

IT Software Solutions for Business

Pre Competition Activity

Word Tasks

You will be provided with the following files

Logo.jpeg
Carvalho.jpeg
Customers.accdb

Scenario

You have been employed to work as an IT assistant for the travel company NatMac Experiences. The company specialises in long haul, exotic holidays, but also arranges national and European breaks. Your first task is to produce a template for the office correspondence

Please make sure that you save the all files in the correct folders as this is what will be marked. Items stored out with these folders will not be marked.

Task 1

1. Create a folder with your name and then two subfolders, one called **Word Processing** and one for **Spreadsheets**.
2. Create a template called **NatMac template**. Insert the **logo.jpeg** file provided, at the top and centre it horizontally on the page.
3. Change the style to **Metal Oval** and give the image an **Aqua 11pt Glow, Accent colour 5** and change the **transparency to 35%**
4. Enter the following text below the logo also **centred** and **Century Gothic 12pt and bold**. Set the font of all the text in the template to **Century Gothic 12pt**

NatMac Enterprises

129 Queensway Manchester, M1 3HZ, 0161 339 9900

5. .Insert a function which will automatically enter the current date when the file is opened.
6. Insert the image **carvalho1.jpeg** provided on the USB stick, as a watermark and increase the size to **200%**.
7. Enter the company's email address as a **footer, Century Gothic, 8pt and bold**

www.natmacenterprises.co.uk

Task 2

You are now tasked with creating a customer evaluation form as shown on the next page.

1. All text entered should be **Century Gothic 12pt** and bold.
2. **Control box text** should be modified as shown on the following page
3. Use a **plain text control** for the customer name
4. A **Drop down Control** should be used for the Experience purchased (Lake Titticacca, Machu Picchu, Trekking in Nepal, Whitewater Rafting in Nepal, Cycling World Heritage Vietnam, Cycling Saigon Vietnam, Great Ocean Road Australia) with the content unable to be deleted.
5. **Date pickers** for start and end dates
6. **Option** button controls for the overall experience and for whether the customer would go on another NatMac Experience. The customer should only be able to pick one option in each of these.

7. There should be **checkbox** options for how the customer heard about NatMac Experiences and should be able to pick one or more of these options.
8. Restrict the editing of the form to only filling in forms with no password.
9. Save the form as **Customer Evaluation** as a macro enabled document.



Customer Evaluation

Name [Click here to enter your full name.](#)

What Experience did you Purchase? [Choose an experience.](#)

What dates did you travel?

Start date [Click here to enter a date.](#) **End date** [Click here to enter a date.](#)

How much did you enjoy the overall experience?

☐ Excellent
 ☐ Good
 ☐ OK
 ☐ Not at all

Was there anything that would have improved your experience?

[Click here to enter your comments](#)

How did you hear about NatMac Experiences? Please tick all that apply

☐ Internet
 ☐ Newspaper
 ☐ Magazine
☐ Recommendation
 ☐ Other

Would you go on another NatMac Experience in the future?

☐ **Yes**

☐ **Not Sure**

☐ **No**

Task 3

You are now going to send out the evaluation form to all the customers who have had Holiday experiences in **Machu Picchu, Lake Titicaca, Nepal, Vietnam, and Australia**. Use the data source **Customer**

1. Use the template that you created in Task 1 and send the following letter with the evaluation form attached just to those customers who have expressed an interest in the above holiday experiences
2. Use name and address blocks for the customer name, and then type in the following letter
3. Enter a field from the database for the customers' preferred experience

Dear << Title>> <<Surname>>

I believe you have expressed an interest in << experience >>.

I am delighted to be able to enclose our new booklet which includes << experience >> as well as some of our other new experiences.

Please do not hesitate to contact us if you wish any more information

Yours sincerely

Travel Organiser
Enc

4. Enter your own name above the Travel Organiser
5. Complete the merge to only the appropriate customers stated in **Task 4**
6. Save the document as **Customer Merge**

Spreadsheet Tasks

You will be provided with the following files

Experiences.csv
Extras.csv
Logo.jpeg
NatMac Customers.xlsx
Sales Figures.xlsx

Task 1

1. Open the file **Sales Figures**. This shows the yearly sales for NatMac Enterprises.
2. Create a pivot table that shows the **Total sales** for each **sales person** for each **Holiday** destination. Name this sheet **Sales Summary**.
3. Create a pivot chart which shows the first **six months** of total **sales by sales person**; include the **product** as the legend.
4. Move the chart to its own sheet and name it **Half yearly sales**.
5. Show the data under the chart.
6. Add a **Linear Forecast Trendline** based on Australia.
7. Format the primary vertical axis so that it starts with the value **100000** and ends with the value **900000**.
8. Save the file as **Sales Figures1**.

Task 2

In your role as IT Assistant for NatMac Experiences you have been requested to create a template to be used for invoicing customers.

1. Open the spreadsheet file **NatMac Customers** which is supplied on your Pen drive and leave it open. It will be used later on.
2. Create a new **workbook** and enter in the following data

	A	B	C	D	E	F	G
1	NatMac Experiences						
2	Customer ref						
3	Customer Name						
4	Customer Address						
5							
6	Experience	Date	Cost	Extras	Extra Cost	No of Customers	Total Cost
7							
8							
9							
10							
11							
12							
13							
14							
15							
16							
17							
18							
19							
20							
21							
22							
23							
24	Invoice Total						
25							

3. Name this sheet **Invoice**.
4. Merge and centre the heading which should be **Broadway, bold** and **24 pt**.
5. The rest of the text should be **Century Gothic 12pt** and all headings should be **bold**.
6. All monetary values should be displayed as currency.
7. Put a **thick** Outline Border round the outside.
8. Insert the **Logo** at the top right hand corner and resize to **3cm** tall and **5.5cm** wide.

9. Ensure that only a whole number between 100011 and 100031 can be entered as the Customer Ref in cell **B2**. Put in appropriate error and input messages.
10. Enter a formula in **B3** which should when you enter in the Customer Ref value, automatically enters the Customer title and Surname from the spreadsheet **NatMac Customers** which is supplied on your Pen drive. This should be formatted with a space between the title and the surname.
11. Enter a formula in **B4** which will automatically enter the Customers address from the **NatMac Customers** file when the Customer Ref value is entered.
12. Import the csv file **Experiences** in to **sheet 2** starting at **A1** and name the sheet **Experiences**.
13. Name the cell range **A2:A8, Experiences**.
14. Import the csv file **Extras** in to **sheet 3** starting at **A1** and name the sheet **Extras**.
15. Name the cell range **A2:A6, Extras**.
16. In cells **A7** through to **A23** you should only be able to put in the Experiences listed on the **Experiences** worksheet. Put in appropriate input and error messages
17. In the cells **B7** through to **B23** you should only be able to enter dates between **1/5/17** and **1/5/18**. Put in appropriate input and error messages
18. In cells **C7** through to **C23** enter a formula which will automatically put in the correct cost of the Experience.
19. In the cells **D7** through to **D23** you should only be able to enter the extras listed on the **Extras** sheet. Put in appropriate input and error messages
20. In cells **E7** through to **E23** enter a formula which will automatically put in the correct cost of the Extras.
21. In cells **F7** through to **F23** you should only be able to put in the whole numbers between **1** and **100**. Put in appropriate input and error messages

22. In cells **G7** through to **G23** enter a formula which will work out the total cost for that row
23. In cell **G24** enter a formula which will total cells **G7** through to **G23** if they have a value greater than zero.
24. Protect the cells which have formulas in them with the password **worldskills**.
25. Change the document properties to show

your name as the author,
the title as Company Invoice,
Date completed as today's date,
Checked by Jack Ainsworth
Recorded by Cathy Kydd
26. Save this as a template with the name **Invoice**.
27. Create a file using the template that you have just created and enter the data as shown below

NatMac Experiences						
Customer Ref	100018					
Customer Name	Dr Michaels					
Customer Address	301 Airpark Dr.					
Experience	Date	Cost	Extras	Extra Cost	No of Customers	Total Cost
Machu Picchu Adventure	31/05/2017	£2,389.00	Fully inclusive	£999.00	4	£13,552.00
Lake Titicaca	10/06/2017	£2,099.00	25kg extra luggage	£100.00	4	£8,796.00
Great Ocean Road	10/08/2017	£3,980.00	Business Class	£400.00	6	£26,280.00
Whitewater rafting in Nepal	12/09/2017	£2,010.00	tours	£150.00	2	£4,320.00

Save the file as **Invoice1**.

End of Paper