences

The most comprehensive image search on the web.

Images Showing All image sizes Results 1 - 20 of about 67,000,000 for 'copyright free' images

copyright free pictures og uk
640 x 480 - 44k - jpg
pic-assembly google.com

Free Pig Photos
300 x 287 - 25k - jpg
www.copyright-free-photos.org.uk
[Image from www.copyright-free-photos.org.uk]
public domain

Free Monkey Photos
300 x 281 - 21k - jpg
www.copyright-free-photos.org.uk
[Image from www.copyright-free-photos.org.uk]
public domain

Free Pictures of Insects
350 x 271 - 24k - jpg
www.copyright-free-pictures.org.uk

Free Pictures of Insects
350 x 271 - 24k - jpg
www.copyright-free-pictures.org.uk

Please feel free to ...
500 x 375 - 141k - jpg
edwardz.org

They offer the copyright free image ...
325 x 334 - 23k - jpg
www.newslens.com

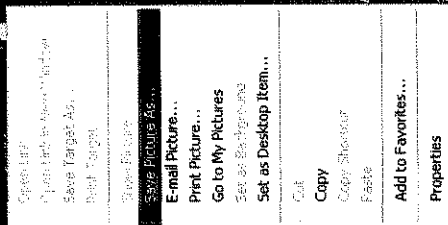
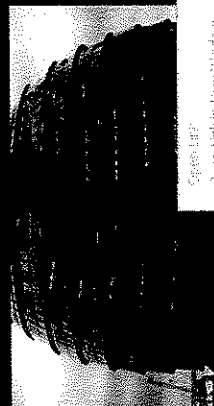
Copyright free pictures for educational purposes for free
Great Educational Purposes Cool Free Pictures for projects
Ideal free pictures for non-commercial Internet use
Choose your three favorite free images as Free Picel
Link back to www.copyright-free-pictures.org.uk for
copyright permission of the free use of our detailed and
widely recycled free pictures and royalty free photographs
No Payment 20 Memberships Great Free Graphics & Print
Don't follow our easy instructions for royalty free pictures
High quality copyright free pictures and free photographs
Copyright holders permission for non-commercial use of Free
Images. Paraphrase Free Photographs and Royalty Free Graphics
for Educational projects, homeworks and Internet use

Free Pictures of Big Cats
Pictures of Big Cats
Free Pictures of Birds of Prey
Pictures of Birds of Prey
Pictures of Horses
Pictures of Horses
Pictures of Dog Breeds
Pictures of Dog Breeds
Pictures of Tropical Marine Fish
Pictures of Tropical Marine Fish

Centre Number: 2

Candidate Number: 7

- Copyright permission for cool Free Pictures & Free Images!
- Great Educational Resource! Cool Free Pictures for projects!
- Ideal free pictures for non-commercial Internet use:
 - Choose your three favourite free Images & Free Pics!
 - Link back to www.copyright-free-pictures.org.uk for copyright permission of the free use of our detailed and vivid royalty free pictures and royalty free photographs
- No Payment! No Membership! Great Free Graphics & Pics!
- Just follow our easy instructions for royalty free pictures!
- High Quality copyright free pictures and free photographs
- Copyright holders permission for non-commercial use of Free Images, Royalty Free Photographs and Royalty Free Graphics for Educational projects, homework and Internet use!



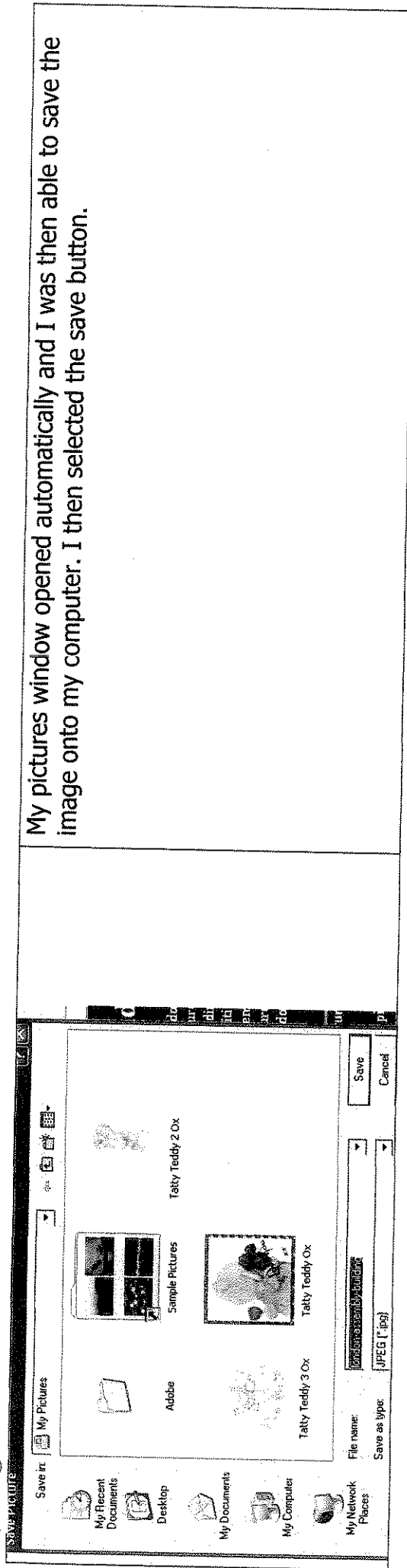
Terms and Limitat
Building London Pict

Copyright-free pictures of
of this London. Accessible. Building London Picture

This shows the explanation on the website telling you that the images are copyright. I am, next, going to find an image and then save it.

Copyright - No - M/D

By saving the image shows that because the website is copyright you can take it from the website and save it to the computer. I right clicked the image and selected the Save Picture As option.




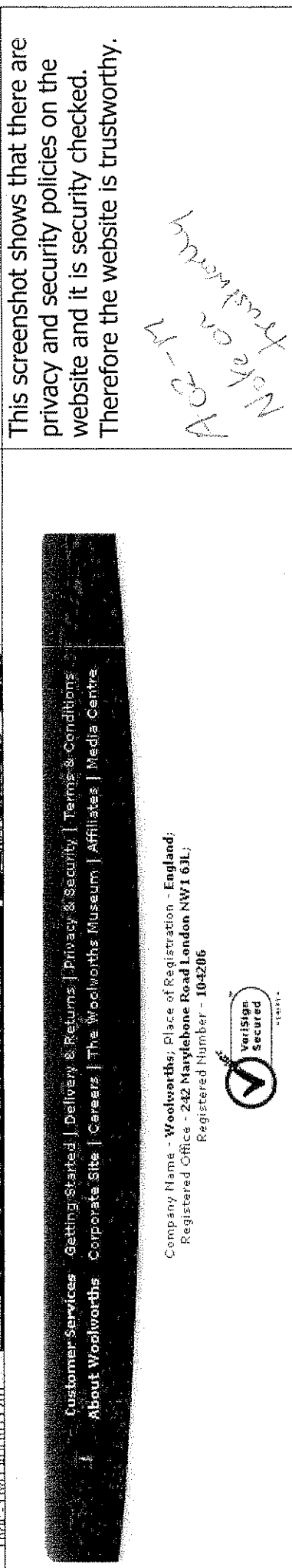
My pictures window opened automatically and I was then able to save the image onto my computer. I then selected the save button.

Copyright means the ability to make licenses to stop people exploiting music, artwork, images, videos etc. Things that are copyrighted means that it is illegal to use it as your own, without the owners permission. Copyright images can only be used in your own work and cannot be used to benefit you. For example, company logos cannot be used by you to advertise something of your own, as this is illegal. Therefore, we have copyright images that are created for the purpose of your own use and can be used for anything you wish.

I trusted that the images were copyright free from the website because it was stated clearly the rules of using the website, and there was nothing to make me believe otherwise.

*AC2-14
Trustworthy
the site*

Task 2- Validity of Websites

SCREENSHOT/EVIDENCE	WHAT IT IS SHOWING
	<p>This screenshot shows a website I used in the process of my work. The website is Woolworths which offers a large range of CD's and Downloads. I chose the company as it is a well known company and is also a high street shop. I am going to look on the website to find terms and conditions, which shows me the validation of the website. Because it is popular I trust that the site is safe to use.</p> <p><i>Trust. Money. No2 - Woolworths</i></p>
	<p>This screenshot shows that there are privacy and security policies on the website and it is security checked. Therefore the website is trustworthy.</p> <p><i>Note on 20-11-07 Trustworthy</i></p>

Centre Number:

Candidate Number:

Another website that I used is play.com. The website is a popular website and therefore is trustworthy. However I still need to check validation.

This screenshot shows that it is up to date and that it has a privacy policy and terms and conditions. Therefore it is a valid website.

PLAY.COM

Home grand audio DVD Music Games Electronics PC Gadgets Mobile Booksazines

DVD Bargains | Music Bargains | Games On Sale | Blu-ray | HD DVD | Clothing & Accessories | Postcards | Bookazines | Traveling

My Account Checkout Gift Voucher FREE

Win a Dream Princess Experience at Disneyland Resort Paris!

Search

All Products

search tips >>

Shopping Basket

Your basket is empty.

Grandes Marques

£5

per item

for only

[Click Here](#)

dvd
books
gadgets
clothing

DVD Highlights

Pick of the Week

ALVIN AND THE CHIPMUNKS: The Movie

Based on the classic cartoon series, Alvin, Simon and Theodore come to the big screen with their mischievous musical mayhem. [more >>](#)

our price: £12.99 Free Delivery | In stock
Usually dispatched within 24 hours
RRP: £19.99 You save: £7.00 (35%)

Hot Music Pre-Order

£8.95

save 45%

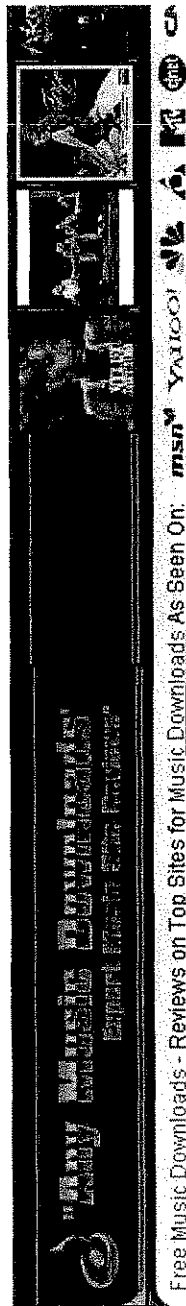
We accept these cards:

Play.com Help ☎ 0845 800 1020

Privacy Policy | Terms & Conditions | VF9.139/1/115, © 1998-2008 Play.com | International © PLAY

Free Music Downloads - Download Music

Free music downloads are legal, so download music from the millions of mp3 songs today!



Free Music Downloads - Reviews on Top Sites for Music Downloads As Seen On: [msn](#) [Yahoo!](#) [NBA](#) [AOL](#) [MSN](#) [BBC](#) [CA](#)

"Download Music on the Top Legal Sites and Free Music Downloads Sites Today!"



help.

Here you'll find impartial music site reviews on the BEST, the LARGEST, the FASTEST, and the CHEAPEST sites to **download music** legally. Because we value your online music download experience! There are hundreds of music download sites on the Internet that give lovers of incredible songs a safe and legal way to free music downloads and even entire albums of their own - but browsing through them can be time consuming. This information will

DOWNLOADING

Unlimited Free MP3s & Videos for a Lifetime!

COPYING

All of Your Favorite Songs, Videos, & Albums to CD or DVD!

TRANSFERRING

Any Song, Video, or Movie You Desire to Your iPod!

NOT JUST MUSIC

Over 80 Million Videos, Movies, Games & TV Shows [Tool](#)

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we are here for you to discover what sites suites your need for unlimited free music downloads.

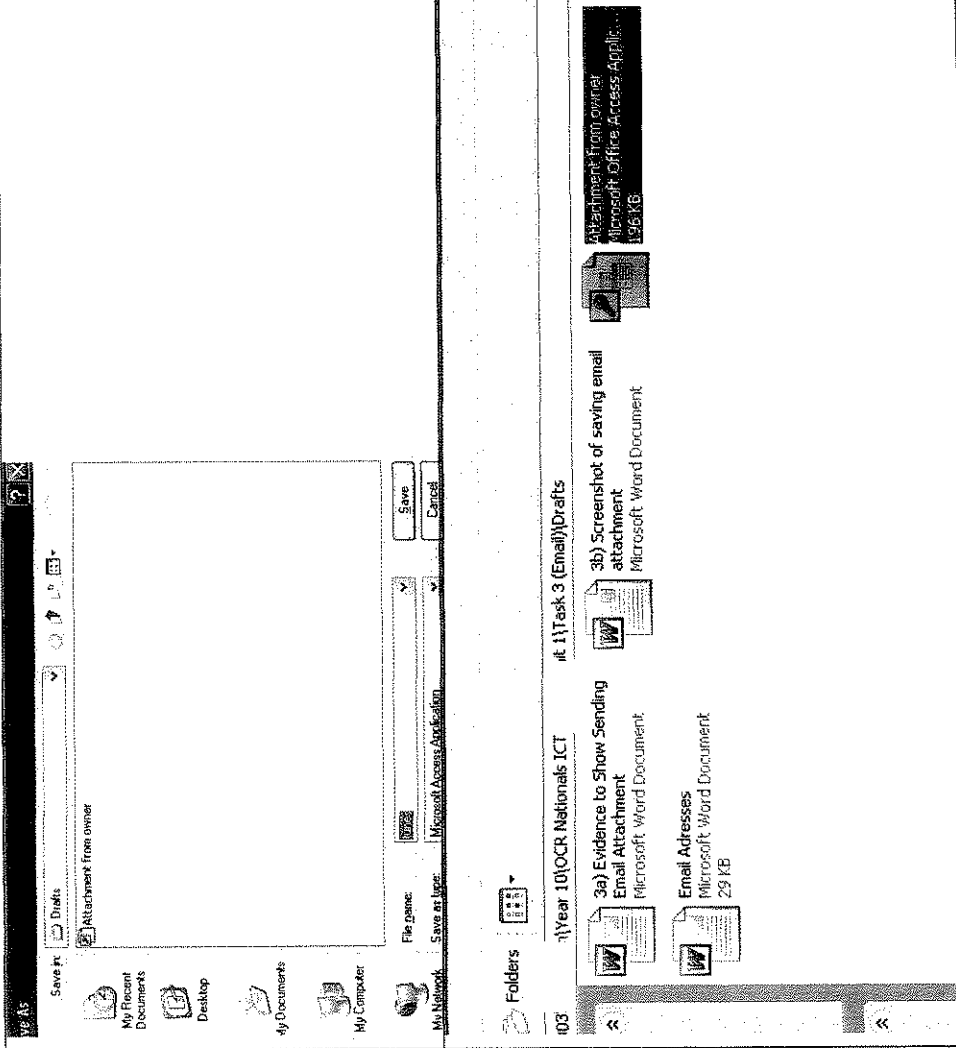
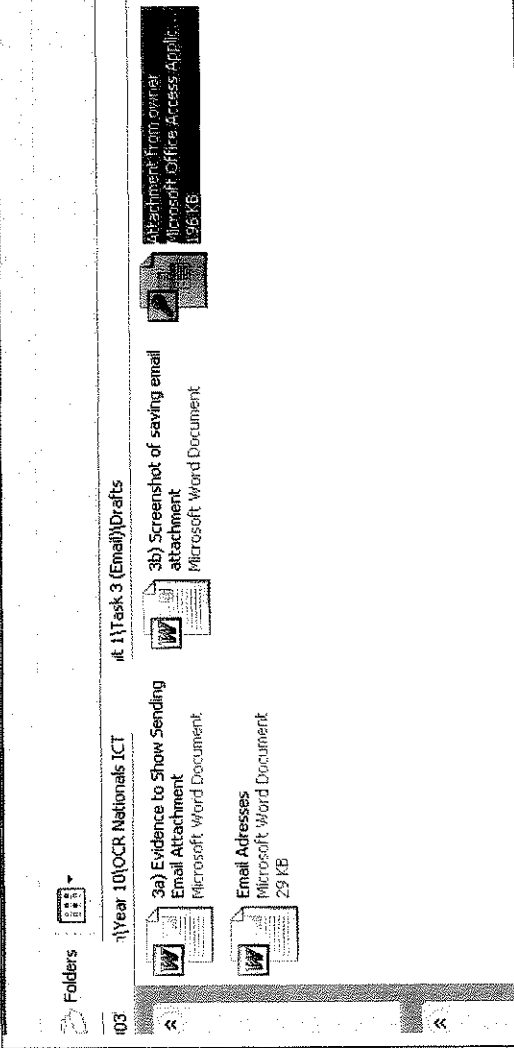
This screenshot shows a website that is not well know, and it doesn't look very trustworthy.

The website has not been updated for a year and there is no privacy policy or terms or conditions.

Task 3A: Send and Receive Email Messages
Screenshots to Show Message and Attachment From owner

Screenshots/ Evidence	What they are showing
<p>Hi</p> <p>I have attached a file containing current customer details</p> <p>Best</p> <p>The Owner</p> <p>Attachment: tunes.mdb (263k bytes) Open</p> <p>Inbox ◀ Reply/All Forward/Inline Open Delete 8 of 8</p> <p>Go to <input type="text"/> Move Copy <input type="text"/> Inbox <input checked="" type="checkbox"/></p>	<p>The screenshot shows the email that I received from the owner of Downloadable Tunes. The layout of the email is simple and it is clear that there is an attachment with the e-mail. The owner has signed the e-mail by typing The Owner, to allow you to know who it is from. The next step will be to open the attachment from the owner.</p>
<p>Attachment: tunes.mdb (263k bytes) Open</p> <p>Inbox ◀ Reply/All Forward/Inline Open Delete 1 of 1</p> <p>Go to <input type="text"/> Move Copy <input type="text"/> Inbox <input type="checkbox"/></p> <p><small>This will open in a new browser window.</small></p>	<p>This screenshot shows the section that shows the email attachment. There are two options for the attachment, 'open' or 'delete'. You must select open.</p>



A02

<p>I saved the attachment with an appropriate name in task 3 sub-folder in Drafts. Once saved, open the attachment and check that it has worked.</p>	
<p>The final screenshot shows the attachment saved in the correct area. The database can now be accessed and found easily.</p>	

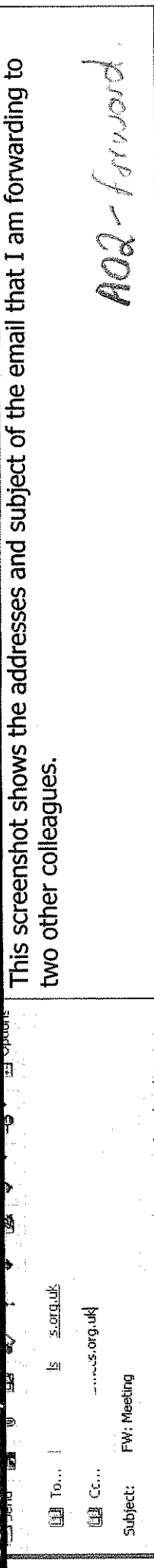
3 Pass

Task 3B: Send and Receive Email Messages
Screenshots to Show Replying to Owners Email

Screenshot/ Evidence	What it is Showing
<p>Hi</p> <p>I have attached a file containing current customer details</p> <p>Best</p> <p>The Owner</p> <p>Attachment: tunes.mdb (263k bytes) Open</p> <p>Inbox 4 ▾ Reply/All Forward/Inline Open Delete 8 of 8</p> <p>Go to <input type="text"/> Move Copy Inbox ▾</p> <p>To: Lx <input type="text"/> org.uk</p> <p>Subject: Re: Attachments For Newsletter</p>	<p>The screenshot shows the email message that I received from the owner of Downloadable Tunes. I am going to reply to the email and send to attachments to the owner that I will then use in my newsletter, and also comment on the risks of receiving/opening attachments.</p> <p><i>multiple attachments</i></p> <p><i>Reply 3 Lines</i></p>
<p><i>P3</i></p>	<p>The screenshot shows the address of who the message is to and the subject of the message. This allows the person who will receive the email to know what it is about.</p>

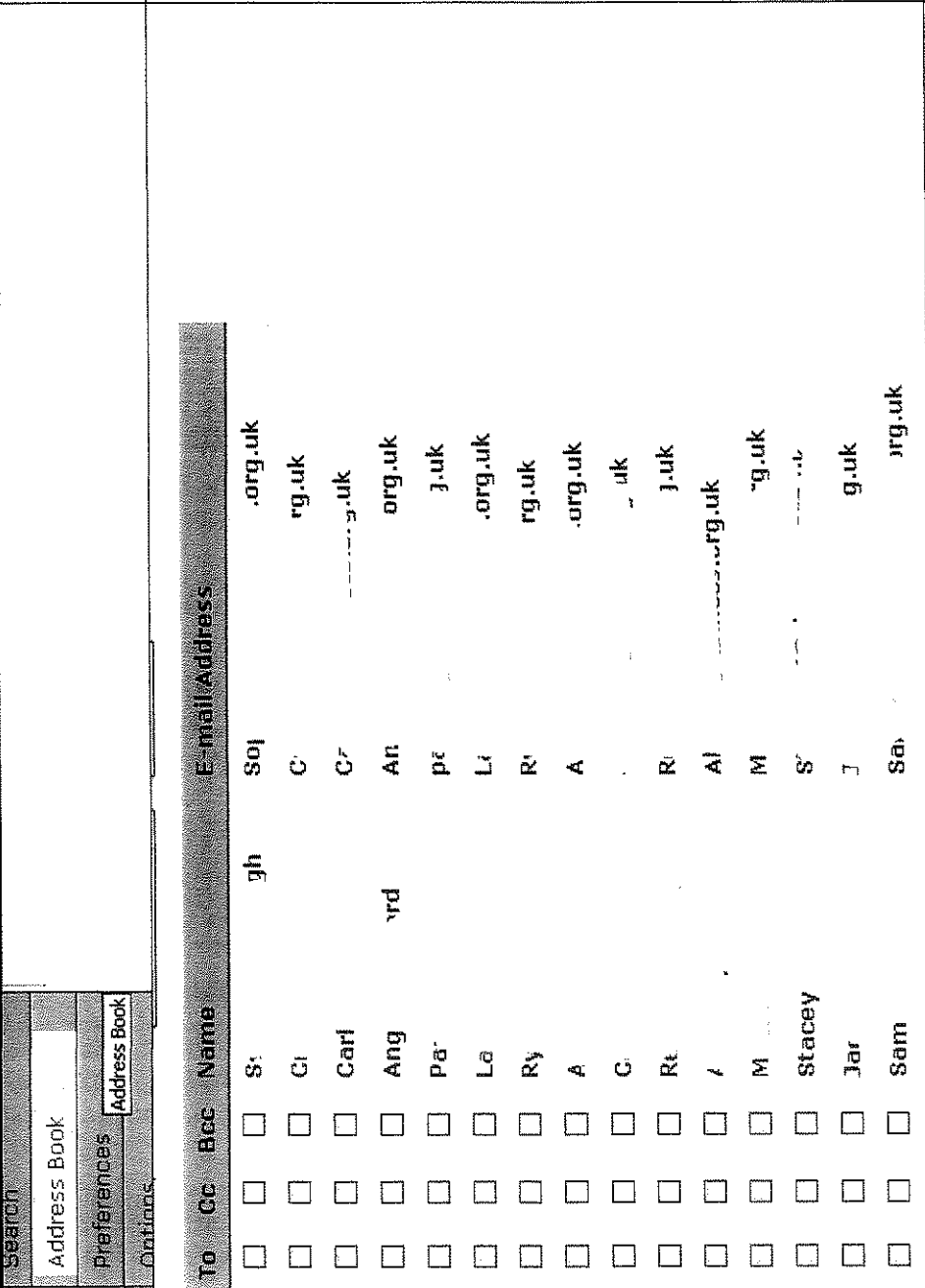
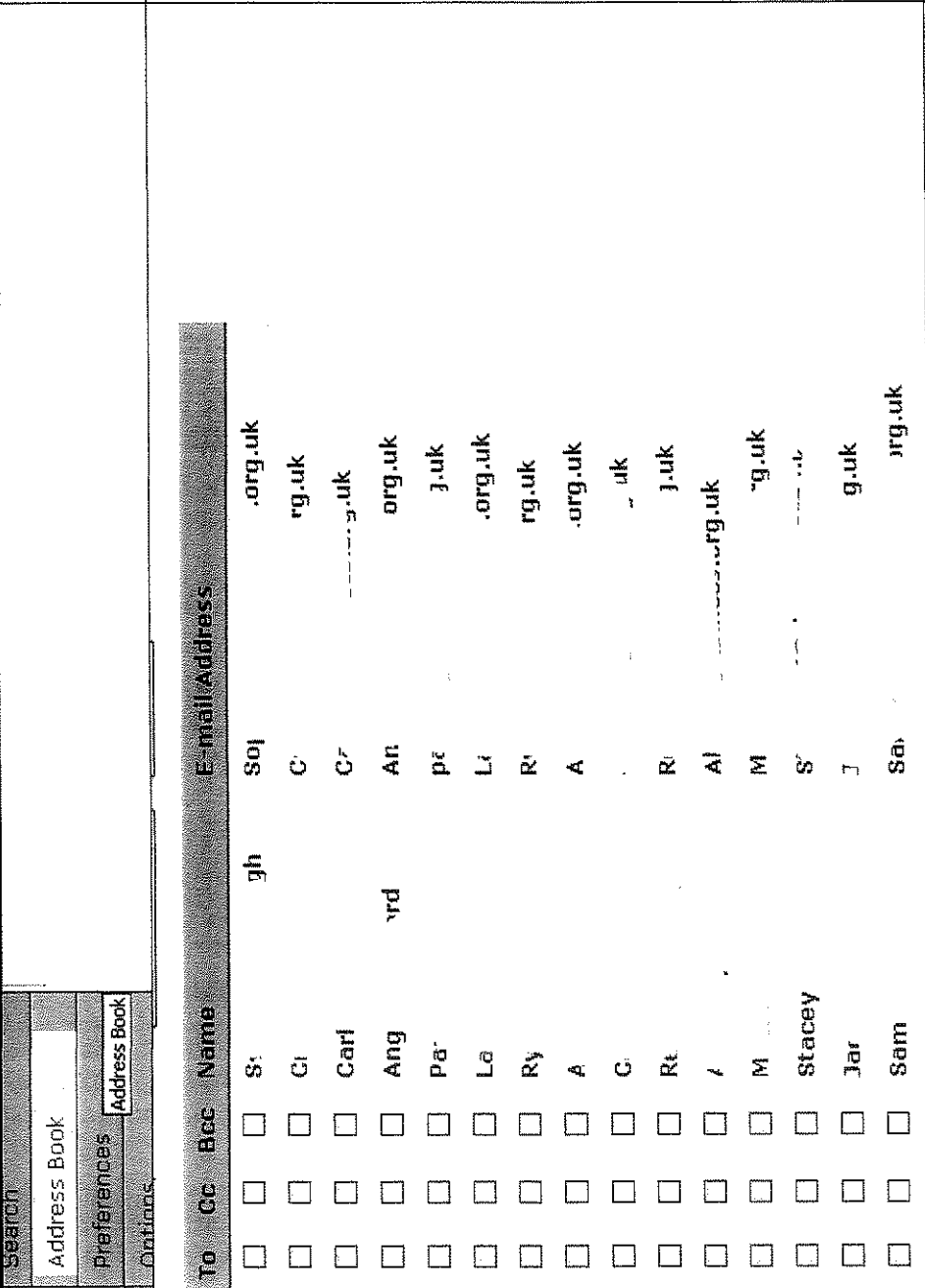
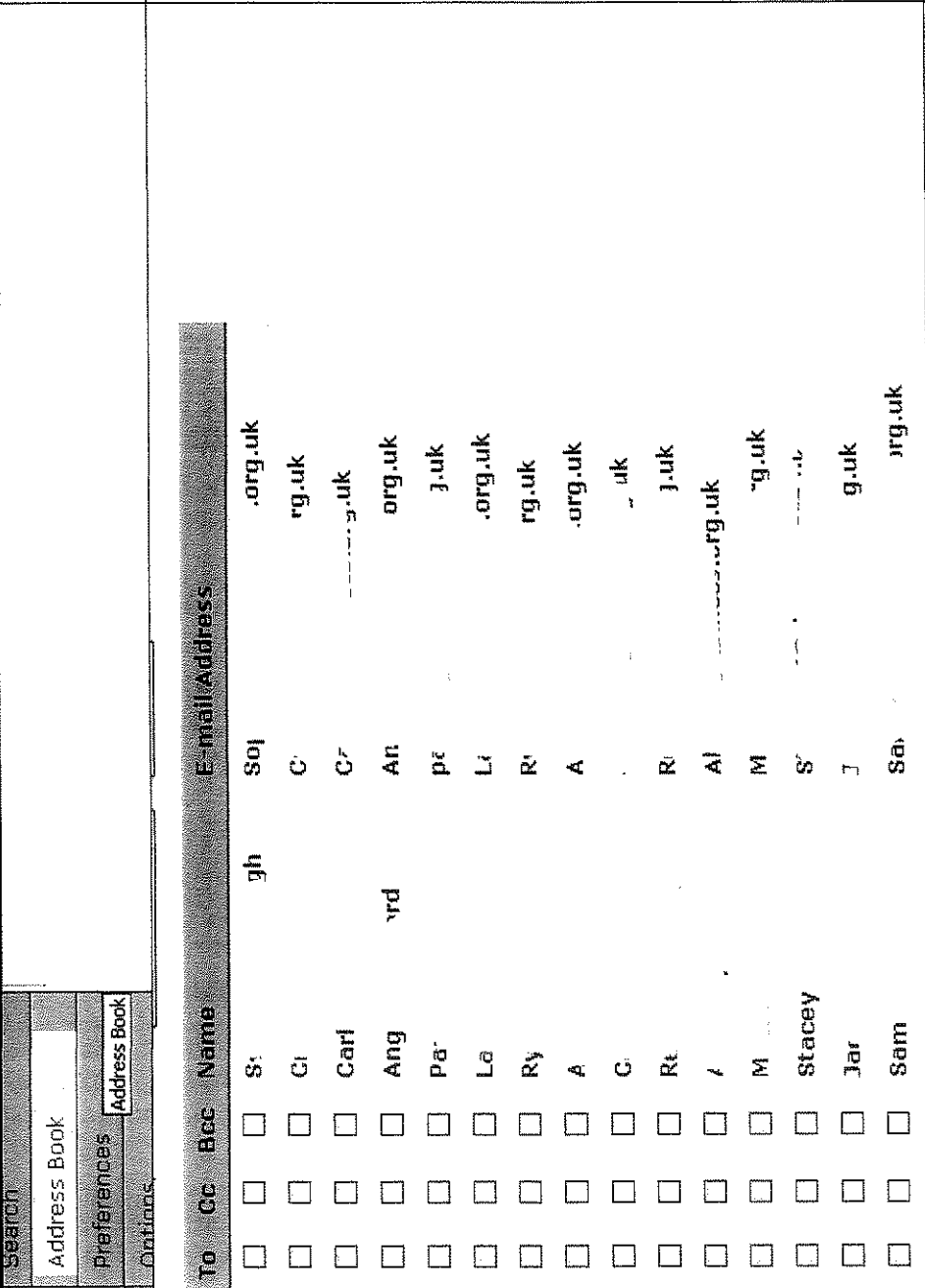
<p>Hi,</p> <p>I am attaching to graphics that I will use in my newsletter.</p> <p>When receiving attachments it is important that you know who is sending them and that you trust them. Attachments could include viruses, which are ruptured files, and could therefore infect your computer.</p> <p>I hope you receive the email and there are no problems with the attachment. Many thanks,</p> <p>K.G</p>	<p>The screenshot shows the email message that I sent to the owner. It explains what the email contains and an explanation of the dangers of receiving/opening attachments.</p> <p><i>Note on opening attachment.</i></p>
<p>Heart.gif</p> <p>Tatty Teddy 3 Ox.jpg</p>  	<p>The final screenshot shows the attachments I sent to the owner in the email. The two pictures will be included in the newsletter and this is the reason the email was sent.</p> <p><i>multiple attachments</i></p>

Task 3C: Sending and Receiving Email Messages
Screenshots to show Forwarded Email

Screenshots/ Evidence	What it is Showing
	<p>This screenshot shows the addresses and subject of the email that I am forwarding to two other colleagues.</p> <p><i>A02-forward</i></p>
	<p>This screenshot shows the attachments that I included in the email message.</p>

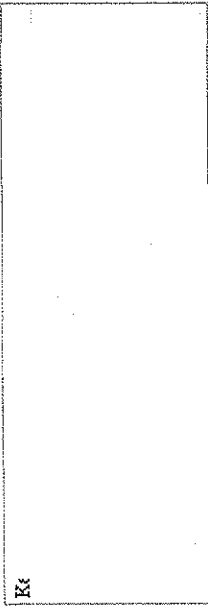
Task 3D: Send and Receive Email Messages

Screenshots to show Address Book

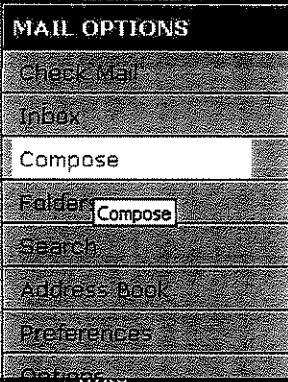
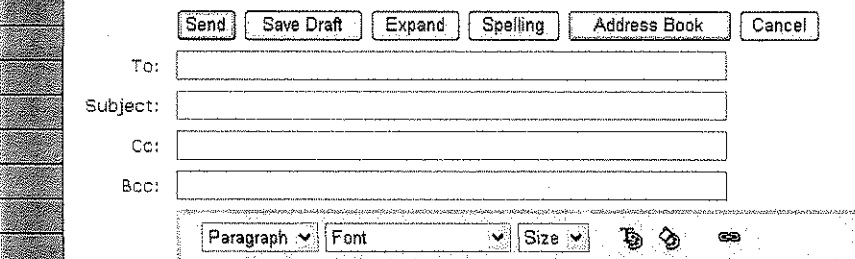
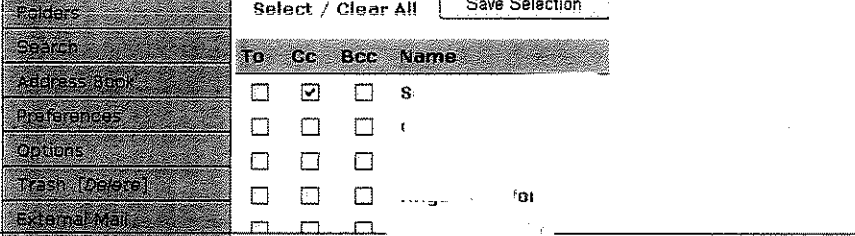
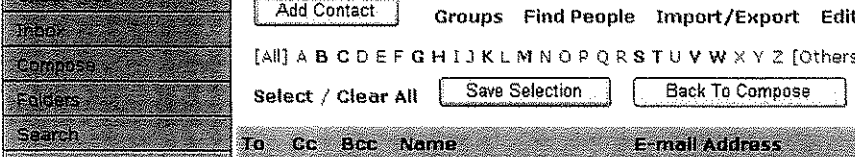
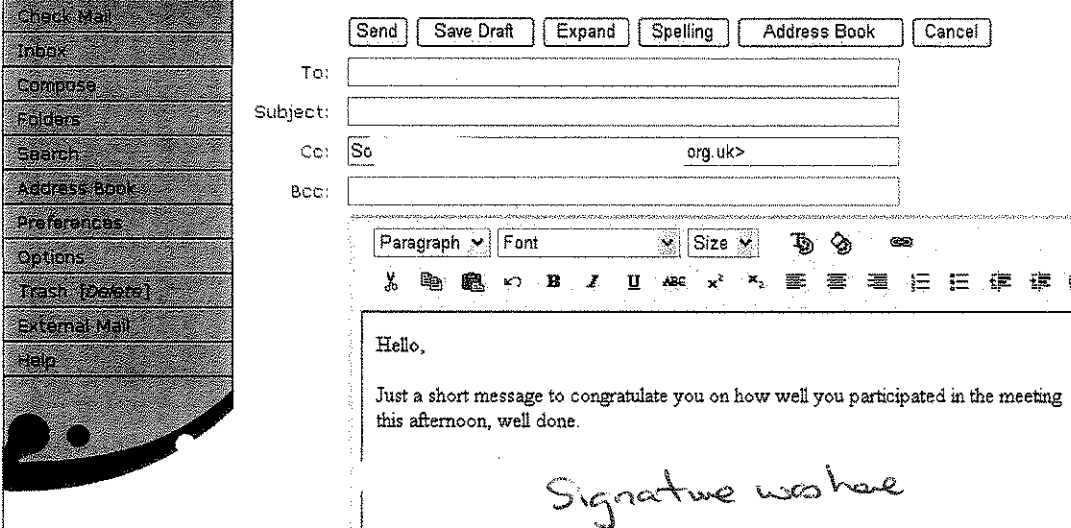

Screenshot/Evidence		What it is showing
		<p>This screenshot shows the tab located at the left hand side of the screen. It is labelled address book and takes you to the list of your contacts.</p>
		<p>This screenshot shows the list of contacts in my address book. There are 16 contacts in the address book, and details include name and their email addresses. This enables me to send mail without having to ask people for their address.</p> <p><i>M3 Address book</i></p>
		<p>This screenshot shows the toolbar at the top of the address book. It enables you to compose a message, find people, edit categories and delete all contacts. The address book makes sending emails much easier.</p>

Task 3: Send and receive email messages
3E Email Signature

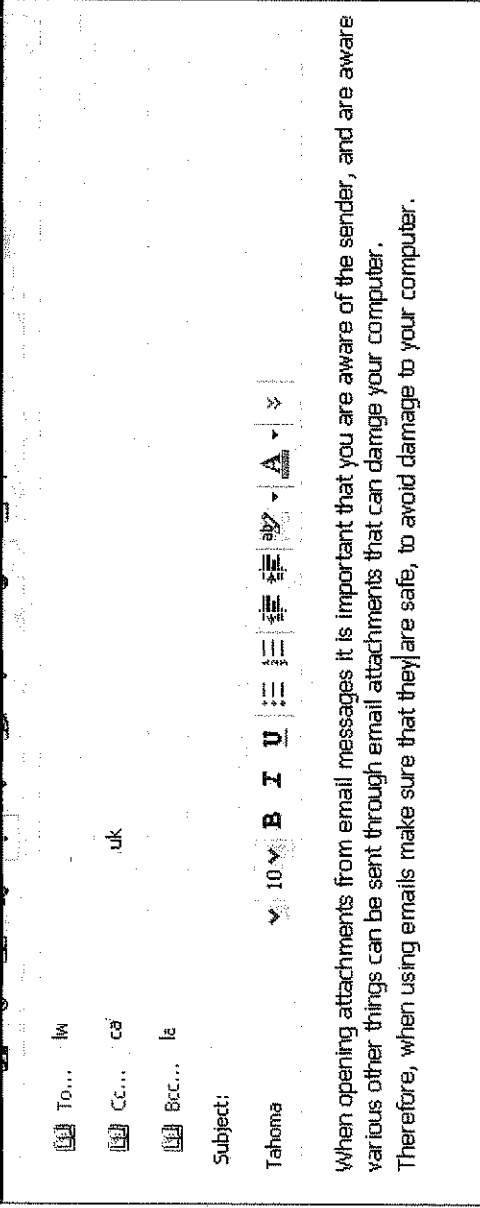

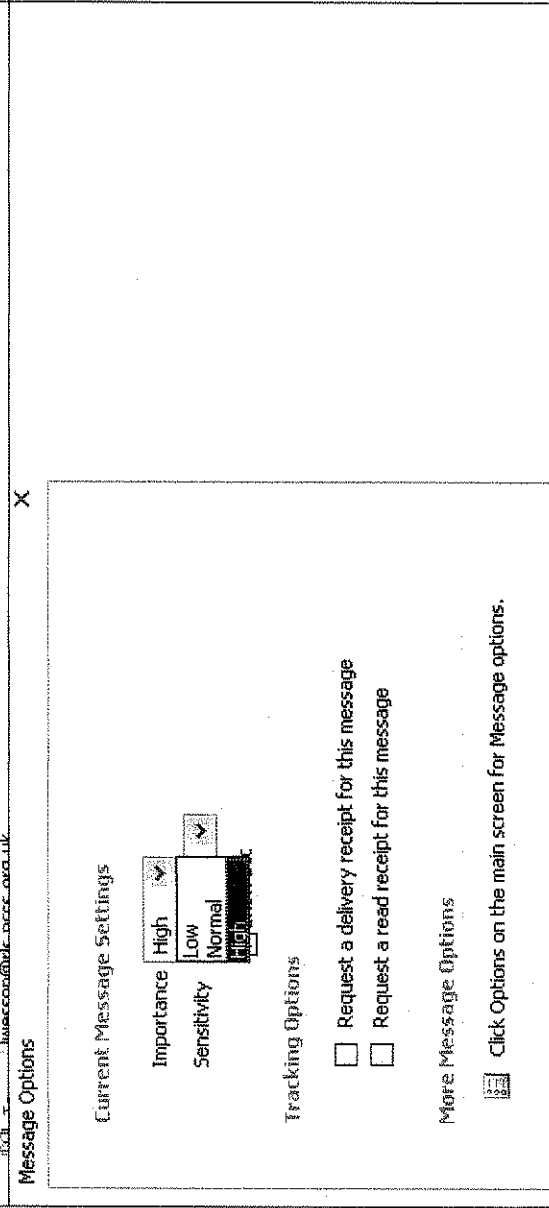
Screenshot/Evidence	What it is Showing
<p>e.</p> <p>Address Book</p> <p>Preferences</p> <p>Options Preferences</p> <p>Trash [Delete]</p> <p>Compose Width: <input type="text" value="62"/> characters (default is 62)</p> <p>Compose Height: <input type="text" value="15"/> rows (default is 15)</p> <p>Sent Folder: <input type="text" value="Sent"/></p> <p>Draft Folder: <input type="text" value="Draft"/></p> <p>Trash Folder: <input type="text" value="Trash"/></p> <p>Save Sent Messages: <input type="radio"/> No <input checked="" type="radio"/> Yes</p> <p>Compose: <input type="radio"/> Plain Text <input checked="" type="radio"/> HTML Text (MSIE 4.0 and greater)</p> <p>Reply: <input type="radio"/> Don't include original <input checked="" type="radio"/> Include original inline <input type="radio"/> Include original as attachment</p> <p>Signature: <input type="text" value="MB - Signature"/></p>	<p>In order to make a password to go on every email you send automatically, find the mail options tool bar at the left hand side of the web page. Find the link named preferences and left click with your mouse. This will then bring up a new page.</p> <p>Once the page has opened, scroll down the page and find the box named Signature. Once your signature has been inserted this means that it will be on every email you send. Make sure that you write the signature so that people you email will know who it is. However, if the signature is incorrect it can be changed easily.</p>

<p>Insert the signature into the box. In the Include Signature below, make sure you select yes. Now, whenever you send an email message to a college, the signature will automatically be there.</p>	<p>Signature:</p> <div data-bbox="175 1355 383 1960"></div> <p>Include Signature: <input checked="" type="radio"/> No <input type="radio"/> Yes</p>
<p>If the email doesn't work the first time you send an email, make sure that the box named Include Signature is selected.</p>	<div data-bbox="502 1086 542 1243"><input type="checkbox"/> Edit HTML</div> <div data-bbox="502 1915 542 2072"><input checked="" type="checkbox"/> Include signature</div> <div data-bbox="622 1713 662 2083"><input checked="" type="checkbox"/> Save copy of sent message</div> <div data-bbox="678 1478 710 2083">Message Charset: <div data-bbox="678 1478 710 1848">Use default (UTF-8)</div></div> <div data-bbox="726 1724 758 1960">Priority: <div data-bbox="726 1724 758 1848">Normal</div></div> <div data-bbox="502 1086 542 1243"><input type="button" value="Plain Text"/></div>

Task 3F- Evidence to show sending email to two other candidates

SCREENSHOT/EVIDENCE	WHAT IT IS SHOWING
	To start I opened up an internet page and logged on to http://login.embc.org.uk . I then logged on and selected compose from the left hand side tool bar.
	I then selected address book from the top of the mail box. This will allow me to select the people I want to send the messages to.
	In the Cc column I selected the box so a green arrow appeared to the contact I wanted to send it to
	I then selected save selection and back to compose in order to save the contact and take me back to the messaging window.
	This screenshot shows the email message that I will be sending to the selected contact.
	I finally selected send in order to send the message to the contact.

Task 3F Sending email messages

SCREENSHOT/EVIDENCE	WHAT IT IS SHOWING
 <p>When opening attachments from email messages it is important that you are aware of the sender, and are aware various other things can be sent through email attachments that can damage your computer. Therefore, when using emails make sure that they are safe, to avoid damage to your computer.</p>	<p>I typed the message warning the owner of the dangers when opening up email message attachments. I then inserted the owners email message into the To box, and then inserted an email into the Cc box and the Bcc box.</p> <p>cc bcc 3D</p>
	<p>In order to change the priority of the message to high I selected the options button at the top of the screen.</p>
	<p>Once the window had appeared I selected the drop down menu and chose High importance. I left clicked it and selected Ok.</p> <p>High Priority 3D</p>

<p>When I placed the mouse over the Importance icon it was clear that it had been changed to High.</p> <p><i>cc Bcc high priority A02-D.</i></p>	<p>https://mail.embc.uk.com - Untitled Message - Microsoft Internet Explorer</p> <p>Send Options... HTML</p> <p>Importance: High</p> <p>To... </p> <p>Cc... </p> <p>Bcc... </p> <p>Subject:</p> <p>Tahoma 10 Options... HTML</p> <p>When opening attachments from email messages it is important that you are aware of the various other things that can be sent through email attachments that can damage your computer.</p>
<p>I then selected send and the message was sent to the three contacts.</p> <p><i>Anti-Virus measures. A02-D</i></p>	<p>To... </p> <p>Cc... </p> <p>Bcc... </p> <p>Subject:</p> <p>Tahoma 10 Options... HTML</p> <p>When opening attachments from email messages it is important that you are aware of the sender, and are aware of the various other things that can be sent through email attachments that can damage your computer. Therefore, when using emails ensure they are safe, to avoid damage to your computer. A03-D</p> <p>Anti Virus programmes such as Norton Anti Virus will check the emails and warn you that they have viruses, so ensure that you have an up to date virus programme installed on your computer.</p>

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15	Income										
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17	Downloadable Tunes										
18	SALES										
19											
20	Order Number	Date Received	Amount	Vat	Total						
21	1001	18-Apr	£15.00	£2.63	£17.63						
22	1002	26-Apr	£8.00	£1.40	£9.40						
23	1003	04-May	£23.00	£4.03	£27.03						
24	1004	12-May	£18.00	£3.15	£21.15						
25	1005	20-May	£23.00	£4.03	£27.03						
26	1006	28-May	£29.00	£5.08	£34.08						
27	1007	05-Jun	£36.00	£6.30	£42.30						
28	1009	13-Jun	£8.00	£1.40	£9.40						
29	1010	21-Jun	£6.50	£1.14	£7.64						
30	1011	29-Jun	£23.00	£4.03	£27.03						
31	1012	07-Jul	£18.00	£3.15	£21.15						
32	1013	15-Jul	£23.00	£4.03	£27.03						
33	1015	23-Jul	£6.50	£1.14	£7.64						
34	Total Sales				£278.48						
35											
36											
37											



Sales And Expenditure

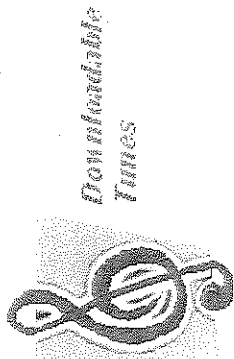
Expenditure

Downloadable Tunes EXPENDITURE		
Date	Description	Amount
18-Apr	Web Host	£99.00
26-Apr	CDs	£2.00
04-May	Ink	£15.00
12-May	Paper	£1.99
11-Jul	Ink	£15.00
19-Jul	CDs	£5.00
Total Expenditure		£137.99

A05-P

A05-P

	B	C	D	E	F	G	H	I	J	K	L
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36											
37											



Sales And Expenditure

Column headings are BOLD and some cells are filled with colour to make them stand out

Expenditure

Merged cells B2:L12
Added logo I had made and company title in Font Size 28 and Font Style Ariel

Row 20, headings are centred and bold
Order numbers are centred
Date is formatted to dd-mm-yy
Columns D, E and F are formatted as currency

Downloadable Tunes EXPENDITURE		
Date	Description	Amount
18-Apr	Web Host	£99.00
26-Apr	CDs	£2.00
04-May	Ink	£15.00
12-May	Paper	£1.99
11-Jul	Ink	£15.00
19-Jul	CDs	£5.00
Total Expenditure		£137.99

SALES

A05-P

£278.48

formatting
A05-P

Spreadsheets 4N

AOS-P
AOS-D-INSECT/DELETE ROWS

Adding and
date by 1925
A05-D

3

Screenshots of Formatting Spreadsheet cells

Print Screens of Cell Formatting

Explanation

The screenshot shows an Excel spreadsheet with a table of data. The 'Format Cells' dialog box is open, showing the 'Number' tab. The 'Category' is set to 'Currency'. The 'Sample' shows '£15.00'. The 'Decimal places' are set to 2. The 'Symbol' is set to '£'. The 'Negative numbers' section shows three options: '£1,234.10', '£1,234.10', and '£1,234.10'. The 'Income' cell is highlighted in the spreadsheet.

The print screen on the left cell shows what the table looked like before I did any cell formatting.

AOSP
Currency

The screenshot shows an Excel spreadsheet with a table of data. The 'Format Cells' dialog box is open, showing the 'Number' tab. The 'Category' is set to 'Date'. The 'Sample' shows '18-Apr'. The 'Type' is set to 'dd-mm-yy'. The 'Income' cell is highlighted in the spreadsheet.

AOSP
Date

The screenshot shows an Excel spreadsheet with a table of data. The 'Format Cells' dialog box is open, showing the 'Alignment' tab. The 'Text alignment' section shows 'Horizontal' set to 'Center' and 'Vertical' set to 'Center'. The 'Text control' section shows 'Wrap text' checked. The 'Income' cell is highlighted in the spreadsheet.

AOSP
Centre

AOSP FORMATS

AOS-P (D)
charges

	B	C	D	E	F	G	H	I	J	K	L
1											
2											
3											
4											
5											
6											
7											
8											
9											
10											
11											
12											
13											
14											
15											
16											
17	Downloadable Tunes										
18	SALES										
19											
20	Order Number	Date Received	Amount	Vat	Total						
21	1001	38825	15	=0.175*D21	=D21+E21						
22	1002	38833	8	=0.175*D22	=D22+E22						
23	1003	38841	23	=0.175*D23	=D23+E23						
24	1004	38849	18	=0.175*D24	=D24+E24						
25	1005	39588	23	=0.175*D25	=D25+E25						
26	1006	39596	29	=0.175*D26	=D26+E26						
27	1007	38873	36	=0.175*D27	=D27+E27						
28	1009	38881	8	=0.175*D28	=D28+E28						
29	1010	38889	6.5	=0.175*D29	=D29+E29						
30	1011	38897	23	=0.175*D30	=D30+E30						
31	1012	38905	18	=0.175*D31	=D31+E31						
32	1013	38913	23	=0.175*D32	=D32+E32						
33	1015	38921	6.5	=0.175*D33	=D33+E33						
34				Total Sales	=SUM(F21:F33)						
35											
36											
37											

Sales And Expenditure



Expenditure

Downloadable Tunes EXPENDITURE			
	Date	Description	Amount
38825		Web Host	99
38833		CDs	2
38841		Ink	15
38849		Paper	1.99
38909		Ink	15
38917		CDs	5
		Total Expenditure	=SUM(L21:L26)

AOS = P
Formulae

AOS - D - Printouts
- Accuracy

	B	C	D	E	F	G	H	I	J	K	L	M
1												
2												
3												
4												
5												
6												
7												
8												
9												
10												
11												
12												
13												
14												
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16												
17												
18												
19												
20												
21												
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23												
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28												
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31												
32												
33												
34												
35												
36												
37												

A05-D

A05-D
Formulae shown
accurate
more than 1 function
Printer options used

Task 5B: Create a Business Database
Screenshots to show changes to the database table-Tunes

Screenshot/ Evidence							What it showing	
Initials	Surname	Address1	Address2	Address3	Postcode	Age	The screenshot shows the Tunes table given by the exam board. No editing has been done to the table, and therefore the changes need to be made. I am going to insert M Khan details into the table.	
A	Clarkson	67 Canal Street	Newton Hall	Durham	DH1 2BB	23		
C	Beaumont	42 Cathedral View	Belmont	Durham	DH1 2FR	44		
T	Manson	43 Hylton Road	Belmont	Durham	DH1 2PT	43		
K	Harris	Dene View		Durham	DH1 3PZ	25		
A	Tindale	3 Elvet Bridge	Newton Hall	Durham	DH1 3PZ	35		
T	Jones	14 Market Place	Newton Hall	Durham	DH1 4NQ	37		
J	Bloggs	1 Finchale Avenue		Durham	DH1 5NT	15		
B	Hall	4 Richmond Close		Durham	DH2 1QQ	17		
P	Jolly	13 Howling Lane	Chester le Street	Durham	DH2 3PB	45		
H	Marley	21 Garforth Road		Durham	DH5 8QN	17		
M	Bond	1 The Croft		Durham	DH5 9NN	17		
C	Smithson	4 Mill Lane		Durham	DH9 5QT	16		
A	Chisholm	121a Richmond Court		Leeds	LS1 2QQ	23		
A	Smith	45 The Parks		Leeds	LS1 3BQ	15		
K	Bates	21 York Road		Leeds	LS1 8NB	39		
K	Edmonson	44 The Links		Leeds	LS2 4BN	20		
B	Singh	66 The Bronx	Garforth	Leeds	LS2 4BN	16		
T	Park	43 Haydon Bridge Road	Garforth	Leeds	LS41 8RQ	30		
J	Booth	99 Mill Way	Garforth	York	YO3 2QT	26		
C	Hogg	31 Haytings Close	Belmont	York	YO4 2TT	14		
Initials	Surname	Address1	Address2	Address3	Postcode	Age	The screenshot shows the needed customer information being entered into the table (e.g. initials, surname, address 1 & 2, postcode and age)	
A	Clarkson	67 Canal Street	Newton Hall	Durham	DH1 2BB	23		
C	Beaumont	42 Cathedral View	Belmont	Durham	DH1 2FR	44		
T	Manson	43 Hylton Road	Belmont	Durham	DH1 2PT	43		
K	Harris	Dene View		Durham	DH1 3PZ	25		
A	Tindale	3 Elvet Bridge	Newton Hall	Durham	DH1 3PZ	35		
T	Jones	14 Market Place	Newton Hall	Durham	DH1 4NQ	37		
J	Bloggs	1 Finchale Avenue		Durham	DH1 5NT	15		
B	Hall	4 Richmond Close		Durham	DH2 1QQ	17		
P	Jolly	13 Howling Lane	Chester le Street	Durham	DH2 3PB	45		
H	Marley	21 Garforth Road		Durham	DH5 8QN	17		
M	Bond	1 The Croft		Durham	DH5 9NN	17		
C	Smithson	4 Mill Lane		Durham	DH9 5QT	16		
A	Chisholm	121a Richmond Court		Leeds	LS1 2QQ	23		
A	Smith	45 The Parks		Leeds	LS1 3BQ	15		
K	Bates	21 York Road		Leeds	LS1 8NB	39		
K	Edmonson	44 The Links		Leeds	LS2 4BN	20		
B	Singh	66 The Bronx	Garforth	Leeds	LS2 4BN	16		
T	Park	43 Haydon Bridge Road	Garforth	Leeds	LS41 8RQ	30		
J	Booth	99 Mill Way	Garforth	York	YO3 2QT	26		
C	Hogg	31 Haytings Close	Belmont	York	YO4 2TT	14		
P	M	31 Haytings Close	York	York	YO4 2TT	14		

/

Add record

Add -P

K

The screenshot shows that all of the details for Mr Khan have been entered into the database as required.									
Initials	Surname	Address1	Address2	Address3	Postcode	Age			
A	Clarkson	67 Canal Street	Newton Hall	Durham	DH1 2BB	23			
C	Beaumont	42 Cathedral View	Belmont	Durham	DH1 2FR	44			
T	Manson	43 Hylton Road	Belmont	Durham	DH1 2PT	43			
K	Harris	Dene View		Durham	DH1 3PZ	25			
A	Tindale	3 Elvet Bridge	Newton Hall	Durham	DH1 3PZ	35			
T	Jones	14 Market Place	Newton Hall	Durham	DH1 4NQ	37			
J	Bloggs	1 Finchale Avenue		Durham	DH1 5NT	15			
B	Hogg	4 Richmond Close		Durham	DH2 1QQ	17			
P	Jolly	13 Howling Lane	Chester le Street	Durham	DH2 3PB	45			
H	Marley	21 Garforth Road		Durham	DH5 9NN	17			
M	Bond	1 The Croft		Durham	DH9 5QT	16			
C	Smithson	4 Mill Lane		Durham	LS1 2QQ	23			
A	Chisholm	121a Richmond Court		Leeds	LS1 3BQ	15			
A	Smith	45 The Parks		Leeds	LS1 8NB	39			
K	Bates	21 York Road		Leeds	LS2 4BN	20			
K	Edmondson	44 The Links		Leeds	LS2 4BN	16			
B	Singh	66 The Bronx	Garforth	Leeds	LS41 8RQ	30			
T	Park	43 Haydon Bridge Road	Garforth	Leeds	YO3 2QT	26			
J	Booth	99 Mill Way	Belmont	York	YO4 2TT	14			
C	Hogg	31 Haytings Close		York	YO4 2TT	14			
M	Khan	31 Haytings Close		York	YO4 2TT	14			
Initials	Surname	Address1	Address2	Address3	Postcode	Age			
A	Clarkson	67 Canal Street	Newton Hall	Durham	DH1 2BB	23			
C	Beaumont	42 Cathedral View	Belmont	Durham	DH1 2FR	44			
T	Manson	43 Hylton Road	Belmont	Durham	DH1 2PT	43			
K	Harris	Dene View		Durham	DH1 3PZ	25			
A	Tindale	3 Elvet Bridge	Newton Hall	Durham	DH1 3PZ	35			
T	Jones	14 Market Place	Newton Hall	Durham	DH1 4NQ	37			
J	Bloggs	1 Finchale Avenue		Durham	DH1 5NT	15			
B	Hogg	4 Richmond Close		Durham	DH2 1QQ	17			
P	Jolly	13 Howling Lane	Chester le Street	Durham	DH2 3PB	45			
H	Marley	21 Garforth Road		Durham	DH5 9NN	17			
M	Bond	1 The Croft		Durham	DH9 5QT	16			
C	Smithson	4 Mill Lane		Durham	LS1 2QQ	23			
A	Chisholm	121a Richmond Court		Leeds	LS1 3BQ	15			
A	Smith	45 The Parks		Leeds	LS1 8NB	39			
K	Bates	21 York Road		Leeds	LS2 4BN	20			
K	Edmondson	44 The Links		Leeds	LS2 4BN	16			
B	Singh	66 The Bronx	Garforth	Leeds	LS41 8RQ	30			
T	Park	43 Haydon Bridge Road	Garforth	Leeds	YO3 2QT	26			
J	Booth	99 Mill Way	Belmont	York	YO4 2TT	14			
C	Hogg	31 Haytings Close		York	YO4 2TT	14			
M	Khan	31 Haytings Close		York	YO4 2TT	14			

The screenshot shows the first step in deleting the details of Mr A Smith. I highlighted the whole row and went to Edit in the tool bar at the top of the screen and selected delete.

delete a record

A06 - P

K:

Initials	Surname	Address1	Address2	Address3	Postcode	Age
A	Clarkson	67 Canal Street	Newton Hall	Durham	DH1 2BB	23
C	Beaumont	42 Cathedral View	Belmont	Durham	DH1 2FR	44
T	Manson	43 Hylton Road	Belmont	Durham	DH1 2PT	43
K	Harris	Dene View		Durham	DH1 3PZ	25
A	Tindale	3 Elvet Bridge	Newton Hall	Durham	DH1 3PZ	35
J	Jones	14 Market Place	Newton Hall	Durham	DH1 4NQ	37
B	Bloggs	1 Finchale Avenue		Durham	DH1 5NT	15
H	Hall	4 Richmond Close		Durham	DH2 1QQ	17
P	Jolly	13 Howling Lane	Chester le Street	Durham	DH2 3PB	45
H	Marley	21 Garforth Road		Durham	DH5 8QN	17
M	Bond	1 The Croft		Durham	DH5 9NN	17
C	Smithson	4 Mill Lane		Durham	DH9 5QT	16
A	Chisholm	121a Richmond Court		Leeds	LS1 2QQ	23
K	Bates	21 York Road				
K	Edmonson	44 The Links				
B	Singh	66 The Bronx				
T	Park	43 Haydon Bridge Road				
J	Booth	99 Mill Way				
C	Hogg	31 Haystings Close				
M	Khan	31 Haystings Close				

Microsoft Access

You are about to delete 1 record(s).

If you click Yes, you won't be able to undo this Delete operation.
Are you sure you want to delete these records?

Yes No

The screenshot shows the confirmation of Mr A Smith's information being deleted.

Initials	Surname	Address1	Address2	Address3	Postcode	Age
A	Chisholm	121a Richmond Court		Leeds	LS1 2QQ	23
A	Tindale	3 Elvet Bridge	Newton Hall	Durham	DH1 3PZ	35
A	Clarkson	67 Canal Street	Newton Hall	Durham	DH1 2BB	23
B	Singh	66 The Bronx	Garforth	Leeds	LS2 4BN	16
B	Hall	4 Richmond Close		Durham	DH2 1QQ	17
C	Hogg	31 Haystings Close		York	YO4 2TT	14
C	Beaumont	42 Cathedral View	Belmont	Durham	DH1 2FR	44
C	Smithson	4 Mill Lane		Durham	DH9 5QT	16
H	Marley	21 Garforth Road		Durham	DH5 8QN	17
J	Booth	99 Mill Way	Belmont	York	YO3 2QT	26
J	Bloggs	1 Finchale Avenue		Durham	DH1 5NT	15
K	Edmonson	44 The Links		Leeds	LS2 4BN	20
K	Bates	21 York Road		Leeds	LS1 8NB	39
K	Harris	Dene View		Durham	DH1 3PZ	25
M	Bond	1 The Croft		Durham	DH5 9NN	17
M	Khan	31 Haystings Close		York	YO4 2TT	14
P	Jolly	13 Howling Lane	Chester le Street	Durham	DH2 3PB	45
T	Jones	14 Market Place	Newton Hall	Durham	DH1 4NQ	37
T	Manson	43 Hylton Road	Belmont	Durham	DH1 2PT	43
T	Parks	43 Haydon Bridge Road	Garforth	Leeds	LS41 8RQ	30

The screenshot shows Mr T Parks name being highlighted to allow me to edit it in the database.

Edit a record.

A06-P

Task 5B Centre Number:

andidate Number:

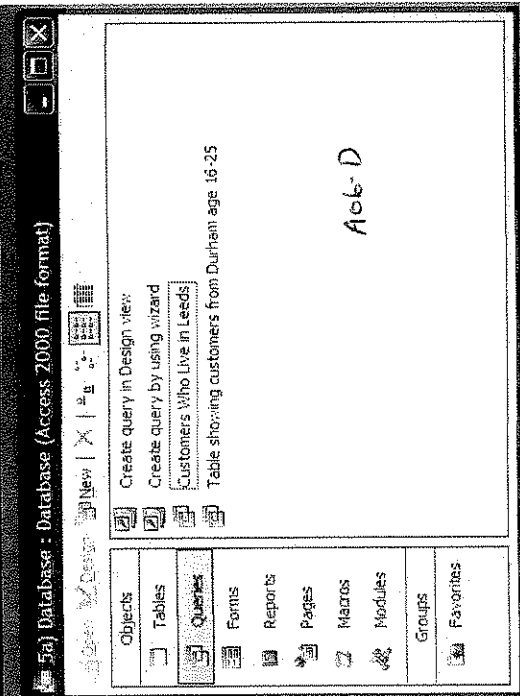
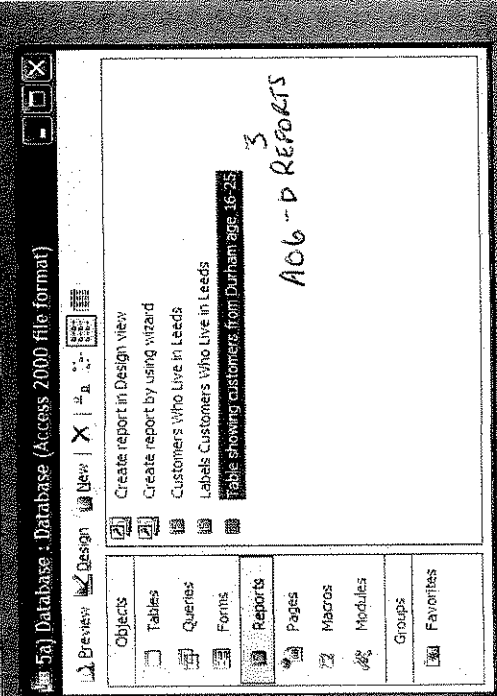
K

Initials	Surname	Address1	Address2	Address3	Postcode	Age
A	Chisholm	121a Richmond Court		Leeds	LS1 2QQ	23
A	Tindale	3 Elvet Bridge	Newton Hall	Durham	DH1 3PZ	35
A	Clarkson	67 Canal Street	Newton Hall	Durham	DH1 2BB	23
B	Singh	66 The Bronx	Garforth	Leeds	LS2 4BN	16
B	Hall	4 Richmond Close		Durham	DH2 1QQ	17
C	Hogg	31 Haystings Close		York	YO4 2TT	14
C	Beaumont	42 Cathedral View	Belmont	Durham	DH1 2FR	44
C	Smithson	4 Mill Lane		Durham	DH9 5QT	17
H	Marley	21 Garforth Road		Durham	DH5 8QN	17
J	Booth	99 Mill Way	Belmont	York	YO3 2QT	26
J	Bloggs	1 Finchale Avenue		Durham	DH1 5MT	15
K	Edmondson	44 The Links		Leeds	LS2 4BN	20
K	Bates	21 York Road		Leeds	LS1 8NB	39
K	Harris	Dane View		Durham	DH1 3PZ	25
M	Bond	1 The Croft		Durham	DH5 9NN	17
M	Khan	31 Haystings Close		York	YO4 2TT	14
P	Jolly	13 Howling Lane	Chester le Street	Durham	DH2 3PB	45
T	Jones	14 Market Place	Newton Hall	Durham	DH1 4NQ	37
T	Manson	43 Hayton Road	Belmont	Durham	DH1 2PT	43
T	Forrest	43 Haydon Bridge Road	Garforth	Leeds	LS41 8RQ	30

The screenshot shows the name Forrester being type in place of the name Parks.

AOS-P ADDING, DELETING, EDITING

Evidence of Database table

Screenshots/ Evidence		What the screenshots show
		This screenshot shows my 2 queries saved 2 queries saved 1 simple 1 complex (2 fields)
		This screenshot shows my 3 reports saved. 2 are table format and 1 is address labels 3 reports saved.

Customers Who Live in Leeds : Select Query

You must specify what criteria you want if it is important. I added all fields and put "Leeds" IN THE CRITERIA BOX for Address 3

A06=P
Simple query

This screenshot shows the 'run' button which is what places the specific information into the table. It will also create the query which will be accessible through the database.

This screenshot shows the complete RESULT OF THE QUERY. These are all the customers that live in Leeds

Field: Initials
Table: tunes
Sort:
Show:
Criteria: or:

A06=P

Run

Customers Who Live in Leeds : Select Query

Initials	Surname	Address1	Address2	Address3	Postcode	Age
Chisholm	121a Richmond Court	Leeds	LS1 2QQ	23		
K	Bates	21 York Road	Leeds	LS1 8NB	39	
K	Edmonson	44 The Links	Leeds	LS2 4BN	20	
B	Singh	66 The Bronx	Garforth	LS2 4BN	16	
T	Forest	43 Haydon Bridge Road	Garforth	LS41 8RQ	30	

K

Save As

Query Name:
Job showing customers from Leeds age 16-25

OK
Cancel

Microsoft Access - 07/07/2011

Table showing customers from Durham age 16-25 : Select Query

Field:

Initials

Table:

tunes

Sort:

Show:

Criteria:

or:

Initials

Surname

Address 1

Address 2

Address 3

Postcode

Age

Initials

tunes

Address 1

tunes

Address 2

tunes

Address 3

tunes

Postcode

tunes

Age

tunes

Descending

Between 16 And 25

Initials

Surname

Address 1

Address 2

Address 3

Postcode

Age

Initials

tunes

Address 1

tunes

Address 2

tunes

Address 3

tunes

Postcode

tunes

Age

tunes

Descending

Between 16 And 25

Initials

Surname

Address 1

Address 2

Address 3

Postcode

Age

Initials

tunes

Address 1

tunes

Address 2

tunes

Address 3

tunes

Postcode

tunes

Age

tunes

Descending

Between 16 And 25

This screenshot shows the box that came up allowing me to save my queries.

This screenshot shows my query in design view for all the customers aged between 16 and 25 sorted in descending order

Query 2 fields

and sort

A06 - D



76 Database - Database (Access 2000 file format)

Table showing customers from Durham age 16-25 : Select Query

Initials	Surname	Address1	Address2	Address3	Postcode	Age
	Harris	Dene View		Durham	DH1 3PZ	25
	Clarkson	67 Canal Street	Newton Hall	Durham	DH1 2BB	23
	Bond	1 The Croft		Durham	DH5 9NN	17
	Marley	21 Garforth Road		Durham	DH5 8QN	17
	Hall	4 Richmond Close		Durham	DH2 1QQ	17
	Smithwon	4 Mill Lane		Durham	DH9 5QT	16

A06-D

This is the result of my query. You can see that the ages 16-25 are sorted in descending order.

Table showing customers from Durham age 16-25

02/04/2008

Initials	Surname	Address1	Address2	Address3	Postcode	Age
K	Harris	Dene View		Durham	DH1 3PZ	25
A	Clarkson	67 Canal Street	Newton Hall	Durham	DH1 2BB	23
M	Bond	1 The Croft		Durham	DH5 9NN	17
H	Marley	21 Garforth Road		Durham	DH5 8QN	17
B	Hall	4 Richmond Close		Durham	DH2 1QQ	17
C	Smithwon	4 Mill Lane		Durham	DH9 5QT	16

these are the

it looks like the columns (fields)

} All of the ages are between 16 and 25 as I asked it to be

→ postcode of Customer.

I specified that I only wanted customers from Durham and this shows it worked

These columns are unimportant in terms of the query. They show customer details.

Table showing customers from Durham age 16-25

Surname	Age Initials	Address1	Address2	Address3	Postcode
Bond	17/M	1 The Croft		Durham	DH5 9NN
Clarkson	23/A	67 Canal Street	Newton Hall	Durham	DH1 2BB
Hall	17/B	4 Richmond Close		Durham	DH2 1QQ
Harris	25/K	Dene View		Durham	DH1 3PZ
Marley	17/H	21 Garforth Road		Durham	DH5 8QN
Smithwo	16/C	4 Mill Lane		Durham	DH9 5QT

This shows my report that lists the customers who live in Durham. It gives all of the details for the customer.

AO6-M-Report 2

Customers Who Live in Leeds

1706 - Report 1-P

Initials	A
Surname	Chisholm
Address1	121a Richmond Court
Address2	
Address3	Leeds
Postcode	LS1 2QQ
Initials	K
Surname	Bates
Address1	21 York Road
Address2	
Address3	Leeds
Postcode	LS1 8NB
Initials	K
Surname	Edmonson
Address1	44 The Links
Address2	
Address3	Leeds
Postcode	LS2 4BN
Initials	B
Surname	Singh
Address1	66 The Bronx
Address2	Garforth
Address3	Leeds
Postcode	LS2 4BN
Initials	T
Surname	Forest
Address1	43 Haydon Bridge Road
Address2	Garforth
Address3	Leeds
Postcode	LS41 8RQ

K Bates
21 York Road
Leeds
LS1 8NB

A Chisholm
121a Richmond Court
Leeds
LS1 2QQ

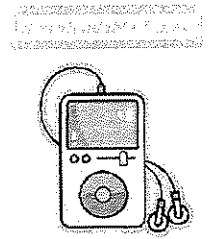
K Edmonson
44 The Links
Leeds
LS2 4BN

T Forest
43 Haydon Bridge Road
Garforth
Leeds
LS41 8RQ

B Singh
66 The Bronx
Garforth
Leeds
LS2 4BN

A06-D
Report 3

Centre number: 2251
Candidate number: 2251



Downloadable Tunes
1 Coventry Square
COVENTRY
CV1 3HQ
Tel: 024 76 470033
03/10/2006

A Clarkson
67 Canal Street
Newton Hall
Durham
DH1 2BB

Dear Sir or Madam

Re: Buy One Get One Free

I am writing to inform you that Downloadable Tunes will be running a 'Buy One Get One Free' offer throughout the month of November. If you download a tune from our website you will be able to choose another absolutely free. This allows you to not only to save money but also download more tunes of your choice.

The offer will be running from the 1st-30th November and full details can be found on our website. New release albums and singles on the site are also included in the offer. If you are a regular customer then you may already have been informed about this offer on our website so please pass the enclosed flyer to family and friends. We look forward to you visiting our website to view our ideas at www.downloadabletunes.com/offers.

If you have any further questions please contact our hotline on 024 76 470033 or visit 'help' on our website. I hope that you have fun downloading and listening to our tunes.

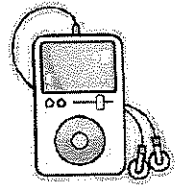
Yours faithfully

A handwritten signature, likely 'K.L.', in dark ink.

K.L.,
Assistant Manager of Downloadable Tunes

Enc

Letter 1
A04-D



Memo

To: Karen Wilson
Cc: Paul Wilson
From: Karen Wilson
Date: 03/10/2006
Re: Changes

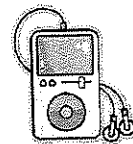
Hi

I am just letting you know that the changes you requested on the spreadsheet and database are complete.

Thank you.
K

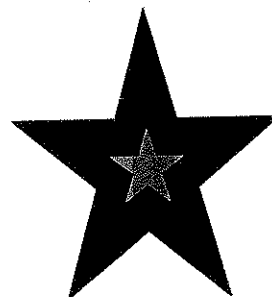
Memo 1
A04-D

★ Downloadable ★ Tunes ★



The Downloadable Tunes Buy One Get One Free Offer is here. Right now you can download 1 album or single and get another absolutely free. Fast, reliable easy downloads on our website. What are you waiting for?

To find out more about the **autumn promotion** visit us at www.downloadabletunes.co.uk



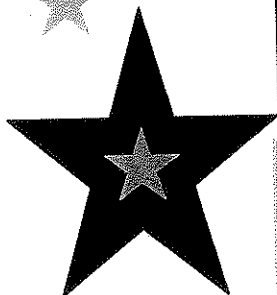
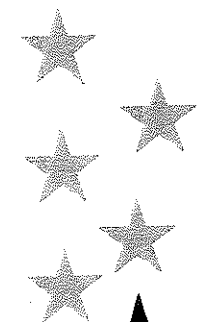
Corrine Bailey Rae has done it again. This peaceful album will certainly have its place in the charts- and maybe on your computer. If you would like to hear another album as well as this, why not use the offer whilst you can?

Download Price: £2.99



Madonna is still as good as ever with her breathtaking new album 'Jump'. If you love Madonna as much as we do then you would download her album right now- and choose another of your choice absolutely free.

Download Price: £2.49



Lil' Chris is here. New to the charts, but he is taking the nation by storm with his sensational new album. Be the first to hear 'Checkin it out' and you won't be able to stop. And why not get another, absolutely free?

Download Price: £1.99

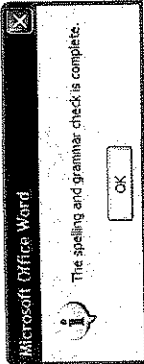
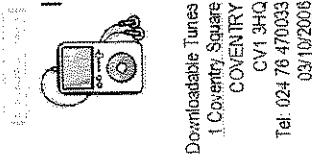
★ Buy One Get One Free ★

Task 6B Centre Number: _____



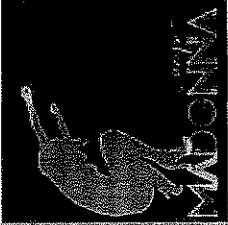
K

<div data-bbox="151 952 343 2128"> </div> <div data-bbox="351 952 638 2128"> </div> <div data-bbox="494 1892 662 2072"> <p>Downloadable Tunes 1 Coventry Square COVENTRY CV1 3HQ Tel: 024 76 470033 03/10/2006</p> </div>	<div data-bbox="662 952 1013 2128"> <p>OCR National Unit 1 Task 6</p> <p>Downloadable Tunes 1 Coventry Square COVENTRY CV1 3HQ Tel: 024 76 470033 03/10/2006</p> </div> <div data-bbox="1021 952 1348 2128"> <p>A Clarkson 67 Canal Street Newton Hall Durham DH1 2BB</p> <p>Dear Sir or Madam</p> <p>Re: Buy One Get One Free</p> <p>I am writing to inform you that Downloadable Tunes will be running a 'Buy One Get One Free' offer throughout the month of November. If you download a tune from our website you will be able to choose another absolutely free. This allows you to not only to save money but also download more tunes of your choice.</p> </div>	<p>The address of the person the document is being sent to needs to be right aligned; therefore I highlight it and find the Align right icon. The next screenshot will show the newsletter with the address on the right hand side of the document.</p>	<p>The document now looks professional as all of the texts are aligned correctly. The spaces in between each piece of information make it look like a real business letter.</p> <p>The letter has a logo which I have made.</p> <p>It has a date.</p> <p>It has a subject in Bold</p> <p>It has 3 paragraphs, an opening, a closing and one other</p> <p>It has Enc for enclosed Flyer</p> <p>It has signature, name in full print and position in company and it is fully justified</p> <p>I think that it looks professional</p> <p><i>A04-D</i> <i>Formats-good range</i></p>
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Task 6B
Spell and Grammar Checks

SCREENSHOT/EVIDENCE	WHAT IT IS SHOWING
<p>OCR National Unit 1 Task 6</p> <p>A Clarkson 67 Canal Street Newton Hall Durham DH1 2BB</p> <p>Dear Sir or Madam</p> <p>Re: Buy One Get One Free</p> <p>I am writing to inform you that Downloadable Tunes will be running a 'Buy One Get One Free' offer throughout the month of November. If you download a tune from our website you will be able to choose another absolutely free. This allows you to not only to save money but also download more tunes of your choice.</p> <p>Tel:</p>  	<p>This screenshot shows my business letter. I am going to complete a spell and grammar check on the document to ensure that everything is spelt correctly.</p> <p>This screenshot confirms that my spelling and grammar check is complete.</p> <p><i>AO4 - Spellcheck-P</i></p>

K8

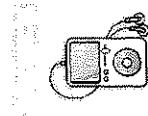
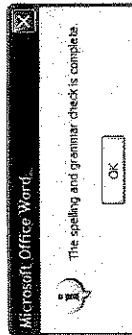
<p>★ Downloadable ★ iTunes ★</p>  <p>The Downloadable Tunes Buy One Get One Free Offer is here. Right now you can download 1 album or single and get another absolutely free. Fast, reliable easy downloads on our website. What are you waiting for?</p> <p>To find out more about the autumn promotion visit us at www.downloadableitunes.co.uk</p> <div><p>Corinne Bailey Rae has done it again. This peaceful album will certainly have its place in the charts- and maybe on your computer. If you would like to hear another album as well as this, why not use the offer whilst you can?</p><p>Download Price: £2.99</p></div> <div><p>Madonna is still as good as ever with her breathtaking new album 'Jump'. If you love Madonna as much as we do then you would download her album right now- and choose another of your choice absolutely free.</p><p>Download Price: £2.49</p></div> <p>Special Offer</p>	<p>This screenshot shows my final business document that I need to spell and grammar check.</p> <p>This screenshot confirms that my spelling and grammar check has been completed.</p> <p>AO4-P</p>
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Centre Number:

Candidate Number:

Memo

To: Katie Warren
Cc: Paul Matthews
From: Kaylee Gibson
Date: 03/10/2006
Re: Changes


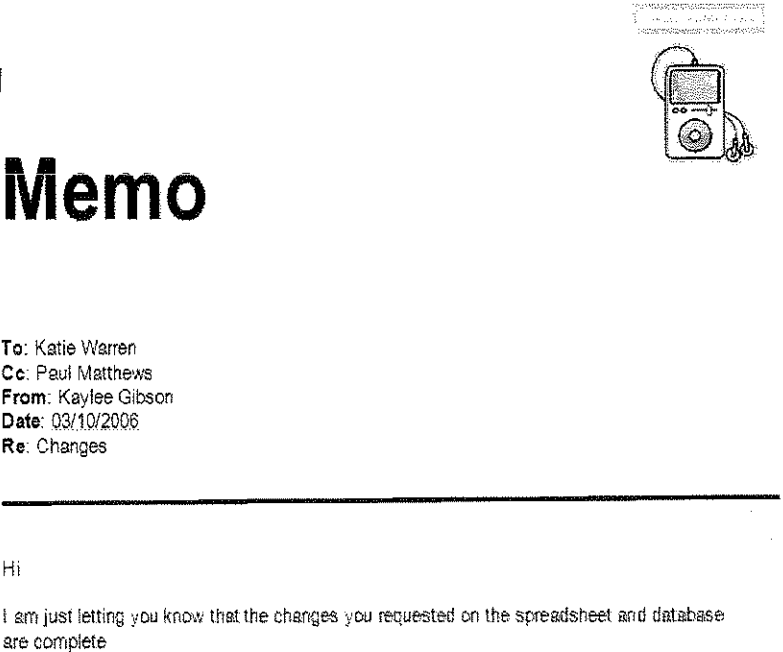


Hi

I am just letting you know that the changes you requested on the spreadsheet and database are complete.

This screenshot shows my memo that I created. I am, as before, going to complete a spell and grammar check on the whole document.

Task 6D- Screenshot to show house style of Business Documents

Business Document	What the screenshot is showing
<p>JCR National Unit 1 Task 6</p>  <p>Downloadable Tunes 1. Coventry Square COVENTRY CV1 3HQ Tel: 024 76 470033 03/10/2006</p> <p>Clarkson 17 Canal Street</p>	<p>In the newsletter I didn't need to apply much colour as it wasn't necessary. I placed the logo that I made in the top right hand corner, using turquoise and blue shades. These are my house colours. The font used was Ariel Narrow as it is a simple style text and works with the style of the letter.</p>
 <p>Memo</p> <p>To: Katie Warren Cc: Paul Matthews From: Kaylee Gibson Date: 03/10/2006 Re: Changes</p> <hr/> <p>Hi</p> <p>I am just letting you know that the changes you requested on the spreadsheet and database are complete</p> <p><i>House style A04-D</i></p>	<p>In my memo the consistent style is evident. I used only the logo and the same font as the business letter to keep it professional. This is an internal business document so there is no need for a company address. The content is informal and there is no need for punctuation.</p>

★ Downloadable ★ Tunes ★



The Downloadable Tunes Buy One Get One Free Offer is here. Right now you can download 1 album or single and get another absolutely free. Fast, reliable easy downloads on our website. What are you waiting for?

To find out more about the autumn promotion visit us at www.downloadabletunes.co.uk



Corinne Bailey Rae has done it again. This peaceful album will certainly have its place in the charts- and maybe on your computer. If you would like to hear another album as well as this, why not use the offer whilst you can?

Download Price: £2.99



Madonna is still as good as ever with her breathtaking new album 'Jump'. If you love Madonna as much as we do then you would download her album right now- and choose another of your choice absolutely free.

Download Price: £2.49



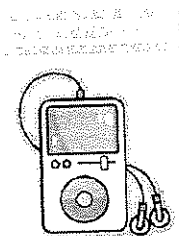
Lil' Chris is here. New to the charts, but he is taking the nation by storm with his sensational new album. Be the first to hear 'Checkin' it out' and you won't be able to stop. And why not get another, absolutely free?

Download Price: £1.99

★ Buy One Get One Free ★

© 1997 MUSIC & SOUND

This screenshot shows the flyer that had to be created to be delivered to members of the downloadable tunes website. Again, the colours used are house colours to keep to the consistency of the other business documents. The text is again Ariel Narrow and looks professional and simple. All of the business documents look similar and are therefore recognisable to people as Downloadable Tunes.



Downloadable Tunes
1 Coventry Square
COVENTRY
CV1 3HQ
Tel: 024 76 470033
03/10/2006

«Initials» «Surname»
«Address1»
«Address2»
«Address3»
«Postcode»

Dear Sir or Madam

Re: Buy One Get One Free

I am writing to inform you that Downloadable Tunes will be running a 'Buy One Get One Free' offer throughout the month of November. If you download a tune from our website you will be able to choose another absolutely free. This allows you to not only to save money but also download more tunes of your choice.

The offer will be running from the 1st-30th November and full details can be found on our website. New release albums and singles on the site are also included in the offer. If you are a regular customer then you may already have been informed about this offer on our website so please pass the enclosed flyer to family and friends. We look forward to you visiting our website to view our ideas at www.downloadabletunes.com/offers.

If you have any further questions please contact our hotline on 024 76 470033 or visit 'help' on our website. I hope that you have fun downloading and listening to our tunes.

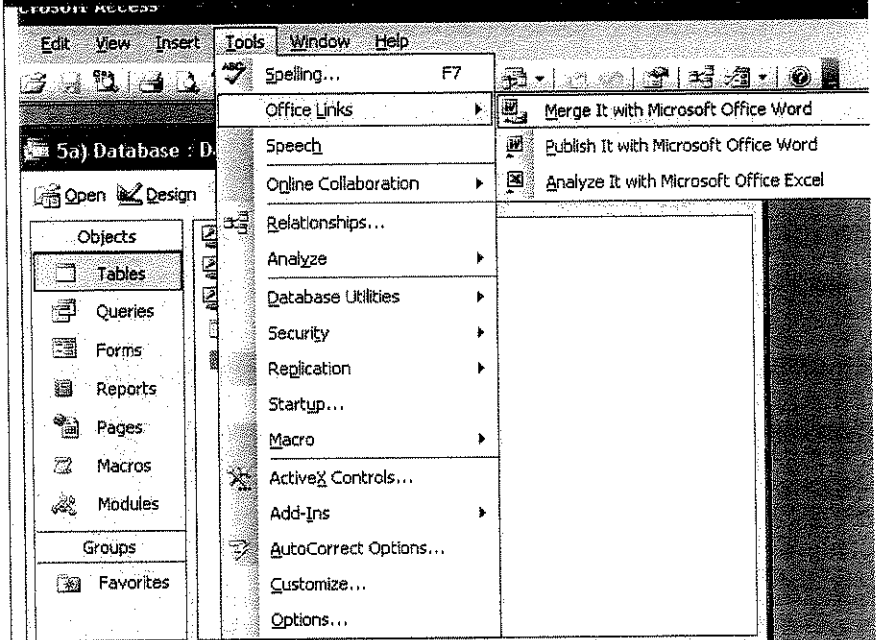
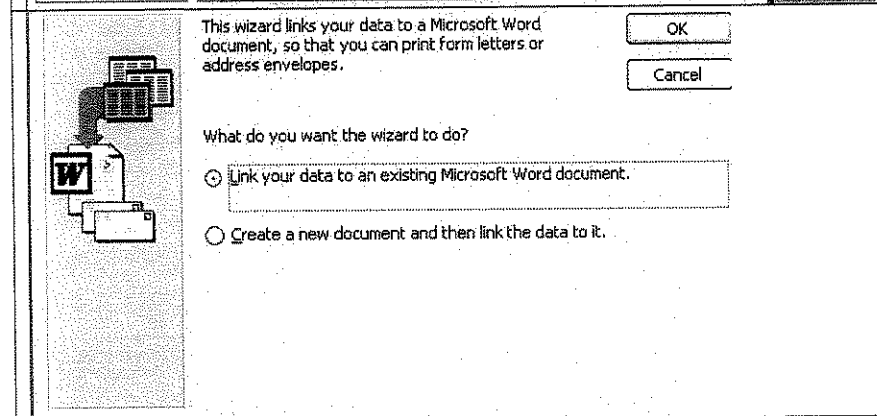
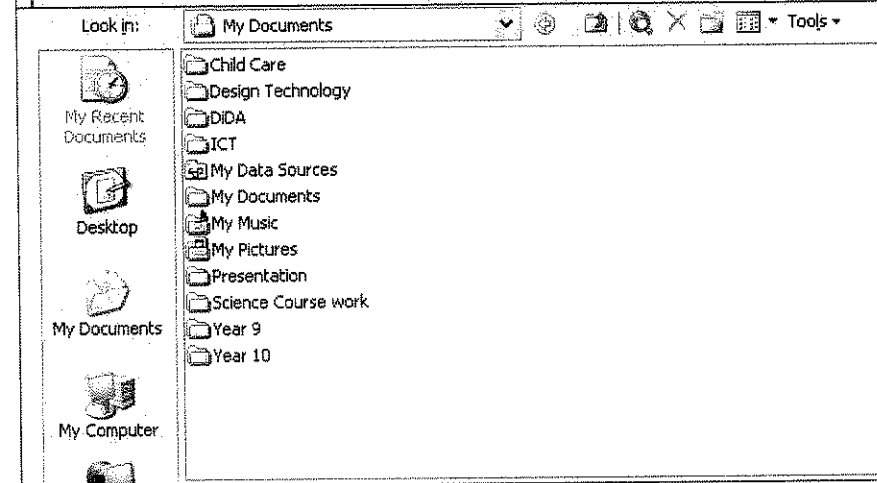
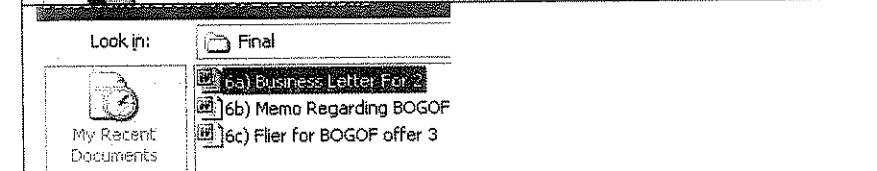
Yours faithfully

K:
Assistant Manager of Downloadable Tunes

Enc

*Master Document
A04-D*

Task 6G: Use a Business Database
Screenshots to Show Creating a Mail Merge Master Document

Screenshot/Evidence	What it is Showing
 <p>The screenshot shows the Microsoft Access application window. The 'Tools' menu is open, and 'Merge It with Microsoft Office Word' is highlighted. Other options visible include 'Spelling...', 'Office Links', 'Speech', 'Online Collaboration', 'Relationships...', 'Analyze', 'Database Utilities', 'Security', 'Replication', 'Startup...', 'Macro', 'ActiveX Controls...', 'Add-Ins', 'AutoCorrect Options...', 'Customize...', and 'Options...'. The left pane shows the 'Objects' list with 'Tables' selected.</p>	<p>The first screenshot is showing the first initial steps that need to be taking in order to Mail Merge. The tools option is selected from the top tool bar of the document. By moving the cursor down the list office tools should be apparent. Once the menu appears to the right of Office Links, the 'Merge It With Microsoft Office Word' should be selected.</p>
 <p>The screenshot shows a wizard dialog box titled 'Link to Microsoft Word'. It contains the text: 'This wizard links your data to a Microsoft Word document, so that you can print form letters or address envelopes.' Below this, it asks 'What do you want the wizard to do?' with two radio button options: 'Link your data to an existing Microsoft Word document.' (which is selected) and 'Create a new document and then link the data to it.' There are 'OK' and 'Cancel' buttons at the top right.</p>	<p>The next screenshot shows the box that appears automatically when the option in the previous step has been clicked. There are two options for the user to take to link the data to an already existing document, or create a new document and then link it. In this case the already existing data is being used.</p>
 <p>The screenshot shows a file explorer window with 'Look in:' set to 'My Documents'. The list of files and folders includes: 'Child Care', 'Design Technology', 'DIDA', 'ICT', 'My Data Sources', 'My Documents', 'My Music', 'My Pictures', 'Presentation', 'Science Course work', 'Year 9', and 'Year 10'. The left pane shows 'My Recent Documents', 'Desktop', 'My Documents', and 'My Computer'.</p>	<p>Then, OK must be selected. Once selected, the users Documents will appear automatically in a separate dialogue box. The document being used must now be found by the user.</p> <p style="text-align: right;"><i>Mail merge A04-D</i></p>
 <p>The screenshot shows the file explorer window with 'Look in:' set to 'Final'. The list of files includes: '6a) Business Letter For 2', '6b) Memo Regarding BOGOF', and '6c) Flier for BOGOF offer 3'. The file '6a) Business Letter For 2' is highlighted.</p>	<p>In this screenshot, the document has been found and highlighted by clicking the left mouse button. Once highlighted the user must click OK.</p>

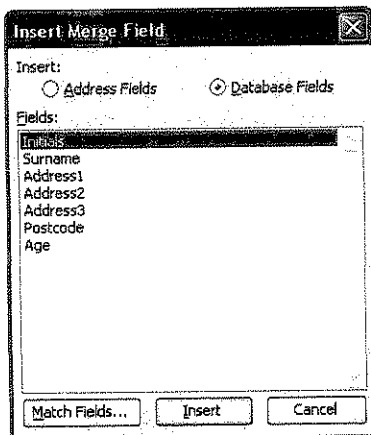


OCR National Unit 1 Task 6

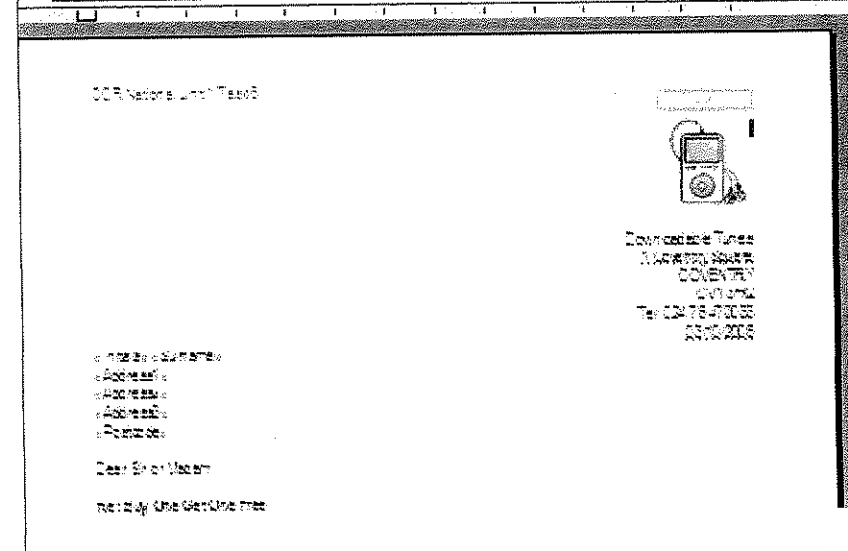
Dear Sir/ Madam

Re: Buy one get one free

The document that was on the screen to begin with will now appear. It is not apparent to look at but a link has been made between the document selected and the document on the screen. In the screenshot the small icon 'Insert Merge Fields' is being highlighted. The user needs to click this with the left mouse button.



Next, the box will appear on the screen. The user needs to click on the wanted information, and select OK. This means that the information will then be inserted onto the word document, visible to the user.



This screenshot shows the headings that were on the previous screenshot, on the document. However, they don't give the user any real information. The next step it to select the << ABC >> icon.



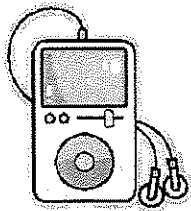
A Clarkson
67 Canal Street
Newton Hall
Durham
DH1 2BB

Dear Sir or Madam

Re: Buy One Get One Free

I am writing to inform you that Downic

This screenshot shows what the <<ABC>> icon looks like, located in the top tool bar. Once the icon has been selected, the information will change from <<Initials>>, to, A Clarkson. The document has now been successfully mail merged.



November Newsletter

Issue 1

Who we are and how we work— find out and get to know us!

Downloadable Tunes is a growing company that allows users to download tunes of their choice for low prices. It is a quick and easy process. You decide the format you would like to use for your tunes. If you are a member you will receive e-mail messages from the site owner allowing you to find out when new tunes are added to the website and new offers that are available. Vouchers from newsletters will have a code on them, which can then be typed into the site to be able to access the special offer. If a tune being downloaded fails or there is an error with the song then you can contact us on dtowner@tunes.com. There are terms and conditions which will appear when downloading tunes which you must thoroughly read and agree to.

Special Buy 1 Get 1Free

Offer Inside.....P2



Users must be over 16 or have permission to make a payment for the tunes downloaded. We try our best to keep our customers happy and you can tell us how this can be achieved. All you have to do is contact us at the address— dtowner@tunes.com, and tell us what we can change to make you happy. Over the past year the number of users at Downloadable Tunes has increased by up to 300%. It is great to see that people choose our site and this goes to show just how well we are doing. Enjoy the newsletter and have fun using the special offers. Any new tunes added to the site will not be included in the offer, but it is stated clearly which ones can and cannot be used. Happy reading and thank you.

Visit us at www.downloadabletunes.co.uk

Also inside this issue

P2 Album Releases

P3 Music Reviews

P3 Top 5 downloads

P4 Meet the staff

*AC4-D
Several pages
consistent
accurate
page no
Issue no
text
graphics*

History— from then 'til now

Downloadable Tunes began when owner, Paul Chester, started downloading tunes from the world wide web for a hobby.

Finding it hard to find genuine sites he could rely on and trust, he came up with the idea to create his own— how hard could it be?

Making the site was easy, however, there was the problem of managing the income and getting the

resources. This was when he asked friends to work for him at the weekends, helping him to look after the website and tracking all of the payments. The technology improved and new ways to promote the website were tested.

This was successful and after setting up as a business over 22 million downloadable songs were sold. Paul

was now ready to move onto higher grounds, and brought his own Downloadable Tunes business



The Downloadable Tunes company as it is today.

November Newsletter

November Offer!

Our November special offer gives you the chance to download a tune of your choice and get another for free. Here are just a few rules that you must be aware of:

- 2 tracks can be downloaded and the cheapest track will be downloaded for free.
- 2 albums can be downloaded and the cheapest album will be downloaded free.
- 2 singles can be downloaded and the cheapest single will be downloaded for free.
- A single track and album can be downloaded together and the single track will be free.

The rules must be followed accordingly and you will not be allowed to break these rules. We will be carefully monitoring how you use the offer and make sure that no attempt are made to try and break the rules.

Have fun downloading tunes!

Visit our website for more details.



Killer Deal...**BOGOF**

Download your tunes and get 1 free at



www.downloadabletunes.co.uk

Buy One Get One Free— Essential

Autumn Releases 2006!



Brand new album for Autumn.

Girls Aloud— Delivered

An upbeat album with tracks that will get you singing and dancing all night long. No need to go out on Halloween when you have this. Including the hit single 'something kind of ooooh'

All tunes you download will go towards our chart downloads and contribute to making the site more popular.

We aim to make sure that all your needs are met and that you enjoy browsing and using the site. You can contribute to the site by sending in requests and ideas via our forum link. It will help very much if you send us your views as we enjoy listening to and using them.

Visit us at www.downloadabletunes.co.uk

November Newsletter

The top 5 downloads...



#Number 5
Robbie Williams- Rude Box
(Picture taken from www.hmv.co.uk)



#Number 4
Paolo Nutini- These Streets
(Picture taken from www.play.com)



#Number 3
Snow Patrol- Eyes Open
(Picture taken from www.hmv.co.uk)

RAZORLIGHT



#Number 2
Razor light- Razor light
(Picture taken from www.hmv.co.uk)



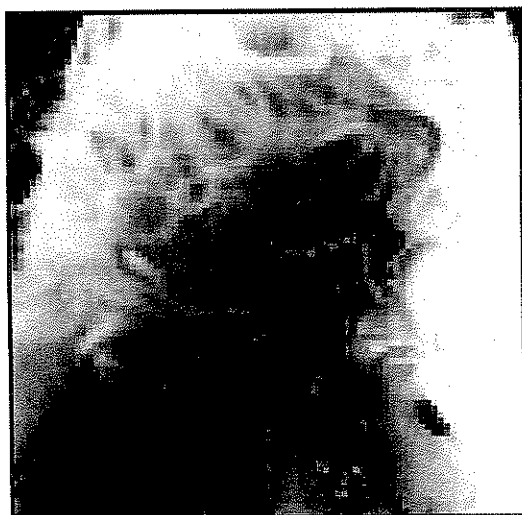
#Number 1
Pink- I'm Not Dead
(Picture taken from www.hmv.co.uk)

All of these songs are available to download from the site. The top 5 for next month will be in the next newsletter. Make sure you check it out and download your favourite tunes!

Music Reviews...

Check out the music review!

Gwen Stefani- To Be Confirmed



Photograph taken from www.hmv.co.uk

Despite Gwen recently giving birth to her first child, she has also been busy preparing material for her forthcoming second album.

"This is definitely another dance record but the sound has evolved a lot over the last two years as I've gone in and out of the studio. It's more melodic and very modern," she said recently.

This time around Pharrell Williams, Nellie Hooper and Tony Kanal return producing/co-writing new songs while first time collaborators Akon and Tim Rice-Oxley (of Keane) join the fray. Song titles include 'Wind It Up', 'Orange County Girl', 'Fluorescent' and 'Candy land'.

Definitely an album you want to download, and you will want to play it over and over again.

To Be Confirmed

November Newsletter

Find out about the Staff at Downloadable Tunes and see who does what. Get to know us a little better!

L.H. Manager of Downloadable Tunes. A very big responsibility, but a very good job is done. As you can see, good management makes the company very successful.

S.Bil - Head technician. She has worked in the company since the beginning and helps to make the website what it is today. The greatest at producing graphics and knowing what young people want.

R.K. He is the Head Chef at Downloadable Tunes and does a very good job at serving up lunch. Without him staff wouldn't get such a good lunch time as they do with him.

L.W. - He is the Chief Researcher and he is the one who finds which tracks should go on the website and what information should go in. He finds all of the gossip and helps to make the newsletter interesting.

L.B. - She looks after all of the accounts and checks that everyone has paid the full amount and without error. She decides when offers should be promoted.

M.P. Assistant Editor of Downloadable Tunes newsletter. Decides and checks what needs changing, improving and removing.

T.W. Head Photographer. Takes our pictures for the magazine and finds out what pictures we can and can't use.

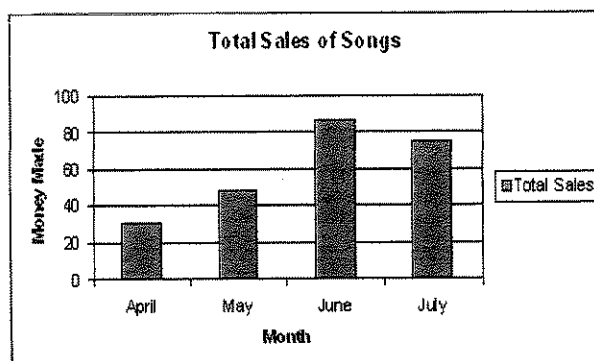
K.G. That's me. I am the Editor of the newsletter. I decide what design, layout and theme the newsletter should have. I also produce the posters and other things like this.



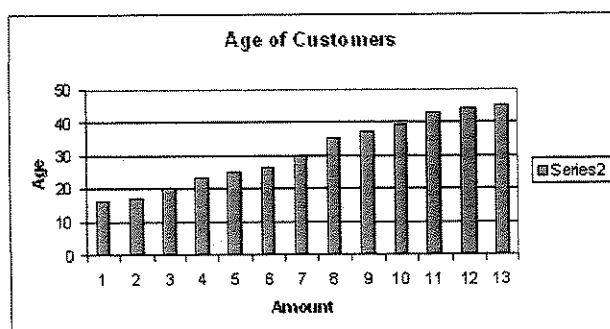
L.H. Manager

Photographed by
T
Edited by the
Downloadable
Tunes company.
Taken by digital
camera.

Below are some of the statistics from the website so you as a customer can see for yourself how well the company is doing.



This graph shows the total number of sales from April to July. It shows how sales have increased.

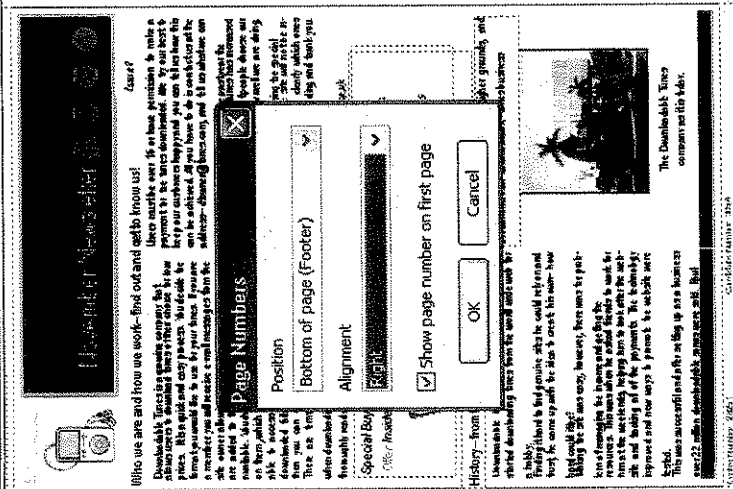


The graph shows the age of the customers that use www.downloadabletunes.co.uk. As you can see older people tend to use the website, but I think this is due to the fact that money is involved.

Task 7- Newsletter
Evidence of layout and spell checker

SCREENSHOT/EVIDENCE**WHAT IT IS SHOWING**

This screenshot shows my newsletter. In the following steps I am going to place page numbers at the bottom of each page. To do this I selected from the top tool the insert option and selected page number. I then chose where it would be on my page and selected ok.



The Downloadable Tunes
company as it is today.

This screenshot shows that the page number is on my newsletter.
Each page will now be numbered.

A04-D
page numbers

K

November Newsletter

Microsoft Office Publisher
The spelling check is complete.
OK



Photographed by
Downloadable
Tunes company.
Taken by digital
camera.

ig-- Manager of Downloadable Tunes. A very big
cility, but a very good job is done. As you can see,
nagement makes the company very successful.

nugh-- Head technician. She has worked in the com-
re the beginning and helps to make the website what
r. The greatest at producing graphics and knowing
ng people want.

Below are some of the statistics from the website
so you as a customer can see for yourself how
well the company is doing.



A04-P
Spelled

I then spell checked my newsletter to ensure that there were no mistakes. As you can see this confirms that it has been completed.

Centre Number: /

Candidate Number: /

Task 7B Create a Newsletter: Screenshots to Show Setting up Newsletter

Screenshot/Evidence

The screenshot shows a newsletter template with the following sections:

- Header:** A dark banner with the text "What it is showing" and "On the second page the consistency is continued. The writing layout is slightly different and isn't in columns anymore. The BOGOF (buy one get one free) offer is still in the centre of the page, however, to ensure that readers are reminded and encouraged to use the website. The bottom of the bottom of the page is advertising a new album by girls aloud, and therefore the colour of the text has been changed to match the style of the CD. This allows the user to know that the particular section is about the album. The type of writing that has been used is informal but still professional."
- Body:** A large section of text with a dark background and white text. The text is a mix of formal and informal, with some sections in all caps and some in title case. The text is a mix of formal and informal, with some sections in all caps and some in title case.
- Footer:** A section with a dark background and white text, containing a list of links and a small image of a CD.

What it is showing

This screenshot shows the front page of the newsletter. As you can see the house style from the business documents is consistent on the newsletter. The theme of blue and black is still used. The way that the writing is set out is in a newspaper format - on column to the left and on to the right. This makes it more interesting and makes it look more professional. The writing style used is Ariel Narrow, which again is using the house style. The pictures used have not been altered in anyway to distort them, and the advert in the centre of the page advertising the offer is placed there as it is the main part of the magazine. It allows users to see straight away what the newsletter has been sent for and is eye-catching. Overall the front cover of the newsletter is neat, tidy and professional.


On the second page the consistency is continued. The writing layout is slightly different and isn't in columns anymore. The BOGOF (buy one get one free) offer is still in the centre of the page, however, to ensure that readers are reminded and encouraged to use the website. The bottom of the bottom of the page is advertising a new album by girls aloud, and therefore the colour of the text has been changed to match the style of the CD. This allows the user to know that the particular section is about the album. The type of writing that has been used is informal but still professional.

A04-D
Comments on
Items in
newsletter

The third page is reviewing albums and singles on sale and gives a review of a particular album. The house style is still the same and the layout is columnar. The pictures are all the same size to make it look professional and tidy. The music review at the bottom has a picture of the artist that is big, and the text is to the right of the picture. Word art has been used next to the text explaining the CD and it is the name of the album, again it looks consistent and professional.


The final page is all about facts and figures. Again, the style is consistent and the layout is columnar. The photo of the staff member is placed at the top of the page and the graphs use the same colours as the style of the whole newsletter. The font is Ariel Narrow to continue the trend and keep it looking professional.

THE 100 MOST POWERFUL WOMEN




(Photo: J. Michael Grecco)

Michelle Obama, First Lady, the first African American woman to hold the post



(Photo: J. Michael Grecco)

Oprah Winfrey, media mogul, the most powerful African American woman in America



(Photo: J. Michael Grecco)

Hillary Clinton, Secretary of State, the first woman to hold the post

Michelle Obama

Despite seven months with a less than ideal record, Obama's first lady has been a force to be reckoned with. She's been a vocal advocate for education, healthcare, and the environment. She's also been a powerful voice for women's rights and the rights of the poor.

Oprah Winfrey

For the second time, Winfrey has been named the most powerful African American woman in America. She's been a powerful voice for women's rights and the rights of the poor. She's also been a powerful voice for education, healthcare, and the environment.

Hillary Clinton

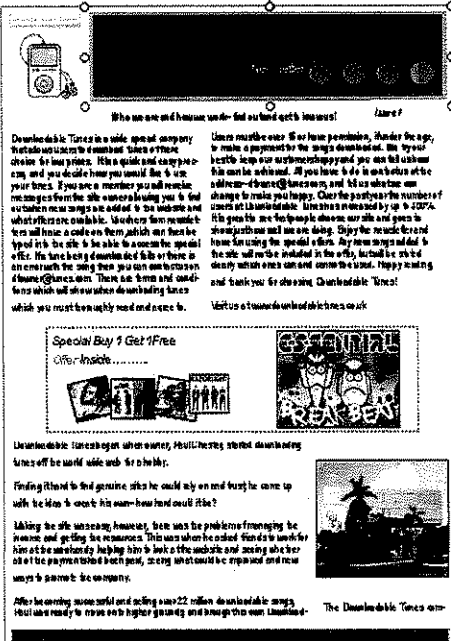
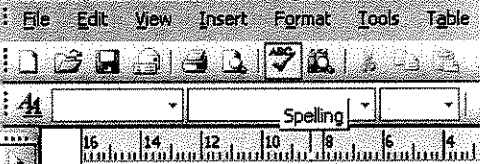
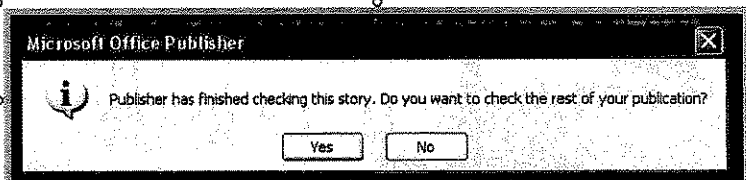
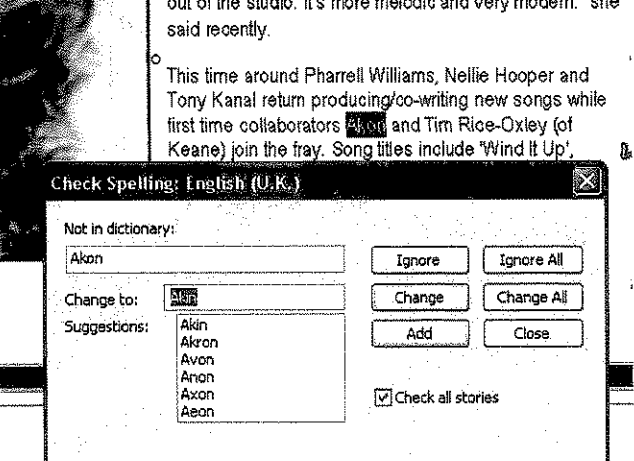
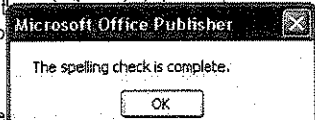
Clinton has been a powerful voice for women's rights and the rights of the poor. She's also been a powerful voice for education, healthcare, and the environment. She's been a vocal advocate for education, healthcare, and the environment.

Barack Obama

Obama has been a powerful voice for women's rights and the rights of the poor. He's also been a powerful voice for education, healthcare, and the environment. He's been a vocal advocate for education, healthcare, and the environment.

[illegible]

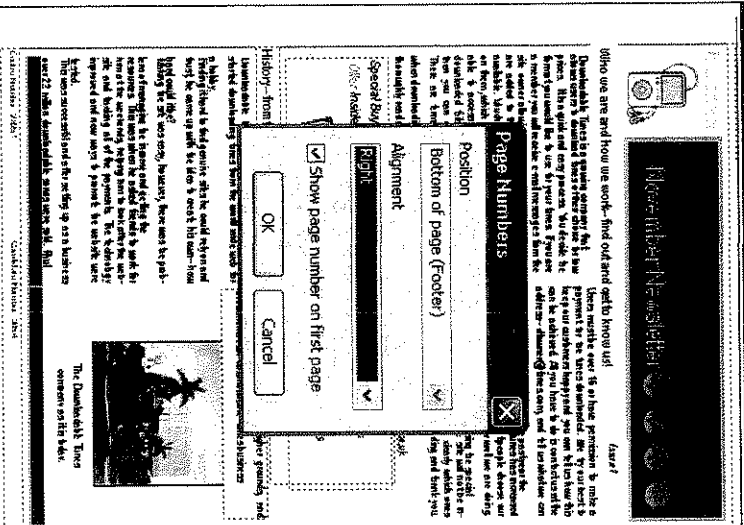
Task 7C- Screenshot to show spell checking newsletter

SCREENSHOT/EVIDENCE	WHAT IT IS SHOWING
	<p>Open up the newsletter in order to spell check all of the text. This makes sure that there are no mistakes in the document.</p>
	<p>Select the spelling icon from the top tool bar of the newsletter document. An option box will open automatically.</p>
	<p>The box will open automatically. Select yes in order to check the whole document.</p>
	<p>You will have six options in order to change words that are classed as incorrect. Make sure you read them carefully before changing.</p> <p><i>A04-D Spelled</i></p>
	<p>Once you have finished changing all of the words the box will appear. Select ok and your document will be correct.</p>

Task 7 - Newsletter

Evidence of layout and spell checker

SCREENSHOT/EVIDENCE



WHAT IT IS SHOWING

This screenshot shows my newsletter. In the following steps I am going to place page numbers at the bottom of each page. To do this I selected from the top tool the insert option and selected page number. I then chose where it would be on my page and selected ok.

Repeated from P114/5

The Downloadable Tunes
company as it is today.

November Newsletter

Microsoft Office Publisher

The spelling check is complete.

OK

ut abo
and s
us a li

ig- Manager of Downloadable Tunes. A very big
cility, but a very good job is done. As you can see,
nagement makes the company very successful.

nugh- Head technician. She has worked in the com-
se the beginning and helps to make the website what
7. The greatest at producing graphics and knowing
ing people want



Produced by
Edited by the
Downloadable
Tunes company.
Taken by digital
camera.

Below are some of the statistics from the website
so you as a customer can see for yourself how
well the company is doing.

Total Sales of Songs



I then spell checked my newsletter to ensure that there were no
mistakes. As you can see this confirms that it has been completed.

उत्तर :-

What is a **water doable** time? or is it

83

1. The first step is to identify the problem or goal. This involves understanding the current situation and what needs to be achieved.

The Dismalable Times with

[illegible]

ਉਹੀ ਸ਼ਰਤ ਅਨੁਸਾਰ ਕੀਤੀ ਜਾਂਦੀ ਹੈ।

[illegible]

2. **Substantive** - the defendant's act, and the consequences of the act and the defendant's state of mind.

Aspirin and other NSAIDs have been shown to be effective in the treatment of osteoarthritis.

The following table shows the number of persons who have been convicted of the offence of theft in the last five years.

How's fun of your kids doing to you?

Kalish & Clark, BOGGS

www.doityourself.com

ENJOY GETTIE FREE--ESSEES!

Any time you download will go towards making the site better.

Write us at your convenient time. We will





















Write us at your convenient time. We will

Autumn Releases 2006

Brand new album for Autumn

Something kind of awful?



			
#Number 3 Rabbit Holes- Rude Box (Picture taken from www.hmm.co.uk)	#Number 3 Rabbit Holes- Rude Box (Picture taken from www.hmm.co.uk)	#Number 3 Rabbit Holes- Rude Box (Picture taken from www.hmm.co.uk)	#Number 3 Rabbit Holes- Rude Box (Picture taken from www.hmm.co.uk)
			
#Number 3 Rabbit Holes- Rude Box (Picture taken from www.hmm.co.uk)	#Number 3 Rabbit Holes- Rude Box (Picture taken from www.hmm.co.uk)	#Number 3 Rabbit Holes- Rude Box (Picture taken from www.hmm.co.uk)	#Number 3 Rabbit Holes- Rude Box (Picture taken from www.hmm.co.uk)
			
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#Number 3 Rabbit Holes- Rude Box (Picture taken from www.hmm.co.uk)	#Number 3 Rabbit Holes- Rude Box (Picture taken from www.hmm.co.uk)	#Number 3 Rabbit Holes- Rude Box (Picture taken from www.hmm.co.uk)	#Number 3 Rabbit Holes- Rude Box (Picture taken from www.hmm.co.uk)

The top 5 demerit-based reasons...

(Picture taken from www.hmm)



Paul Muth: These Streets

Photo taken from the actual playroom

Snow But Eyes Open

THE NEW YORK PUBLIC LIBRARY

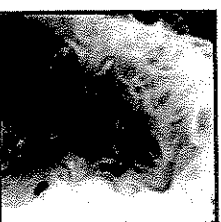
Мини-Ревю

Quesada, A. & T. B. Connors


second album






and recently:

went to play it.



1996, 1997, 1998, 1999, 2000, 2001, 2002, 2003, 2004, 2005, 2006, 2007, 2008, 2009, 2010, 2011, 2012, 2013, 2014, 2015, 2016, 2017, 2018, 2019, 2020, 2021, 2022, 2023, 2024, 2025, 2026, 2027, 2028, 2029, 2030, 2031, 2032, 2033, 2034, 2035, 2036, 2037, 2038, 2039, 2040, 2041, 2042, 2043, 2044, 2045, 2046, 2047, 2048, 2049, 2050, 2051, 2052, 2053, 2054, 2055, 2056, 2057, 2058, 2059, 2060, 2061, 2062, 2063, 2064, 2065, 2066, 2067, 2068, 2069, 2070, 2071, 2072, 2073, 2074, 2075, 2076, 2077, 2078, 2079, 2080, 2081, 2082, 2083, 2084, 2085, 2086, 2087, 2088, 2089, 2090, 2091, 2092, 2093, 2094, 2095, 2096, 2097, 2098, 2099, 2100, 2101, 2102, 2103, 2104, 2105, 2106, 2107, 2108, 2109, 2110, 2111, 2112, 2113, 2114, 2115, 2116, 2117, 2118, 2119, 2120, 2121, 2122, 2123, 2124, 2125, 2126, 2127, 2128, 2129, 2130, 2131, 2132, 2133, 2134, 2135, 2136, 2137, 2138, 2139, 2140, 2141, 2142, 2143, 2144, 2145, 2146, 2147, 2148, 2149, 2150, 2151, 2152, 2153, 2154, 2155, 2156, 2157, 2158, 2159, 2160, 2161, 2162, 2163, 2164, 2165, 2166, 2167, 2168, 2169, 2170, 2171, 2172, 2173, 2174, 2175, 2176, 2177, 2178, 2179, 2180, 2181, 2182, 2183, 2184, 2185, 2186, 2187, 2188, 2189, 2190, 2191, 2192, 2193, 2194, 2195, 2196, 2197, 2198, 2199, 2200, 2201, 2202, 2203, 2204, 2205, 2206, 2207, 2208, 2209, 2210, 2211, 2212, 2213, 2214, 2215, 2216, 2217, 2218, 2219, 2220, 2221, 2222, 2223, 2224, 2225, 2226, 2227, 2228, 2229, 2230, 2231, 2232, 2233, 2234, 2235, 2236, 2237, 2238, 2239, 2240, 2241, 2242, 2243, 2244, 2245, 2246, 2247, 2248, 2249, 2250, 2251, 2252, 2253, 2254, 2255, 2256, 2257, 2258, 2259, 2260, 2261, 2262, 2263, 2264, 2265, 2266, 2267, 2268, 2269, 2270, 2271, 2272, 2273, 2274, 2275, 2276, 2277, 2278, 2279, 2280, 2281, 2282, 2283, 2284, 2285, 2286, 2287, 2288, 2289, 2290, 2291, 2292, 2293, 2294, 2295, 2296, 2297, 2298, 2299, 2300, 2301, 2302, 2303, 2304, 2305, 2306, 2307, 2308, 2309, 2310, 2311, 2312, 2313, 2314, 2315, 2316, 2317, 2318, 2319, 2320, 2321, 2322, 2323, 2324, 2325, 2326, 2327, 2328, 2329, 2330, 2331, 2332, 2333, 2334, 2335, 2336, 2337, 2338, 2339, 2340, 2341, 2342, 2343, 2344, 2345, 2346, 2347, 2348, 2349, 2350, 2351, 2352, 2353, 2354, 2355, 2356, 2357, 2358, 2359, 2360, 2361, 2362, 2363, 2364, 2365, 2366, 2367, 2368, 2369, 2370, 2371, 2372, 2373, 2374, 2375, 2376, 2377, 2378, 2379, 2380, 2381, 2382, 2383, 2384, 2385, 2386, 2387, 2388, 2389, 2390, 2391, 2392, 2393, 2394, 2395, 2396, 2397, 2398, 2399, 2400, 2401, 2402, 2403, 2404, 2405, 2406, 2407, 2408, 2409, 2410, 2411, 2412, 2413, 2414, 2415, 2416, 2417, 2418, 2419, 2420, 2421, 2422, 2423, 2424, 2425, 2426, 2427, 2428, 2429, 2430, 2431, 2432, 2433, 2434, 2435, 2436, 2437, 2438, 2439, 2440, 2441, 2442, 2443, 2444, 2445, 2446, 2447, 2448, 2449, 2450, 2451, 2452, 2453, 2454, 2455, 2456, 2457, 2458, 2459, 2460, 2461, 2462, 2463, 2464, 2465, 2466, 2467, 2468, 2469, 2470, 2471, 2472, 2473, 2474, 2475, 2476, 2477, 2478, 2479, 2480, 2481, 2482, 2483, 2484, 2485, 2486, 2487, 2488, 2489, 2490, 2491, 2492, 2493, 2494, 2495, 2496, 2497, 2498, 2499, 2500, 2501, 2502, 2503, 2504, 2505, 2506, 2507, 2508, 2509, 2510, 2511, 2512, 2513, 2514, 2515, 2516, 2517, 2518, 2519, 2520, 2521, 2522, 2523, 2524, 2525, 2526, 2527, 2528, 2529, 2530, 2531, 2532, 2533, 2534, 2535, 2536, 2537, 2538, 2539, 2540, 2541, 2542, 2543, 2544, 2545, 2546, 2547, 2548, 2549, 2550, 2551, 2552, 2553, 2554, 2555, 2556, 2557, 2558, 2559, 2560, 2561, 2562, 2563, 2564, 2565, 2566, 2567, 2568, 2569, 2570, 2571, 2572, 2573, 2574, 2575, 2576, 2577, 2578, 2579, 2580, 2581, 2582, 2583, 2584, 2585, 2586, 2587, 2588, 2589, 2590, 2591, 2592, 2593, 2594, 2595, 2596, 2597, 2598, 2599, 2600, 2601, 2602, 2603, 2604, 2605, 2606, 2607, 2608, 2609, 2610, 2611, 2612, 2613, 2614, 2615, 2616, 2617, 2618, 2619, 2620, 2621, 2622, 2623, 2624, 2625, 2626, 2627, 2628, 2629, 2630, 2631, 2632, 2633, 2634, 2635, 2636, 2637, 2638, 2639, 2640, 2641, 2642, 2643, 2644, 2645, 2646, 2647, 2648, 2649, 2650, 2651, 2652, 2653, 2654, 2655, 2656, 2657, 2658, 2659, 2660, 2661, 2662, 2663, 2664, 2665, 2666, 2667, 2668, 2669, 2670, 2671, 2672, 2673, 2674, 2675, 2676, 2677, 26

Downloadable Tunes[★]


Downloadable Tunes


MP3


Welcome to Downloadable Tunes



This slide presentation will allow you to see what kinds of things our company has to offer!

Hopefully you will see what working for Downloadable Tunes can do for you.

Centre Number:




Downloadable Tunes[★]






- History – from hobby to successful business
- Staff – 8 members of staff in varying positions

Centre Number

4




Downloadable Tunes[★]


Staff Information

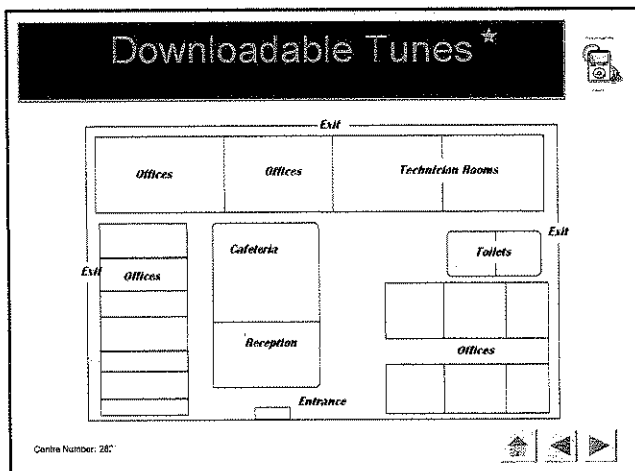
- Training
- Staff members are entitled to all Bank Holidays +20 days Annual Leave
- Discount
- Bonuses will be available at Christmas based on company sales and there may be a chance to earn extra bonuses throughout the year

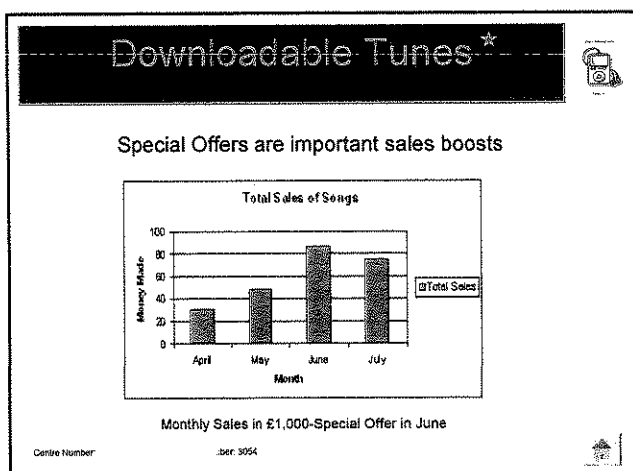
Centre Number: 20201



A03-M
HANDOUTS

Handouts
A03-M






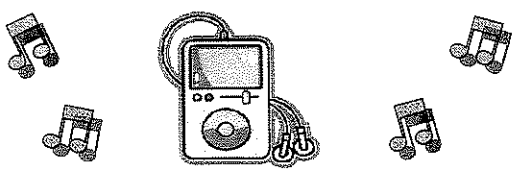
A03 - D

- A03-D
- ✓ 5 slides
 - ✓ Consistent style
 - ✓ ic font style, font size
 - ✓ Master slide
 - ✓ text and graphics
 - Handouts

Downloadable Tunes ★



Downloadable




Tunes

Welcome to Downloadable Tunes

This slide presentation will allow you to see what kinds of things our company has to offer!

Hopefully you will see what working for Downloadable Tunes can do for you.

Centre Number: _____



Welcome to Downloadable Tunes. This presentation will hopefully allow you to see how the company works a little better and find out what it offers you! My name is K... on and I am the representative from Human Resources who talks to new employees and helps them to settle in. I am also Editor of the company magazine. . If there are any questions feel free to ask throughout the presentation and I hope I can answer them for you.

A03-D
SPEAKER NOTES

Speaker notes ✓

A03-D

Downloadable Tunes ★



- History – from hobby to successful business
- Staff – 8 members of staff in varying positions

Centre Number:

Candidate Number:



Downloadable Tunes began as a hobby. Mr Riley loves listening to music and he started downloading music from the internet in his spare time for family and friends. He set up a small website at his home in 2004 and found that many people were accessing his website for music. As more people began downloading his music he decided to upgrade the website and add graphics and offer a job to a person willing to check the website making sure everything was running smoothly. He set up a business and made sure that all legal issues were in place by appointing a treasurer. After 2 years, in 2006, the website had made a very large profit. Not knowing what to do with the company he decided to get some advice. After many discussions, buying a company building and getting staff Downloadable Tunes became a real company. It was hard to make Downloadable Tunes like it is today, but with young willing people like you, you can see why it has been a success. We are currently employing 8 staff and the company is very successful. The company hopefully will continue to grow. The owner is available for staff to ask questions if they have any problems.

Downloadable Tunes★

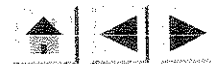


Staff Information

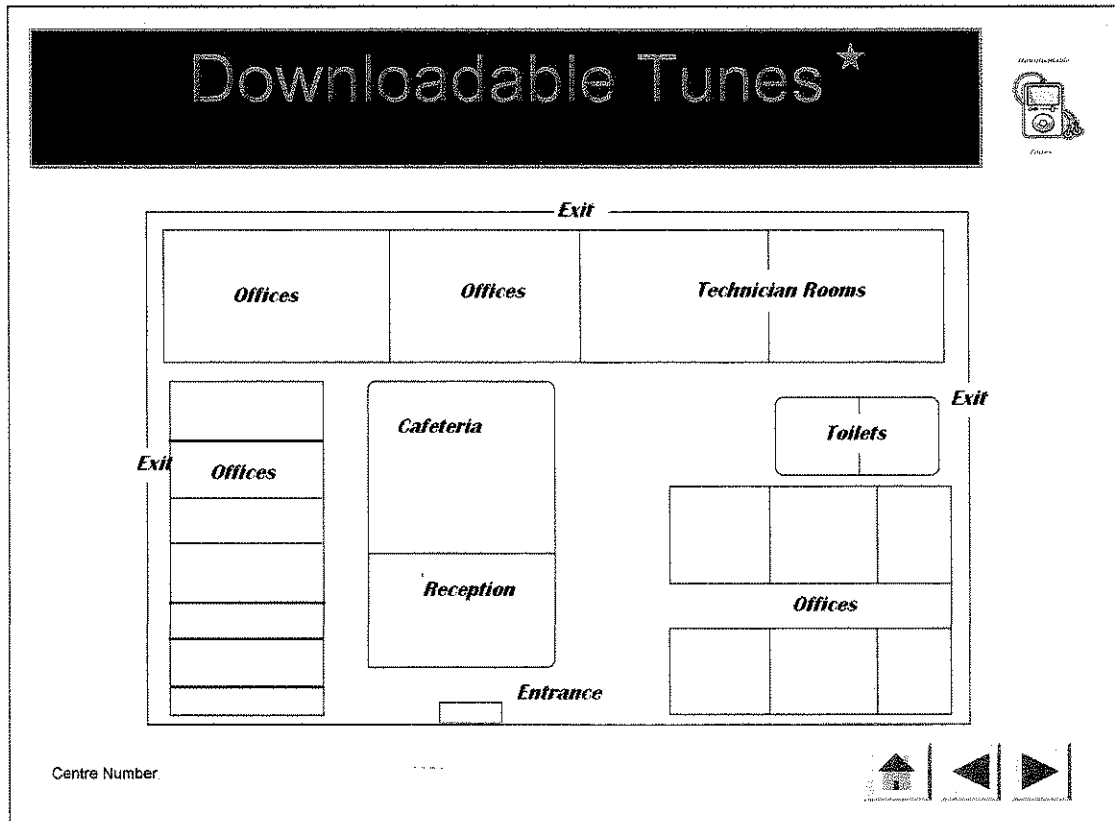
- Training
- Staff members are entitled to all Bank Holidays +20 days Annual Leave
- Discount
- Bonuses will be available at Christmas based on company sales and there may be a chance to earn extra bonuses throughout the year

Centre Number:

Candidate Number:



The company offers a variety of new and fun things to ALL staff. The first thing we offer is a range of new and helpful computer skills classes. All new staff will go on a course to learn how to use the world wide web and make graphical websites. All staff are entitled, within the time of 1 year, 20 days holiday. All Bank Holiday are honoured. Lunch will be 1 hour and can be taken whatever time necessary. Staff will have a site discount depending on length of service and finally you will NOT be asked to work on Sundays. The canteen is located to the left as you enter the building. Hot meals and snacks will be provided.

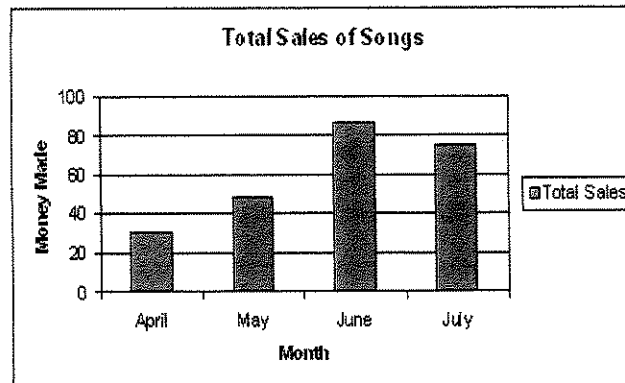


This page shows the layout of the downloadable tunes company building. It allows you, if new to the building, to find your way around easily. As you can see there are offices to the top left and right of the building. In the middle is the reception, cafeteria and toilets. It is a fairly easy layout. The technicians room is there if any problems occur. The canteen is located to the left as you enter the building. Hot meals and snacks will be provided.

Downloadable Tunes ★



Special Offers are important sales boosts



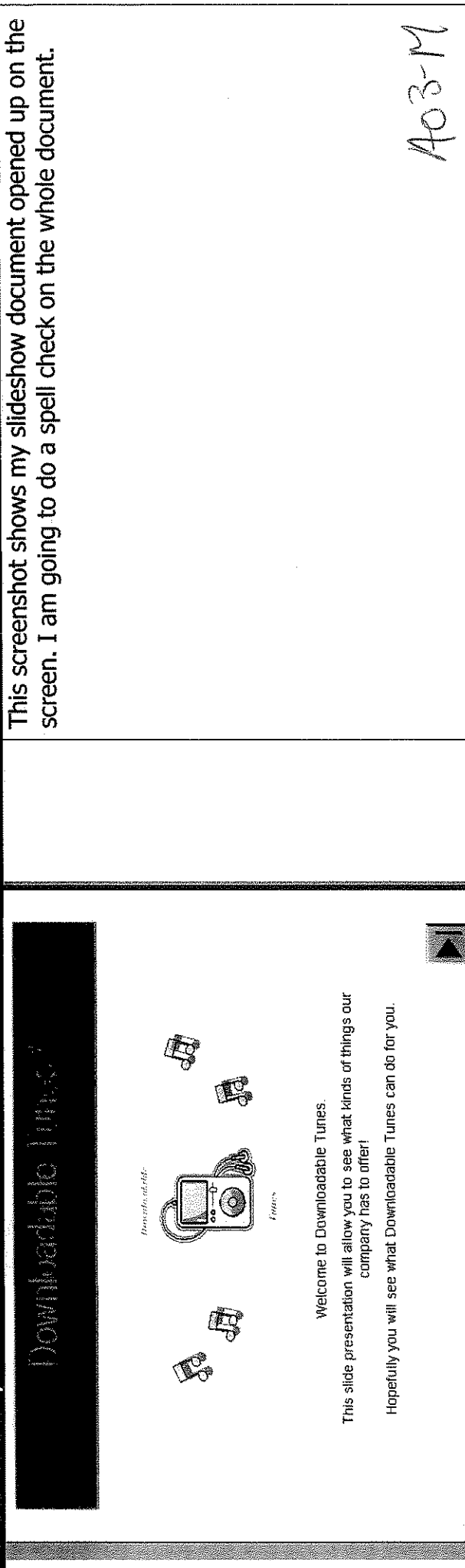
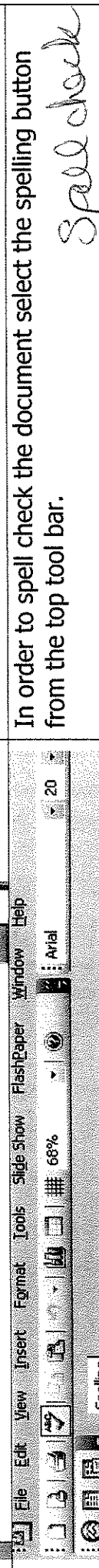
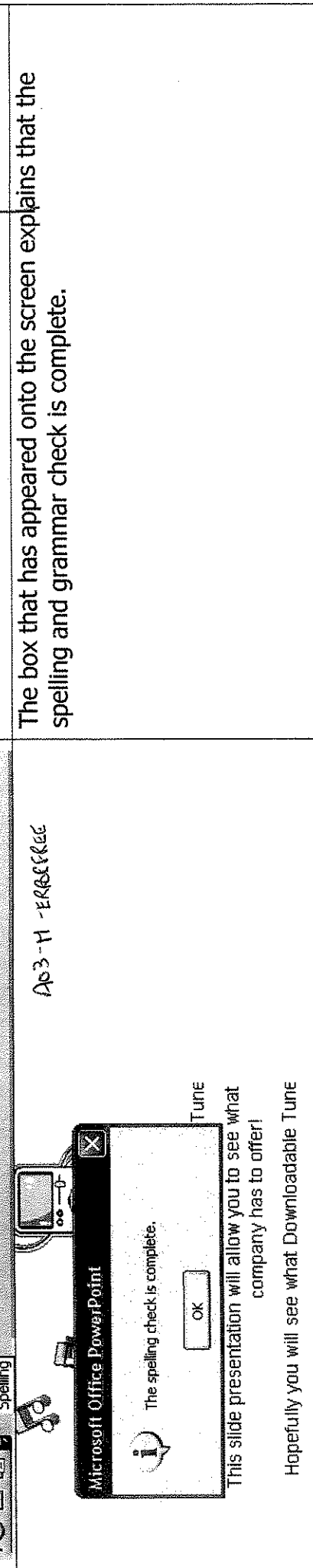
Monthly Sales in £1,000-Special Offer in June

Centre Number.....



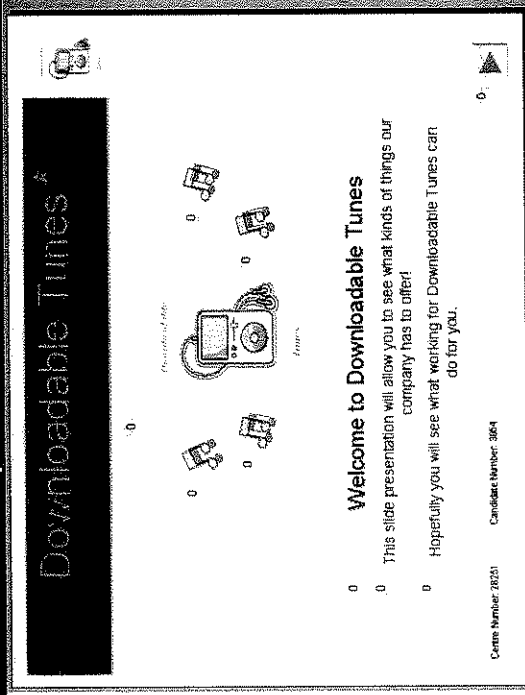
Special offers are very important to our success. The graph shows how the sales of do have increased over the past 4 months. It has improved dramatically and profits get higher when sales or special offers are running. The second graph shows the ages of customers how use downloadable tunes. It helps us because it allows us too see what age group to aim it at and how to set out our website. Downloadable Tunes is now running in their own premises. We are currently employing around 8 staff and the company is very successful. The company hopefully will continue to have custom, and the owner is available for staff to ask questions if they have any problems.

Task 8- Creating a Presentation
Evidence to show spelling and grammar check

SCREENSHOT/EVIDENCE	WHAT IT IS SHOWING
	<p>WHAT IT IS SHOWING</p> <p>This screenshot shows my slideshow document opened up on the screen. I am going to do a spell check on the whole document.</p> <p style="text-align: right;">A03-M</p>
	<p>In order to spell check the document select the spelling button from the top tool bar.</p> <p style="text-align: right;">Spell check</p>
	<p>The box that has appeared onto the screen explains that the spelling and grammar check is complete.</p>

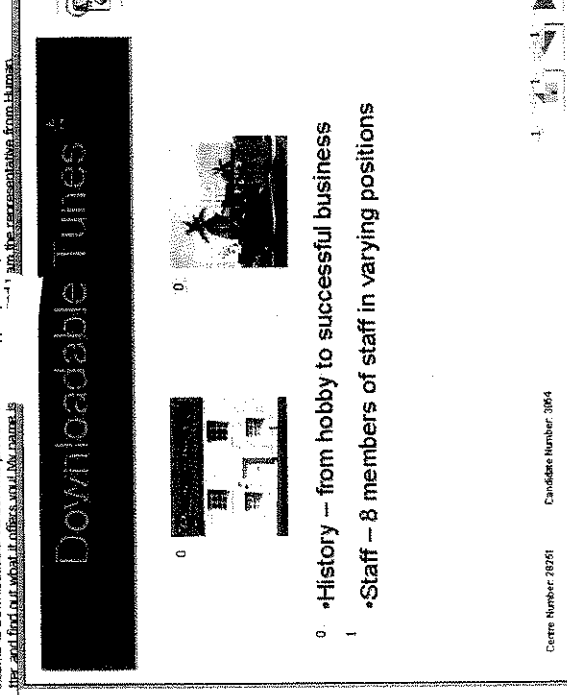
Task 8- Evidence of Slideshow

SCREENSHOT/EVIDENCE



WHAT IT IS SHOWING

This screenshot shows the first slide in my slide show. The text box and logo located at the top of the screen are on the master slide, therefore will be on each slide. The slide transitions I have applied to the slide are called fade smoothly. This is how the page will appear onto the screen. All of the custom animations enter automatically and at the same time. This is because I don't need to say anything separately so I don't need to have it on a click. The writing is Ariel and for the main text I have used a larger size than the information that isn't that important as I will read it out anyway. By having a basic slide show will ensure that all the attention is focused on what is being said, not on animations. The house style of the presentation is consistent throughout which will be evident in the screenshots that will follow.

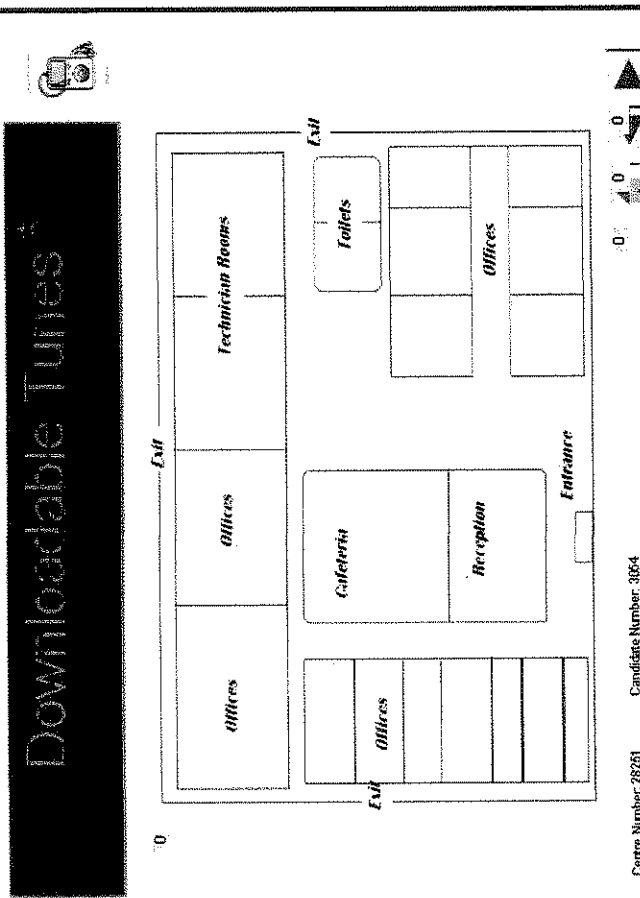


This is the second slide in my presentation. As you can see, again there are custom animation as before. They are the same as the previous slide, entering from the right all together. However the last bullet point comes in on a click, to give chance to explain the previous bullet point. The two images were taken from the internet; again I have used Ariel text and kept it as simple as possible. The master slide layout again is on this slide too.

Animation
A03-D

Centre Number:

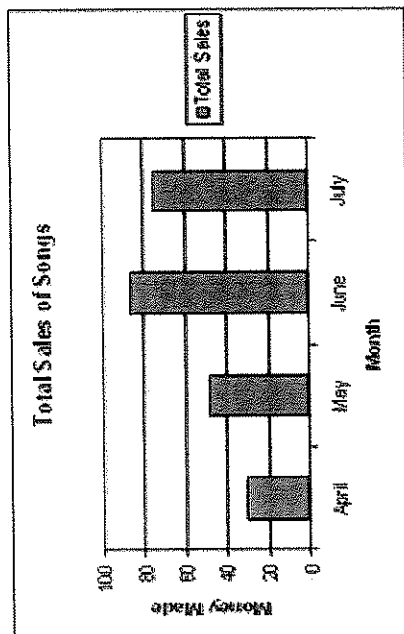
Candidate Number:

<p>Downloadable Tunes*</p> <p>Staff Information</p> <ul style="list-style-type: none">• Training• Staff members are entitled to all Bank Holidays +20 days Annual Leave• Discount• Bonuses will be available at Christmas based on company sales and there may be a chance to earn extra bonuses throughout the year <p>Centre Number: 28251 Candidate Number: 3054</p>	<p>Downloadable Tunes*</p>  <p>Centre Number: 28251 Candidate Number: 3054</p>	<p>The next slide is again, consistent in the layout and the colours are the same as the others. The text and text size has stayed the same to make it look professional. There are custom animations the same as before but again some are on a click. The buttons at the bottom are hyperlinked to the next, previous and home page.</p> <p><i>Consistent</i> <i>103-D</i></p> <p>This next slide is slightly different to the others as it contains no text. The colours are still consistent as they are on the master slide. The reason there is no text is because this slide has a map of the building on it, therefore there is no reason for text. Again, the buttons are at the bottom of the page so it is easy to navigate.</p>
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Downloadable Times



0 Special Offers are important sales boosts



1 Monthly Sales in £1,000-Special Offer in June

Centre Number

Centre Number 3054

This is the final slide. Again, the items from the master slide are placed onto the page. The graph shows information about the statistics of the company. There are custom animations, and the graph and text come on with as click as oppose to all together, to give me chance to talk about the graph etc.



Task 8- Creating a Presentation
Making a Master Slide

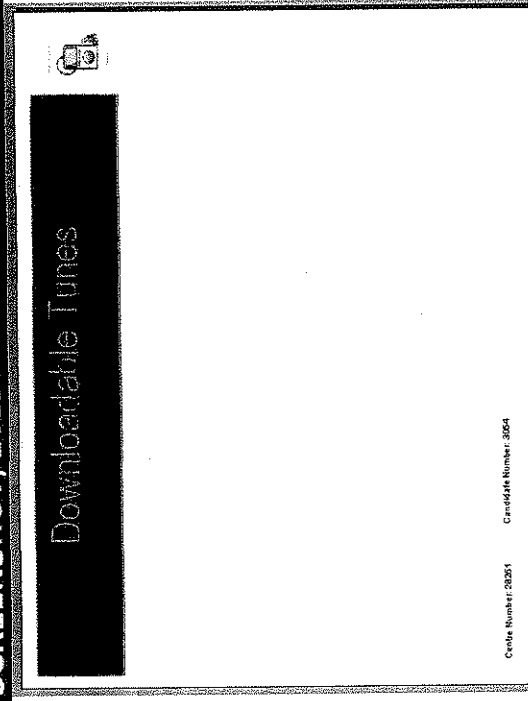
SCREENSHOT/EVIDENCE

WHAT IT IS SHOWING

This screenshot shows my master slide for my presentation. The way I did this was by selecting 'view' from the top of the screen and then selecting 'master' and then 'slide master'. I then placed the things that I wanted to be applied to every document on the master document. This means that all of my other slides will look the same as this one.

*Master Slide
Consistency
AO 3-D*

This shows one of my slides after applying the master slide. As you can see it includes all of the things from the master slide.



- History – from hobby to successful business
- Staff – 8 members of staff in varying positions

Downloadable Tunes*



Staff Information

- Training
- Staff members are entitled to all Bank Holidays +20 days Annual Leave
- Discount
- Bonuses will be available at Christmas based on company sales and there may be a chance to earn extra bonuses throughout the year

Centre Number: 26261

Candidate Number: 3064



This is also another page, which too, includes all of the things from the master slide.