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## ESSENTIAL SKILLS ICT LEVEL 2

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### **SCENARIO:**

You are being given the opportunity to organise and go on a “City Break” of your choice with your fellow classmates. If you wish the trip could also incorporate an event or be in connection with an interest or hobby of your choice.

As the group leader and in preparation for the trip you are going to create an information newsletter outlining details on your destination and the itinerary for the duration of the trip.

You must also research the cost of the trip to find the most competitive price. As you are travelling as a group you will negotiate a group discount and include this in your final calculations.

Create records on your classmates and use to find their mailing details to be included on a cover letter. This letter will accompany your newsletter/itinerary and detail the final cost of the trip.



**Assignment Breakdown:**

**Activity 1: Finding and Exchanging Information**

- 2.2 a-b Use two different sources to research and collect details and costs on your chosen destination.
- 2.2 c-e ***All information selected for use must be within the constraints of copyright.***

**Activity 2: Create a Newsletter/Itinerary with Front Cover**

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|---------|---|--|
| 2.1 a-e | From your research in Activity 1 create a newsletter with front cover on your selected destination.                                       | Draft version and completed version stored in an appropriate directory/folder in your e-portfolio. |
| 2.2 e   | Create a logo that can be used on your newsletter front cover and other stationary.   |  |
| 2.3 a-d | Use a variety of formatting techniques that will improve the document's visual impact and include relevant images to illustrate the text. |  |
| 2.3 f-g |   |  |
| 2.3 m   | Also include details of the itinerary. This information should be displayed in a table.   |  |
| 2.3 o   |   |  |
| 2.3 e   | Make sure you work accurately.  |  |
| 2.3 n   | Include a draft version of your newsletter in your e-portfolio along with the final copy.   |  |

### **Activity 3: Calculate the Cost of the Trip**

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| <b>2.3 h</b> | Calculate the cost of the trip.  | Draft version and completed version stored in an appropriate directory/folder in your e-portfolio. |
| <b>2.3 h</b> | Create a spreadsheet to compare prices from various travel companies using the information you have gathered from your research.             |  |
| <b>2.3 i</b> | Use appropriate formulae and methods to identify the supplier that is the most competitive and calculate the total costs and group discount. |  |
| <b>2.3 j</b> | Use suitable numerical formatting and page layout etc to enhance the presentation of the spreadsheet. List/sort the data appropriately.      |  |
| <b>2.3 n</b> | Create charts with titles, legend etc to demonstrate your findings.  |  |
- Include a draft version of your spreadsheet in your e-portfolio along with the final copy.
- Also an additional version with the formulae displayed that you used to perform the calculations.
- Make sure you work accurately.

### **Activity 4: Create a Database**

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| <b>2.3 k</b> | Select a suitable application to record and store contact details of the students that are accompanying you on the trip. | Completed version stored in an appropriate directory/folder in your e-portfolio. |
| <b>2.3 n</b> | Sort, add, delete and amend records accordingly.   |  |
- Make sure you work accurately.

### **Activity 5: Create a Letter**

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| <b>2.3 k-o</b> | <p>Create a letter to your classmates informing them about the cost of the trip and to accompany your newsletter.</p> <p>The letter should include the logo you created and be appropriately laid out using suitable formatting on the text and paragraphs.</p> <p>Select an appropriate application that will allow you to merge the records that you have stored from the database to name and address your letter.</p> | <p>Draft version and completed version stored in an appropriate directory/folder in your e-portfolio.</p> |
| <b>2.3 n</b>   | <p>Include draft versions of your letter in your portfolio along with the final copy.</p> <p>Make sure you work accurately.</p>   |   |

### **Activity 6: Email**

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| <b>2.2 g</b>   | <p>Open your E-mail account and add your tutor's email address/details to your address book.</p> <p>Create folders to store emails you need to keep.</p> <p>Create a new email and using your address book send it to your tutor with a copy of your calculations attached.</p> <p>Read the reply from your email and respond accordingly.</p> | <p>Screen Shot of Address Book and folders.</p> <p>Screen shot of e-mail sent with attachment and opening an attachment.</p> |
| <b>2.2 f-g</b> | <p>Delete any unwanted emails.</p> <p>Screen shots need to be stored in an appropriate directory/folder in your e-portfolio.</p>   | <p>Screen shot of Sent Items.</p> <p>Screen shot of before and after deleting email.</p>                                     |

**Supporting Material:**

To successfully complete the assignment the following also needs to be included in your portfolio:

- 2.1 f-g** In your e-portfolio create a hierarchical folder structure and make sure your files and folders/directories are appropriately labelled. Screen shot of folders and files with annotation on how to create, rename and delete files/folders.
  
- 2.1 h-i** A report or presentation on “Working with Computers” to include your experience of Health and Safety when working within an ICT environment. Include your understanding of copyright/data protection issues. Also include data and internet security procedures and the limitations of bandwidth associated with downloading large files.
- 2.2 e**
  
- 2.3 p** Evaluation Report reviewing the effectiveness of creation and presentation of information throughout the portfolio.