

Chapter 17 : Documents

Why do we need corporate House styles ?

- Ensures consistency across all document
- Lets people know that the documents belong to the same authority
- To reduce time spent in setting in and formatting documents
- To reduce cost of setting up and formatting documents
- to reduce the risk of errors e.g. Mis-spelling, logos omitted etc.

PDF vs RTF :

- PDF is portable document format and is readable on a pdf viewer or browser
- RTF is rich text format and is readable by all word processing software.

RTF uses basic font formatting	PDF uses full formatting
RTF doesn't allow for graphs	PDF allows graphs
RTF doesn't allow comments	PDF allows comments
RTF Doesn't allow for digital signature	PDF allows for digital signatures
PDF tends to be compressed	RTF is not compressed
RTF is fully editable	Some PDF cannot be edited

How to create a chart :

- Add a chart title – for example: 'UV level comparison for 2016 for Brazil and France'
- Add y/value axis title – UV level
- Add x/category axis title – months
- Change/Add legend – to show the two countries (Brazil and France)
- Place the legend below the chart to give max coverage of the graph
- Add data labels on the line to provide/give exact values

Describe how he could reduce the size of the document without reducing the number of images.

- Compress the images to a smaller size // reduce image resolution
- Compress/zip the document to a smaller size
- Change the file type/format of each image
- Save as PDF
- Replace the images with place holders

Web development layers are used when designing web pages. An example of one of the layers is the presentation layer. Name the other two web development layers.

Content/Structure

Behaviour/Scripting

explain what is meant by house style.

- Use of corporate/same colours
- Same font
- Same style of font
- Margins and white space look similar therefore showing it is part of the same company
- Graphics are similar
- Logos are the same
- Language used is the same on all documents within the group
- Position of the images are the same
- Blackline at the top with contact details
- Same type of icon
- Icons in same place on a white background
- Use of branding

Name three appropriate types of object that could be inserted into the web page

- Text
- Static images
- Moving images/animation/video
- Sound

A website uses anchors. Describe what an anchor is and how it is used.

An anchor is a link within the web page/It is the destination

Any **two** from:

- Example media file, image in a hyperlink
- Used to move (quickly) to the top of the page
- Used to link to another web page
- Used to link to a media file
- Used to link to a program
- Used to link to an image

How to resize an image :

- Click on the image
- Move the pointer to the (right hand) corner of the image
- Click LH mouse button and drag to new size

or

- Click on the image
- Click on size
- Type in the dimensions
- Select maintain aspect ratio

How to rotate image :

-Select image , rotate x degrees .

Describe all the steps involved in carrying out a mail merge to create the membership cards.

- Create a master document (membership card)
- Create/use a data source
- Check the membership cards for errors
- Place tags in the document
- Link the fields with the tags
- Select the records to merge
- Merge the records and save
- Check the data on the cards is correct
- Preview/Print the cards

The special margin that is placed at the top or edge to clear the text from the fold in a page is called the gutter.

When the first line of a paragraph appears as the last line of a page this is called orphan.

Describe four advantages of using mail merge.

- Faster than editing each individual letter
- Fewer errors than retyping the data
- The data can be used for other applications
- The report template can be easily adapted for other mail merges
- Consistency in the reports
- Error checking only needs to be carried out once (on the data and the template)
- Reduces the time taken to write out all the reports separately

The teacher needs to check the data source and template before the data is merged. Describe three checks that need to be done

- Spell check the master document
- Grammar check the master document
- Check consistency of the text
- Check merge fields are in the correct places
- Check the template and merge fields matches the house style
- Proof reading the data in the data source/check the data is correct
- Check the data source exists
- Validate the data in the data source

How is mail merge created

Type the master document/load the master document
Start the mail merge
Attach the database as the data source
Insert appropriate fields/placeholder from the data source
Insert special fields such as automated date field
Select records to merge
Select recipients
Merge a document with selected fields
Save/preview and print/email letters

Discuss the benefits and drawbacks of storing membership details on a computer database.

Benefits

Max **five** from:

- Membership details can be searched / sorted very quickly
- ...useful if there are hundreds of members
- Membership details can be easily edited...
- ...by searching for a record then changing / adding / deleting
- The data in the database can be backed up easily...
- ...therefore preserving the records
- ...creating an archive of past members
- Far more secure than other methods...
- ...can be password protected
- Can be used as a source for mail merging...
- ...saves re-writing the database
- Re-writing the data each time it is used would cause errors
- Re-writing the data each time it is used could take a lot of time

Drawbacks

Max **five** from:

- Need IT skills
- Need to have to correct software
- Can take up a lot of storage space / memory in the computer
- The software could be expensive to buy
- Training on how to use the software...
- ...could be expensive for the club

Gutter – A margin placed on the fold of a book // A margin between the page margin and the fold of a book

Header – This is an area at the top of every page

Widow – When the last line of the paragraph is the first line of a new page

Wrapping – Text is written around an image in a word processed document

A picture is an element of a web page. Name three other elements that could be used in a web page.

Text

Moving images/movies/animation

Sound

Hyperlinks

css – Cascading Style sheet

Plain text file format

Used by web pages to produce a consistent format between different web pages

Used in the presentation layer

.htm – hypertext markup (language file format)

Plain text file format

Used in the content layer

Consists of a set of markup symbols/codes

Tells the web browser how to display the page

How to resize image :

Open the file with image editing software

Select the image

Click on Format

Deselect aspect ratio

Change size to 1.3 cm height and 1 cm width/Type in correct measurements in both width and height

Advantages of email groups:

This allows her to type/enter one email and send it to all her friends at the same time by only typing/entering the name of the group

There is no need to remember her friends email addresses

Fewer errors in the addresses as they are in a list

Saves time to enter the email addresses rather than typing them out

Ensure she does not miss any of her friends out

.txt is a text (file) used by a variety of text editors (1 mark)

.rtf is rich text (format) for a rich text file that is readable by most word processing software (1 mark)

Any **three** from:

RTF has many more features than TXT.
RTF is capable of basic font formatting while TXT isn't.
RTF is capable of paragraph formatting while TXT isn't.
RTF is capable of creating bulleted lists while TXT isn't.
RTF files can include images while TXT cannot.
.TXT takes up less memory

Check if the date on the letter is correct
Proofread the document
Spellcheck the letter
Grammar check the letter
Check the data in the database/mailling list to ensure up to date data was used
Check correct fields are included

Explain why you might want to insert a section break in a document.

When you want to apply different formatting in the same page without disrupting the formatting of the whole page.
When you want to use columns in a page, and have different amounts of columns on the same page.
When you want to use a heading across the whole page but the text below is in several columns.
When you don't want headers on pages with a title, but you do want them on other pages.
If you didn't have them, each page would have the same header.
To enable page orientation to change between 2 pages. [4]

You have completed a word processed report for a History project on the First World War. You set the computer to check the grammar and spelling. Explain why you still need to check the spelling and grammar visually.

The language/dialect used in checking the spelling/grammar could be different e.g. English(US).
Names/proper nouns might be highlighted as an error but are acceptable.
If no suggestions are given
Similar sounding words need to be checked, i.e. where, were, wear.
The grammar might be too complex for the grammar checker to cope with. [3]

Explain, using examples, why headers and footers are used.

Three max

A header and footer may be on every page to show consistency.

Don't have to type it in on every page...

...saves time

...reduces errors

Three max

What is in that section of document/title of the sub-section

Author of the document

The page number

The version

The date

File name/path

Company logo/name

Describe how a relational database can be created using tables A and B

Open/load database/select menu database tool

Select create relationships

Select/insert/drag tables A/Venue details and B/Concert details

Venue ID in table A/Venue details is selected as the primary key/key field

Location ID in table B/Concert details is selected as the foreign key

Venue ID and Location ID are linked

A one to many relationship is created

Jpeg –

Joint photography experts group – 1 mark

Commonly used for lossy compression for digital images/Used for complex images/photographs/used for saving storage space/used for increasing transmission speed/reduced download time (particularly with web pages) – 1 mark

Png

Portable network graphics/raster graphics file format – 1 mark

Uses lossless data compression/Used for transferring logos or images with no colour gradient – 1 mark

Discuss the use of spreadsheet software compared to database software to store and manipulate student data.

Filters are easier to create using database software...
...such as names of students matching a criterion...
...e.g. passing an exam/born in a certain year
Queries can be saved using database software...
...for ease of use with updated data such as new students attending school
Calculated fields can be difficult to create using database software...
...such as calculating ages from date of birth
Easier to create complex formulae in spreadsheets...
...such as nested ifs for determining if a student has passed a number of modules in a course
Can use more functions in spreadsheets...
...such as countif to count the number of students passing an exam
Charts are easier to produce using spreadsheet software...
...to show progress of students
Repeated data can be easier to enter using spreadsheet software
Fields easier to name and query using database software
Spreadsheets are easier to use to model different scenarios...
...such as number of students passing an exam
Can only create a relational database using database software
Allow justified examples of use of database or spreadsheet software

FTP

File Transfer Protocol/is used to transfer files from one computer to another (1 mark)

Differences

Three from:

HTTP is used to access the world wide web/web sites

FTP is used to download from file servers whereas http is used to download from web servers

FTP – files are transferred from one device to another and copied into memory

HTTP transfers the contents of a web page into a browser for viewing.

FTP upload is used in cases when the file size is very large

HTTP upload is used for smaller files.

.txt

Two from:

Text file with very little/no formatting/used by a variety of text editors

Can be opened by any software package that reads text/generic text format

Any formatting is lost when saved

.gif

Two from:

Graphic interchange format

Bitmap graphic format/GIF files use data compression to reduce the file size

Image format that will allow still or moving images to be stored

.pdf

Two from:

Portable document format

Makes it possible to display text and graphics in the same fixed layout on any computer screen

Reduces file size of read only document for transmission

Generic file formats are those that when files are saved in that format they can be used in different types of application software – 1 mark

Three from:

A .txt file can be imported into any text editor/ word processing/DTP package

A .csv file can be imported into any spreadsheet

A .jpg/.gif/.png file can be used in most bitmap image editing software

A .pdf can be used in any document format reader

A .rtf can be used in any word processor and retains some formatting

A .css can be opened in any text editor

A .htm can be opened by any web browser

Give the advantages of using mail merge instead of photocopying the letters

The letter will be more personal/can have the member's name on it

The letter will be of better quality and look more professional

Easier to target team members of specific sports

Easier to identify how many letters to print

Address labels are easier to produce using the data from the database

Identify and describe the three web development layers.

Content layer

Content can consist of text or images

Presentation layer

This layer is defined by the CSS or styles to indicate how elements are displayed

Behaviour layer

This layer of a Web page allows interaction

Field

one item of information [1]
name/address/phone number/date of birth/tutor group/student id [1]

File

a collection of records [1]
all the students names, addresses, phone numbers, dates of birth, forms, student ids [1]

Record

A collection of fields [1]
All the information about one student/More than one of: name, address, phone number, date of birth, tutor group of one student, student ids [1]

Range check – two from:

Checks that data lies within a set range
In this database a range check could be performed on the Number_of_passengers or Ticket_prices fields
Number_of_passengers should be in the range 135 to 375/Ticket_prices have to be in the range \$500 to \$1200

Format check – two from:

Checks that data follows a set format
The Flight_number is in a specific format
The Flight_number must be two letters followed by three digits

Length check – two from:

Data must be a specific length – no more no less
Length check could be carried out on Departure_Airport_Code or Destination_Airport_code, Departure_Airport_Code/Destination_Airport_code must be exactly three characters [6]