



1.1 DEVELOP AND PRESENT INFORMATION

Tasks



This section mainly addresses the curriculum areas specified, although to allow a more realistic setting for each task, some elements from other curriculum areas may also be mentioned. This section has been prepared for use with Microsoft Office ® 2010 software.

Microsoft Office ® is a suite of software which is popular for producing word processed documents, spread sheets, databases and presentations. The Microsoft Office ® includes Microsoft Office Word ®, used for word processing and Microsoft Office Excel ®, used for spreadsheet. Word 2010 files are recognised by the “.docx” extension, the internationally recognised standard for this type of file name extension.

1.3 DEVELOP AND PRESENT INFORMATION

Open Word:

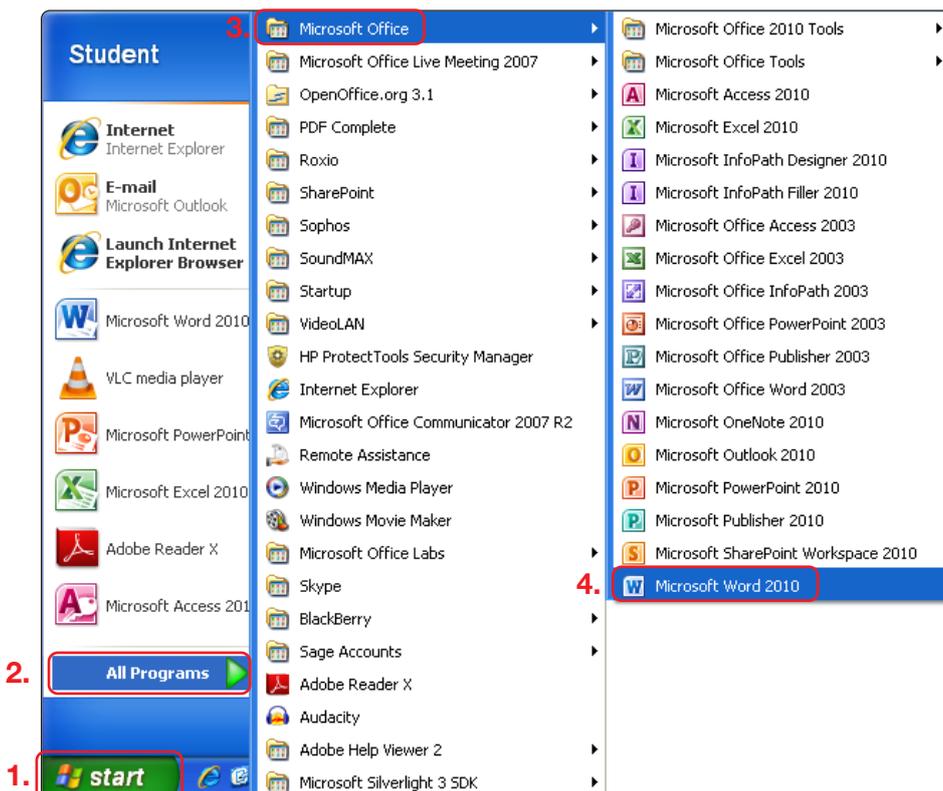
Using a computer you have been provided with, please follow the following instructions to ensure you can open the Word application on your computer.

1. Move the mouse to the 'Start' button  located on the bottom left hand side on your screen. Left mouse click (LMC) the '**Start**' button. The Start button lets you open the programs on your computer. 

2. Move and hover your mouse pointer over the words 'All Programs'. A list of programs will appear to the right.



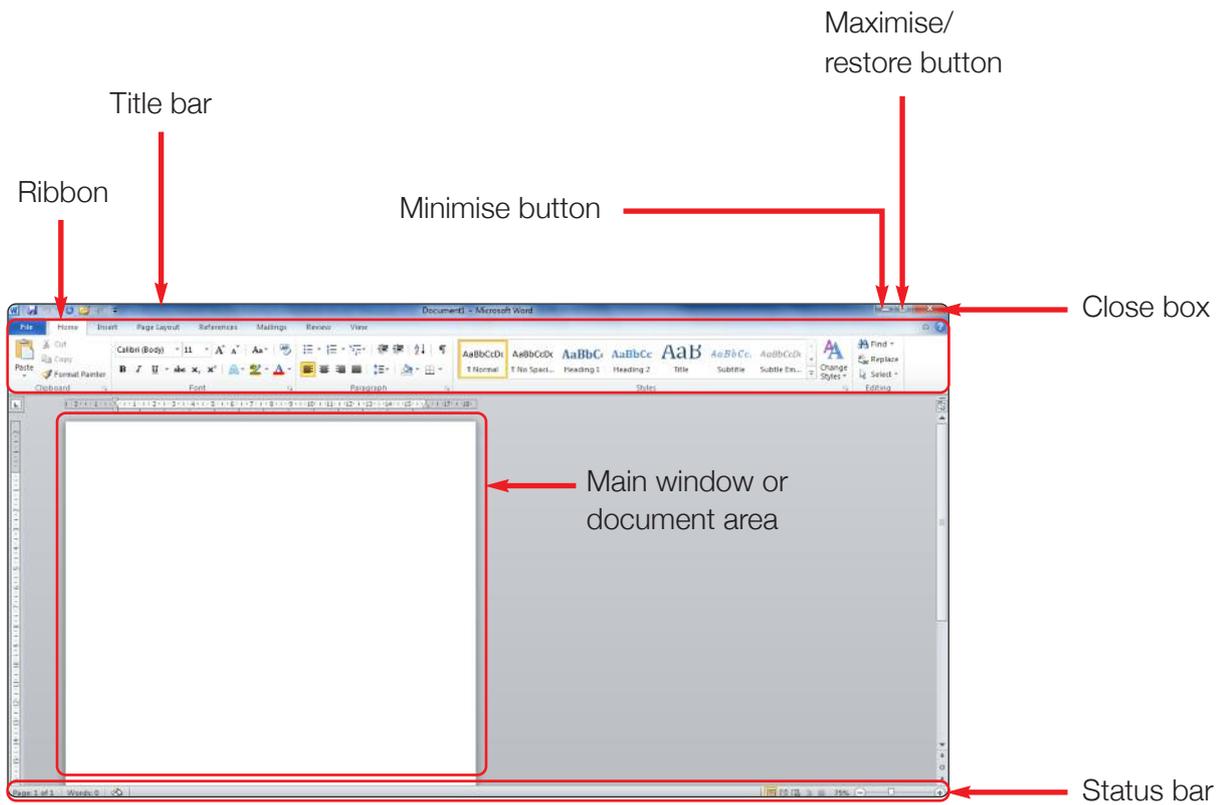
3. Move and hover your mouse pointer over 'Microsoft Office'. A list of programs will appear to the right. Find 'Microsoft Word 2010'. Left mouse click (LMC).



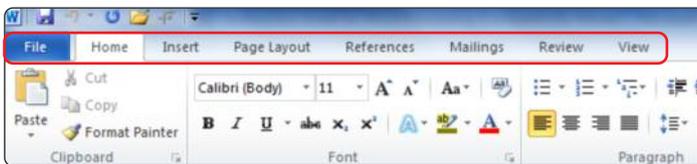
This will open a blank Word document.

1.3 DEVELOP AND PRESENT INFORMATION

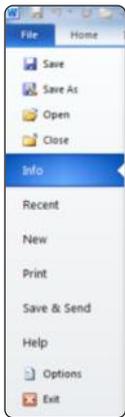
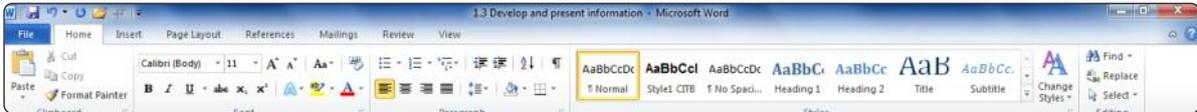
The Word interface: The screen below is referred to as the interface.



The Word tabs: There are eight tabs in Word. LMC on each tab to view them.



1.3 DEVELOP AND PRESENT INFORMATION

Tab	What does it do?
File	File management, saving, opening, closing, printing and more. 
Home	Common features for text formatting, styles of text, editing text and inserting information from the clipboard 
Insert	To insert pages, tables, illustrations, links, headers and footers, text and symbols. 
Page layout	For choosing a theme for the document, setting up the page orientation, margins, columns, breaks and controlling the background of the document, setting up paragraphs and arranging the order of objects in the document. 
References	Is for including a table of contents, footnotes, citations and generating a bibliography, captions and an index to a document. 

1.3 DEVELOP AND PRESENT INFORMATION

Tab	What does it do?
Mailings	Mailings is for creating a mail merge.
Review	For checking the document before you complete it.
View	Is how you control how you see the document while you work on it.

Contextual tabs

Additional tabs will appear when objects such as images or tables are highlighted in the document, these are called contextual tabs. They only appear when required to limit the amount of information and options on the screen.



How to open a new document:

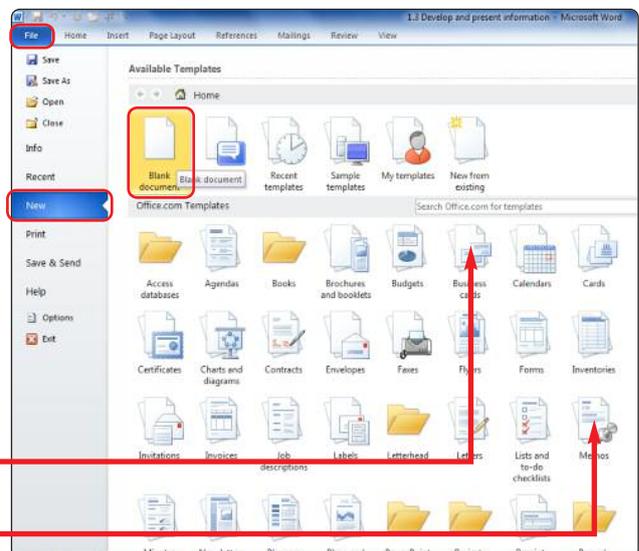
1. LMC the file tab.
2. LMC New.
3. LMC Blank document or a template.



Activity: Lets practice

Practice opening a new document.

Also try opening a business card and a memo.



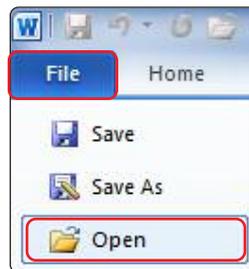
1.3 DEVELOP AND PRESENT INFORMATION

How to open an existing document:

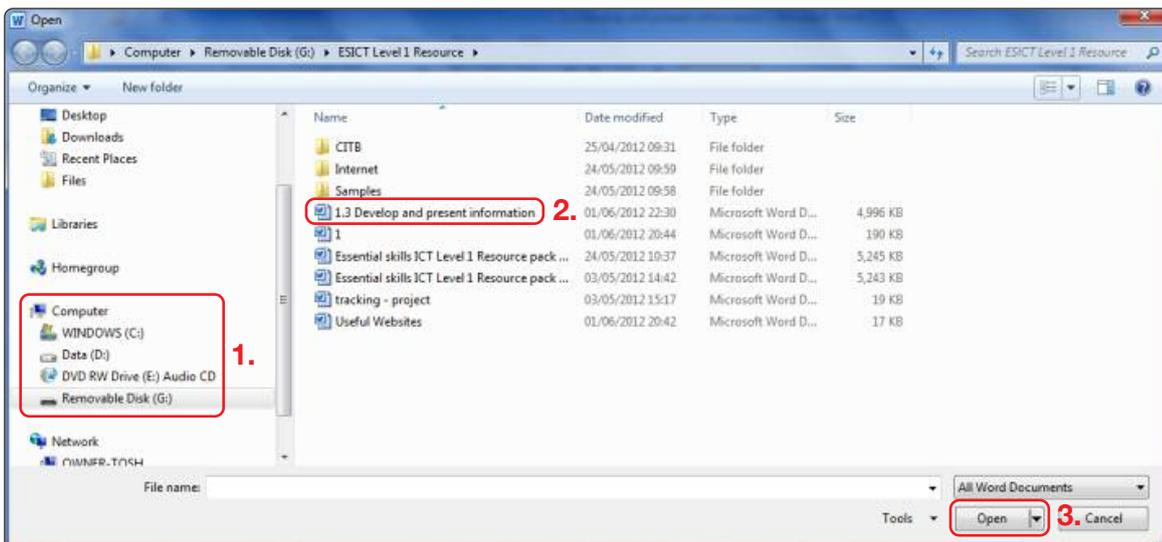
Double LMC the mouse on this icon.



Alternatively you can LMC on File tab and then Open.



1. Go to the file location in the dialog box.
2. LMC the correct file.
3. LMC open.



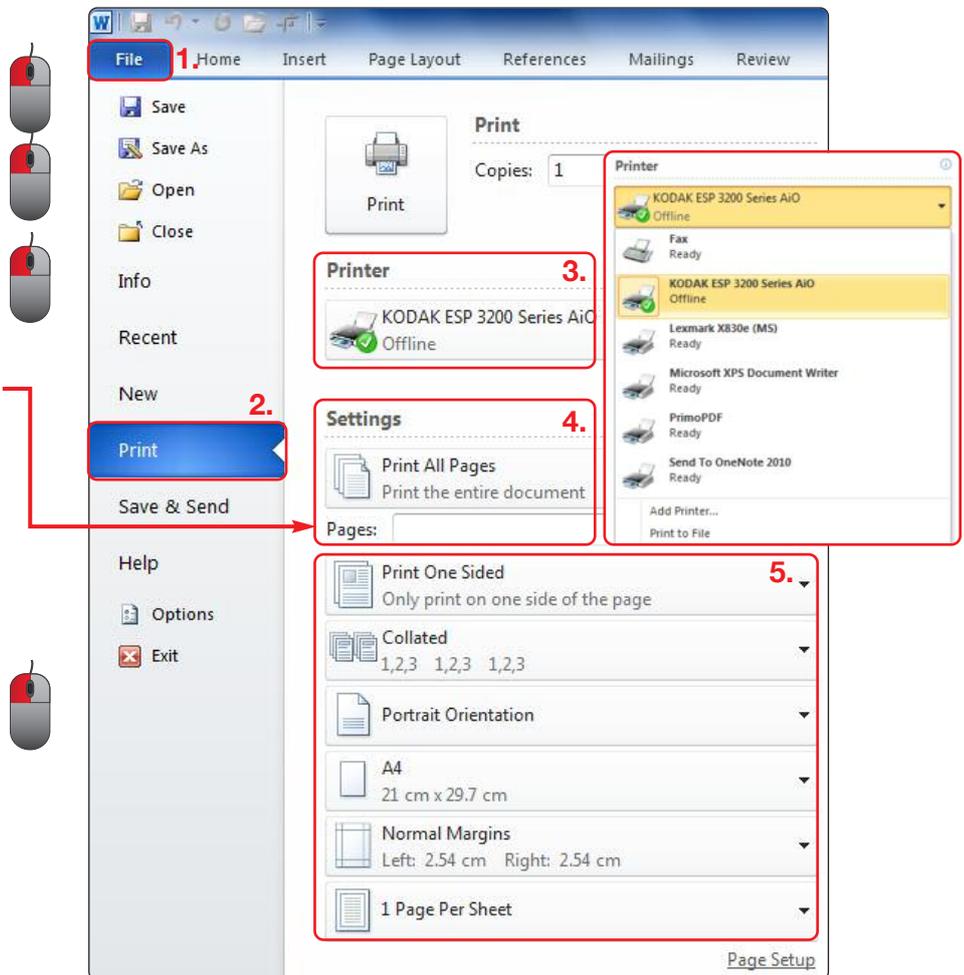
Activity: Lets practice

Practice opening some of the practice files provided by your tutor from a memory pen and a local drive. Open the 'CITB Contact Details' document you created in section 1.

1.3 DEVELOP AND PRESENT INFORMATION

How to print a document:

1. LMC the 'File' tab.
2. LMC 'Print.'
3. LMC the printer and select your printer from the drop down list by LMC on it.
4. Select pages to be printed. The default is to print the whole document, type individual or several page numbers into this box if you wish to print part of the document.
5. Additional parameters can be changed from the printer's default in this section.



Activity: Lets practice

Open the timesheet you created in section 2 and print it.

The insertion point/mouse cursor:

The insertion point is the blinking line on the page and this vertical line indicates the position you are working at on the page. The insertion point will automatically move to the next line after you reach the margin at the right hand side. This is known as word wrap. Use the space bar on the keyboard to leave a space between words. Leave one space after a comma and two after a full stop.

1.3 DEVELOP AND PRESENT INFORMATION

How to select and highlight text:

A single word: Position the mouse cursor in front of the first character, press and hold down the left button of your mouse, drag the mouse to the right until the word is highlighted.



E.g. **Kanzil Construction Ltd**

Then release the left button, the text will be shaded in blue, this is known as highlighting. You can also double left mouse click on the word to achieve the same.

A line of text: Position the mouse cursor next to the line in the left hand margin and LMC.



E.g. **Kanzil Construction Ltd have been in business since 2000 directed by A. O’Kane and F. Brazill.**

A paragraph: Position the mouse cursor in the left hand margin beside the paragraph of text and double LMC.



E.g. **Kanzil Construction Ltd has been in business since 2000 directed by A. O’Kane and F. Brazill. They employ forty engineering and construction operatives, working throughout Northern Ireland. Kanzil specialise in work on listed structures and façade retention.**

A whole document: Hold the CTRL key on the keyboard and position the mouse cursor in the left hand margin, LMC. Alternatively you can hold the CTRL key on the key board and press ‘A.’



Activity: Lets practice

Type this text into a new document. Practice highlighting a word, sentence and paragraph of this text:

E.g. Kanzil Construction Ltd. has been in business since 2000 directed by A. O’Kane and F. Brazill.
They employ forty engineering and construction operatives, working throughout Northern Ireland.
Kanzil specialise in work on listed structures and façade retention.

Save this document into the ‘Kanzil Word Processing’ folder you created in section 1.

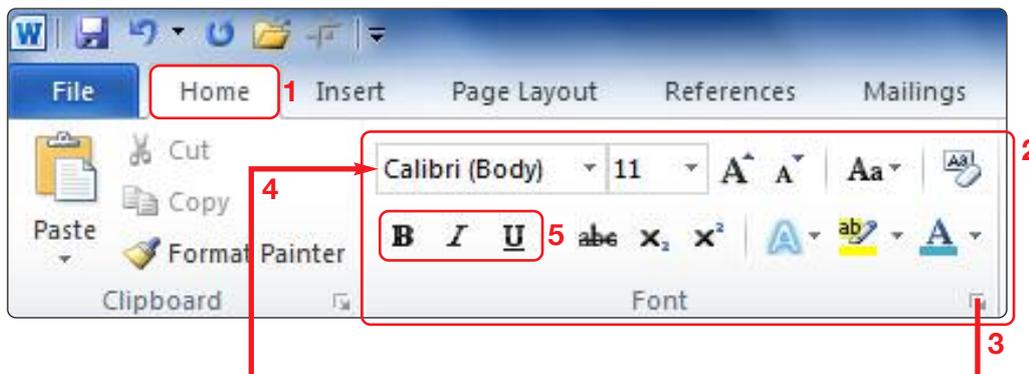
1.3 DEVELOP AND PRESENT INFORMATION

TASK 1.3A

Enter, develop and organise text that is fit for purpose and presents information effectively, applying editing techniques to achieve the required outcome.

Develop and organise text:

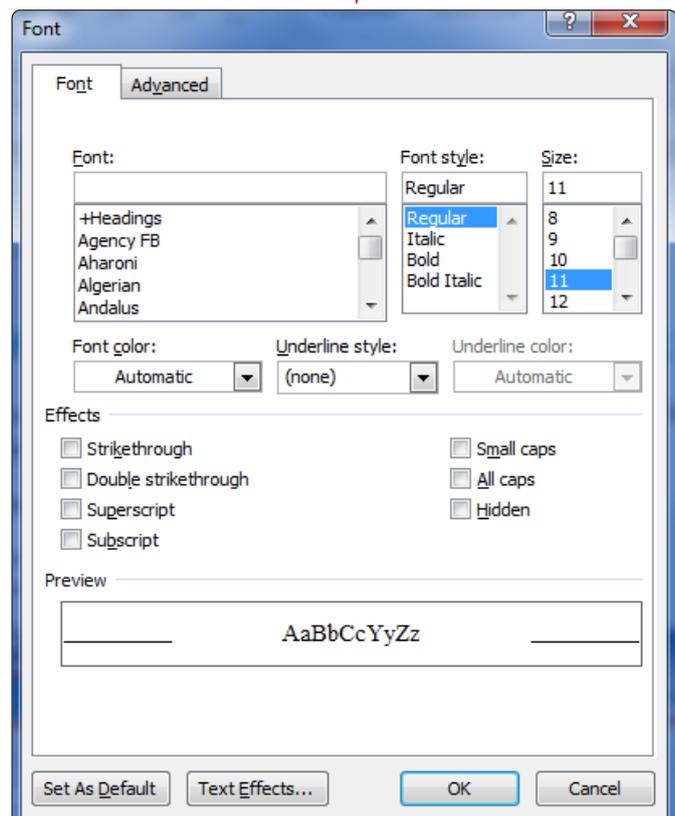
1. The visual impact of your text is controlled in the home tab.
2. Go to the font panel to adjust and edit text
3. Alternatively you can go to the font dialog box, selected by LMC the grey arrow on the bottom right hand corner of the font panel using your mouse or holding 'CTRL' and 'D' on your keyboard.



4. The font is controlled here by LMC.



5. The font style tools **bold (B)**, *italic (I)* and underline (U) are used to highlight text, emphasise a point or create subtitles. You must either select the font style before you type or highlight the text before you change the style.



1.3 DEVELOP AND PRESENT INFORMATION

TASK 1.3A

6. You can set the size of the text here before you type or highlight text you have already prepared and change it here. Click (LMC) on the drop down arrow in the font panel or use the scroll bar in the font dialog box. You can also use the grow font and shrink font buttons on the font panel to increase and decrease highlighted text.



7. Change the colour of the font here. Black is the default colour. Select the colour before you type or highlight the text and then change the colour.

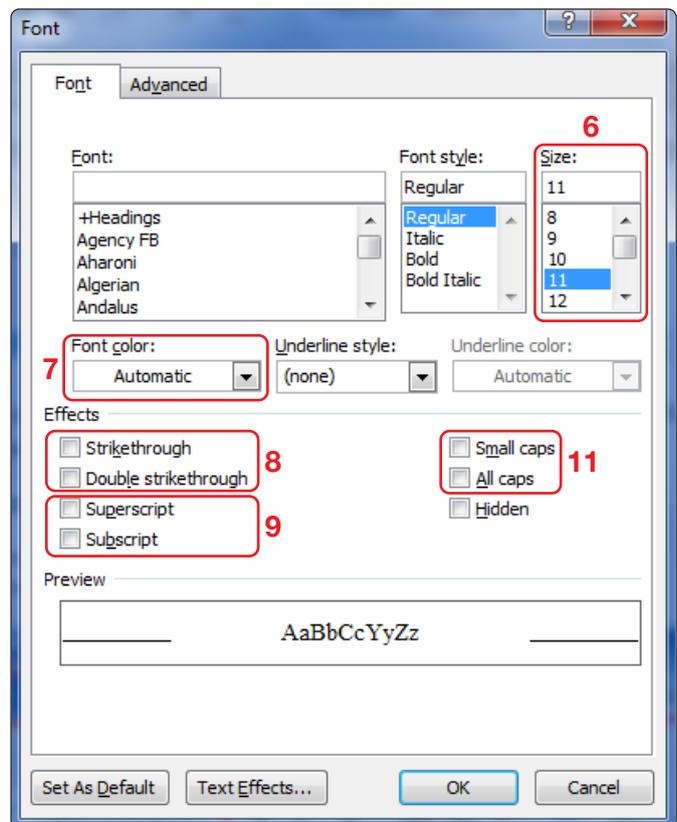
8. Strikethrough the text here. Select strikethrough first and type or highlight the text and then select strikethrough.

9. You can create subscript and superscript by selecting the tool first and typing or highlighting text and then selecting the tool (LMC).



10. You can highlight the background of text in a document using the highlight tool on the font panel.

11. Change the case of text using the change case tool.



You can use pre-set styles of text, go to the home tab and use the styles panel for titles, headings subtitles and normal text. Select the style first and type or highlight the text and then LMC the style.



1.3 DEVELOP AND PRESENT INFORMATION

TASK 1.3A

Activity: Lets practice

Enter this text in a blank document in the default font, size, colour.

Original:

Kanzil Construction Ltd. has been in business since 2000 directed by A. O’Kane and F. Brazill. They employ forty engineering and construction operatives, working throughout Northern Ireland. Kanzil specialise in work on listed structures and façade retention.

Use the enter key to leave two lines and change the font to Arial, font size 14, colour red. Make Kanzil construction Ltd in bold, underline and italicise it. Change the remainder of the text to blue, highlight specialise in yellow and strikethrough ‘engineering and.’

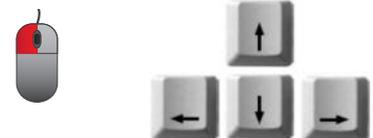
Completed text:

Kanzil Construction Ltd. has been in business since 2000 directed by A. O’Kane and F. Brazill. They employ forty ~~engineering and~~ construction operatives, working throughout Northern Ireland. Kanzil specialise in work on listed structures and façade retention.

Save this document into the ‘Kanzil Word Processing’ folder you created in section 1.

Enter text:

Position the mouse cursor where you want to place your text and type the text to put it into your document. To enter more text into an existing document move the mouse and LMC or use the arrow keys to move the cursor before you type.



1.3 DEVELOP AND PRESENT INFORMATION

TASK 1.3A

Activity: Lets practice

Enter this text in the default font, size, colour.

Original:

Kanzil Construction Ltd. has been in business since 2000 directed by A. O’Kane and F. Brazill. They employ forty engineering and construction operatives, working throughout Northern Ireland. Kanzil specialise in work on listed structures and façade retention.

Add the following sentence: ‘Kanzil have a highly qualified and experienced workforce’ before the last sentence.

Completed text:

Kanzil Construction Ltd. has been in business since 2000 directed by A. O’Kane and F. Brazill. They employ forty engineering and construction operatives, working throughout Northern Ireland. Kanzil have a highly qualified and experienced workforce. Kanzil specialise in work on listed structures and façade retention.

Save this document into the ‘Kanzil Word Processing’ folder you created in section 1.

Delete text: There are several ways of doing this.

1. Position the mouse cursor to the left of where you want to delete and use the delete key. This deletes the characters in front of the cursor one at a time.
2. Position the mouse cursor to the right of where you want to delete and use the backspace key. This deletes the characters after the cursor one at a time.
3. To delete a large area of text, highlight the area to be deleted and press the delete key.



1.3 DEVELOP AND PRESENT INFORMATION

Activity: Lets practice

Delete the words in red.

Original:

Kanzil Construction Ltd. has been in business since 2000 **directed by A. O’Kane and F. Brazill.** They employ **forty** engineering and construction operatives, working throughout Northern Ireland. Kanzil have a highly qualified and experienced workforce. Kanzil specialise in work on **listed structures and** façade retention.

Completed text:

Kanzil Construction Ltd. has been in business since 2000. They employ engineering and construction operatives, working throughout Northern Ireland. Kanzil have a highly qualified and experienced workforce. Kanzil specialise in work on façade retention.

Save this document into the ‘Kanzil Word Processing’ folder you created in section 1.

Undo and redo:

If you have made an error you can use the undo button to undo the last action.



You can also use the undo drop down to undo several actions.



Or you can use the redo button to repeat an operation, or to repeat more than one operation or reverse an undo action.

Activity: Lets practice

Highlight and delete the words in red and use undo to restore them.

Original:

Kanzil Construction Ltd. has been in business since 2000 **directed by A. O’Kane and F. Brazill.** They employ **forty** engineering and construction operatives, working throughout Northern Ireland. Kanzil have a highly qualified and experienced workforce. Kanzil specialise in work **on listed structures** and façade retention.

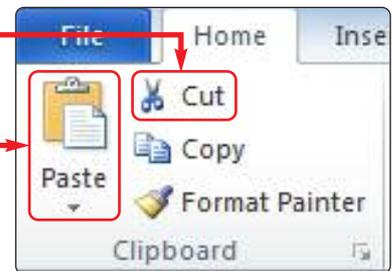
1.3 DEVELOP AND PRESENT INFORMATION

Moving text: There are several ways of doing this.

1. Highlight the text you want to move, click the mouse cursor in front of the text and hold down the left mouse button and drag the cursor to the new location in the document, release the mouse button.
2. Highlight the text you want to move, use cut from the home tab, clipboard panel.

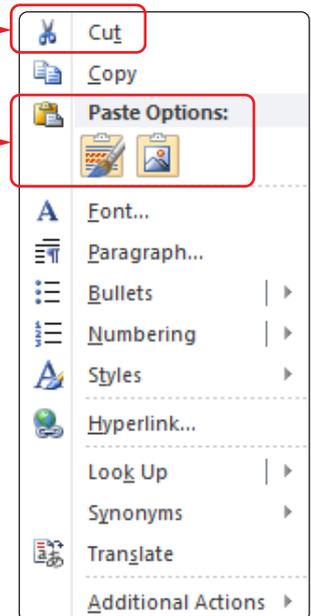


Position the cursor in the new location in your document and go to the home tab, clipboard panel and use the paste tool.



3. Highlight the text you want to move, right mouse click (RMC) and select cut.

Position the mouse cursor in the new position and right mouse click (RMC) and select paste.



1.3 DEVELOP AND PRESENT INFORMATION

Activity: Lets practice

Highlight the sentence in red and move it.

Original:

Kanzil Construction Ltd. has been in business since 2000 directed by A. O’Kane and F. Brazill. They employ forty engineering and construction operatives, working throughout Northern Ireland. **Kanzil have a highly qualified and experienced workforce.** Kanzil specialise in work on listed structures and façade retention.

Completed text:

Kanzil Construction Ltd. has been in business since 2000 directed by A. O’Kane and F. Brazill. **Kanzil have a highly qualified and experienced workforce.** They employ forty engineering and construction operatives, working throughout Northern Ireland. Kanzil specialise in work on listed structures and façade retention.

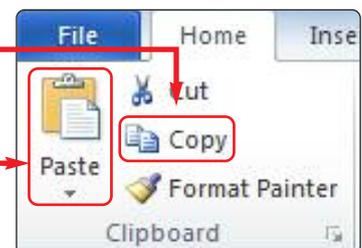
Save this document into the ‘Kanzil Word Processing’ folder you created in section 1.

Copying text: There are two ways of doing this.

1. Highlight the text you want to copy, use copy from the home tab, clipboard panel.



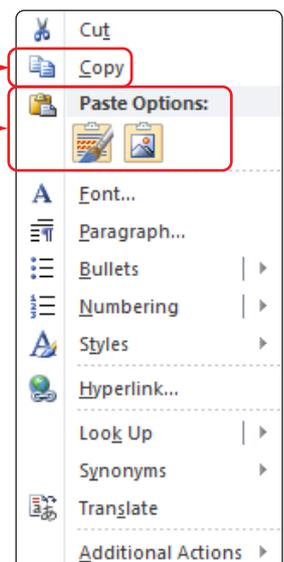
Position the cursor in the new location in your document and go to the home tab, clipboard panel and use the paste tool.



2. Highlight the text you want to copy, right mouse click (RMC) and select copy.



Position the mouse cursor in the new position and right mouse click (RMC) and select paste.



1.3 DEVELOP AND PRESENT INFORMATION

Activity: Lets practice

Copy the text in red as below.

Original:

Kanzil **Construction Ltd.** has been in business since 2000 directed by A. O’Kane and F. Brazill. They employ forty engineering and construction operatives, working throughout Northern Ireland. Kanzil have a highly qualified and experienced workforce. Kanzil specialise in work on listed structures and façade retention.

Completed text:

Kanzil **Construction Ltd.** has been in business since 2000 directed by A. O’Kane and F. Brazill. They employ forty engineering and construction operatives, working throughout Northern Ireland. Kanzil **Construction Ltd.** have a highly qualified and experienced workforce. Kanzil specialise in work on listed structures and façade retention.

Save this document into the ‘Kanzil Word Processing’ folder you created in section 1.

1.3 DEVELOP AND PRESENT INFORMATION

TASK 1.3A

Prepare a cover letter to accompany a tender document. Save this document as 'Task 1.3a' in the 'Kanzil Word Processing' folder you created in section 1.

The letter is going to Mr John Smith at South West Architects. The tender is for the façade retention, demolition and reconstruction works at 99 Bridge Street, Omagh, Co. Tyrone, BT79 7AZ. You are including the completed form of tender, additional information for inclusion in the NEC works information, copies of Contractor's All risk, Public Liability, Employer's Liability insurance documents. Include the text from the earlier exercise in entering text as a closing paragraph.

Bold, blue, size 14, highlighted yellow

Kanzil Construction Ltd

2 Mountjoy Avenue
Omagh
Co. Tyrone BT79 7AH

Bold, italic, size

F.A.O.: Mr John Smith

South West Architects
77 High Street
Everytown
Co. Down BT62 9AZ

Monday 11 June 2012 **Bold**

Dear Mr Smith,

Bold, italic, underlined

Re.: Tender is for the façade retention, demolition and reconstruction works at 99 Bridge Street, Omagh, Co. Tyrone, BT79 7AZ.

Please find enclosed the completed form of tender, additional information for inclusion in the NEC works information, copies of Contractor's All risk, Public Liability, Employer's Liability insurance documents for the above tender. We confirm that can proceed on site at the dates set out in the form of tender.

Kanzil Construction Ltd. has been in business since 2000 directed by A. O'Kane and F. Brazill. They employ forty engineering and construction operatives, working throughout Northern Ireland. Kanzil have a highly qualified and experienced workforce. Kanzil specialise in work on listed structures and façade retention. We look forward to hearing from you,

Yours sincerely

[Your name]

Paragraph from previous practise exercise, additional sentence on end.

C.c.: Mr Q. Surveyor, Kanzil Construction Ltd.]

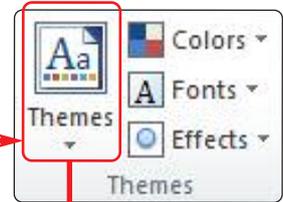
1.3 DEVELOP AND PRESENT INFORMATION

TASK 1.3A

Use appropriate page layout to make the document clear and easy to read. The page layout tab contains the tools to do this.



Choose a theme for the document: Go to the page layout tab and in the themes panel go to the themes dropdown.

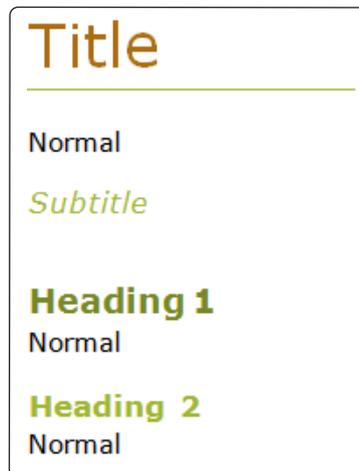


When you select a theme for the document it puts in place a colour scheme for the text, formats the style of text and ensures your document is consistent.

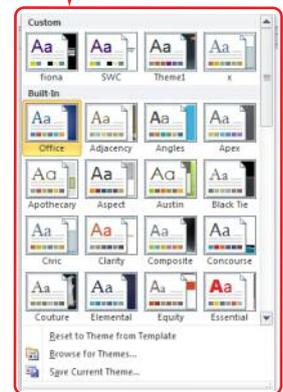
Activity: Lets practice

In a new document go to the page layout tab, go to the themes panel and in the Themes dropdown select a theme. Enter text in title, subtitle, normal, heading one and heading 2 styles. Highlight the text and change theme by returning to the page layout tab, themes panel and selecting a different theme from the dropdown.

Example:



Change theme to 'Summer' and it changes to:

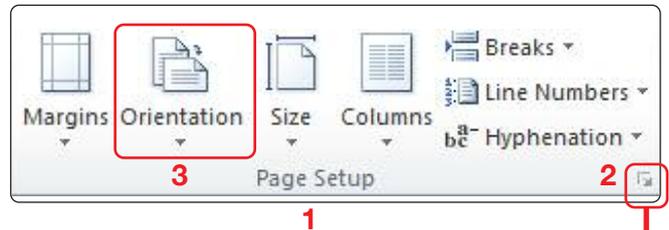


Save this document into the 'Kanzil Word Processing' folder you created in section 1.

1.3 DEVELOP AND PRESENT INFORMATION

TASK 1.3A

Page setup: Go to the page layout tab and then the page setup panel. This is where you change the margins on the page, the orientation of the page and the page size.



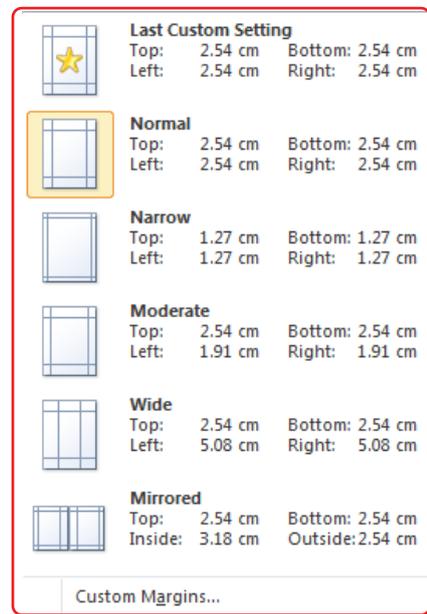
To change the margins: there are two options.

1. Go to the Page Layout tab, then go to the Page Setup panel and LMC on the dropdown under



'Margins.' Choose from the menu or select the 'Custom Margins' to create your own.

2. Go to the Page Layout tab, then go to the Page Setup panel and LMC on the grey arrow in the bottom right hand corner which will open the Page Setup dialog box. Alter the top, right, left and right margins to suit. Make sure margins are within the printable area – you will see this when you preview the print.



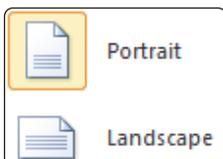
Activity: Lets practice

In the document Kanzil Construction Ltd Page Margins change the margins to moderate.

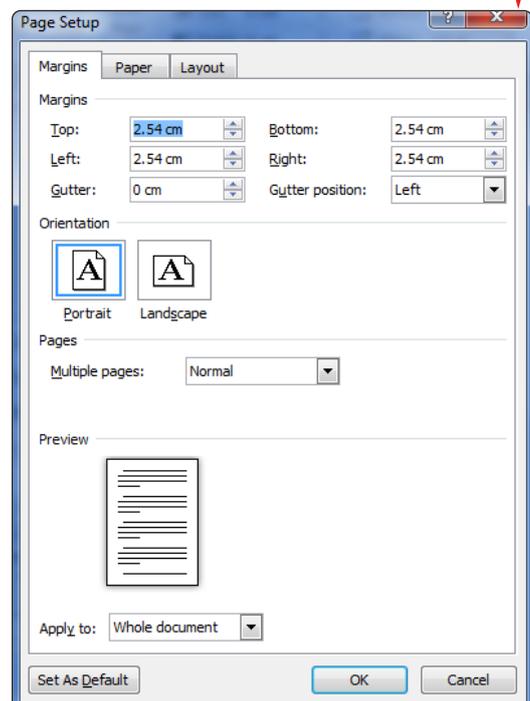
To change the paper orientation:

there are two options.

3. Go to the Page Layout tab, go to the Page Setup panel and LMC on the 'Orientation' dropdown arrow. LMC the orientation required.



4. Go to the Page Layout tab, go to the Page Setup panel and LMC on the grey arrow in the bottom right hand corner which will open the Page Setup dialog box. LMC the orientation required.



1.3 DEVELOP AND PRESENT INFORMATION

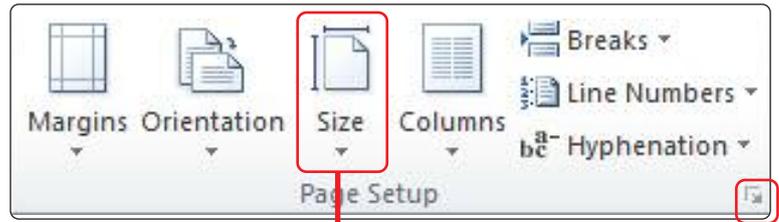
TASK 1.3A

Activity: Lets practice

In the document Kanzil Construction Ltd Page Margins change the orientation to landscape.

To change the paper size:
there are two options.

5. Go to the Page Layout tab, go to the Page Setup panel and LMC on the 'Size' dropdown arrow. LMC the dropdown arrow.

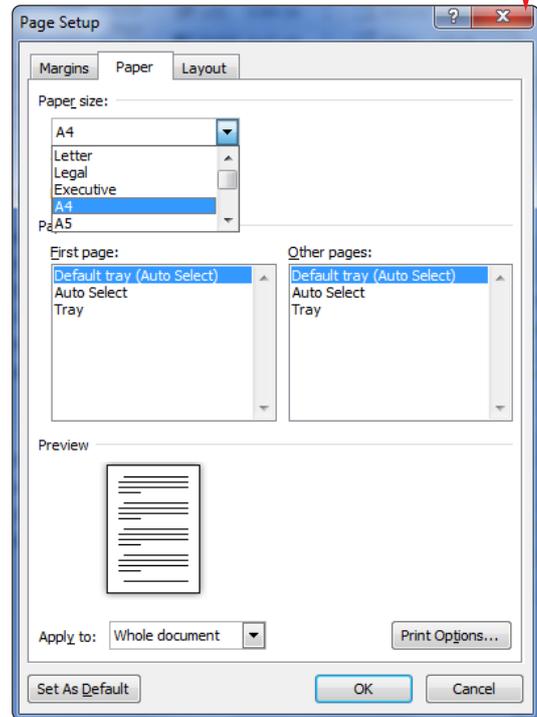
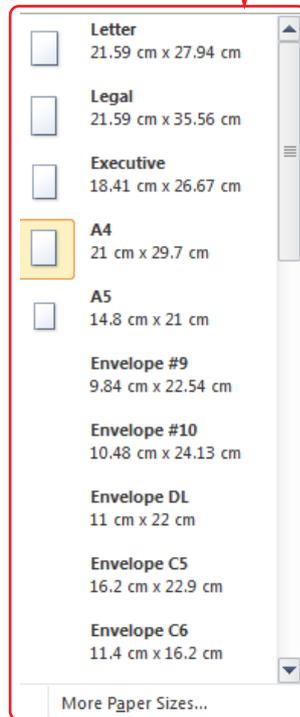


Select the paper size from the list by LMC.

6. Alternatively go to the Page Layout tab, go to the Page Setup panel and LMC on the grey arrow in the bottom right hand corner which will open the Page Setup dialog box.



LMC the paper size from the paper size drop down list.



Activity: Lets practice

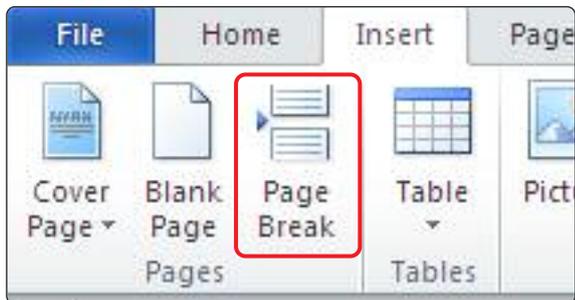
In the document Kanzil Construction Ltd Page Size change the page size to A5. Save this document into the 'Kanzil Word Processing' folder you created in section 1.

1.3 DEVELOP AND PRESENT INFORMATION

TASK 1.3A

To insert a page break:

Page breaks split along section of text across more pages to make the document easier to read. There are two options. LMC the cursor in the correct place, Go to the Insert tab, Page break tool.

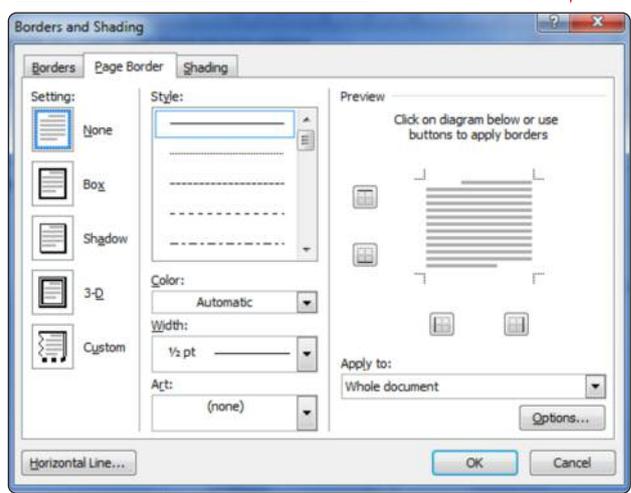
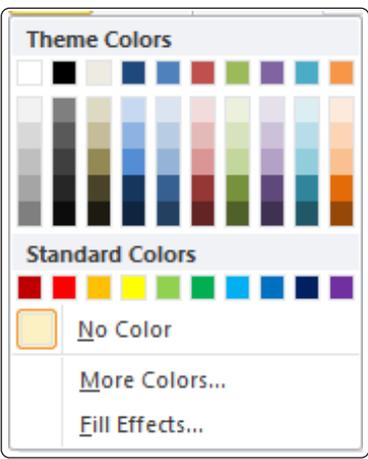
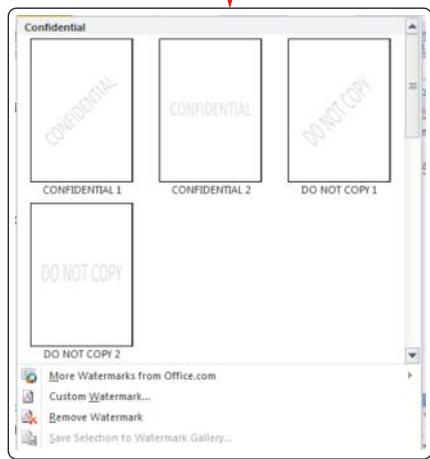
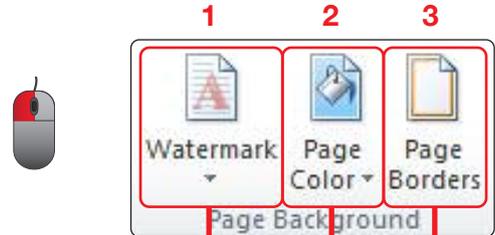


1.3 DEVELOP AND PRESENT INFORMATION

TASK 1.3A

To change the paper background: there are two options.

1. To include a watermark: Go to the Page Layout tab, go to the Page Background panel and LMC on the 'Watermark' dropdown. LMC on a pre-set watermark or LMC custom watermark to enter your own.
2. To change the background colour of the document: Go to the Page Layout tab, Page Background panel, go to the Page Color dropdown arrow and LMC on colour required.
3. To change the page borders of the document: Go to the Page Layout tab, Page Background panel, go to the Page Borders dropdown arrow and LMC on the type of border and select the style of line, colour and width of line from the borders and shading dialog box.



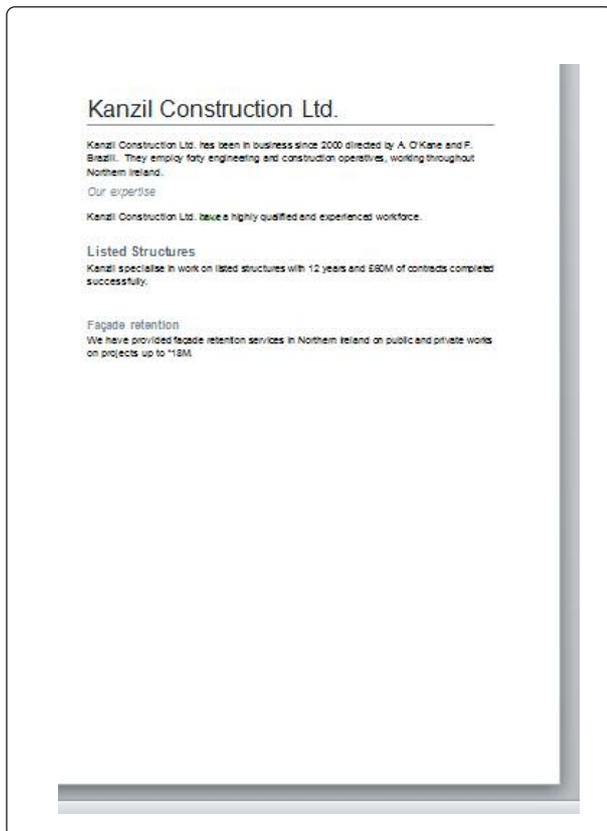
1.3 DEVELOP AND PRESENT INFORMATION

TASK 1.3A

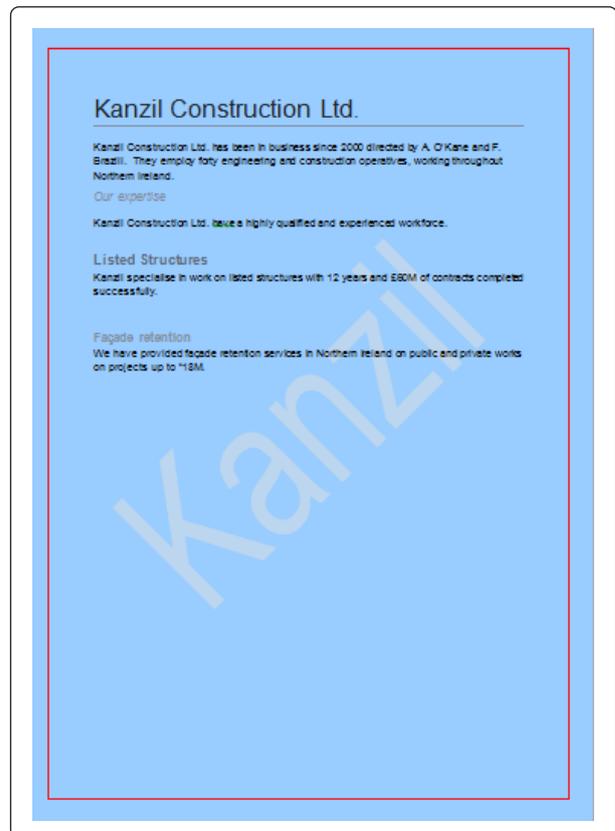
Activity: Lets practice

Open the document 'Kanzil Construction Page Setup.' Change the document to include the watermark 'Kanzil,' a light blue background and a red box border, 1 pt.

Example before:



Example after:



Save this document into the 'Kanzil Word Processing' folder you created in section 1.

1.3 DEVELOP AND PRESENT INFORMATION

TASK 1.3B

You are contacting previous clients to remind them of your services, tell them news about the business and hopefully generate new business. Save this document as 'Task 1.3b' into the 'Kanzil Word Processing' folder you created in section 1.

Generate a cover letter and company profile to send out to South West Architects.

Let the principle Architect John Smith know that the company have expanded and now undertake new build extensions to listed buildings and structures which require conservation work.

Introduce yourself as the expert in treatment of timber infestation, another new service Kanzil have moved into as part of a range of related services Kanzil Construction Ltd can offer.

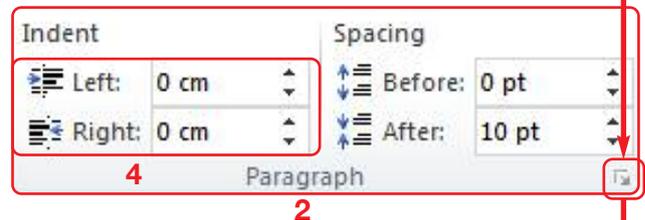
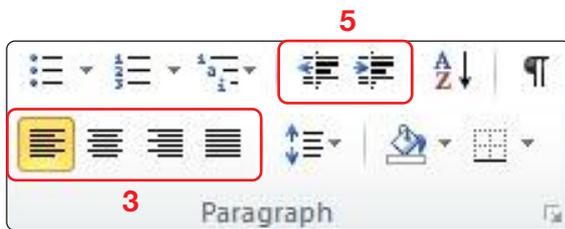
1.3 DEVELOP AND PRESENT INFORMATION

TASK 1.3B

We will format paragraphs, to prepare documents for the reader.

To format a paragraph: Paragraphs can be formatted at:

1. Home tab, Paragraph panel, and
2. Page Layout tab, Paragraph panel or the paragraph dialog box accessed by LMC on the grey arrow in the bottom right hand corner.

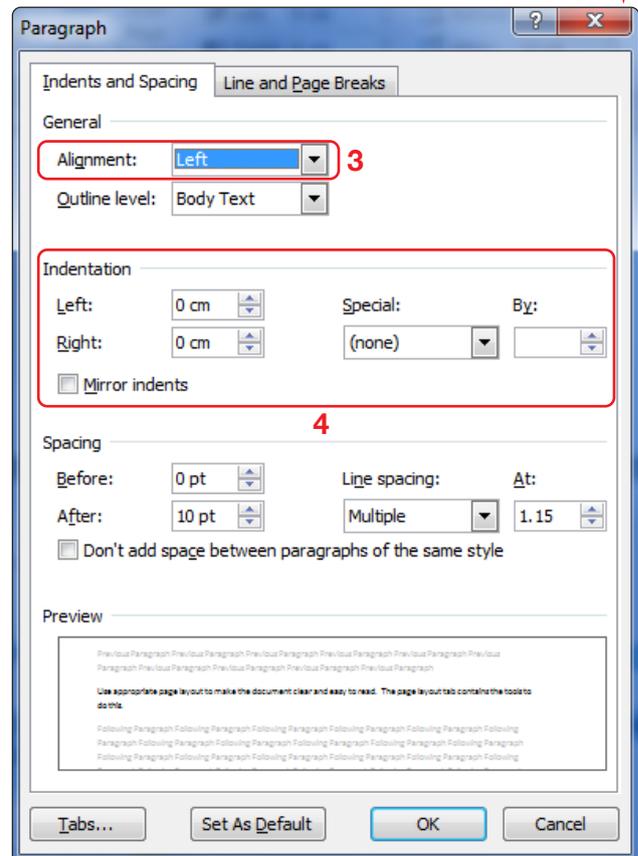


3. On the Home tab, Paragraph panel, or paragraph dialog box you can align the text to the left hand margin, centred on the page, to the right hand margin or justified which spaces out the text evenly between the left and right hand margins.

Activity: Lets practice

Labels the four pieces of text according to their alignment.

Kanzil Construction Ltd. has been in business since 2000.	Aligned justified?
Kanzil Construction Ltd. has been in business since 2000.	Aligned right?
Kanzil Construction Ltd. has been in business since 2000.	Aligned centre?
Kanzil Construction Ltd. has been in business since 2000.	Aligned left?



Activity: Lets practice

Use the indent tools on this sentence, what effect does it have?

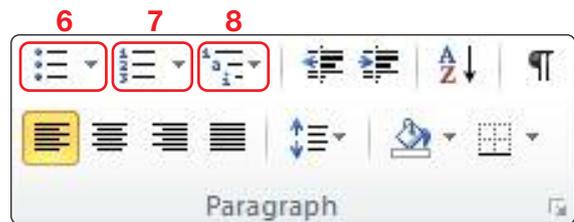
Kanzil Construction Ltd. has been in business since 2000.

1.3 DEVELOP AND PRESENT INFORMATION

TASK 1.3B

- The indentation of the paragraphs is the size of 'step' in the first left of text in from the margins.
- You can increase and decrease the indent with a single click in the Home tab paragraph panel.

- To make a paragraph of text easier to read it can be broken down into bullet points. The bulleted list option can be selected before you type or the text can be selected and the bullet point option selected after. Use the enter key to make each point a separate bullet point by LMC at the start of each point and pressing the enter key.



Activity: Lets practice

Let's make a bullet point list of the stages in the RIBA Plan of Work.

- Alternatively a series of points in a paragraph can be a numbered list using the numbering tool in the Paragraph panel on the Home tab.

Activity: Lets practice

Let's make a numbered list of the stages in the RIBA Plan of Work.

- In a complex piece of text a multilevel list may make the text easier to read.

Activity: Lets practice

Let's make a multi-level numbered list of the stages in the RIBA Plan of Work. Save this document into the 'Kanzil Word Processing' folder you created in section 1.

RIBA Plan of work stages:

Preparation

Appraisal
Design Brief

Design

Concept
Design development
Technical Design

Pre-construction

Production Information
Tender documentation
Tender Action

Construction

Mobilisation
Construction

Use

Post completion

1.3 DEVELOP AND PRESENT INFORMATION

TASK 1.3B

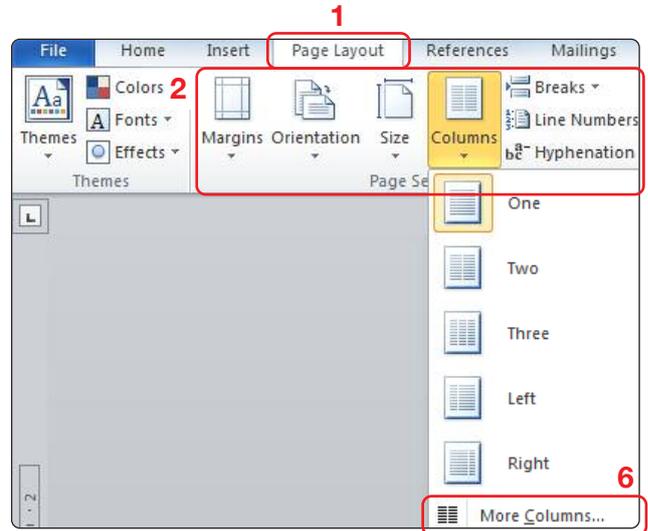
<p>RIBA Plan of work stages:</p> <ul style="list-style-type: none"> • Preparation <ul style="list-style-type: none"> ○ Appraisal ○ Design Brief • Design <ul style="list-style-type: none"> ○ Concept ○ Design development ○ Technical Design Pre-construction <ul style="list-style-type: none"> ○ Production Information ○ Tender documentation ○ Tender Action • Construction <ul style="list-style-type: none"> ○ Mobilisation ○ Construction • Use <ul style="list-style-type: none"> ○ Post completion 	<p>RIBA Plan of work stages:</p> <ol style="list-style-type: none"> 1. Preparation <ul style="list-style-type: none"> Appraisal Design Brief 2. Design <ul style="list-style-type: none"> Concept Design development Technical Design 3. Pre-construction <ul style="list-style-type: none"> Production Information Tender documentation Tender Action 4. Construction <ul style="list-style-type: none"> Mobilisation Construction 5. Use <ul style="list-style-type: none"> Post completion 	<p>RIBA Plan of work stages:</p> <ol style="list-style-type: none"> 1. Preparation <ol style="list-style-type: none"> 1.1. Appraisal 1.2. Design Brief 2. Design <ol style="list-style-type: none"> 2.1. Concept 2.2. Design development 2.3. Technical Design 3. Pre-construction <ol style="list-style-type: none"> 3.1. Production Information 3.2. Tender documentation 3.3. Tender Action 4. Construction <ol style="list-style-type: none"> 4.1. Mobilisation 4.2. Construction 5. Use <ol style="list-style-type: none"> 5.1. Post completion
<p>Bulleted</p>	<p>Numbered</p>	<p>Multi-level numbered</p>

1.3 DEVELOP AND PRESENT INFORMATION

TASK 1.3B

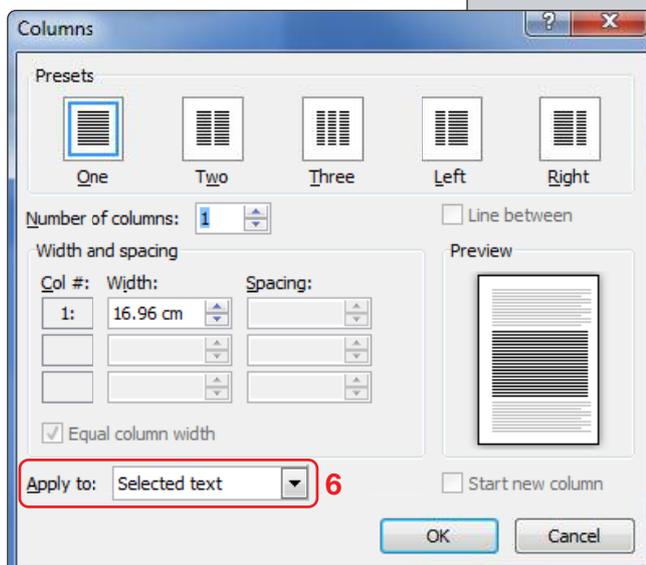
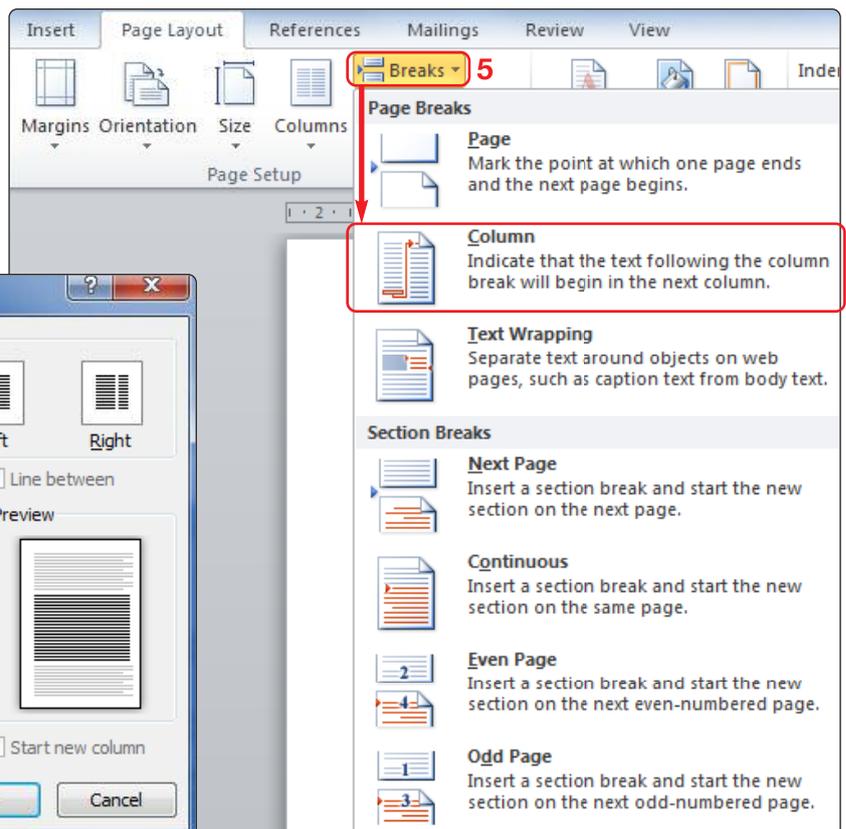
To create columns: A large section of text can be arranged into columns – the narrower width of text makes it easier to read, a technique used by newspapers.

1. To format paragraphs into columns go to the Page Layout tab.
2. Go to the Page Setup panel.
3. Go to the columns dropdown arrow.
4. LMC on the number of columns you require.



5. To split text into separate columns, position the mouse cursor where you want to split the text and LMC. Then go to the Page Layout tab, Page Setup panel, then LMC on 'Breaks.' Select Column and the tool will move the text to the top of the next column.
6. If you wish to apply the column tools to part of a document, highlight the text, then go to the columns button and select 'More columns' from the dropdown list which will open the columns dialog box. In the dialog box select the number of columns and then go to Apply to, choose 'selected text.'

7. LMC OK.



1.3 DEVELOP AND PRESENT INFORMATION

TASK 1.3C

Kanzil Construction Ltd have carried out an audit of all existing plant and equipment and you are preparing a document to advise on whether to hire or buy plant in future. Prepare the document 'Task 1.3c Hire or buy plant.' Save this document as 'Task 1.3c' in the 'Kanzil Word Processing' folder.

Making The Decision

Centre the title

When making the decision as to whether to buy, purchase or lease plant, the following factors are relevant:

- Type and quantity of work
- Cost of hiring
- Cost of purchasing
- Cost of leasing
- Tax allowances
- Training of operatives
- Service and maintenance implications
- Storage and security arrangements
- Legal requirement (licence)
- Insurance
- Possibility of generating income (hire out to other contractors).

Create two columns of this bulleted list.

If a contractor purchases an item of plant, the cost of using the plant should be calculated, bearing in mind the following considerations:

- Purchase price of plant and its expected economic life
- Return on capital
- Maintenance and repair
- Running costs (e.g. petrol, oil and diesel)
- Operatives' wages
- Transport costs to and from site
- Insurance and road licence tax

Create two columns of this bulleted list

Ownership advantages

Convenience and flexibility
 Plant can be purchased for particular purposes
 Tax advantages

Ownership disadvantages

Ties up capital
 Cost of maintenance and transport
 Financing costs

Create two columns of this and indent the three items in each list by 1cm and make it a multilevel numbered list.

1.3 DEVELOP AND PRESENT INFORMATION

TASK 1.3C

Cost of idle plant time:

If a contractor decides to hire plant, then basic hire charges can be obtained from an individual plant hire firm, or from one of the schedules of plant hire charges published by the Building Employers' Confederation or by professional institutions. When hiring plant there can be two rates: one, which includes the accompanying driver, the other which does not include a driver. The estimator should then add the following costs to the basic hire charges, provided they are not included in the basic rates:

Justify this text

1. Running costs
2. Operation wages
3. Transport costs

Make this a numbered list

1.3 DEVELOP AND PRESENT INFORMATION

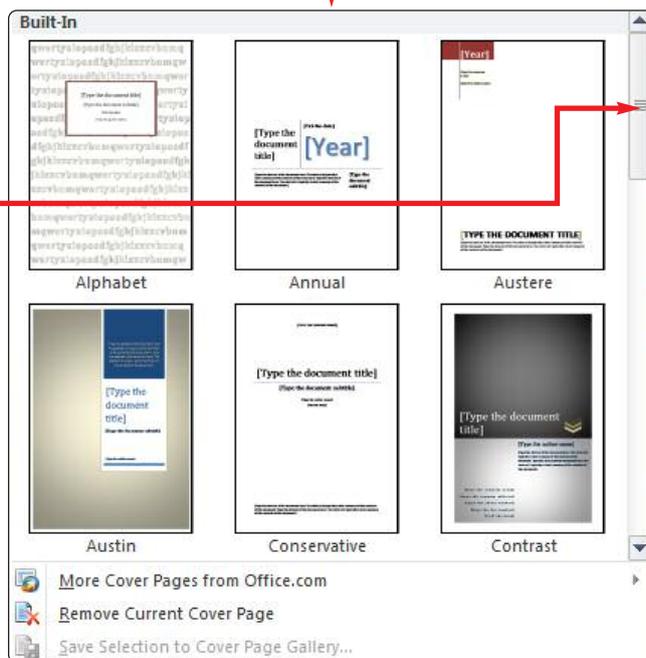
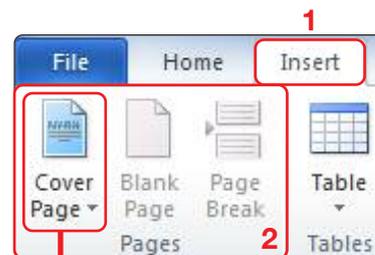
TASK 1.3D

To format text means to organise it to make the document easy to read and information easy to find. Tools such as cover page, headers and footers and page numbers help the reader to navigate the document. Text boxes and symbol tools help you to include detail.

Cover page:

A cover page presents the key information about your document so that the reader knows if it is the correct document and you can include the Author, date produced and graphics representing the company branding. To produce a cover page LMC at the start of your document then:

1. Go to the Insert tab.
2. Go to the Pages panel.
3. LMC on the Cover Page dropdown to open the templates.
4. Hold the left mouse button to drag down the scroll bar and view all templates. LMC on your preferred template.



Activity: Lets practice

Create a new document and insert a cover page. This document is going to be a company profile for Kanzil Construction Ltd. Save this document as 'Kanzil Construction Ltd company profile'. Save this document into the 'Kanzil Word Processing' folder you created in section 1.

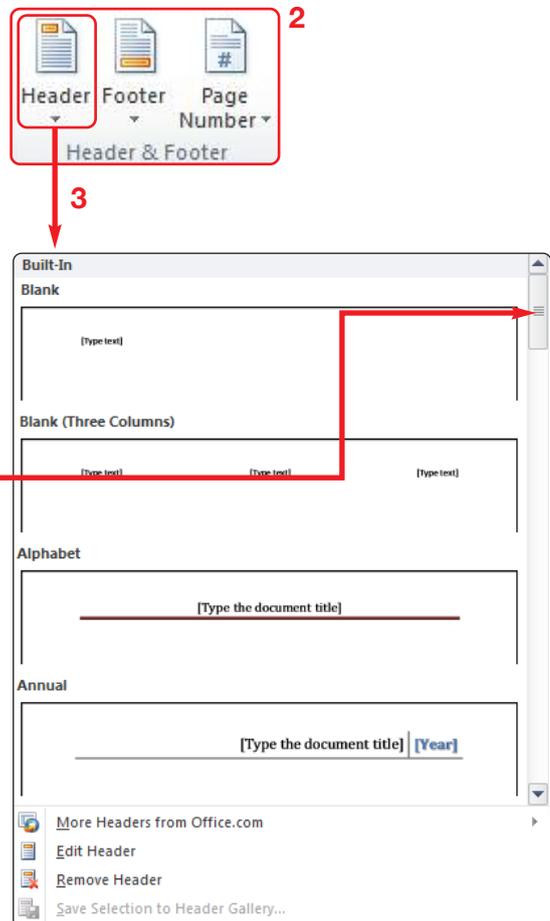
1.3 DEVELOP AND PRESENT INFORMATION

TASK 1.3D

Headers and footers:

Headers and footers are greyed out text at the top and bottom of your document containing a range of information. You can choose to include where the document is stored, which revision it is, who revised it, page numbers, Company name and more. To insert a header or footer:

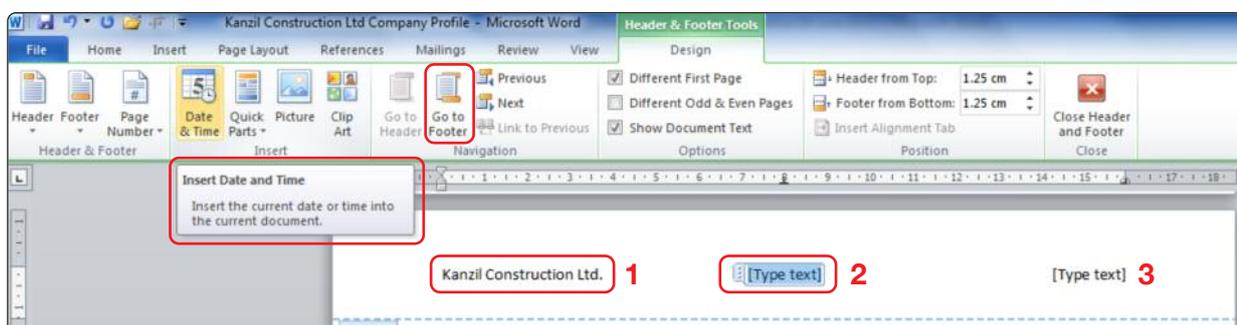
1. Go to the Insert tab.
3. Go to the Header & Footer panel.
3. LMC the Header drop down.
4. Hold the left mouse button to drag down the scroll bar and view all templates.
5. LMC on your preferred template.



Activity: Lets practice

Open the Kanzil Construction Ltd Company Profile document you created previously. Insert a header using the 'Blank (three columns) template.' The 'Design' contextual tab will appear.

1. LMC in the first text section and enter the company name.
2. LMC on the central [Type text] and LMC on automatic date in the insert panel.
3. Enter your name in the third field box.
4. Use the 'Go to Footer' tool to toggle to the footer.



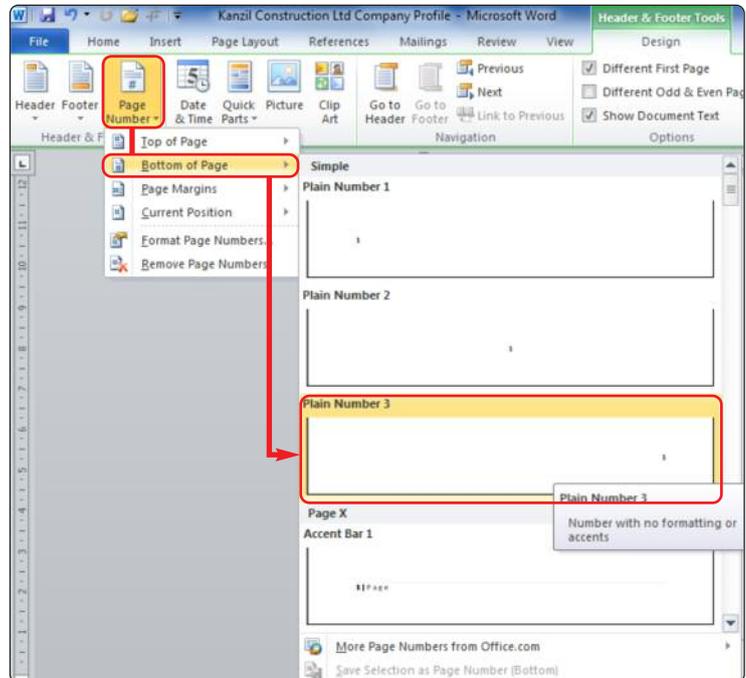
1.3 DEVELOP AND PRESENT INFORMATION

TASK 1.3D

5. Insert a page number in the footer by LMC on 'Page Number' in the Header & Footer panel. LMC on 'Bottom of Page' and LMC on 'Plain Number 3'



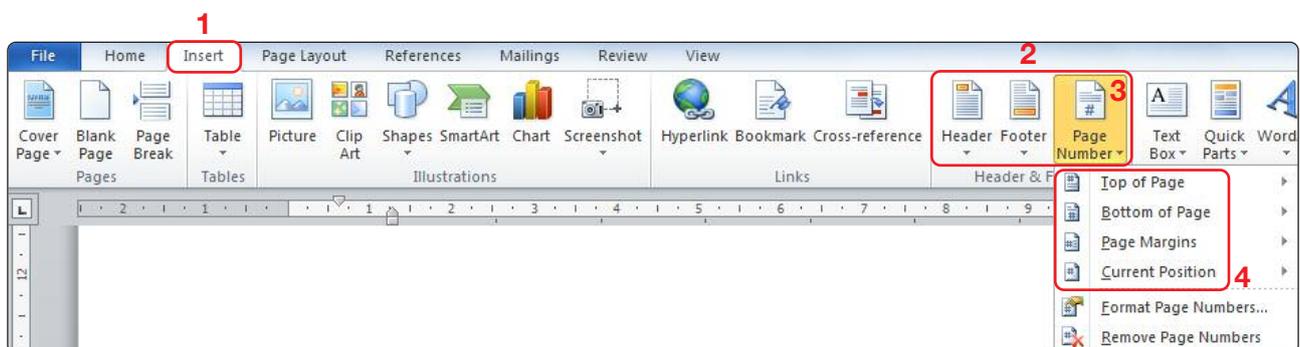
When you have finished entering information in the header and footer LMC on:



Page numbers:

Page numbers can be inserted independent of a footer. To do this:

1. Go to the Insert Tab.
2. Go to the Header & Footer panel.
3. LMC on Page Number dropdown.
4. Insert the Page Number where it will not conflict with any other information in the document. When you have finished entering information in the header and footer LMC on 'Close Header and Footer at the top right hand side:



Activity: Lets practice

Open the 'Kanzil Construction Ltd Margins' document. Insert a Page Number in the Top right hand corner of the page. Save this document into the 'Kanzil Word Processing' folder you created in section 1.

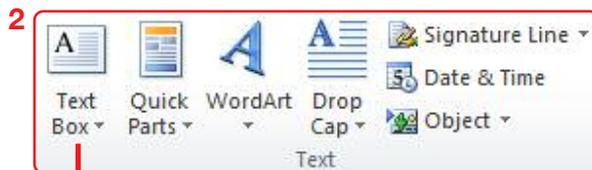
1.3 DEVELOP AND PRESENT INFORMATION

TASK 1.3D

Text boxes:

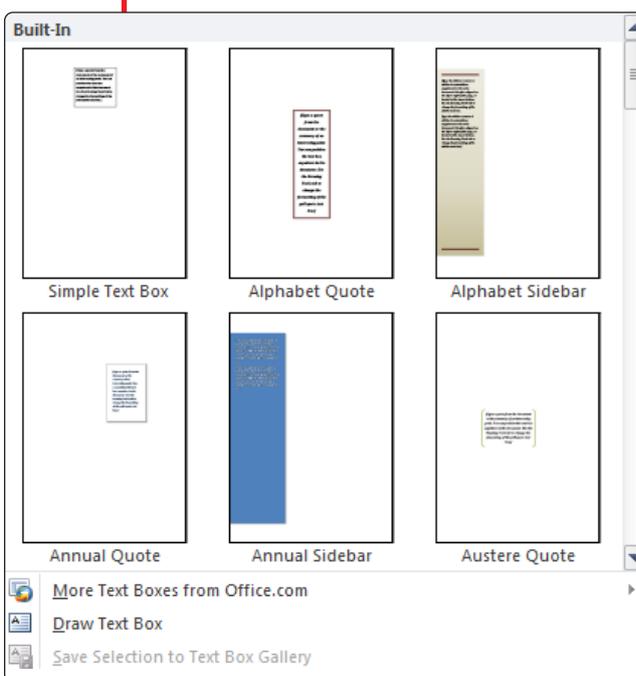
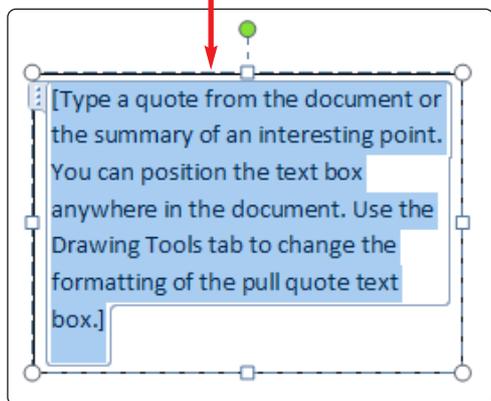
Text boxes allow you to place information in a frame which ‘floats’ over the contents of the document. This flexibility means you can add notes over images, charts, screenshots and shapes. To create a text box:

1. Go to the Insert tab.
2. Go to the Text panel.
3. Go to the Text Box dropdown arrow and LMC.
4. LMC on the style of text box you wish to use.



3

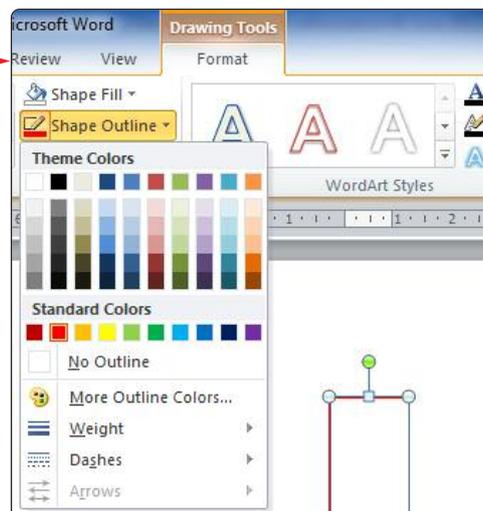
You can alter the contents of the box by typing. You can change the size and shape of the text box by LMC and holding the left mouse button on a ‘handle’ and dragging it.



A contextual tab will appear when you LMC on the text box, allowing you to format all properties of it including the orientation of the text, colour, size and format of the text, outline line style, colour and weight.



You can choose to omit the ‘shape fill’ in the text box so that the background of it is transparent. This means the text will not present in a white box if you place the text box over an image. To do this go to the Shape fill dropdown arrow and set fill to no fill.



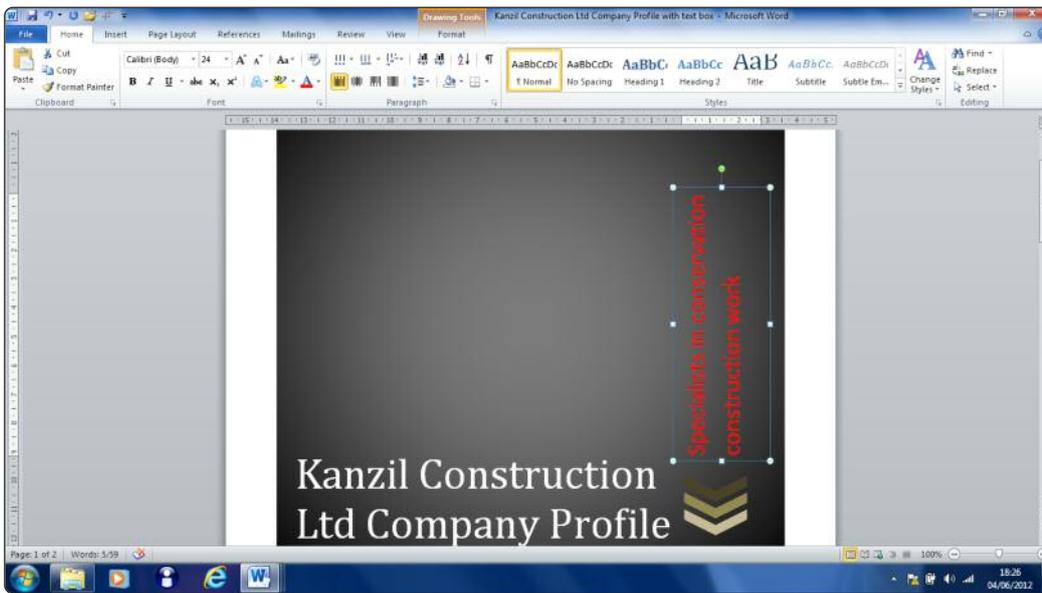
You can also set the ‘Shape Outline’ to no outline so that the outline of the frame is transparent too.

1.3 DEVELOP AND PRESENT INFORMATION

TASK 1.3D

Activity: Lets practice

Open the 'Kanzil Construction Ltd Company Profile' document and insert a simple text box on the front cover. Set the shape outline to no outline, set the fill to no fill, set the text orientation in the text box to 270° and change the text to red, size 24 reading 'Specialists in conservation construction work':



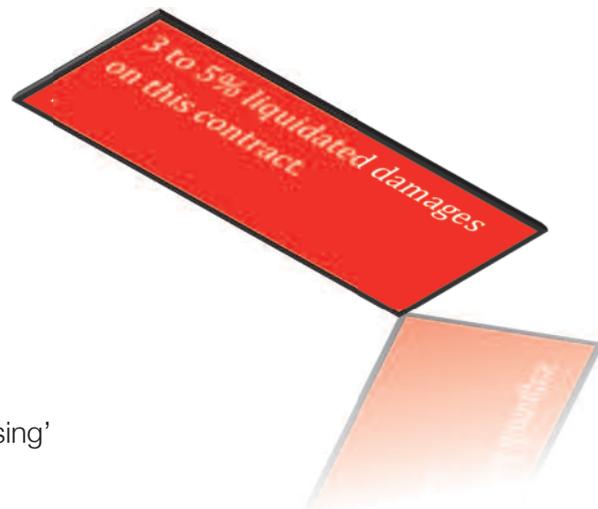
Save this document into the 'Kanzil Word Processing' folder you created in section 1.

Activity: Lets practice

Please create the text box below and insert the data within a text box. Then:

- Format the text inside the text box so that the font is at least size 16.
- Using the Format tools on the contextual 'Format' tab - fill the inside of the text box with a red colour, make the line colour black and the line style 3 points, add a shadow and make it 3D.
- Angle the text box.

3 to 5% liquidated damages on this contract.



Save this document into the 'Kanzil Word Processing' folder you created in section 1.

1.3 DEVELOP AND PRESENT INFORMATION

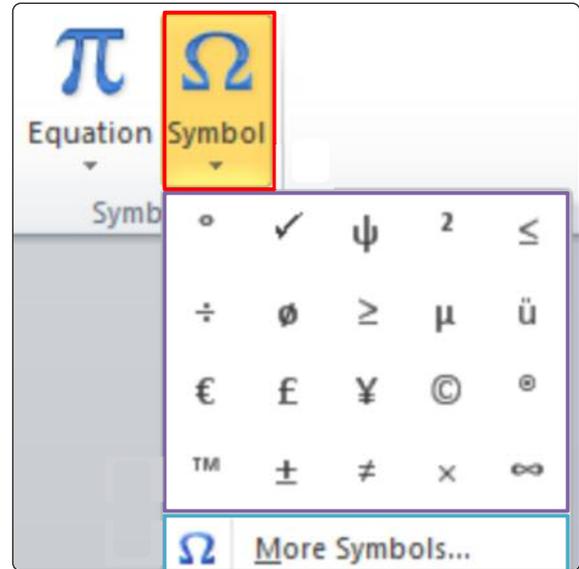
TASK 1.3D

Symbols:

Symbols include commonly used characters such as the degree symbol (°), tick (✓), copyright ©, diameter (∅) and squared (²).

To do this:

1. Go to the Insert tab.
2. Go to the Symbols panel.
3. Go to the symbol dropdown arrow.
4. LMC on the symbols you require.
5. Or go to more symbols to access the full library.



Activity: Let's practice

Type this into a new word document. Insert symbols to represent the following:

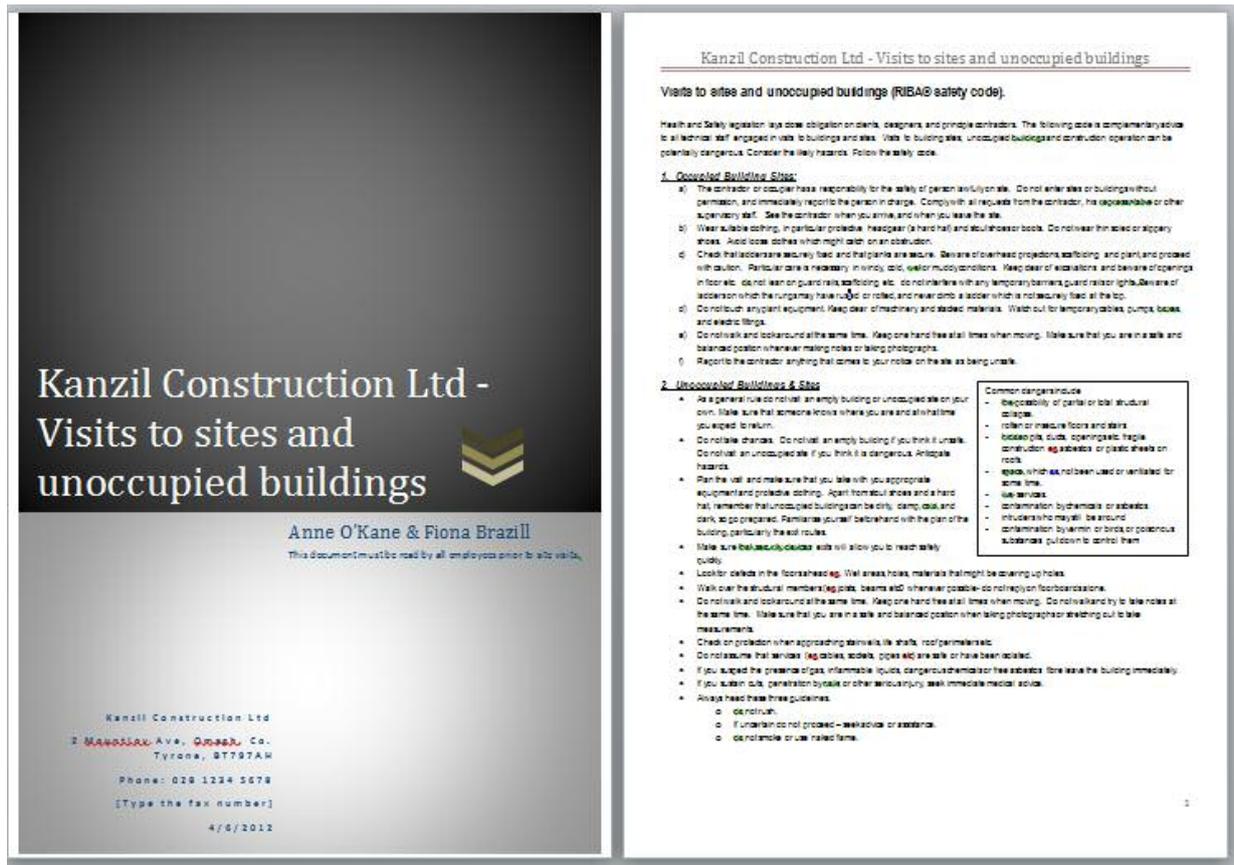
The very best triple glazed windows might achieve a U-value of 0.6W per metre squared.	The very best triple glazed windows might achieve a U-value of 0.6W/m <input type="text"/> .
36 degrees celcius	36 <input type="text"/> celcius
150mm diameter waste pipe	150mm <input type="text"/> waste pipe
260 cubic metres of concrete	260m <input type="text"/> concrete

Save this document into the 'Kanzil Word Processing' folder you created in section 1.

1.3 DEVELOP AND PRESENT INFORMATION

TASK 1.3D

Create the document 'Visits to sites and unoccupied buildings' which includes a bulleted list of points, numbered list, a text box, cover page, header and footer.



Save this document as 'Task 1.3d' in the 'Kanzil Word Processing' folder you created in section 1.

1.3 DEVELOP AND PRESENT INFORMATION

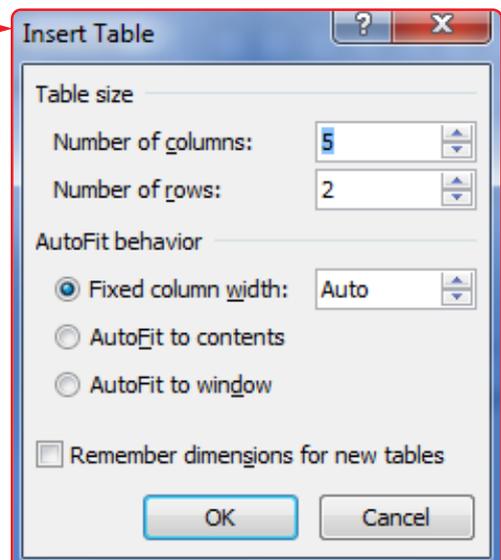
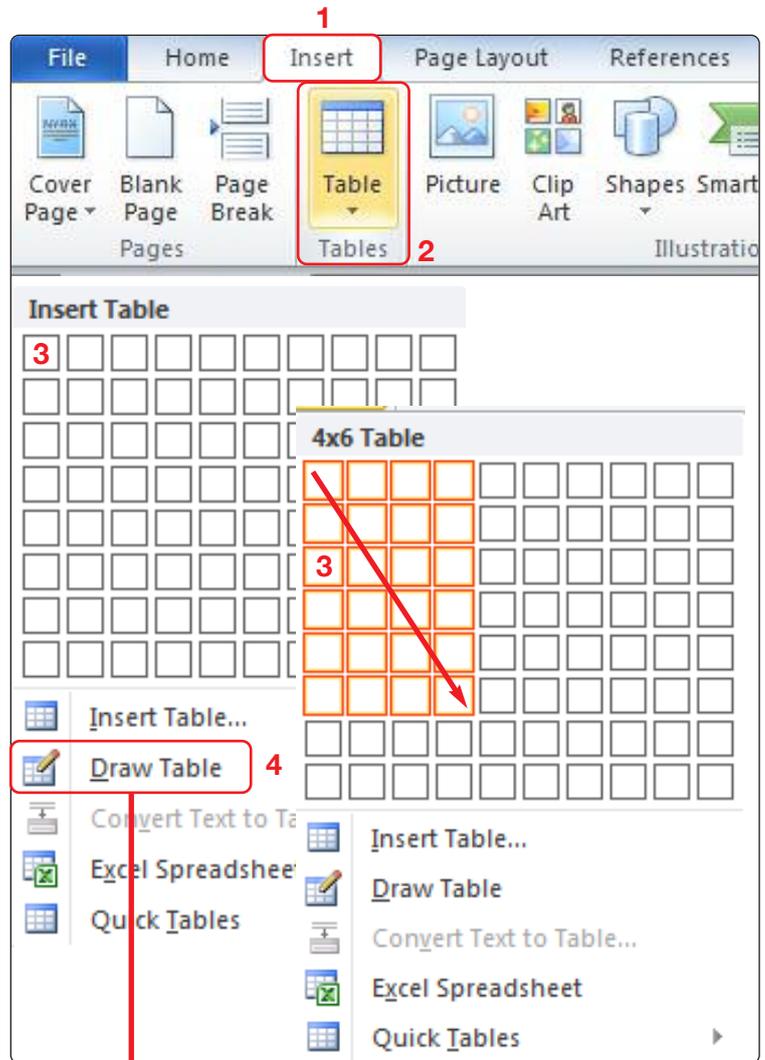
TASK 1.3E

Create simple tables that present information effectively.

Insert a table:

Position the mouse cursor where you wish to place the table.

1. Go to the Insert tab.
2. Go to the Tables group dropdown arrow.
3. Select the number of rows and columns you need in the quick view. LMC and hold the left mouse button in the top right box and drag it diagonally until you have the required rows and columns.
4. Alternatively you can open the Table dialog box by LMC on 'Insert Table.' Insert the number of rows and columns and LMC OK.



1.3 DEVELOP AND PRESENT INFORMATION

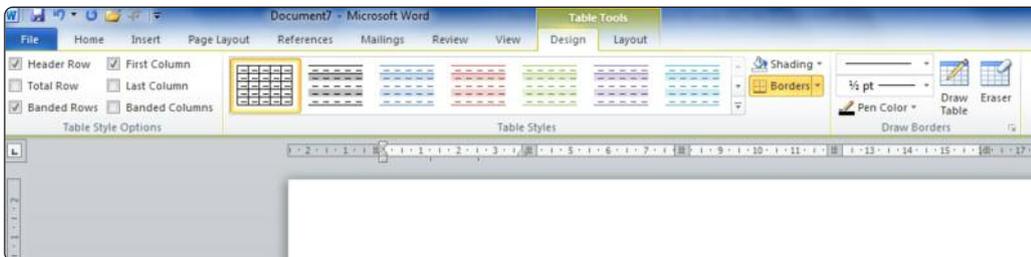
TASK 1.3E

Activity: Let's practice

The Kanzil office needs to sort out the filing system. As product information comes it will be filed according to the building element it is included in, this will help to price work.

Insert an eight column eleven row table and type in the elemental information (Building elements table.docx). The text needs to be at least size 10 font.

Once you have inserted the 'Design' and 'Layout' contextual tabs will appear. These allow you to format the table Design and Layout.



To highlight the entire table hover the mouse over the top left hand corner.

LMC the cross arrows  symbol and the entire table will be selected. Then go to the Design contextual tab and select a design where the borders are visible similar to the Building elements table below.



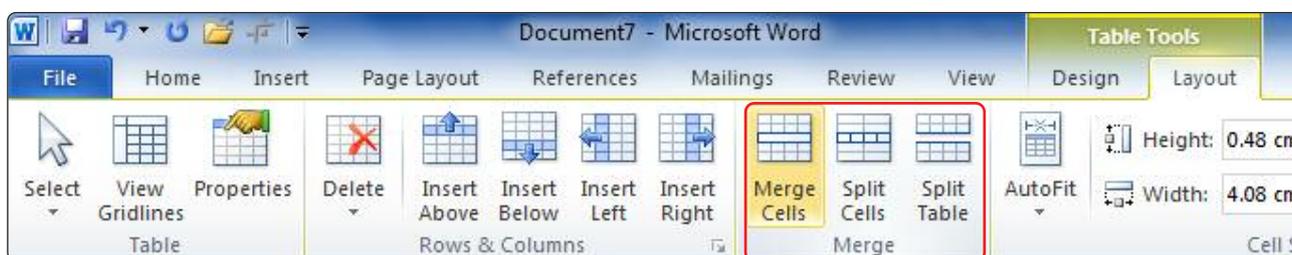
Building – Elements							Site
Substructure	Structure	Structure Completions	Finishes	Services (Mainly piped and ducted)	Services (Mainly electrical)	Fittings and Furniture	
(1-) Substructure Generally	(2-) Structure generally	(3-) Structure Completions generally	(4-) Finishes generally	(5-) Services (mainly piped and ducted) generally	(6-) Services (Mainly electrical) generally	(7-) Fittings and Furniture generally	(8-) Site Generally
(11) Ground, Earth Shapes	(21) External Walls	(31) External Walls: Completions wit openings.	(41) Wall finishes externally	(51) Heating Centre	(61) Electrical Supply and Main Distribution.	(71) Display. Circulation Fittings	(10) Prepared Site
(12) Reserved	(22) Internal Walls Partitions.	(32) Internal Walls Partitions Completions within openings	(42) Wall finishes internally	(52) Drainage and Refuse Disposal	(62) Power	(72) Work, Rest and Play Fittings	(20) Site Structures
(13) Floors in Substructure	(23) Floors and Galleries	(33) Floors, Galleries completions	(43()) Floor Finishes	(53) Water Distribution	(63) Lighting	(73) Culinary Fittings	(30) Site Enclosures.
(14) Reserved	(24) Stairs,	(34) Stairs,	(44) Stairs,	(54) Gases,	(64)	(74) Sanitary,	(40) Roads,

1.3 DEVELOP AND PRESENT INFORMATION

TASK 1.3E

To merge cells:

1. LMC and drag the mouse across the cells you wish to join.
2. Go to the Layout contextual tab.
3. LMC on Merge Cells.



3

To split cells:

1. LMC and drag the mouse in the cell you wish to split.
2. Go to the Layout contextual tab.
3. LMC on Split Cells.



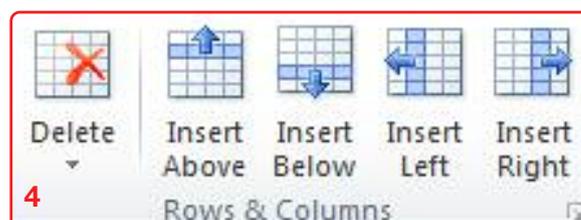
To split the table:

1. LMC and drag the mouse in row below where you wish to split the table.
2. Go to the Layout contextual.
3. LMC on split Table



To insert an additional row:

1. LMC the mouse in the last cell (bottom right hand corner) and use tab on your keyboard (above CAPS LOCK), this will insert a new row below.
2. If you need a new row elsewhere in the table LMC in the row below.
3. Then go to the Layout contextual tab.
4. Go to the Rows and Columns panel and LMC on the Insert Above button.



4

1.3 DEVELOP AND PRESENT INFORMATION

TASK 1.3E

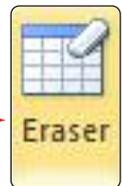
To insert an additional column:

1. LMC the mouse in a column adjacent where the new column is required.
2. Then go to the Layout contextual tab.
3. Go to the Rows and Columns panel and LMC on the Insert Left or Insert Right button.



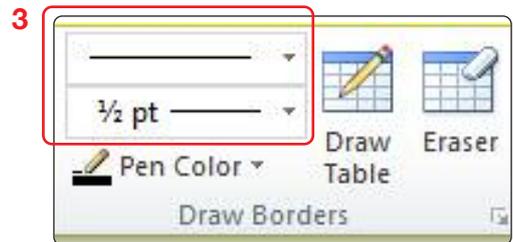
To remove individual lines from the table borders:

1. Go to the Design contextual tab.
2. Go to the Draw Borders panel and LMC on Eraser.
3. LMC the eraser symbol on the lines you wish to omit.



To format the table border lines:

1. Highlight the table.
2. Go to the Design contextual tab.
3. Go to the Draw Borders panel and LMC on the line style, line weight or pen colour tools to change the table borders.
4. You can change individual borders in the Design contextual tab, Table Styles panel and borders dropdown arrow.



You can use the 'No borders' option to remove all lines on your table.

1.3 DEVELOP AND PRESENT INFORMATION

TASK 1.3E

Method statements are used to make sure risks are eliminated, reduced informed and controlled on site. This form means the operation on site has been set down as a series of steps before it is started. Create this method statement (Task 1.3e Method Statement.docx) as a table:

Method Statement									
Operation	Quantity	Output	Duration	Method	Resources			Temporary works	Remarks
					Plant	Labour	S/C		
Construct cofferdam	350m ²	45m ² per day	Allow 2 weeks in total	Install sheet piles from temporary hardstanding using crawler crane and pile hammer. Pump out lock and fill to provide working area to install bracings. Remove hardstanding and remove walings and struts.	22RB BSP 900 Pile hammer Cat 325 excavator 2 no. 30T wagons	Piling Foreman Banksman 4 Labourers		3N sheet piles Steel-Section bracing Quarry waste fill	None

Save this document as 'Task 1.3e' in the 'Kanzil Word Processing' folder you created in section 1.

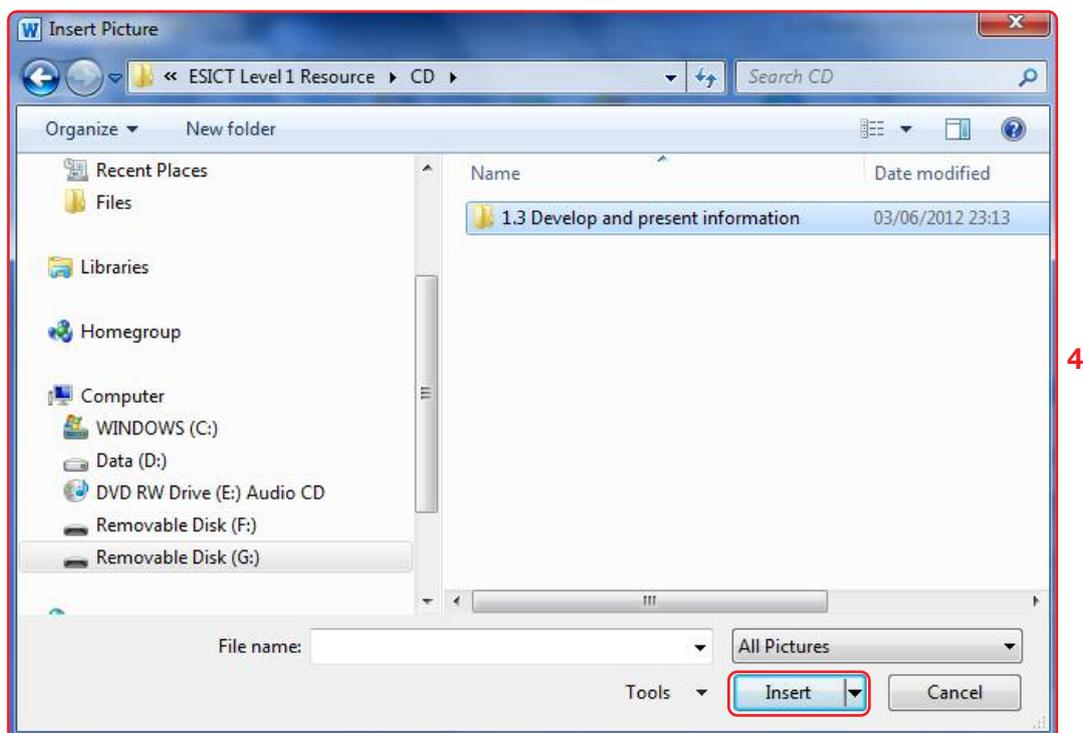
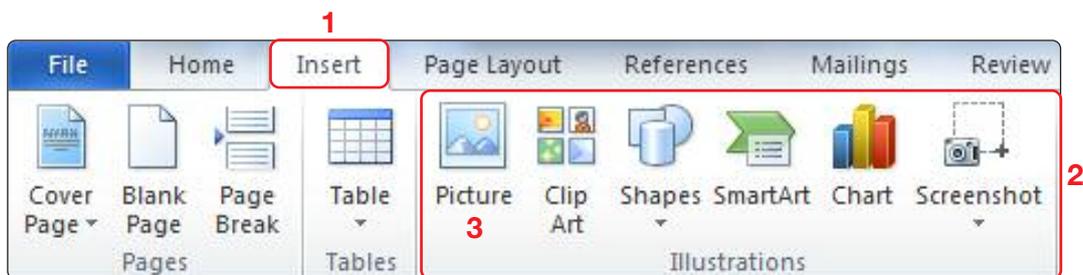
1.3 DEVELOP AND PRESENT INFORMATION

TASK 1.3F

Insert, size, crop and position images that are fit for purpose.

To insert images: Place the mouse cursor where you wish to insert the image.

1. LMC the mouse on the insert tab.
2. Go to the Illustrations panel.
3. LMC on the Picture tool.
4. This opens the Insert Picture dialog box.



5. LMC on the source of the image – have you stored it on a memory pen, a server?
6. LMC on the image file and LMC the insert button.



1.3 DEVELOP AND PRESENT INFORMATION

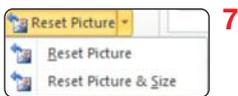
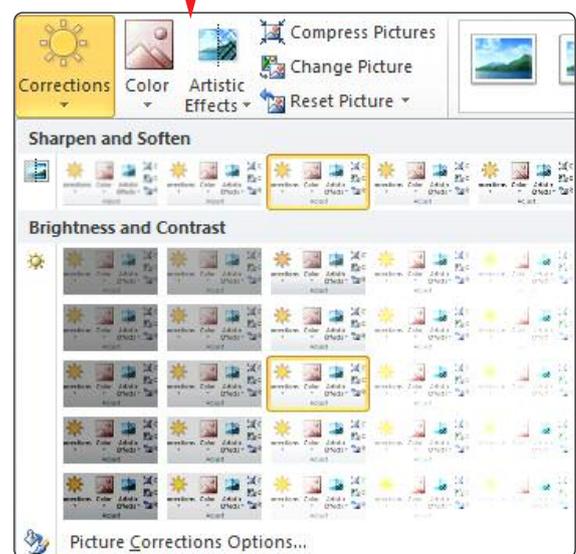
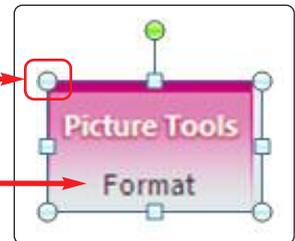
TASK 1.3F

Activity: Let's practice.

Insert one of the provided images in your document.
 Task 1.3f Image 1 or Task 1.3f Image 2 or Task 1.3f Image 3.

Adjust panel:

1. Select the image you wish to adjust by LMC on it, 'handles' will appear on it.
2. Go to the contextual 'Format' tab for images.
3. Go to the 'Adjust' panel to improve the image by using the remove Background tool,
4. 'Corrections' tool dropdown,
5. 'Color' dropdown,
6. 'Artistic Effects' dropdown.
7. If the result is not what you aimed to achieve with the image, use the reset picture tool to return the image to the original format.



1.3 DEVELOP AND PRESENT INFORMATION

TASK 1.3F

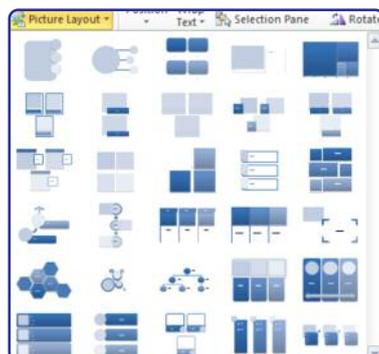
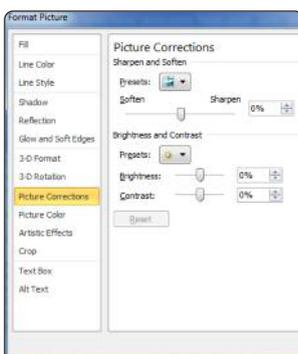
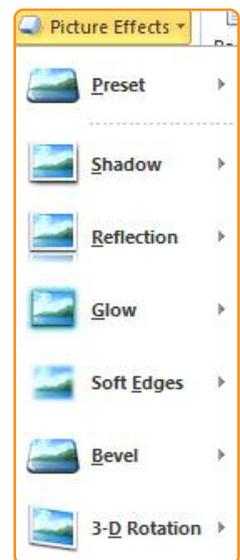
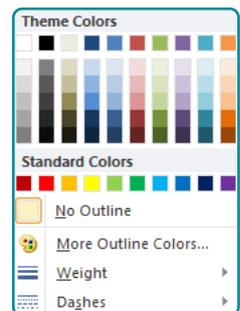
Activity: Let's practice.

Edit one of the provided images in your document. Task 1.3f Image 1 or Task 1.3f Image 2 or Task 1.3f Image 3. Change the colour, artistic effect and correct the brightness. Then reset it.

Picture styles:



1. Select the image you wish to adjust by LMC on it, check the 'handles' have appeared on it.
2. Go to the format contextual tab, and the Picture Styles Panel.
3. You can amend the picture style by selecting an option from the 'Picture Styles' dropdown.
4. Give your picture a border in the Picture Styles panel, Picture border dropdown tool which will open 'Theme Colors' to give you choices. You can also select the weight and type of line for your border here by LMC.
5. The 'Picture Effects' tool will give your image a 3D effect.
6. 'Picture Layout' will give you the option of including your image in a chart.
7. Alternatively you can LMC on the grey box in the bottom right-hand corner of the 'Picture Styles' panel and this will open the 'Format Picture' dialog box.



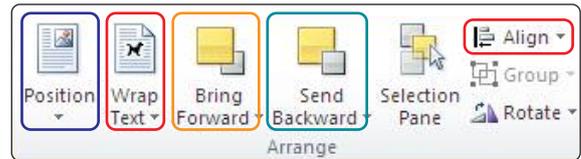
1.3 DEVELOP AND PRESENT INFORMATION

TASK 1.3F

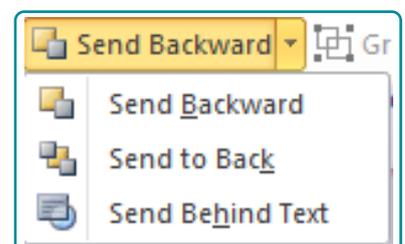
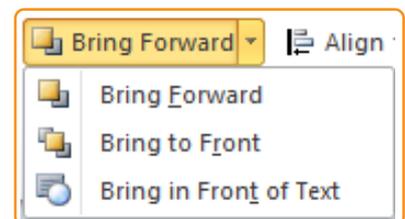
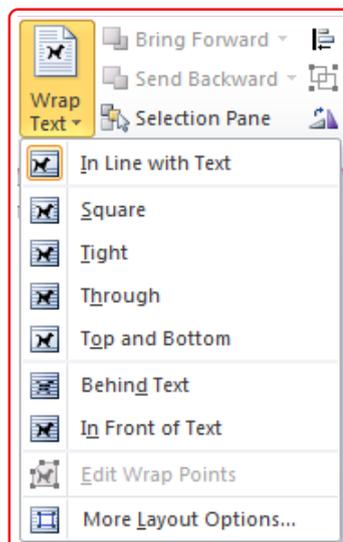
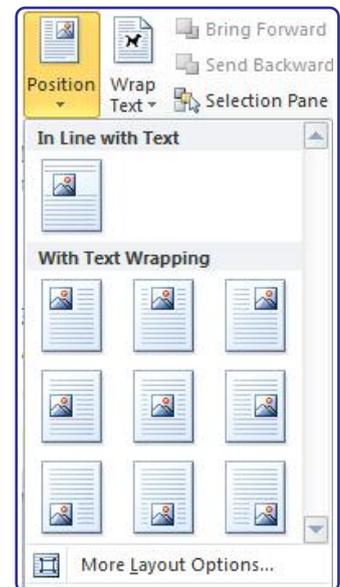
Activity: Let's practice

Edit one of the provided images in your document. Task 1.3f Image 1 or Task 1.3f Image 2 or Task 1.3f Image 3. Give it a border and a 3D effect. Then reset it.

Arrange panel: The 'Arrange' panel allows you to control images or text boxes and decide the priority item to be display to the front and layer the information.



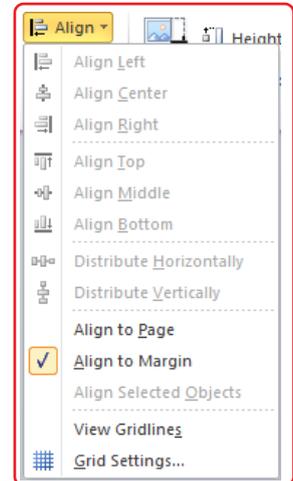
1. Select the image you wish to adjust by LMC on it, check the 'handles' have appeared on it.
2. Go to the format contextual tab, and the 'Adjust' Panel.
3. The position tool allows you to control the relationship between the image and surrounding text. LMC on the 'Position' tool dropdown and select either in line with text or one of the text wrapping options. The icons give you a preview.
4. Wrap text, again give you the choice of controlling the relationship between the text and the image.
5. To bring an object in front of another, LMC the object you wish to move and select the 'Bring Forward' button.
6. To send an object behind another, LMC the object you wish to move and select the 'Send Backward' button.



1.3 DEVELOP AND PRESENT INFORMATION

TASK 1.3F

7. To ensure images are aligned correctly – i.e. at the same level or on the same margin, use the align tool. Make sure you LMC all images before using this tool. Use the 'Shift' key on the keyboard to select more than one image or to remove one from the selection.



Activity: Let's practice

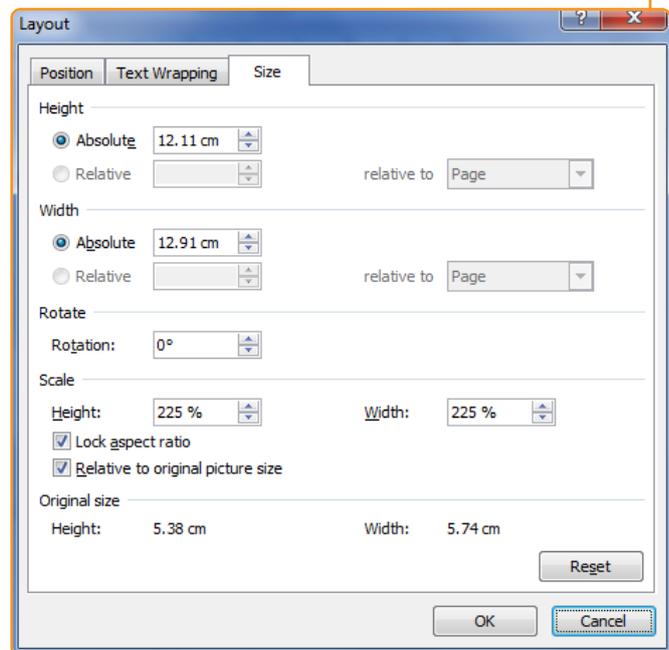
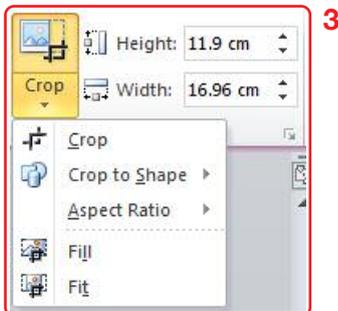
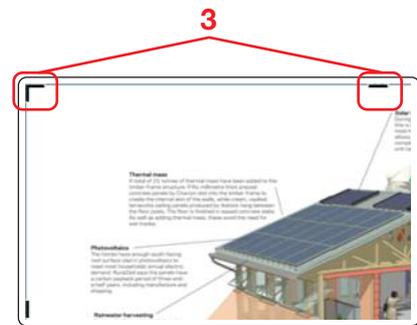
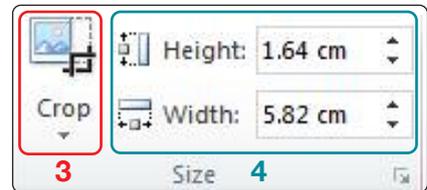
Insert all three of the images provided in your document. Insert them so that one is 'Square', one is 'In line with Text' and one is 'In front of Text.' Overlay the images and practice 'Bring Forward' and 'Send Backward.' Align the top of the images.

1.3 DEVELOP AND PRESENT INFORMATION

TASK 1.3F

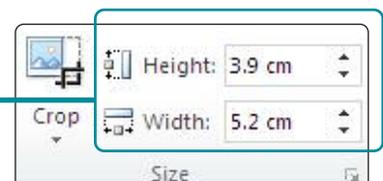
Size panel: The 'Size' panel allows you to adjust the size of an image.

1. Select the image you wish to adjust by LMC on it, check the 'handles' have appeared on it.
2. Go to the format contextual tab, and the 'Size' Panel.
3. Crop will remove parts of an image, LMC the crop tool, LMC and drag the black cropping handles which appear.
4. You can make your image a precise height or width by LMC the image and then using the height and width tools to adjust it.
5. Alternatively you can alter the position, text wrapping and size of an image in the Layout dialog box. Access this by LMC on the grey arrow in the bottom right hand corner of the 'Size' panel.



Activity: Let's practice

Insert all three of the images provided in your document. Crop the images and set all three to the same width and height.



1.3 DEVELOP AND PRESENT INFORMATION

TASK 1.3F

Prepare a single page profile for the conservation work Kanzil Construction Ltd have undertaken on the shop. Insert the images 'Task 1.3f a' to 'e.' Arrange the images and label them 'Fig. 1: Complete restored shopfront 1', 'Fig. 2: Complete restored shopfront 2' etc. Edit the images to give them artistic effects. Save this document as 'Task 1.3f' in the 'Kanzil Word Processing' folder you created in section 1.



1.3 DEVELOP AND PRESENT INFORMATION

TASK 1.3F

Enter, develop and organise numerical information that is fit for purpose using spread sheet software cell references, cell ranges, formulas with a single operator (+, -, *, /) and the sum function.

Microsoft Office ® is a suite of software which is popular for producing word processed documents, spread sheets, databases and presentations. The Microsoft Office ® includes Microsoft Office Excel ®, used for spread sheets. Excel 2010 files are recognised by the “.xlsx” extension, the internationally recognised standard for this type of file name extension.

Open Excel:

Using a computer you have been provided with, please follow the following instructions to ensure you can open the Word application on your computer.

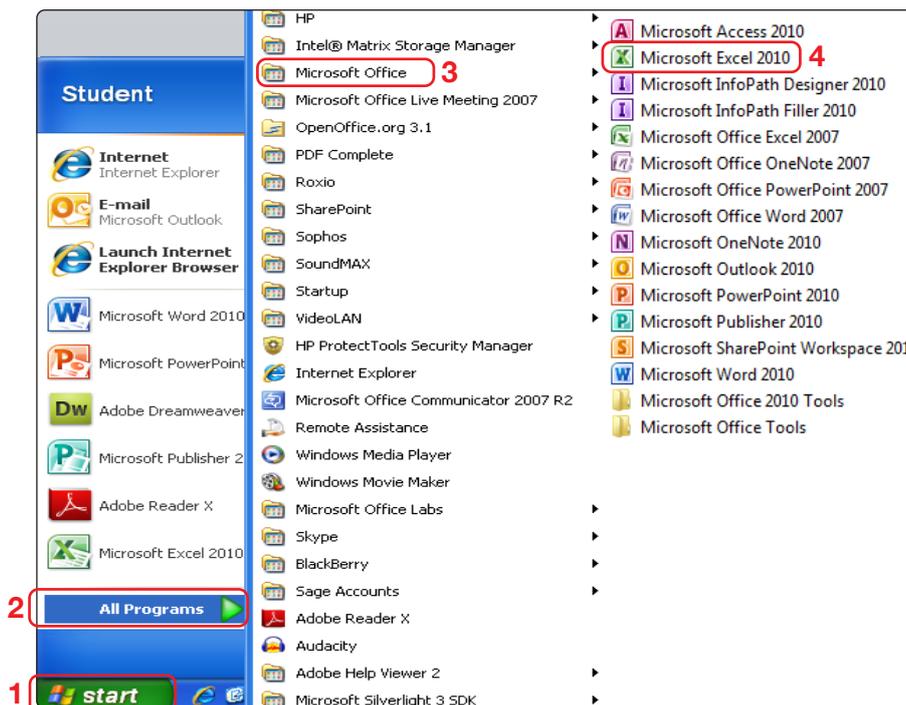
4. Move the mouse to the ‘Start’  button located on the bottom left hand side on your screen. Left mouse click the ‘Start’ button. The Start button lets you open the programs on your computer.



5. Move and hover your mouse pointer over the words ‘All Programs’. A list of programs will appear to the right.



6. Move and hover your mouse pointer over ‘Microsoft Office’. Another list of programs will appear to the right. Find ‘Microsoft Word 2010’. LMC.

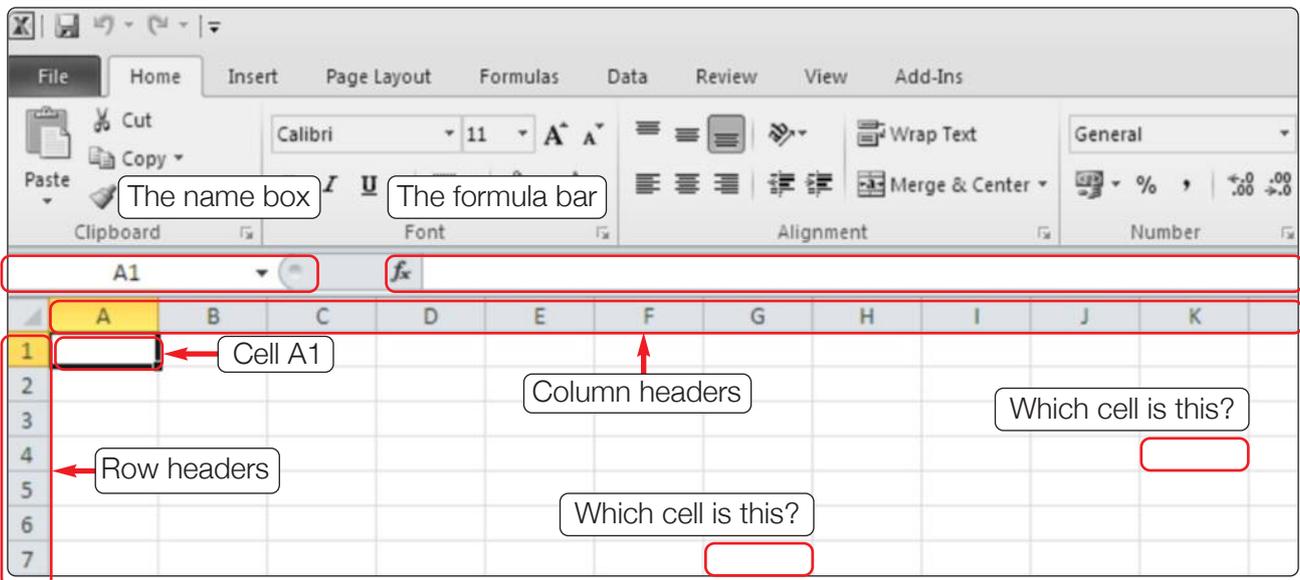
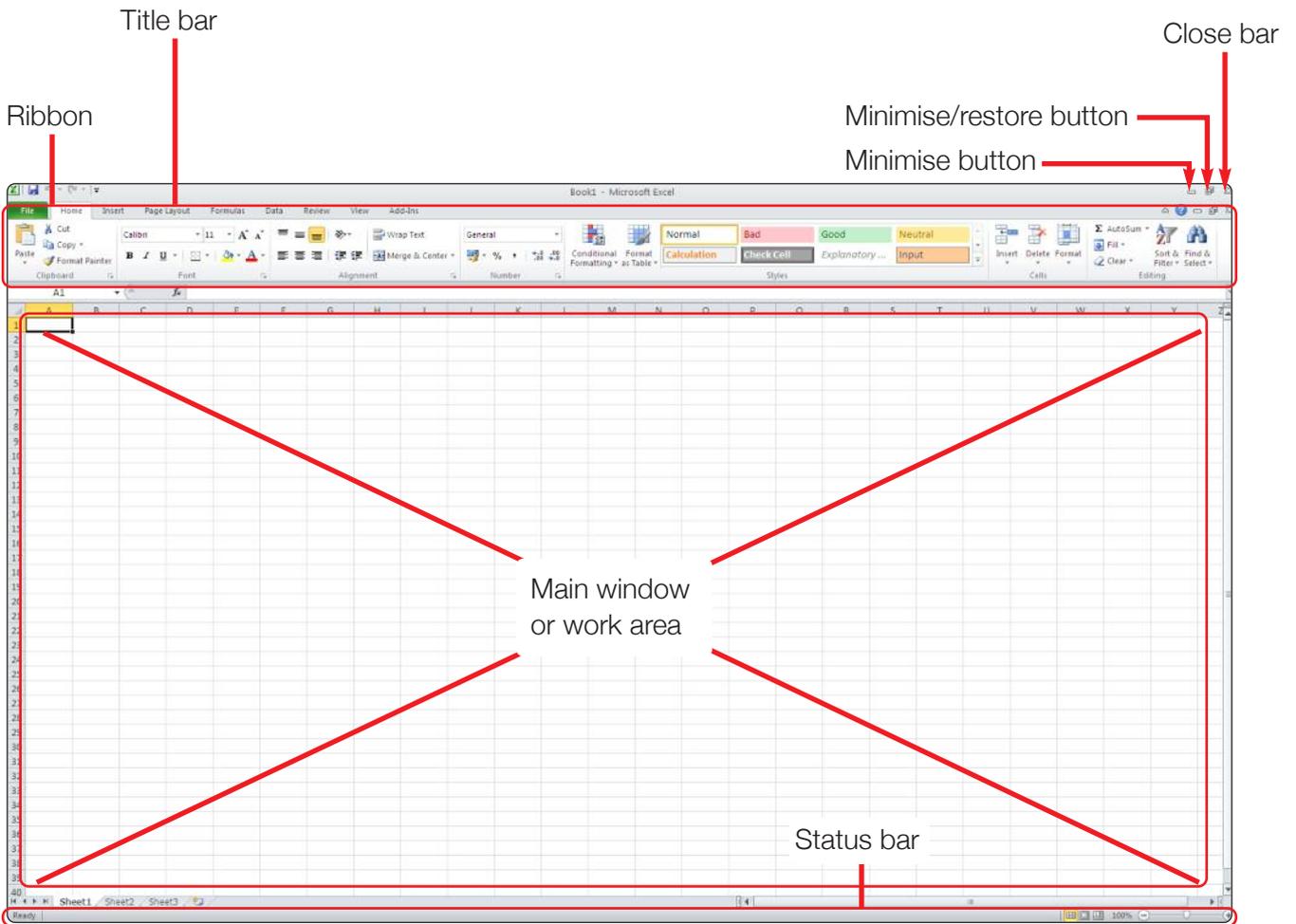


This will automatically open a blank Excel workbook which contains three blank spread sheets, labelled ‘Sheet 1,’ ‘Sheet 2,’ and ‘Sheet 3.’

1.3 DEVELOP AND PRESENT INFORMATION

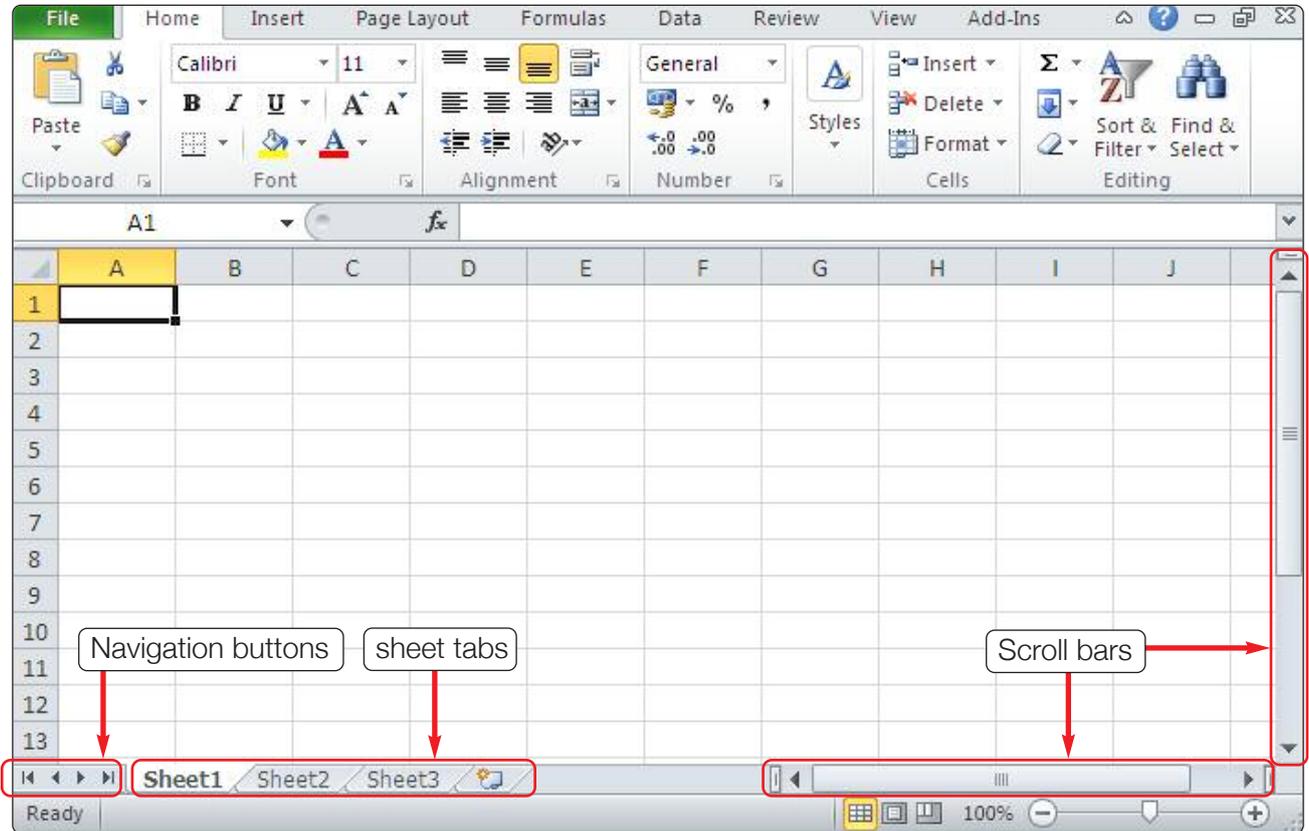
TASK 1.3F

The Excel interface: The screen below is referred to as the interface. After you have opened Excel, practice LMC on the tools below to familiarise yourself with the interface.



1.3 DEVELOP AND PRESENT INFORMATION

TASK 1.3F



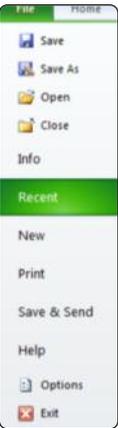
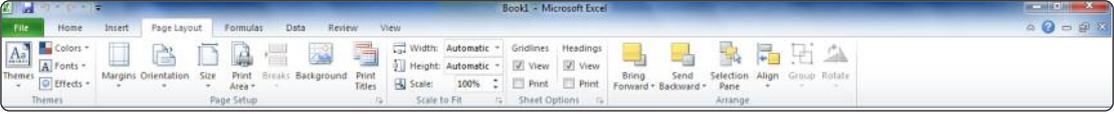
LMC on Sheet 2, use the scroll bars to move the spread sheet and watch the column and row headers change.



1.3 DEVELOP AND PRESENT INFORMATION

TASK 1.3F

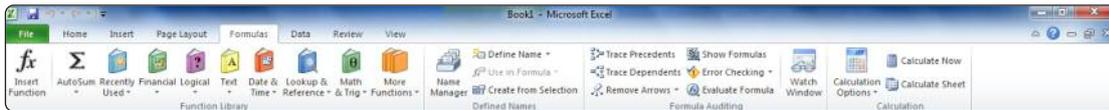
The Excel tabs: There are eight tabs in Excel. LMC on each tab to view them.

Tab	What does it do?
<p>File</p> 	<p>File management, saving, opening, closing, printing and more.</p>
<p>Home</p>	<p>The Home tab is where you can change the text font, align text, control number formats, control style of formatting, add and omit cells, edit your workbook spread sheets and copy/cut/paste information.</p> 
<p>Insert</p>	<p>To insert table, illustrations, charts, text and symbols and more.</p> 
<p>Page layout</p>	<p>For choosing a theme for the document, setting up the page orientation, margins, print area, background and controlling the scale of the document and how the spread sheet is viewed including arranging the order of objects in the document.</p> 

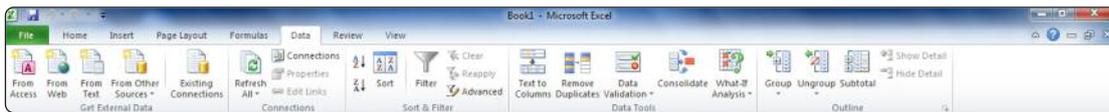
1.3 DEVELOP AND PRESENT INFORMATION

TASK 1.3F

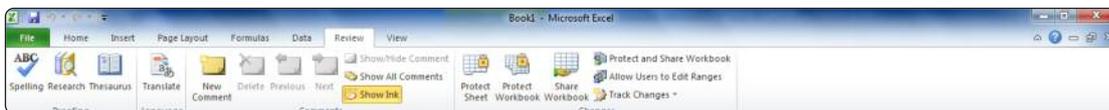
Tab	What does it do?
Formulas	The Formulas tab is where you can choose pre-set formulae and set the options for how formulae are displayed and calculated.



Data	Data is information. The Data tab is where you can control the information you input, bring information from another source, decide how to sort or filter the data and control how the data is grouped.
-------------	---



Review	This tab allows you to check your workbook (called proofing) and you can add comments to cells control the comments and add or edit password protection.
---------------	--



View	The View tab is where you control how your workbook is displayed in the work area.
-------------	--



1.3 DEVELOP AND PRESENT INFORMATION

TASK 1.3F

Contextual tabs

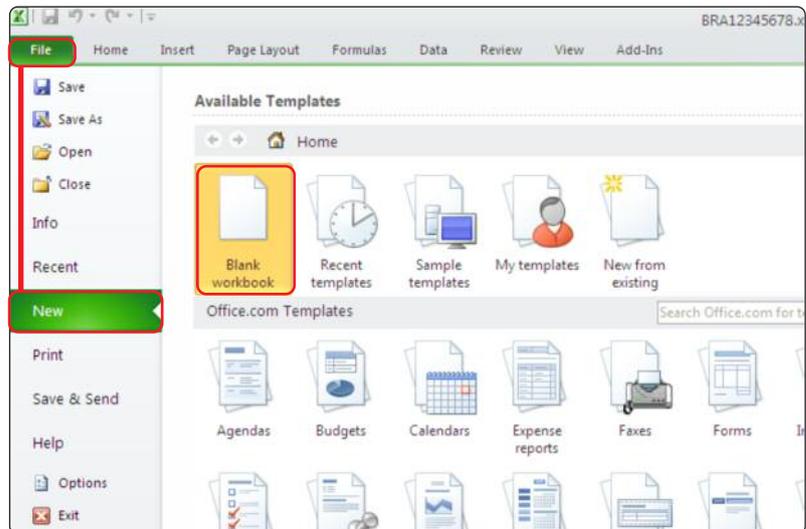
Additional tabs will appear when objects such as images are highlighted in the document, these are called contextual menus. They only appear when required to limit the amount of information and options on the screen.



How to open a new workbook:

4. LMC the file tab.
5. LMC 'New.'
6. Double LMC 'Blank workbook.'

Alternatively you can choose a template, LMC to open.

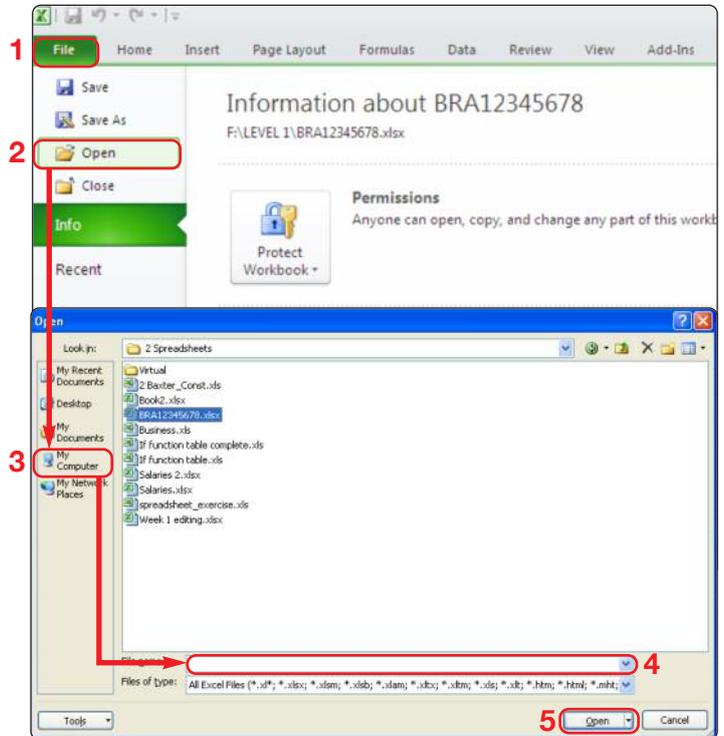


1.3 DEVELOP AND PRESENT INFORMATION

TASK 1.3F

How to open an existing workbook:

1. LMC the file tab.
2. LMC Open.
3. LMC the correct Source.
4. LMC the workbook you require.
The name will appear here.
5. LMC on 'open.'



Activity: Let's practice

Practice opening an existing workbook.

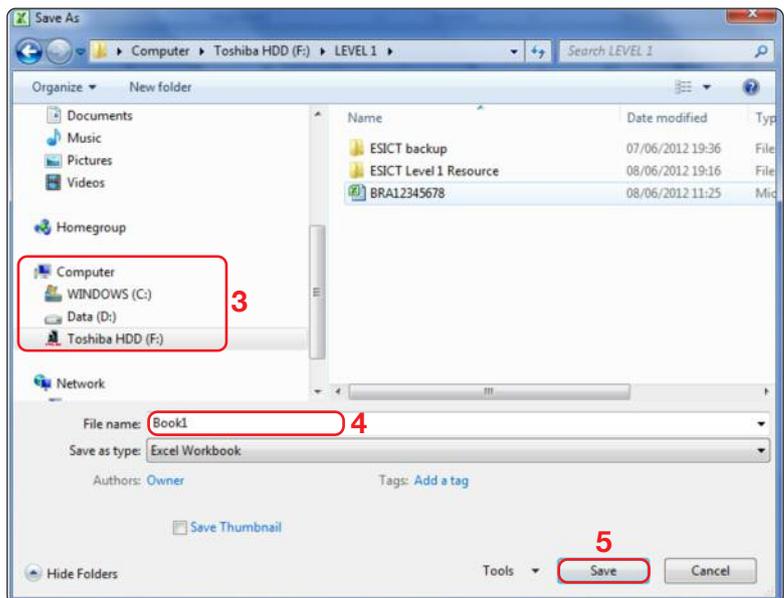
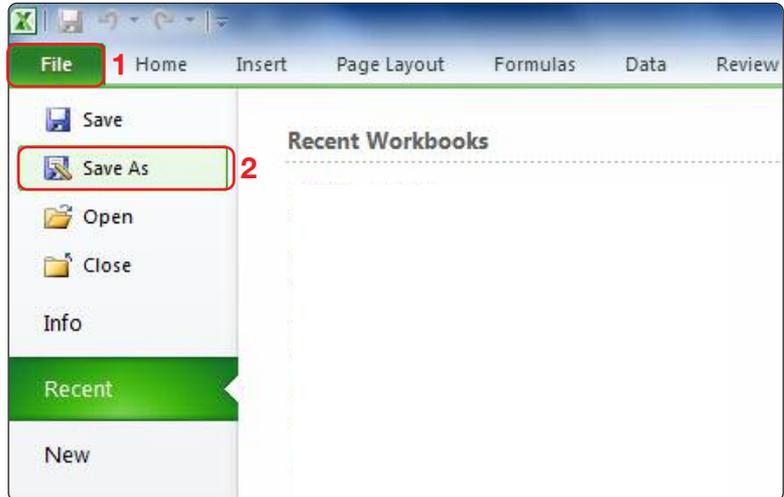
Also try opening an invoice template (Estimate>Job estimate).

1.3 DEVELOP AND PRESENT INFORMATION

TASK 1.3F

How to save a workbook:

1. LMC the 'File' tab.
2. LMC 'Save as.'
3. LMC the correct file location.
4. Type a name into the name in the file name box.
5. LMC save.



Enter today's date

Enter your initials

Activity: Let's practice

Save the estimate template as 'Kanzil_Date_Name_Estimate for project 12345.'

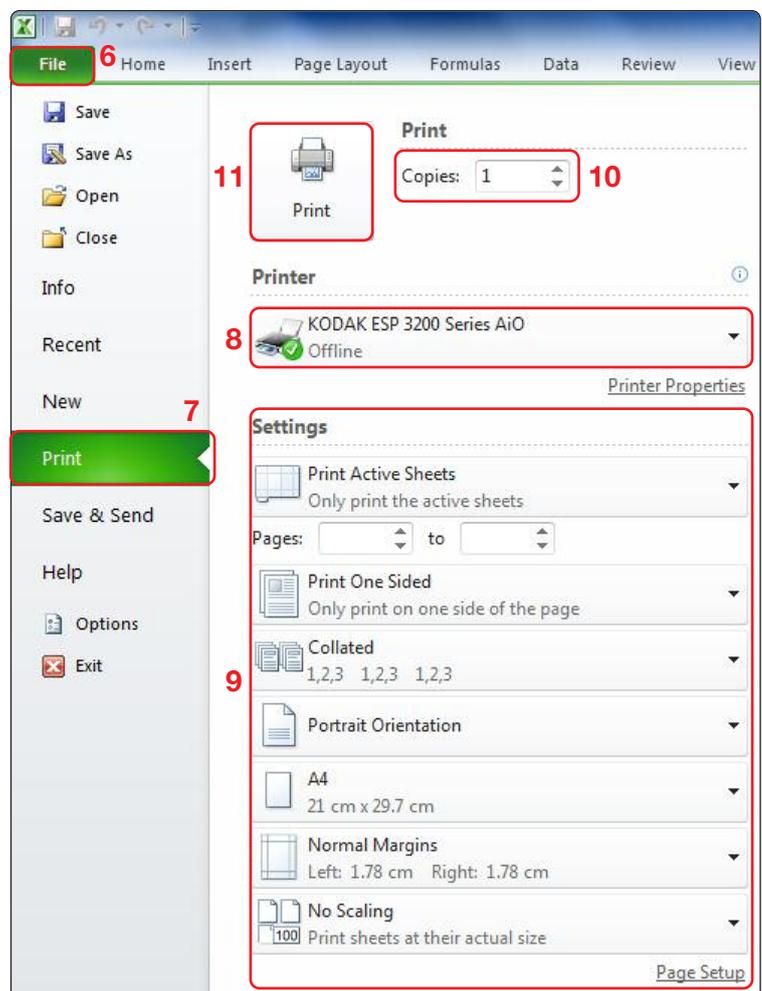
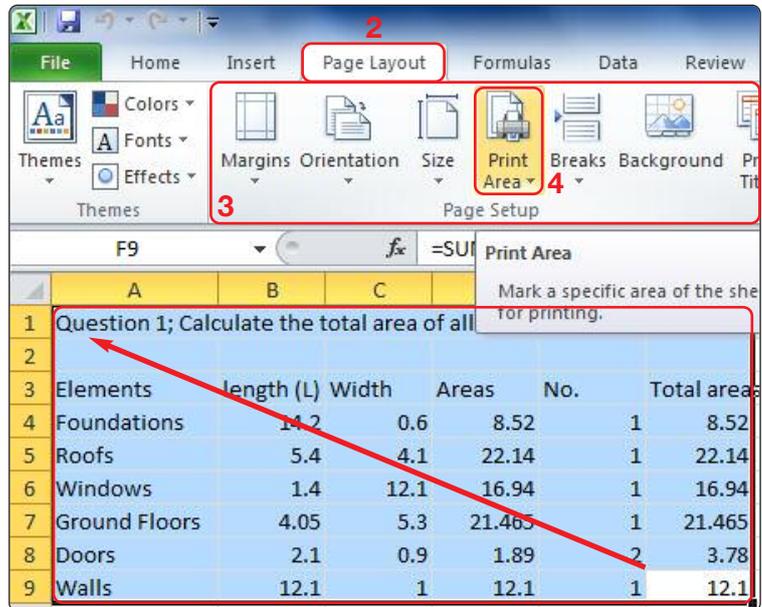
Save the file into the Kanzil Project folder.

1.3 DEVELOP AND PRESENT INFORMATION

TASK 1.3F

How to print a spread sheet:

1. LMC and drag mouse from last cell you have entered data into to cell A1.
2. Go to the 'Page Layout' tab.
3. Go to the 'Page Setup' panel.
4. LMC on the 'Print Area' dropdown arrow.
5. Select 'Set print area.'
6. LMC on the File tab.
7. LMC on 'Print.'
8. Select the correct printer from the dropdown.
9. Check printer settings.
10. Indicate number of copies.
11. LMC on print.



1.3 DEVELOP AND PRESENT INFORMATION

TASK 1.3F

The insertion point/mouse cursor:

The insertion point is the blinking line on the sheet and this vertical line indicates the position you are working at on the page. To type into a cell you must LMC the mouse cursor in the correct cell first. To insert more than one line of text in a cell hold the 'Alt' key on your keyboard before you press 'Enter.'



How to enter data:

A single cell: LMC the cell, type, press 'Enter'.
To edit data in a cell you must double click the mouse to position the cursor in the cell first.



A row: To highlight a row, LMC on the row header.

A column: To highlight a column LMC the column header.

Cell reference: The name of a cell according to its row number and column letter, e.g. 'B4.'

Absolute cell reference: Is when the cell referred to in a formula does not change when the formula is copied or replicated to another cell. E.g. =A1*20%, copied down a spread sheet would become =B1*20% etc

Relative cell reference: Is when the cell referred to in a formula is a specific cell and relates to that cell after the formula is copied or replicated. E.g. =\$A\$1*20%, copied down a spread sheet would remain =\$A\$1*20%.

Activity: Let's practice

Start a new workbook and enter the following data. Note the data starts in cell A3. Enter a title for the budget quote for this extension in cell A1.

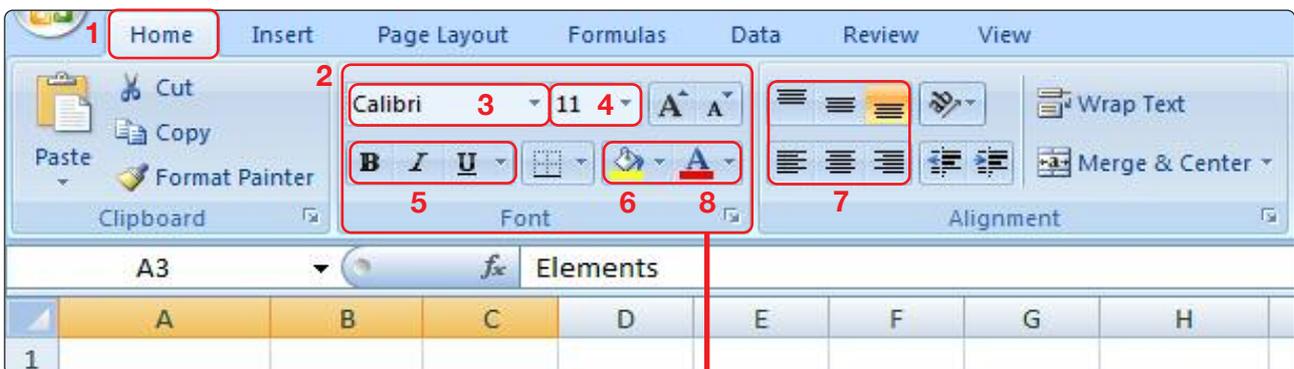
	A	B	C
1			
2			
3	Elements	length (m)	Width (m)
4	Foundations	14.2	0.6
5	Roofs	5.4	4.1
6	Windows	1.4	12.1
7	Ground Floors	4.05	5.3
8	Doors	2.1	0.9
9	Walls	12.1	1

1.3 DEVELOP AND PRESENT INFORMATION

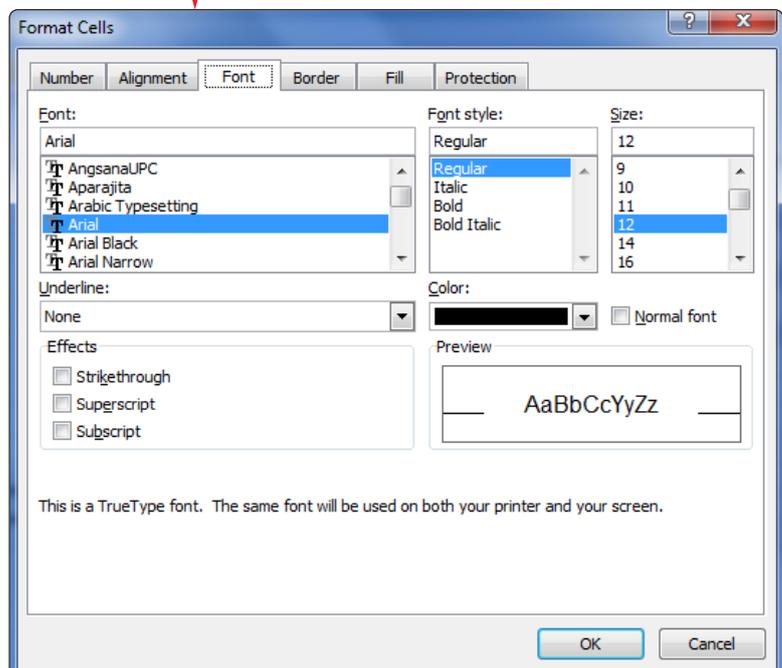
TASK 1.3F

Format data: Select the font, size, colour before you type. Or you can highlight the text and then select the font, size colour. To set or change these:

1. Go to the 'Home' tab.
2. Go to the 'Font' panel.
3. Select text by using drop down arrow to open the menu.
4. Select font size by using drop down arrow to open the menu.
5. Select Bold, Italic or underline if required for a title or subtitle.
6. Select a colour if required.
7. To align the text, go to the 'Alignment' panel. Align the text in the cell.



8. Alternatively you can open the 'Format Cells' dialog box by LMC on the grey arrow. You can format all of the properties and contents of cells here.



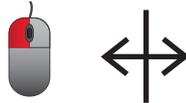
1.3 DEVELOP AND PRESENT INFORMATION

TASK 1.3F

Activity: Let's practice

Highlight columns A, B, C and change the font to Arial, size 12.

Note how the text is cut off in column C.
Double LMC here and this symbol appears.



	A	B	C	D
1	Kanzil budget cost for project no.: 12345			
2				
3	Elements	length (m)	Width (m)	Areas
4	Foundations	14.2	0.6	8.52
5	Roofs	5.4	4.1	22.14
6	Windows	1.4	12.1	16.94
7	Ground Floors	4.05	5.3	21.465
8	Doors	2.1	0.9	1.89
9	Walls	12.1	1	12.1

The column will automatically change to the correct width for the contents.

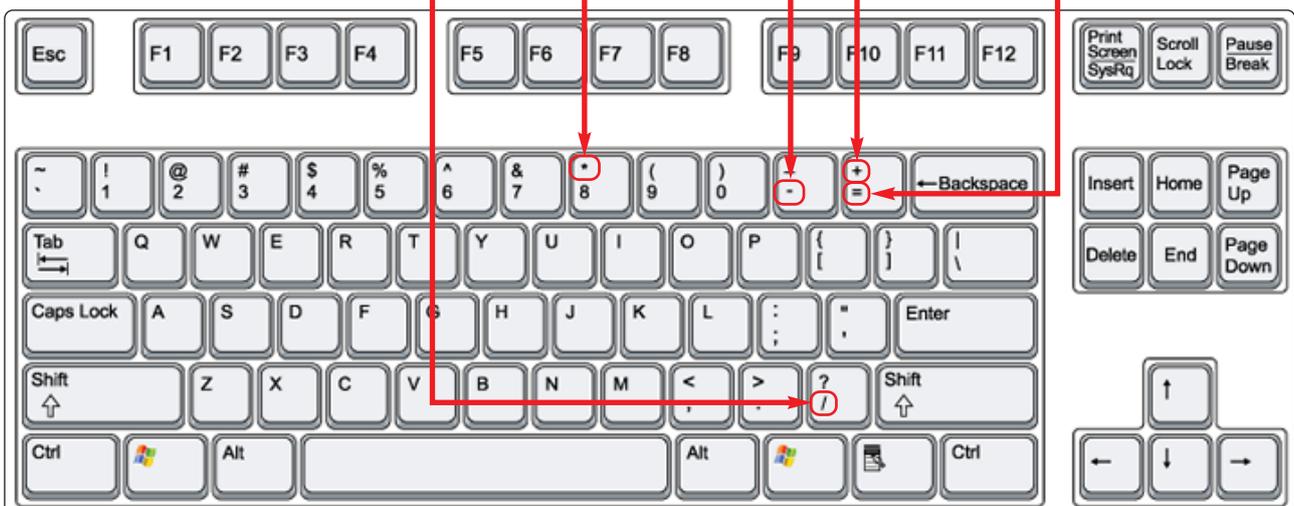
Enter a formula: A calculation is called a formula. LMC in a cell and start the formula with '='

To add numbers: use + (Use Shift key)

To subtract numbers: use -

To multiply numbers: use *(Use Shift key)

To divide numbers use: /



1.3 DEVELOP AND PRESENT INFORMATION

TASK 1.3F

Activity: Let's practice

Remember do not put spaces into the calculations. Enter the following calculations:

In a 16 unit housing scheme there are 5 window types. Each house has:

Type A 2 no.	How many windows are there in each house?	$=2+4+1+3+2$	
Type B 4 no.	The total will appear when you hit 'Enter.'		1
Type C 1 no.	In a new cell:		
Type D 3 no.	How many windows will be ordered for the scheme?	$=\text{total } 1 \text{ above} * 16$	
Type E 2 no.	The total will appear when you hit 'Enter.'		2

In a new cell: If the cost of the windows is £80,000.00 what is the average cost of each window?

$=80000 / \text{total } 2 \text{ above}$	The total will appear when you hit 'Enter.'		3
--	---	--	---

In a new cell: If the contractor omits 1 window from each house, how many windows will be ordered?

$= \text{total } 2 \text{ above} - 16$	4	The total will appear when you hit 'Enter.'		5
--	---	---	--	---

To add cell data: To find the total of several cells enter =, LMC the first cell, enter +, LMC the second cell, enter +, LMC the third cell, etc.



Activity: Let's practice

Remember do not put spaces into the calculations. Open a new workbook.

Enter the following numbers:

- A1 93,472.50
- A2 4,762.36
- A3 63,735.93
- A4 Total of cells A1, A2, A3.

1.3 DEVELOP AND PRESENT INFORMATION

TASK 1.3F

The 'Sum' function: this is an easier way of adding a lot of data.

1. LMC the mouse cursor in the cell where you will indicate a total. E.g. column H is overall cost. So LMC in cell H10. The total or sum of these figures is calculated by multiplying costs in column G by total areas in Column F. e.g. Cell H4 total is =(G4*F4).
2. Go to the Formulas tab.
3. Go to the Function Library panel.
4. Go to the 'Autosum' tool dropdown and LMC 'Sum.'
5. It automatically highlights cells H4 to H9.
6. Select 'Enter' and the total will appear in cell H10.



The screenshot shows the Excel interface with the 'Formulas' tab selected. The 'Autosum' dropdown menu is open, and the 'Sum' function is highlighted. The spreadsheet contains the following data:

Elements	length (m)	Width (m)	Areas	No.	Total areas	Cost / m ²	Overall cost
Foundations	14.2	0.6	8.52	1	8.52	£95.46	£813.32
Roofs	5.4	4.1	22.14	1	22.14	£210.01	£4,649.62
Windows	1.4	12.1	16.94	1	16.94	£254.63	£4,313.43
Ground Floors	4.05	5.3	21.465	1	21.465	£74.46	£1,598.28
Doors	2.1	0.9	1.89	2	3.78	£262.56	£992.48
Walls	12.1	1	12.1	1	12.1	£94.53	£1,143.81
							=SUM(H4:H9)

Activity: Let's practice

Remember do not put spaces into the calculations. Do not type in £ or m², we will format the cells to display this later.

- Total the Areas in column D.
- Add column E and add the number of each element .
- Multiply the figures in column D by the data in column E to give the total areas in column F.
- Enter the rates in column G.
- Put calculations into the cells in column H. The formulae should multiply the data in column F by the data in column G to give the Overall Cost of each element in column H.
- Then enter a sum function in cell H10 to total the Overall cost.

1.3 DEVELOP AND PRESENT INFORMATION

TASK 1.3F

Do your totals look like this?

Kanzil budget cost for project no.: 12345							
	length (m)	Width (m)	Areas	No.	Total areas	Cost / m ²	Overall cost
Foundations	14.2	0.6	8.52	1	8.52	£95.46	£813.32
Roofs	5.4	4.1	22.14	1	22.14	£210.01	£4,649.62
Windows	1.4	12.1	16.94	1	16.94	£254.63	£4,313.43
Ground Floors	4.05	5.3	21.465	1	21.465	£74.46	£1,598.28
Doors	2.1	0.9	1.89	2	3.78	£262.56	£992.48
Walls	12.1	1	12.1	1	12.1	£94.53	£1,143.81
							£13,510.95

Do not type in the numbers! Without proper formulae the spread sheet will not automatically update the figures if the rates or quantities (length, width, no.) change.

Your tutor can use the formula tab > formula auditing panel > ‘Show Formulas’ tool to check you have entered formulae not just numbers!

1.3 DEVELOP AND PRESENT INFORMATION

TASK 1.3G

(You may continue the spread sheet you have started in the practise activities). Save this spreadsheet as 'Task 1.3g' in the 'Kanzil Spreadsheet' folder you created in section 1.

The entire spread sheet instructions:

1. Column A should be titled 'Elements' in cell A3. Enter this data in column A:



	A	B
3	Elements	length (m)
4	<i>Foundations</i>	14.2
5	<i>Roofs</i>	5.4
6	<i>Windows</i>	1.4
7	<i>Ground Floors</i>	4.05
8	<i>Doors</i>	2.1
9	<i>Walls</i>	12.1



2. Column B should be titled 'Length (m)' in cell B3. Enter this data in column B:

3. Column C should be titled 'Width (m)' in cell C3. Enter this data in column C:



	A	C	D
3	Elements	Width (m)	Areas
4	<i>Foundations</i>	0.6	
5	<i>Roofs</i>	4.1	
6	<i>Windows</i>	12.1	
7	<i>Ground Floors</i>	5.3	
8	<i>Doors</i>	0.9	
9	<i>Walls</i>	1	

4. Column D should be titled 'Areas' in cell D3. Enter a formula in cell D4 to calculate B4*C4.

Then LMC cell D4 and LMC and hold the left mouse button to drag this 'handle' down to cell D9. This will populate cells D5 to D9 with the same formula relative to the row it is on.

8.52

1.3 DEVELOP AND PRESENT INFORMATION

TASK 1.3G

Your totals should read like this:

	A	C	D
3	Elements	Width (m)	Areas
4	Foundations	0.6	8.52
5	Roofs	4.1	22.14
6	Windows	12.1	16.94
7	Ground Floors	5.3	21.465
8	Doors	0.9	1.89
9	Walls	1	12.1

	A	E	F
3	Elements	No.	Total areas
4	Foundations	1	8.52
5	Roofs	1	22.14
6	Windows	1	16.94
7	Ground Floors	1	21.465
8	Doors	2	3.78
9	Walls	1	12.1

5. Column E should be titled 'No.' in cell E3. Enter this data in column E, note that there are 2 doors in row 8:

6. Column F should be titled 'Total Areas' in cell F3. Enter a formula in cell F4 to calculate E4*D4. Populate cells F5 to F9 with this formula. Your totals in column F should read as above.

	A	G
3	Elements	Cost / m²
4	Foundations	95.46
5	Roofs	210.01
6	Windows	254.63
7	Ground Floors	74.46
8	Doors	262.56
9	Walls	94.53

7. Column G should be titled 'Cost/m2' in cell G3.

Enter this data in column G.

1.3 DEVELOP AND PRESENT INFORMATION

TASK 1.3G

8. Column H should be titled 'Overall cost' in cell H3. Cells H4 to H9 should be populated with a formula to multiply the cost/m² in column G by the total areas in column F.

	A	G	H
3	Elements	Cost / m²	Overall cost
4	<i>Roofs</i>	95.46	813.32
5	<i>Windows</i>	210.01	4,649.62
6	<i>Ground Floors</i>	254.63	4,313.43
7	<i>Doors</i>	74.46	1,598.28
8	<i>Walls</i>	262.56	992.48
9	<i>Foundations</i>	94.53	1,143.81
10			13,510.95

Then put a sum formula in cell H10 to calculate the total of cells H4 to H9.

9. Title column I 'Discount rates %.' Put this title in cell I3. Insert these rates in cells I4 to I9:

	A	I	J
3	Elements	Discount rates%	Total discount (£)
4	<i>Roofs</i>	2.5	20.33
5	<i>Windows</i>	2.5	116.24
6	<i>Ground Floors</i>	3	129.40
7	<i>Doors</i>	2.5	39.96
8	<i>Walls</i>	3	29.77
9	<i>Foundations</i>	2.5	28.60
10			

10. Title column J 'Total Discount (£).' Put this title in cell J3. Put a formula into cell J4 which multiplies cell H4 by cell I4 as a percentage.

1.3 DEVELOP AND PRESENT INFORMATION

TASK 1.3G

11. Title column K 'Total after discount.' Put this title in cell K3. Put a formula into cell K4 which takes J4 from H4. Populate K5 to K9 with this formula.

	A	K	L
3	Elements	Total after discount	VAT @ 20%
4	Roofs	792.99	951.58
5	Windows	4,533.38	5,440.06
6	Ground Floors	4,184.03	5,020.84
7	Doors	1,558.33	1,869.99
8	Walls	962.70	1,155.24
9	Foundations	1,115.22	1,338.26
10			
11		Total incl. VAT	15,775.97
12			

12. Title column L 'VAT @ 20%.' Put this title in cell L3. Put a formula into cell L4 which multiples k4 by 120%. Populate cells L4 to L9. Put a total into L11 which is the sum of cells L4 to L9.

1.3 DEVELOP AND PRESENT INFORMATION

TASK 1.3H

Format numerical information appropriately.

Number formatting: Select the cells containing the numbers you want to format.

1. Go to the 'Home' tab.
2. Go to the 'Number' panel.
3. Open the 'Format Cells' dialog box by LMC on the grey arrow in the bottom right-hand corner.
4. Select the number category; check it is to 2 decimal places. LMC OK to close the dialog box.



The screenshot shows the Microsoft Excel interface with the 'Format Cells' dialog box open. The 'Number' category is selected in the 'Category' list. The 'Decimal places' are set to 2. The 'Symbol' is set to £. The 'Negative numbers' section shows options like -£1,234.10 and £1,234.10. The background spreadsheet shows a table with columns for Elements, length (m), Width (m), Areas, No., and Total areas.

Elements	length (m)	Width (m)	Areas	No.	Total areas
Foundations	14.2	0.6	8.52	1	8.52
Roofs	5.4	4.1	22.14	1	22.14
Windows	1.4	12.1	16.94	1	16.94
Ground Floors	4.05	5.3	21.465	1	21.465
Doors	2.1	0.9	1.89	2	3.78
Walls	12.1	1	12.1	1	12.1

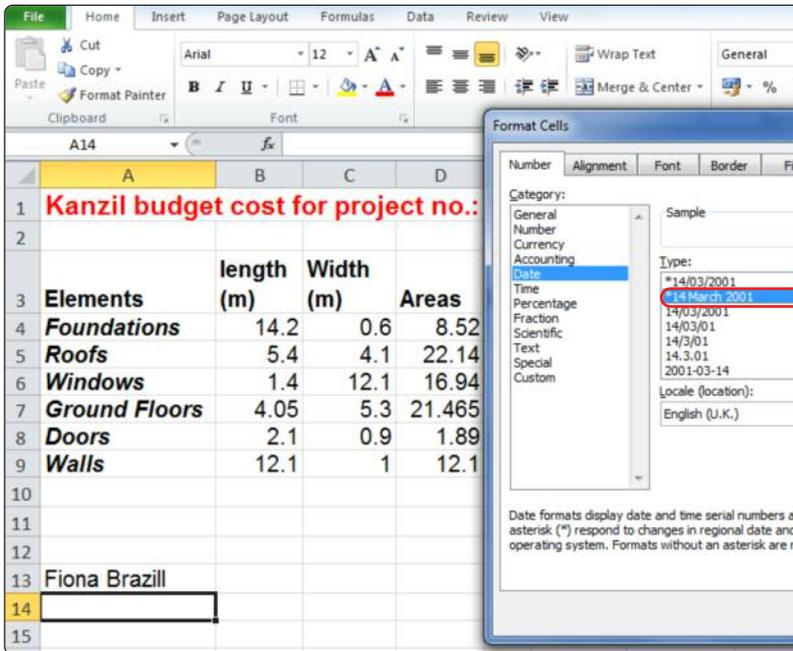
Activity: Let's practice

Enter the following costs in column 'G.' Set cells G4 to G9 to currency to 2 decimal places.

Foundations, £95.46; roof £210.01; windows £254.63; ground floor £74.46; doors £262.56, walls £94.53.

1.3 DEVELOP AND PRESENT INFORMATION

TASK 1.3H

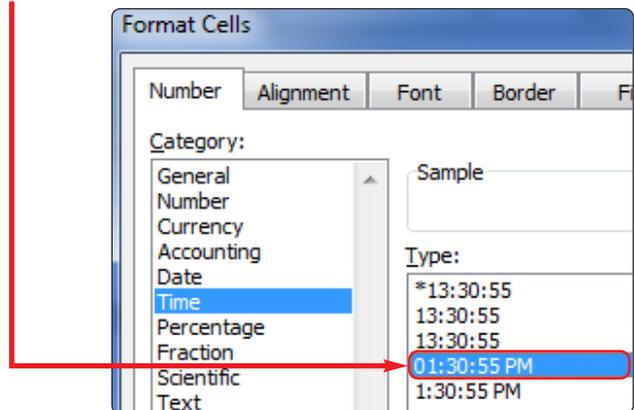


Activity: Let's practice

Enter your name in cell A13.

Then enter today's date in cell A14. Change the format of the date to this:

Enter the time in cell A15 and set the format to this:



1.3 DEVELOP AND PRESENT INFORMATION

TASK 1.3H

Edit the number format in the spread sheet you prepared in Task 1.3g. The data in columns G (Cost/m²), H (Overall cost), J (Total discount), K (Total after discount), and L (VAT @20%) should all be currency (£ sterling) to 2 decimal places.

1	Kanzil budget cost for project no.: 12345											
2												
3	Elements	length (m)	Width (m)	Areas	No.	Total areas	Cost / m ²	Overall cost	Discount rates%	Total discount (£)	Total after discount	VAT @ 20%
4	Foundations	14.2	0.6	8.52	1	8.52	£95.46	£813.32	2.5	£20.33	£792.99	£951.58
5	Roofs	5.4	4.1	22.14	1	22.14	£210.01	£4,649.62	2.5	£116.24	£4,533.38	£5,440.06
6	Windows	1.4	12.1	16.94	1	16.94	£254.63	£4,313.43	3	£129.40	£4,184.03	£5,020.84
7	Ground Floors	4.05	5.3	21.465	1	21.465	£74.46	£1,598.28	2.5	£39.96	£1,558.33	£1,869.99
8	Doors	2.1	0.9	1.89	2	3.78	£262.56	£992.48	3	£29.77	£962.70	£1,155.24
9	Walls	12.1	1	12.1	1	12.1	£94.53	£1,143.81	2.5	£28.60	£1,115.22	£1,338.26
10								£13,510.95				
11											Total incl. VAT	£15,775.97

Save this spread sheet as 'Task 1.3h' in the 'Kanzil Spread sheet' folder you created in section 1.

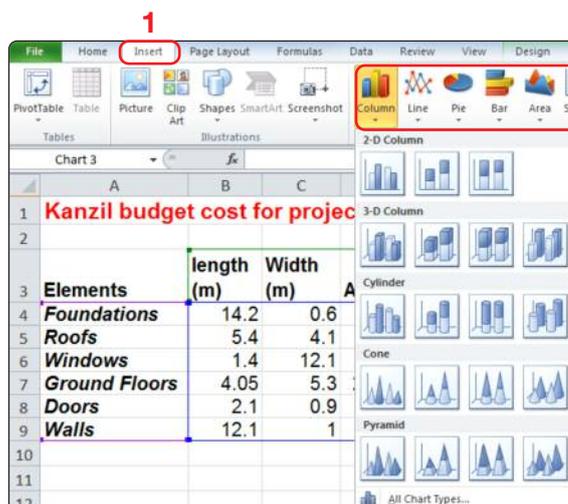
1.3 DEVELOP AND PRESENT INFORMATION

TASK 1.3I

Create and develop charts/graphs to suit the numerical information using suitable labels. Charts present data in a graphic format. Excel allows you to present your data as columns, lines, pie-charts, bar-charts, area graphs, scatter graphs and more.

Create charts: Select the cells containing the numbers you want to include in a chart. Include the titles in column A and the titles in row 3.

1. Go to the 'Insert' tab.
2. Go to the 'Charts' panel.
3. LMC the column drop-down arrow.
4. Select the style of column chart which will present the information clearly.



Activity: Let's practice

Use the spread sheet you created in tasks 1.3 g and 1.3h.

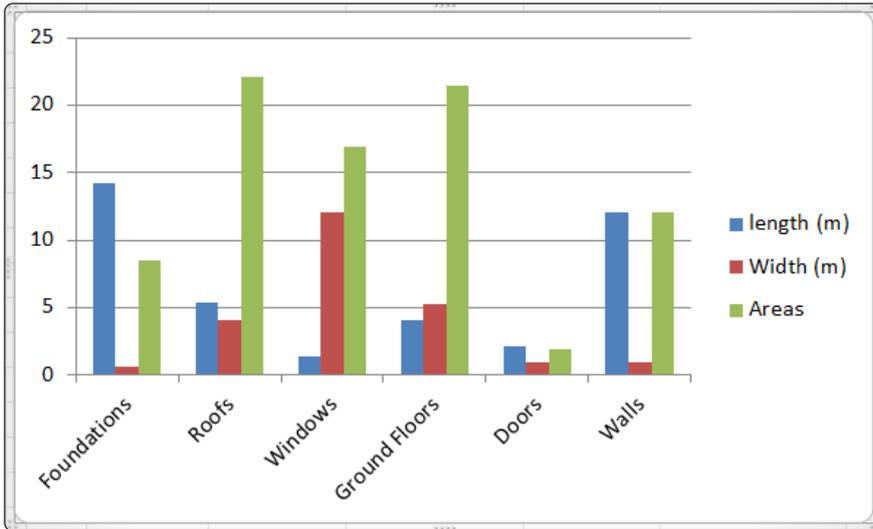
1. Highlight cells A3 to C9 (LMC and drag the mouse from cell A3 to Cell C9. Release the mouse button. The cells should be highlighted in blue and surrounded by a heavy black outline).
2. Go to Insert tab, Charts panel and select Column, then 2D column.

	A	B	C	D
1	Kanzil budget cost for project no.:			
2				
3	1	length	Width	
4	Elements	(m)	(m)	Areas
5	Foundations	14.2	0.6	8.52
6	Roofs	5.4	4.1	22.14
7	Windows	1.4	12.1	16.94
8	Ground Floors	4.05	5.3	21.465
9	Doors	2.1	0.9	1.89
10	Walls	12.1	1	12.1

1.3 DEVELOP AND PRESENT INFORMATION

TASK 1.3I

This will automatically insert the chart like this:



3. LMC the chart frame and go to the contextual 'Chart Tools' Design tab.



4. Go to the Chart Layouts and select layout 5. Note that it now displays the data with the bar chart.

3

4

	E	F	G	H	I	J
	1	21.465	£74.46	£1,598.28	2.5	£39.96
	2	3.78	£262.56	£992.48	3	£29.77
	1	12.1	£94.53	£1,143.81	2.5	£28.60
				£13,510.95		

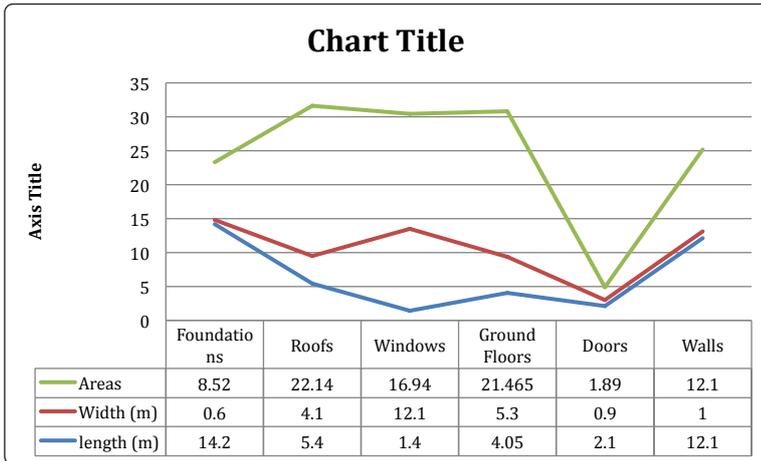
Chart Title

	Foundati ons	Roofs	Windows	Ground Floors	Doors	Walls
length (m)	14.2	5.4	1.4	4.05	2.1	12.1
Width (m)	0.6	4.1	12.1	5.3	0.9	1
Areas	8.52	22.14	16.94	21.465	1.89	12.1

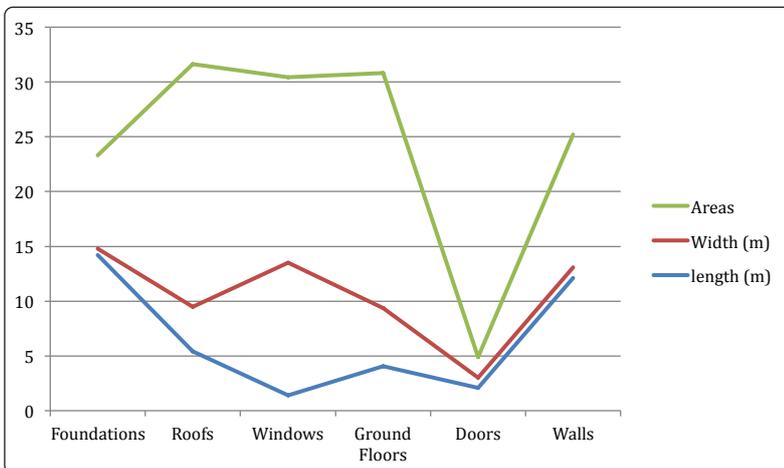
1.3 DEVELOP AND PRESENT INFORMATION

TASK 1.3I

Repeat the exercise with the same data and insert a line chart.



Then change the chart layout to include the data, you can rename any title by LMC on it.:



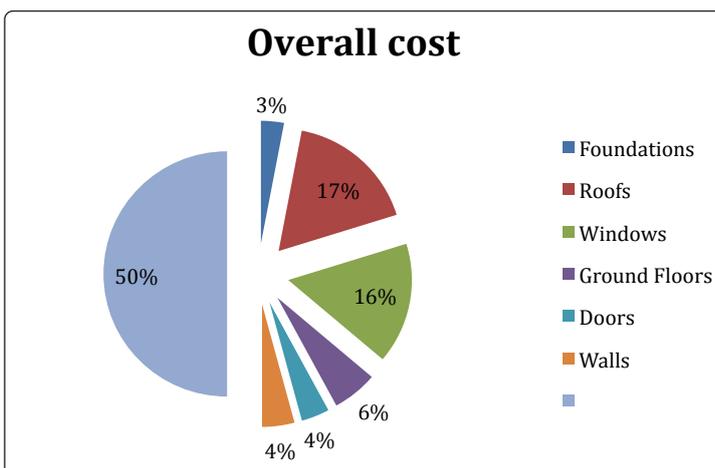
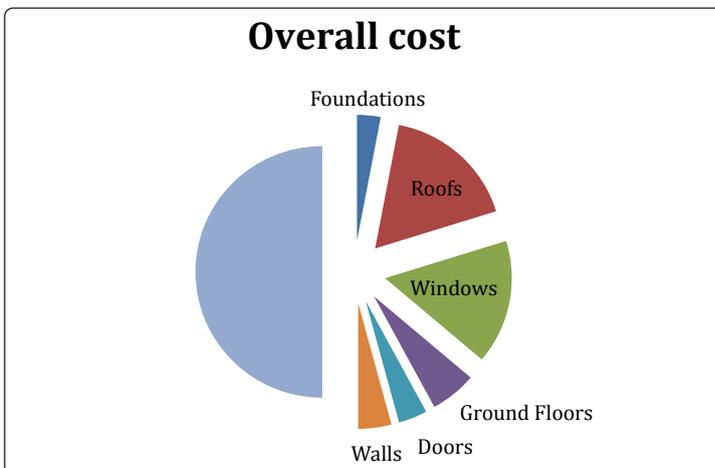
1.3 DEVELOP AND PRESENT INFORMATION

TASK 1.3I

Now select cells A3 to A10. Hold the control key on the keyboard and select cells H3 to H10. Insert a pie chart with this information.

	A	B	C	D	E	F	G	H
1	Kanzil budget cost for project no.: 12345							
2								
3	Elements	length (m)	Width (m)	Areas	No.	Total areas	Cost / m²	Overall cost
4	Foundations	14.2	0.6	8.52	1	8.52	£95.46	£813.32
5	Roofs	5.4	4.1	22.14	1	22.14	£210.01	£4,649.62
6	Windows	1.4	12.1	16.94	1	16.94	£254.63	£4,313.43
7	Ground Floors	4.05	5.3	21.465	1	21.465	£74.46	£1,598.28
8	Doors	2.1	0.9	1.89	2	3.78	£262.56	£992.48
9	Walls	12.1	1	12.1	1	12.1	£94.53	£1,143.81
10								£13,510.95

It will look like this:



Then choose the chart layout to include the data, it should look like this:

LMC on the title 'Overall cost' and change it to 'Overall cost for extension (12345).'



1.3 DEVELOP AND PRESENT INFORMATION

TASK 1.3I

Use the spread sheet created previously. Create a red 3D bar chart of the total costs for the extension. Change the title to 'Total budget cost for extension (12345).'

Save this spread sheet as 'Task 1.3i' into the 'Kanzil Spread sheets' folder you created in section 1.

1.3 DEVELOP AND PRESENT INFORMATION

TASK 1.3J

Sort data on one criterion in ascending or descending order.

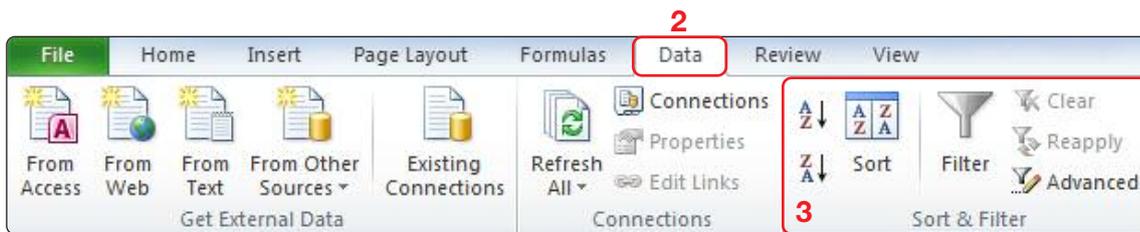
Sorting is used to organise information into a format which is easier to read, e.g. alphabetic order, largest contract to smallest contract by value, dates or times. Data can be sorted by columns or rows.

1. Highlight the data first. Try this with the spread sheet you prepared in Task 1.3i. LMC and drag from cell A4 to cell L11 to highlight the key data.

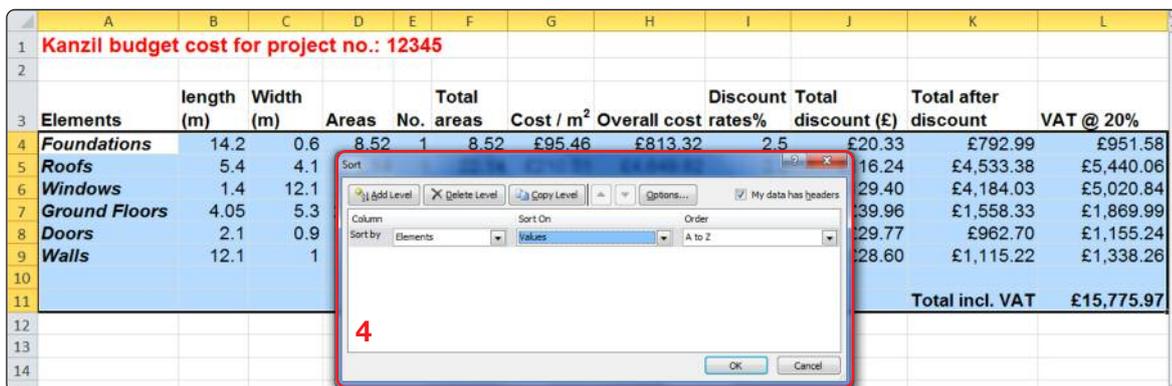


2. Then go to the 'Data tab.'

3. Go to the 'Sort & Filter' panel. LMC on Sort.



4. The Sort dialog box will open and give you options on how to sort the information. Click on the 'Sort by' drop-down arrow and select elements. Sort on 'values and Order A to Z is the default.



The sorted information will look like this: doors at the top, windows last. Note the financial information on each row has moved with it.

Elements	length (m)	Width (m)	Areas	No. areas	Total Cost / m ²	Overall cost rates%	Discount rates%	Total discount (£)	Total after discount	VAT @ 20%	
Doors	2.1	0.9	1.89	2	3.78	£262.56	£992.48	3	£29.77	£962.70	£1,155.24
Foundations	14.2	0.6	8.52	1	8.52	£95.46	£813.32	2.5	£20.33	£792.99	£951.58
Ground Floors	4.05	5.3	21.465	1	21.465	£74.46	£1,598.28	2.5	£39.96	£1,558.33	£1,869.99
Roofs	5.4	4.1	22.14	1	22.14	£210.01	£4,649.62	2.5	£116.24	£4,533.38	£5,440.06
Walls	12.1	1	12.1	1	12.1	£94.53	£1,143.81	2.5	£28.60	£1,115.22	£1,338.26
Windows	1.4	12.1	16.94	1	16.94	£254.63	£4,313.43	3	£129.40	£4,184.03	£5,020.84
							£13,510.95				
Total incl. VAT									£15,775.97		

1.3 DEVELOP AND PRESENT INFORMATION

TASK 1.3J

Open the spread sheet you have prepared previously for the budget cost – extension project. Edit the information – costs have risen. Doors are now £280.00 per m², walls are now £96 per m² and the ground floor is £78.00 per m². The figures on the spread sheet will update automatically if you have entered the formulae correctly previously.

Sort the information by cost/m² so that the smallest rate is at the top. Print your spread sheet and save as 'Kanzil revised costs 1.'

Then sort the information by overall/m² so that the smallest rate is at the top. Print your spread sheet and save as 'Kanzil revised costs 2.'

Save this spread sheet as 'Task 1.3j' into the 'Kanzil Spread sheet' folder you created in section 1.

1.3 DEVELOP AND PRESENT INFORMATION

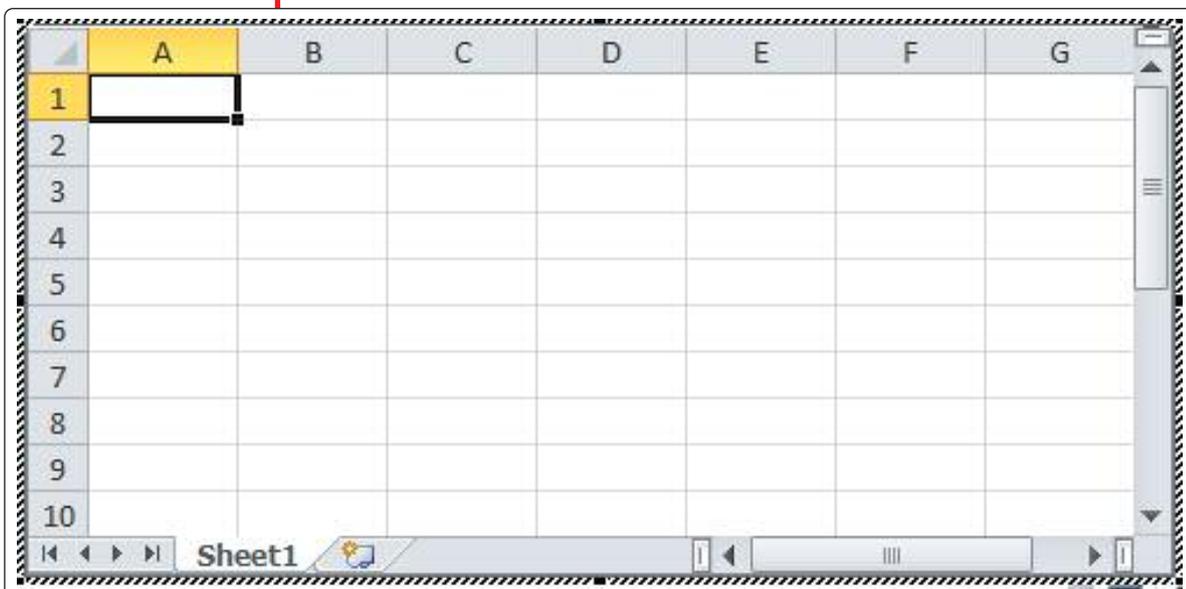
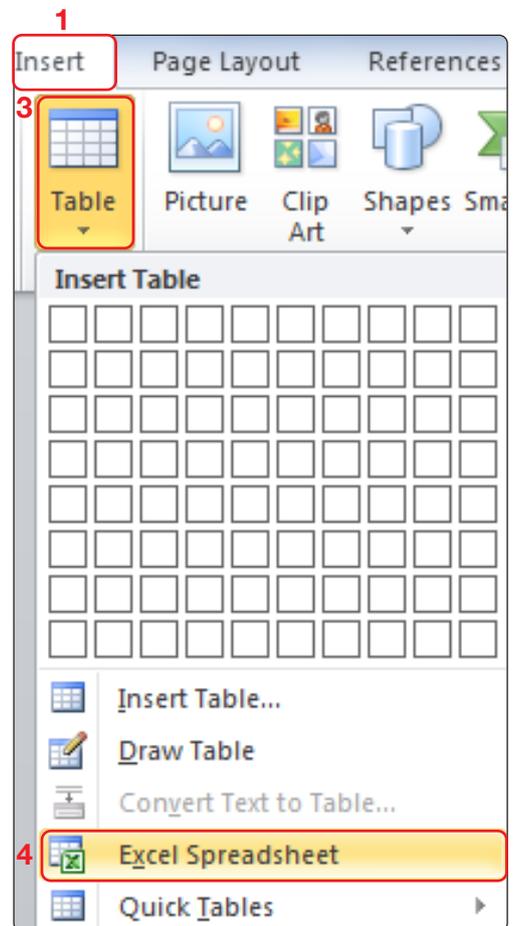
TASK 1.3K

Bring together information from different types of source.

You can bring together information from various Microsoft Office sources by using insert tab functions.

Insert a new Excel in a Word document:

1. In your Word document go to the Insert tab. 
2. Go to the Tables panel. 
3. Go to the Table dropdown arrow. 
4. Go to 'Excel Spread sheet.' This will insert a 'floating' spread sheet in your document which you can populate with data.

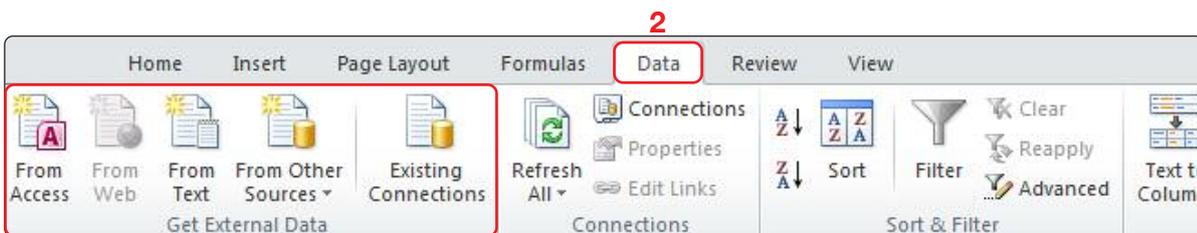
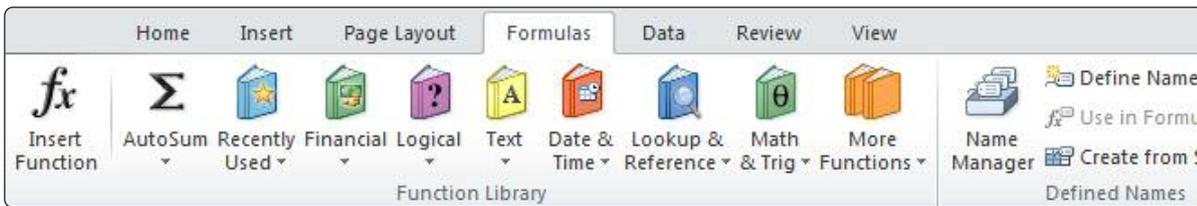


1.3 DEVELOP AND PRESENT INFORMATION

TASK 1.3K

5. Note that the 'Formula' and 'Data' tabs have appeared at the top of the ribbon, which you will be familiar with from the Excel ribbon. Use these tabs to manipulate the data as you would in Excel.

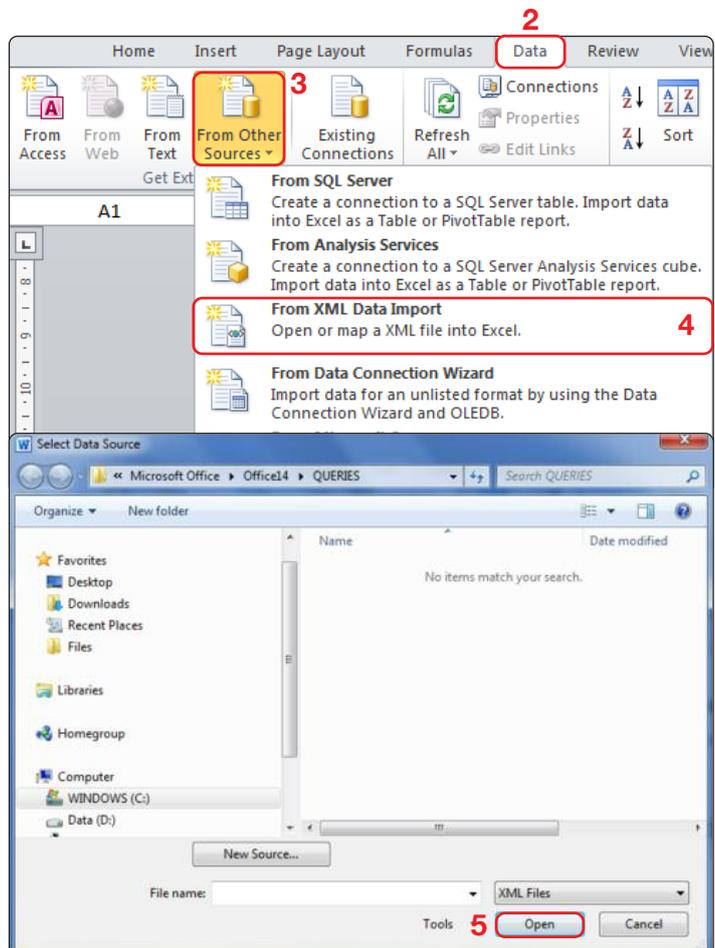
6. You can edit this table at any time by double LMC on the table. 



3

Insert an existing Excel spread sheet in a Word document:

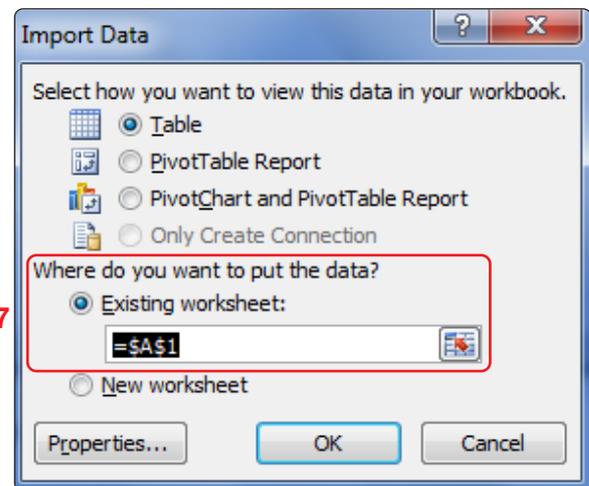
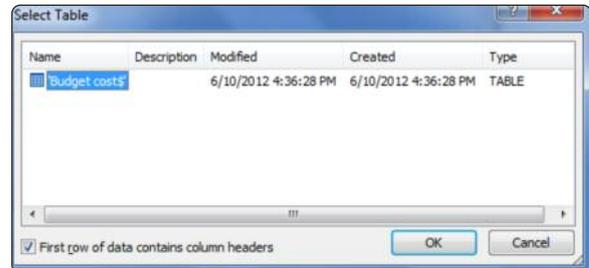
1. Insert an Excel spread sheet as per the previous steps 1 to 4.
2. Then go to the Data tab.
3. Go to the 'Get External Data' panel and LMC 'From other sources.' 
4. Select 'From XML Data Import.'
5. Select the source of the existing spreadsheet/workbook, LMC on it and LMC 'Open.' 



1.3 DEVELOP AND PRESENT INFORMATION

TASK 1.3K

6. The 'Select Table' dialog box will appear, LMC 'OK.'
7. The 'Import Data' dialog box will appear, you can choose where to insert the data in the new worksheet by putting the cell reference in here. Then LMC 'OK.'
8. You can adjust the size and content of the imported table in the frame.



	A	B	C	D	E	F	G
1	Kanzil budget cost for project no#: 12345	F2	F3	F4	F5	F6	F7
2							
3	Elements						
4	Foundations	14.2	0.6	8.52	1	8.52	95.46
5	Roofs	5.4	4.1	22.14	1	22.14	210.01
6	Windows	1.4	12.1	16.94	1	16.94	254.63
7	Ground Floors	4.05	5.3	21.465	1	21.465	74.46
8	Doors	2.1	0.9	1.89	2	3.78	262.56
9	Walls	12.1	1	12.1	1	12.1	94.53
10							

9. LMC outside of the frame to close it and continue your document.

Activity: Let's practice

Open a new Word document and save it as 'Kanzil budget cost report.' Give the document the title Budget cost report on extension no 12345. Insert the spread sheet you created previously in task 1.3J.

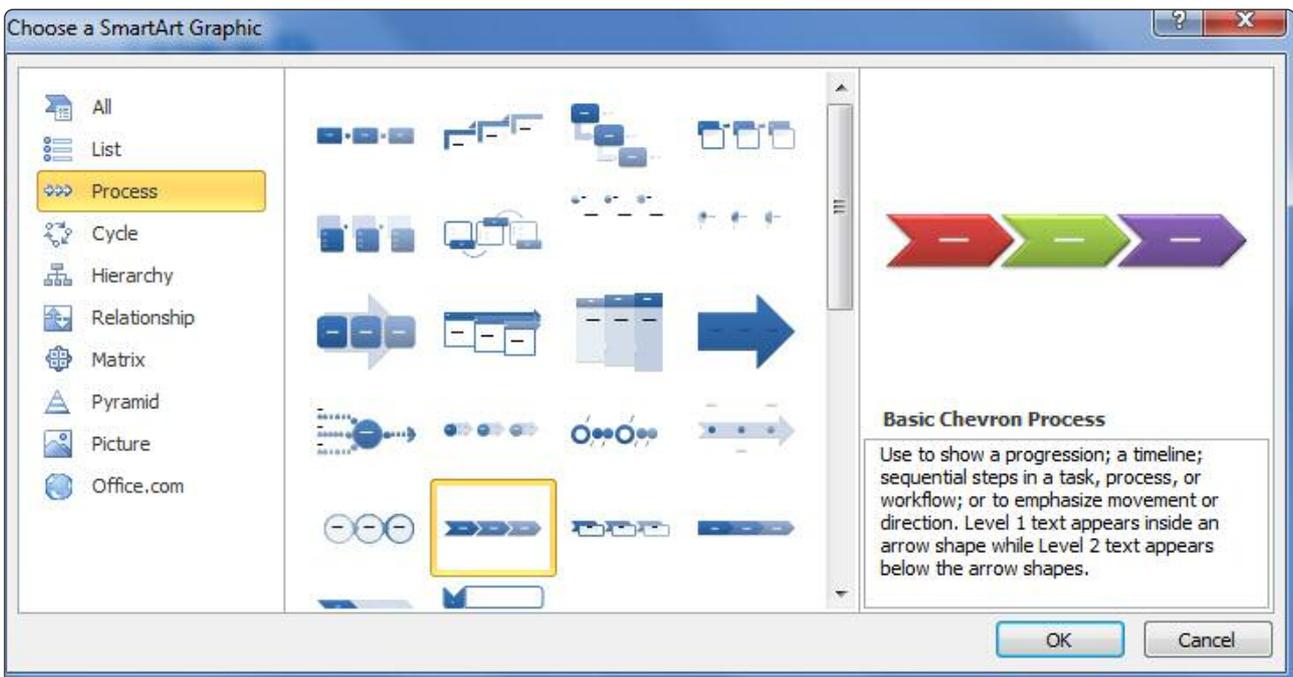
1.3 DEVELOP AND PRESENT INFORMATION

TASK 1.3K

Insert 'Smartart:'

Word will generate diagrams for you. You can control the colour, size, level of information in the diagrams and edited them.

1. Go to the Insert tab. 
2. Go to the 'Illustrations' panel.
3. LMC on 'SmartArt.' 
4. LMC on the type of SmartArt Graphic you wish to enter. 
5. LMC 'OK.' 

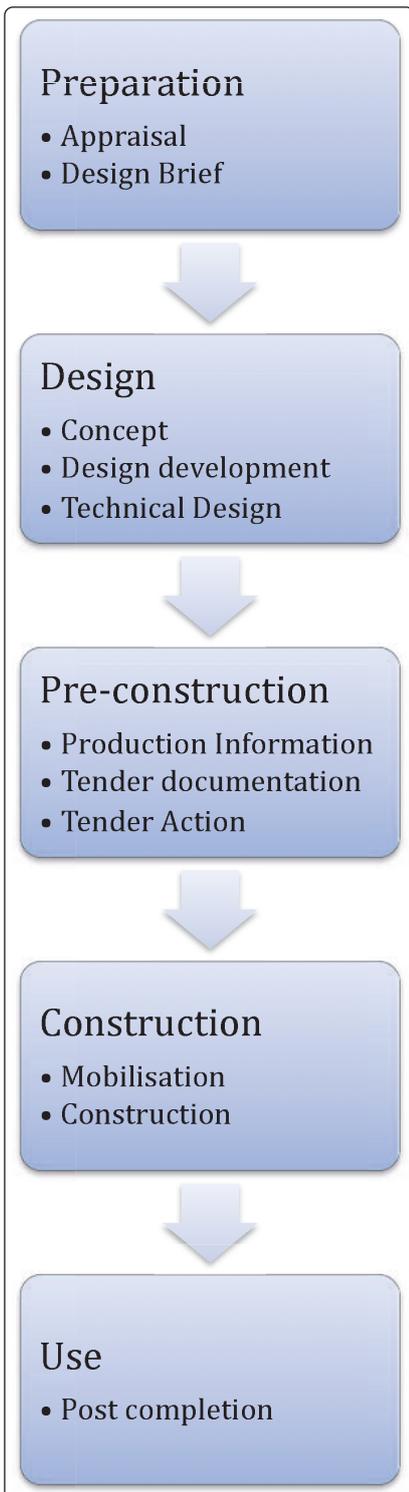


1.3 DEVELOP AND PRESENT INFORMATION

TASK 1.3K

Activity: Let's practice

Insert a 'Basic Chevron Process' under the Excel table in your previous document of the RIBA Plan of Work Stages.



RIBA Plan of work stages:

Preparation

Appraisal
Design Brief

Design

Concept
Design development
Technical Design

Pre-construction

Production Information
Tender documentation
Tender Action

Construction

Mobilisation
Construction

Use

Post completion

1.3 DEVELOP AND PRESENT INFORMATION

TASK 1.3K

Start a new document and choose a brochure template, save it as 'Task 1.3k Budget Cost report project 12345. '

Include the following:

1. incorporate the images as provided by your tutor:
 - a. Task 1.3k image 1.jpg,
 - b. Task 1.3k image 2.jpg,
 - c. Task 1.3k image 3.jpg
2. Include information from the Kanzil company profile document you created earlier.
3. Insert the budget cost report spread sheet.
4. Include the following text in a text box:

We hope our budget cost provides a competitive quote for your house extension project. Please contact us if you should require more detailed information on how we can assist in your house extension in the pre-construction and construction stages of your project.

Save this spread sheet as 'Task 1.3k' into the 'Kanzil Spread sheet' folder you created in section 1.

1.3 DEVELOP AND PRESENT INFORMATION

TASK 1.3L

Work accurately, seek views of others and proof read, using software facilities where appropriate for the task.

Spelling and grammar corrections:

Word will automatically indicate if you have included spelling errors in your work by underlining incorrect words with a red wavy line.



Grammatical errors will be highlighted with a green wavy line.



If you change the formatting of the text part of the way through the document the inconsistency of the formatting will be indicated with a blue wavy underline.



If you right mouse click on the error Word will suggest corrections. LMC on the proposed correction to replace the error with the correction. Alternatively you can go to the review tab and select the spelling and grammar checker or use the F8 function key on the keyboard.



Activity: Let's practice

Type in the following and use the RMC, spelling and grammar checker and F8 function key to correct them.

Incorrect word or phrase	Corrected word or phrase
fondation	
The specification document document, should be emailed to they, quantity surveyor today today. Install and supply the required propetary product.	
Every contractr uses the spirits level to ensure the slab is flat.	

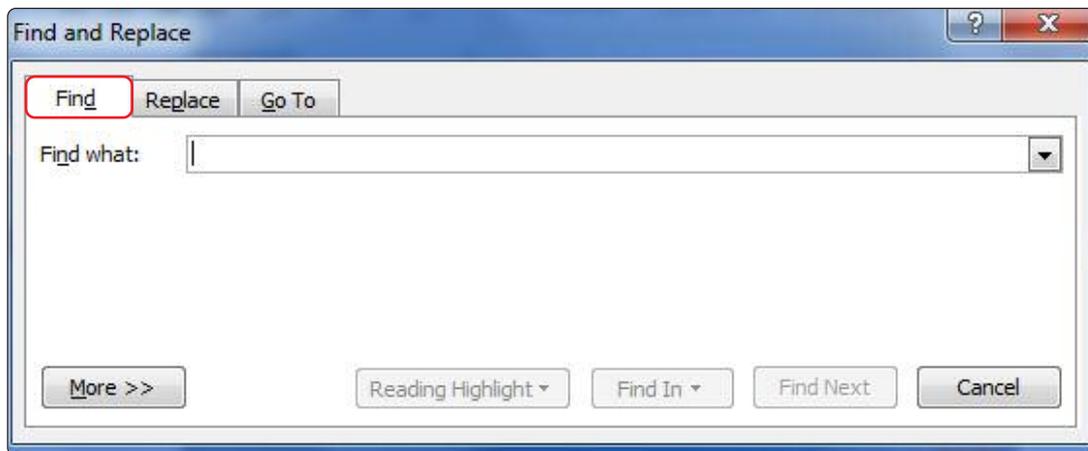
1.3 DEVELOP AND PRESENT INFORMATION

TASK 1.3L

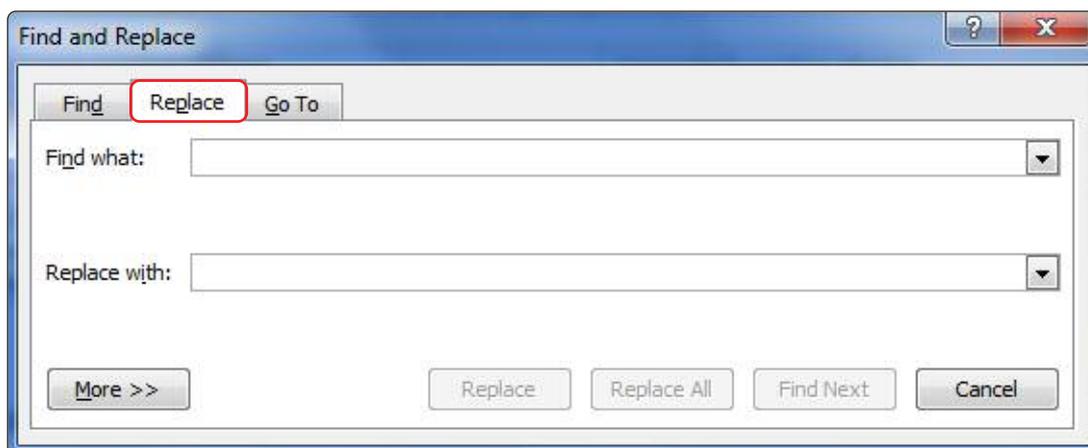
Using the search and replace function:

The search and replace function allows you to search for text and replace the found text with new text.

1. Go to the Home tab.
2. Go to the Editing panel.
3. LMC Find. 



4. To use find: Type the word you want to find in the document and press the Enter key.



5. To use replace: Type the word you want to replace beside 'find what' and type the word you want to replace it with in the 'replace with' box and press the Enter key. Once the word to be replaced is found in the document it will be highlighted.

LMC on the replace button. 

When you are finished LMC the 'Cancel' button. 

1.3 DEVELOP AND PRESENT INFORMATION

TASK 1.3L

Print preview: Before you print your document check it in the print preview – go to the File tab, go to Print and the document will be displayed on the right hand side.

The screenshot shows the Microsoft Word interface. On the left, the 'File' tab is active, and the 'Print' button is highlighted in the ribbon. The 'Print' task pane is open, showing printer settings and options. On the right, the document is in print preview mode, displaying a 'Find and Replace' dialog box. The dialog box has 'Find what:' and 'Replace with:' fields. The 'Find what:' field contains the text 'Find and Replace'. The 'Replace with:' field is empty. The 'Find and Replace' dialog box is highlighted with a red box.

4. To use find: Type the word you want to find in the document and press the enter key.

5. To use replace: Type the word you want to replace beside 'find what' and type the word you want to replace it with in the 'replace with' box and press the enter key. Once the word to be replaced is found in the document it will be highlighted. LMC on the replace button. When you are finished LMC the 'Cancel' button.

1.3 DEVELOP AND PRESENT INFORMATION

TASK 1.3L

Spell check the brochure you produced in task 1.3k. Produce a questionnaire which is given to colleagues seeking their views on the brochure.

Save this document as 'Task 1.3l' into the 'Kanzil Word Processing' folder you created in section 1.

1.3 DEVELOP AND PRESENT INFORMATION

TASK 1.3M

Produce information using accepted layouts, as appropriate and fit for purpose and audience

Kanzil are trying to cut costs. You will create a Site Waste Management Policy. You will find useful information at:

<http://www.wrapni.org.uk/>

<http://www.doeni.gov.uk/niea/waste-home/strategyni.htm>

<http://www.rethinkwasteni.org/at-work/recycle/construction/>

Choose a Search Engine and do an internet search to add your own research to the Policy. Include the following information:

Kanzil Ltd. will commit to:

1. comply with waste legislation.
2. change business practices or processes to minimize our waste.
3. use waste management options higher up the waste hierarchy .
4. reuse and recycle waste - or find someone else who can.
5. separate different types of waste and label our on-site waste containers.
6. ensure storage facilities are suitable for the types of waste we produce.
7. train staff who handle different types of waste on good waste management.
8. make sure all staff understand our waste management policy.

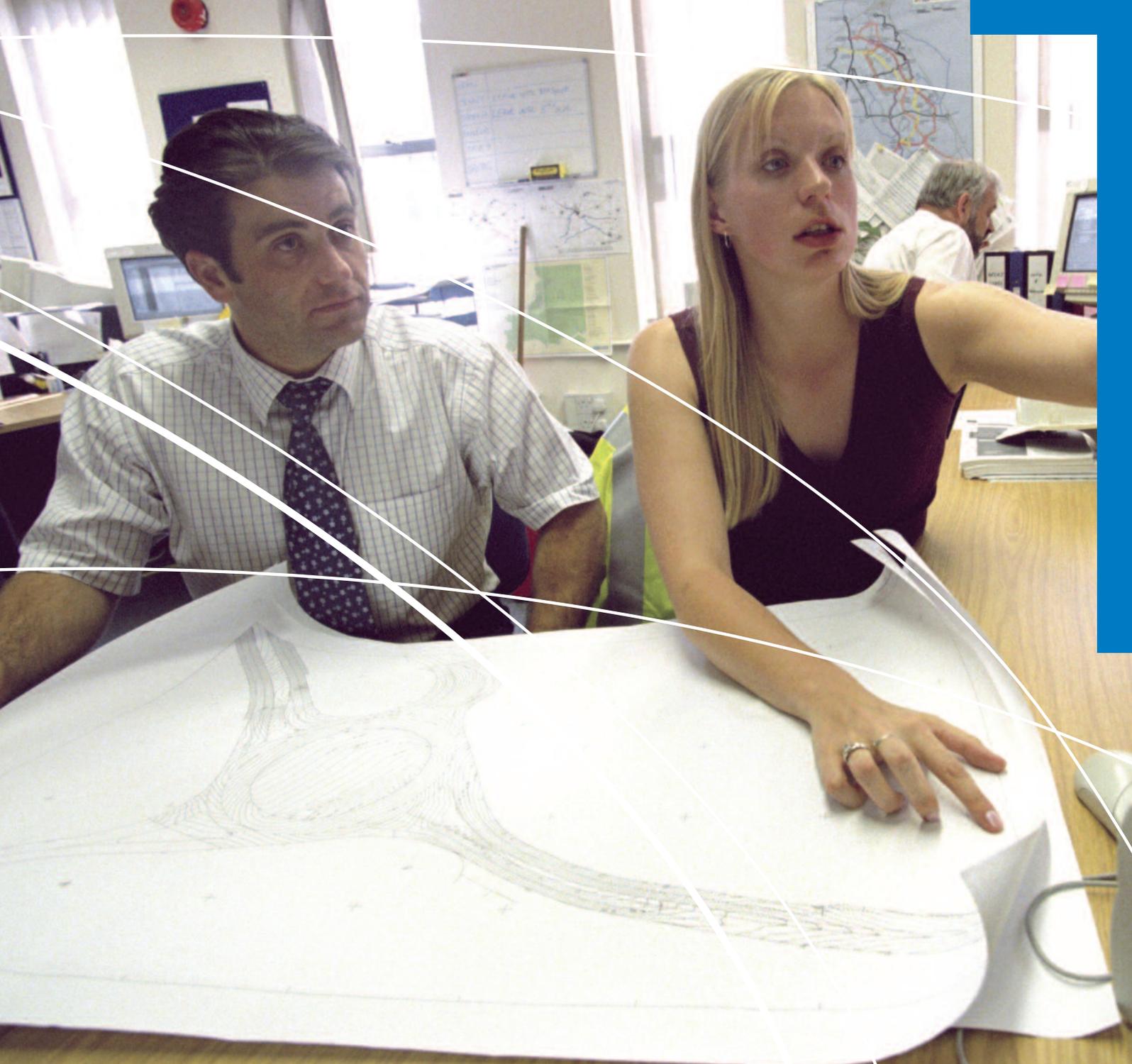
Include 3 images you find and save from the internet, relevant to the topic site waste management. Save this document 'Task 1.3m' into the 'Kanzil Word Processing' folder you created in section 1.

1.3 DEVELOP AND PRESENT INFORMATION

TASK 1.3N

Review effectiveness of creation and presentation of documents

Make changes to the brochure as recommended by responses to questionnaire in Task 1.3L.
Save this document as 'Task 1.3n' in the 'Kanzil Word Processing' folder you created in section 1.



1.3 DEVELOP AND PRESENT INFORMATION

Answers



This section mainly addresses the curriculum areas specified, although to allow a more realistic setting for each task, some elements from other curriculum areas may also be mentioned. This section has been prepared for use with Microsoft Office ©2010 software.

1.3 DEVELOP AND PRESENT INFORMATION ANSWERS

TASK 1.3A

Kanzil Construction Ltd

2 Mountjoy Avenue

Omagh

Co. Tyrone BT79 7AH

F.A.O.: Mr John Smith

South West Architects

77 High Street

Everytown

Co. Down BT62 9AZ

Monday 11 June 2012

Dear Mr Smith,

Re.: Tender is for the façade retention, demolition and reconstruction works at 99 Bridge Street, Omagh, Co. Tyrone, BT79 7AZ.

1.3 DEVELOP AND PRESENT INFORMATION ANSWERS

TASK 1.3B

Kanzil Construction Ltd

2 Mountjoy Avenue

Omagh

Co. Tyrone BT79 7AH

F.A.O.: Mr John Smith

South West Architects

77 High Street

Everytown

Co. Down BT62 9AZ

June 2012

Dear Mr Smith,

Re.: New and updated services from Kanzil Construction Ltd.

Please find enclosed our company profile. We are contacting previous clients to let you know we are expanding our services, recruiting new staff with invaluable experience. We now undertake new build extensions to listed buildings and structures which require conservation work. Please do not hesitate to contact me if you have any queries as I am Kanzil's timber infestation treatment specialist, another new service Kanzil have moved into as part of a range of inter-related services Kanzil Construction Ltd can offer.

Yours sincerely

[Your name]

1.3 DEVELOP AND PRESENT INFORMATION ANSWERS

**Kanzil Construction
Ltd Company Profile**

Specialists in conservation
construction work

Anne O'Kane & Fiona Brazill

Our company profile contains information on our key personnel, equipment, resources, C.V.'s, work experience and a sample of the range of projects we have worked on.

Kanzil Construction Ltd
2 Mountjoy Ave, Omagh, Co.
Tyrone, BT797AH
028 1234 5678
[Type the fax number]
6/4/2012

1.3 DEVELOP AND PRESENT INFORMATION ANSWERS

Kanzil Construction Ltd, Monday, 04 June 2012 F. Brazill

Kanzil Construction Ltd.

Kanzil Construction Ltd. has been in business since 2000 directed by A. O'Kane and F. Brazill. They employ forty engineering and construction operatives, working throughout Northern Ireland.

Our expertise

Kanzil Construction Ltd. have a highly qualified and experienced workforce.

Listed Structures

Kanzil specialise in work on listed structures with 12 years and £60M of contracts completed successfully.

Façade retention

We have provided façade retention services in Northern Ireland on public and private works on projects up to "18M.

Treatment of timber infestations

Our latest recruit [your name here] has been a specialist in the treatment of timber infestations for over 20 years. This additional service is available independent of all contracts.

1.3 DEVELOP AND PRESENT INFORMATION ANSWERS

TASK 1.3C

Making The Decision

When making the decision as to whether to buy, purchase or lease plant, the following factors are relevant:

- Type and quantity of work
- Cost of hiring
- Cost of purchasing
- Cost of leasing
- Tax allowances
- Training of operatives
- Service and maintenance implications
- Storage and security arrangements
- Legal requirement (licence)
- Insurance
- Possibility of generating income (hire out to other contractors).

If a contractor purchases an item of plant, the cost of using the plant should be calculated, bearing in mind the following considerations:

- Purchase price of plant and its expected economic life
- Return on capital
- Maintenance and repair
- Running costs (e.g. petrol, oil and diesel)
- Operatives' wages
- Transport costs to and from site
- Insurance and road licence tax

1) Ownership advantages

- i) Convenience and flexibility
- ii) Plant can be purchased for particular purposes
- iii) Tax advantages

2) Ownership disadvantages

- i) Ties up capital
- ii) Cost of maintenance and transport
- iii) Financing costs

Cost of idle plant time:

If a contractor decides to hire plant, then basic hire charges can be obtained from an individual plant hire firm, or from one of the schedules of plant hire charges published by the Building Employers' Confederation or by professional institutions. When hiring plant there can be two rates: one, which includes the accompanying driver, the other which does not include a driver. The estimator should then add the following costs to the basic hire charges, provided they are not included in the basic rates:

1. Running costs
2. Operation wages
3. Transport costs

1.3 DEVELOP AND PRESENT INFORMATION ANSWERS

TASK 1.3D

Kanzil Construction Ltd - Visits to sites and unoccupied buildings



Anne O'Kane & Fiona Brazill

This document must be read by all employees prior to site visits.

Kanzil Construction Ltd

2 Mountjoy Ave, Omagh, Co.
Tyrone, BT797AH

Phone: 028 1234 5678

[Type the fax number]

4/6/2012

1.3 DEVELOP AND PRESENT INFORMATION ANSWERS

TASK 1.3D

Kanzil Construction Ltd - Visits to sites and unoccupied buildings

Visits to sites and unoccupied buildings (RIBA© safety code).

Health and Safety legislation lays close obligation on clients, designers, and principle contractors. The following code is complementary advice to all technical staff engaged in visits to buildings and sites. Visits to building sites, unoccupied buildings and construction operation can be potentially dangerous. Consider the likely hazards. Follow the safety code.

1. Occupied Building Sites:

- The contractor or occupier has a responsibility for the safety of person lawfully on site. Do not enter sites or buildings without permission, and immediately report to the person in charge. Comply with all requests from the contractor, his representative or other supervisory staff. See the contractor when you arrive, and when you leave the site.
- Wear suitable clothing, in particular protective headgear (a hard hat) and stout shoes or boots. Do not wear thin soled or slippery shoes. Avoid loose clothes which might catch on an obstruction.
- Check that ladders are securely fixed and that planks are secure. Beware of overhead projections, scaffolding and plant, and proceed with caution. Particular care is necessary in windy, cold, wet or muddy conditions. Keep clear of excavations and beware of openings in floor etc. do not lean on guard rails, scaffolding etc. do not interfere with any temporary barriers, guard rails or lights. Beware of ladders on which the rungs may have rusted or rotted, and never climb a ladder which is not securely fixed at the top.
- Do not touch any plant equipment. Keep clear of machinery and stacked materials. Watch out for temporary cables, pumps, boxes and electric fittings.
- Do not walk and look around at the same time. Keep one hand free at all times when moving. Make sure that you are in a safe and balanced position whenever making notes or taking photographs.
- Report to the contractor anything that comes to your notice on the site as being unsafe.

2. Unoccupied Buildings & Sites

- As a general rule do not visit an empty building or unoccupied site on your own. Make sure that someone knows where you are and at what time you expect to return.
- Do not take chances. Do not visit an empty building if you think it unsafe. Do not visit an unoccupied site if you think it is dangerous. Anticipate hazards.
- Plan the visit and make sure that you take with you appropriate equipment and protective clothing. Apart from stout shoes and a hard hat, remember that unoccupied buildings can be dirty, damp, cold and dark, so go prepared. Familiarise yourself beforehand with the plan of the building, particularly the exit routes.
- Make sure that security devices exits will allow you to reach safety quickly.
- Look for defects in the floors ahead eg. Wet areas, holes, materials that might be covering up holes.
- Walk over the structural members (eg joists, beams etc) whenever possible- do not rely on floorboards alone.
- Do not walk and look around at the same time. Keep one hand free at all times when moving. Do not walk and try to take notes at the same time. Make sure that you are in a safe and balanced position when taking photographs or stretching out to take measurements.
- Check on protection when approaching stairwells, life shafts, roof perimeters etc.
- Do not assume that services (eg cables, sockets, pipes etc) are safe or have been isolated.
- If you suspect the presence of gas, inflammable liquids, dangerous chemicals or free asbestos fibre leave the building immediately.
- If you sustain cuts, penetration by nails or other serious injury, seek immediate medical advice.
- Always heed these three guidelines.
 - do not rush.
 - If uncertain do not proceed – seek advice or assistance.
 - do not smoke or use naked flame.

Common dangers include

- the possibility of partial or total structural collapse.
- rotten or insecure floors and stairs
- hidden pits, ducts, openings etc. fragile construction eg asbestos or plastic sheets on roofs.
- space which has not been used or ventilated for some time.
- live services.
- contamination by chemicals or asbestos
- intruders who may still be around
- contamination by vermin or birds, or poisonous substances put down to control them

1.3 DEVELOP AND PRESENT INFORMATION ANSWERS

TASK 1.3E

Method Statement									
Operation	Quantity	Output	Duration	Method	Resources			Temporary works	Remarks
					Plant	Labour	S/C		
Construct cofferdam	350m ²	45m ² per day	Allow 2 weeks in total	Install sheet piles from temporary hardstanding using crawler crane and pile hammer. Pump out lock and fill to provide working area to install bracings. Remove hardstanding and remove walings and struts.	22RB BSP 900 Pile hammer Cat 325 excavator 2 no. 30T wagons	Piling Foreman Banksman 4 Labourers		3N sheet piles Steel I-Section bracing Quarry waste fill	None

1.3 DEVELOP AND PRESENT INFORMATION ANSWERS

TASK 1.3F

Kanzil Construction Ltd.

Restored shop front by Kanzil Construction, undertaken in a Conservation area.



Fig. 1: Complete restored shop front: 1



Fig. 3: Complete restored shop front: 3



Fig. 2: Complete restored shop front: 2



Fig. 4: Complete restored shop front: 4



Fig. 5: Complete restored shop front: 5

1.3 DEVELOP AND PRESENT INFORMATION ANSWERS

TASK 1.3G

Spread sheet should look like this:

Kanzil budget cost for project no.: 12345											
Elements	length (m)	Width (m)	Areas	No.	Total areas	Cost / m ²	Overall cost	Discount rates%	Total discount (£)	Total after discount	VAT @ 20%
Foundations	14.2	0.6	8.52	1	8.52	95.46	813.32	2.5	20.33	792.99	951.58
Roofs	5.4	4.1	22.14	1	22.14	210.01	4,649.62	2.5	116.24	4,533.38	5,440.06
Windows	1.4	12.1	16.94	1	16.94	254.63	4,313.43	3	129.40	4,184.03	5,020.84
Ground Floors	4.05	5.3	21.465	1	21.465	74.46	1,598.28	2.5	39.96	1,558.33	1,869.99
Doors	2.1	0.9	1.89	2	3.78	262.56	£992.48	3	29.77	962.70	1,155.24
Walls	12.1	1	12.1	1	12.1	94.53	1,143.81	2.5	28.60	1,115.22	1,338.26
							13,510.95				
										Total incl. VAT	15,775.97

Spread sheet formulae should look like this:

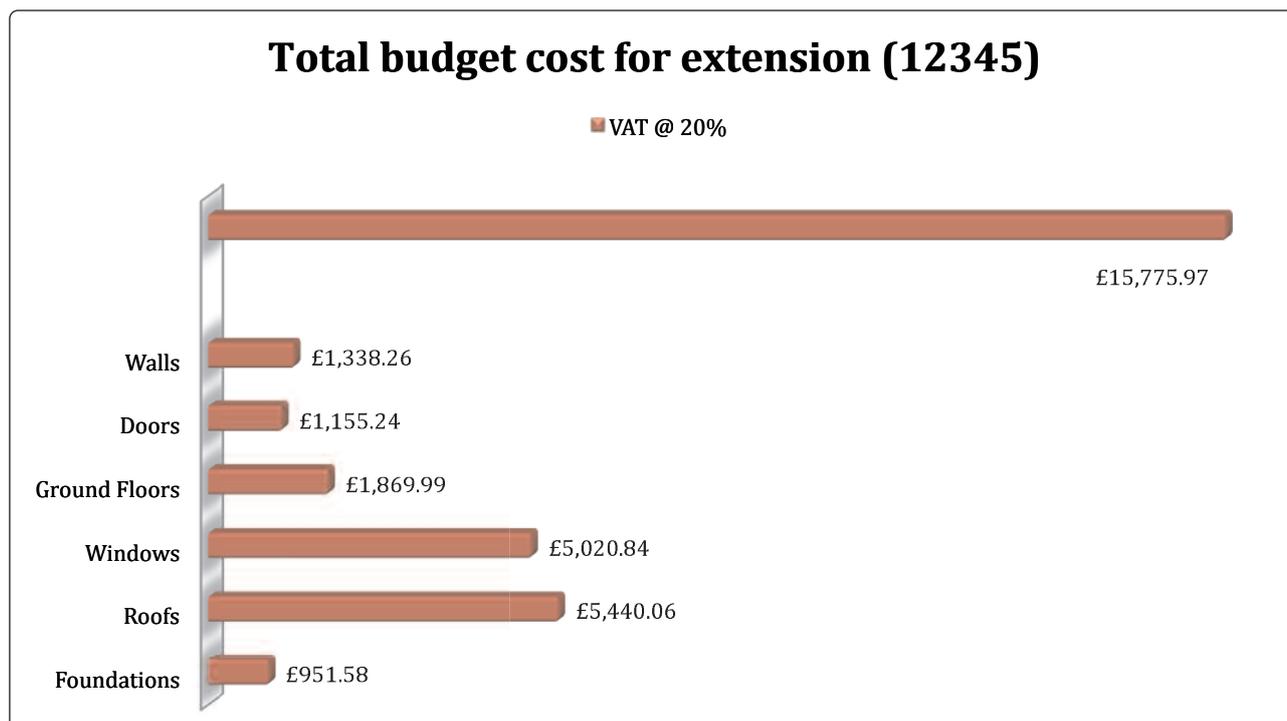
Kanzil budget cost for project no.: 12345											
Elements	length (m)	Width (m)	Areas	No.	Total areas	Cost / m ²	Overall cost	Discount rates%	Total discount (£)	Total after discount	VAT @ 20%
Foundations	14.2	0.6	=(B4*C4)	1	=(D4*E4)	95.46	=(F4*G4)	2.5	=(H4*I4)/100	=(H4-J4)	=K4*120%
Roofs	5.4	4.1	=(B5*C5)	1	=(D5*E5)	210.01	=(F5*G5)	2.5	=(H5*I5)/100	=(H5-J5)	=K5*120%
Windows	1.4	12.1	=(B6*C6)	1	=(D6*E6)	254.63	=(F6*G6)	3	=(H6*I6)/100	=(H6-J6)	=K6*120%
Ground Floors	4.05	5.3	=(B7*C7)	1	=(D7*E7)	74.46	=(F7*G7)	2.5	=(H7*I7)/100	=(H7-J7)	=K7*120%
Doors	2.1	0.9	=(B8*C8)	2	=(D8*E8)	262.56	=(F8*G8)	3	=(H8*I8)/100	=(H8-J8)	=K8*120%
Walls	12.1	1	=(B9*C9)	1	=(D9*E9)	94.53	=(F9*G9)	2.5	=(H9*I9)/100	=(H9-J9)	=K9*120%
							=SUM(H4:H9)				
										Total incl. VAT	=SUM(L4:L9)

TASK 1.3H

Kanzil budget cost for project no.: 12345											
Elements	length (m)	Width (m)	Areas	No.	Total areas	Cost / m ²	Overall cost	Discount rates%	Total discount (£)	Total after discount	VAT @ 20%
Foundations	14.2	0.6	8.52	1	8.52	£95.46	£813.32	2.5	£20.33	£792.99	£951.58
Roofs	5.4	4.1	22.14	1	22.14	£210.01	£4,649.62	2.5	£116.24	£4,533.38	£5,440.06
Windows	1.4	12.1	16.94	1	16.94	£254.63	£4,313.43	3	£129.40	£4,184.03	£5,020.84
Ground Floors	4.05	5.3	21.465	1	21.465	£74.46	£1,598.28	2.5	£39.96	£1,558.33	£1,869.99
Doors	2.1	0.9	1.89	2	3.78	£262.56	£992.48	3	£29.77	£962.70	£1,155.24
Walls	12.1	1	12.1	1	12.1	£94.53	£1,143.81	2.5	£28.60	£1,115.22	£1,338.26
							£13,510.95				
										Total incl. VAT	£15,775.97

1.3 DEVELOP AND PRESENT INFORMATION ANSWERS

TASK 1.3G



1.3 DEVELOP AND PRESENT INFORMATION ANSWERS

TASK 1.3J

Kanzil revised costs 1											
Elements	length (m)	Width (m)	Areas	No.	Total areas	Cost / m ²	Overall cost	Discount rates%	Total discount (£)	Total after discount	VAT @ 20%
Ground Floors	4.05	5.3	21.465	1	21.465	£78.00	£1,674.27	2.5	£41.86	£1,632.41	£1,958.90
Foundations	14.2	0.6	8.52	1	8.52	£95.46	£813.32	2.5	£20.33	£792.99	£951.58
Walls	12.1	1	12.1	1	12.1	£96.00	£1,161.60	2.5	£29.04	£1,132.56	£1,359.07
Roofs	5.4	4.1	22.14	1	22.14	£210.01	£4,649.62	2.5	£116.24	£4,533.38	£5,440.06
Windows	1.4	12.1	16.94	1	16.94	£254.63	£4,313.43	3	£129.40	£4,184.03	£5,020.84
Doors	2.1	0.9	1.89	2	3.78	£280.00	£1,058.40	3	£31.75	£1,026.65	£1,231.98
							£13,670.64				
										Total incl. VAT	£15,962.42
Kanzil revised costs 2											
Elements	length (m)	Width (m)	Areas	No.	Total areas	Cost / m ²	Overall cost	Discount rates%	Total discount (£)	Total after discount	VAT @ 20%
Foundations	14.2	0.6	8.52	1	8.52	£95.46	£813.32	2.5	£20.33	£792.99	£951.58
Doors	2.1	0.9	1.89	2	3.78	£280.00	£1,058.40	3	£31.75	£1,026.65	£1,231.98
Walls	12.1	1	12.1	1	12.1	£96.00	£1,161.60	2.5	£29.04	£1,132.56	£1,359.07
Ground Floors	4.05	5.3	21.465	1	21.465	£78.00	£1,674.27	2.5	£41.86	£1,632.41	£1,958.90
Windows	1.4	12.1	16.94	1	16.94	£254.63	£4,313.43	3	£129.40	£4,184.03	£5,020.84
Roofs	5.4	4.1	22.14	1	22.14	£210.01	£4,649.62	2.5	£116.24	£4,533.38	£5,440.06
							£13,670.64				
										Total incl. VAT	£15,962.42

1.3 DEVELOP AND PRESENT INFORMATION ANSWERS

TASK 1.3K

Sample only, will vary according to template chosen.



1.3 DEVELOP AND PRESENT INFORMATION ANSWERS

TASK 1.3K



Our quote for you:

Kanzil Construction Ltd. has been in business since 2000 directed by A. O’Kane and F. Brazill. They employ forty engineering and construction operatives, working throughout Northern Ireland.

Our expertise: Kanzil Construction Ltd. have a highly qualified and experienced workforce.

Listed Structures: Kanzil specialize in work on listed structures with 12 years and £60M of contracts completed successfully.

Façade retention: We have provided façade retention services in Northern Ireland on public and private works on projects up to £18M.

Treatment of timber infestations: Our latest recruit [your name here] has been a specialist in the treatment of timber infestations for over 20 years. This additional service is available independent of all contracts.

We hope our budget cost provides a competitive quote for your house extension project. Please contact us if you should require more detailed information on how we can assist in your house extension in the pre-construction and construction stages of your project.

Elements	length (m)	Width (m)	Areas	No.	Total areas	Cost / m ²	Overall cost	Discount rates%	Total discount (£)	Total after discount	VAT @ 20%
<i>Foundations</i>	14.2	0.6	8.52	1	8.52	£95.46	£813.32	2.5	£20.33	£792.99	£951.58
<i>Doors</i>	2.1	0.9	1.89	2	3.78	£280.00	£1,058.40	3	£31.75	£1,026.65	£1,231.98
<i>Walls</i>	12.1	1	12.1	1	12.1	£96.00	£1,161.60	2.5	£29.04	£1,132.56	£1,359.07
<i>Ground Floors</i>	4.05	5.3	21.465	1	21.465	£78.00	£1,674.27	2.5	£41.86	£1,632.41	£1,958.90
<i>Windows</i>	1.4	12.1	16.94	1	16.94	£254.63	£4,313.43	3	£129.40	£4,184.03	£5,020.84
<i>Roofs</i>	5.4	4.1	22.14	1	22.14	£210.01	£4,649.62	2.5	£116.24	£4,533.38	£5,440.06
							£13,670.64			Total incl. VAT	£15,962.42

1.3 DEVELOP AND PRESENT INFORMATION ANSWERS

TASK 1.3L

Questionnaire on the Kanzil Budget Cost Report Brochure

1. What do you think about the Kanzil brochure?

• Comment :

2. Were the graphics an appropriate quality?

• Comment :

3. How could the brochure be improved?

• Comment :

1.3 DEVELOP AND PRESENT INFORMATION ANSWERS

TASK 1.3M



Specialists in conservation
construction work

Kanzil Construction Ltd
Site Waste Management Policy

Anne O'Kane & Fi

Kanzil Construction Ltd. aim to re environment by site waste mana management throughout or orga

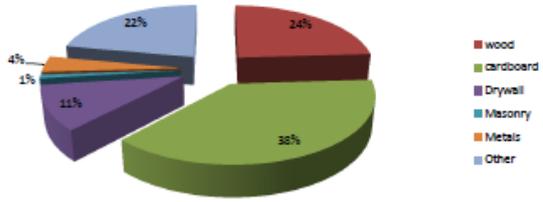
Kanzil Construction Ltd
2 Mountjoy Ave. Omagh, Co. Tyrone, BT797AH
028 1234 5678
[Type the fax number]
6/4/2012

Kanzil Construction Ltd. Monday, 16 June 2012 F. Brazil

Kanzil Ltd. will commit to:

1	Comply with waste legislation.
2	Change business practices or processes to minimize our waste.
3	Use waste management options higher up the waste hierarchy.
4	Reuse and recycle waste - or find someone else who can.
5	Separate different types of waste and label our on-site waste containers.
6	Ensure storage facilities are suitable for the types of waste we produce.
7	Train staff who handle different types of waste on good waste management.
8	Make sure all staff understand our waste management policy.

Construction Waste



Material	Percentage
wood	24%
cardboard	38%
Drywall	11%
Masonry	22%
Metals	4%
Other	1%

1.3 DEVELOP AND PRESENT INFORMATION ANSWERS

TASK 1.3N

No sample answer provided. Dependant on brochure prepared in task 1.3L.

GLOSSARY

Term	Definition
Absolute cell reference	Is when the cell referred to in a formula does not change when the formula is copied or replicated to another cell. E.g. =A1*20%, copied down a spread sheet would become =B1*20% etc.
Application	Computer software that performs a task or set of tasks, such as word processing or drawing. Applications are also referred to as programs
Bandwidth	The capacity of a networked connection. Bandwidth determines how much data can be sent along the networked wires. Bandwidth is particularly important for Internet connections, since greater bandwidth also means faster downloads.
Bold	A tool which highlights text by making it appear heavier.
Boot	Starting up an Operating System is booting it. If the computer is already running, it is more often called rebooting.
Browser	A browser is a program used to browse the web. Some common browsers include Netscape and Microsoft Internet Explorer.
Bullet	A symbol emphasising a list of points in a document.
Cell	A box on a spread sheet which will accept data entry.
Cell reference	The name of a cell in a spread sheet according to its row number and column letter, e.g. 'B4.'
Click	To press a mouse button. When done twice in rapid succession, it is referred to as a double-click.
Crash	A hardware or software problem that causes information to be lost or the computer to malfunction. Sometimes a crash can cause permanent damage to a computer.
Crop	A tool which will allow the outer edges of an image to be cut away.
Cursor	A point of attention on the computer screen, often marked with a flashing line or block. Text typed into the computer will usually appear at the cursor.
Database	A collection of similar information stored in a file, such as a database of addresses. This information may be created and stored in a database management system (DBMS).

GLOSSARY

Term	Definition
Desktop	The main directory of the user interface. Desktops usually contain icons that represent links to the hard drive, a network (if there is one), and a recycling bin for files to be deleted. It can also display icons of frequently used applications, as requested by the user.
Disk	A disk is a physical object used for storing data. It will not forget its data when it loses power. It is always used in conjunction with a disk drive. Some disks can be removed from their drives, some cannot. Generally it is possible to write new information to a disk in addition to reading data from it, but this is not always the case.
Domain	Represents an IP (Internet Protocol) address or set of IP addresses that comprise a domain. The domain name appears in URLs to identify web pages or in email addresses. For example, the email address for the Kanzil Construction Ltd is info@kanzilconstruction.co.uk, "Kanzilconstruction.co.uk" being the domain name. Each domain name ends with a suffix that indicates what "top level domain" it belongs to. These are: ".com" for commercial, ".gov" for government, ".org" for organization, ".edu" for educational institution, ".biz" for business, ".info" for information, ".tv" for television, ".ws" for website. Domain suffixes may also indicate the country in which the domain is registered. No two parties can ever hold the same domain name.
Download	The process of transferring information from a web site (or other remote location on a network) to the computer. It is possible to "download a file" or "view a download."
Drive	A device for storing and/or retrieving data. Some drives such as disk drives are typically capable of having new data written to them, but some others like CD-ROMs or DVD-ROMs are not.
Drop-down menu	A menu window that opens vertically on-screen to display context-related options. Also called pop-up menu or pull-down menu.
E-mail	E-mail is short for electronic mail. It allows for the transfer of information from one computer to another, provided that they are hooked up via some sort of network (often the Internet).
Encryption	The process of transmitting scrambled data so that only authorized recipients can unscramble it. For instance, encryption is used to scramble credit card information when purchases are made over the Internet.

GLOSSARY

Term	Definition
File	A file is a unit of (usually named) information stored on a computer.
Firewall	A set of security programs that protect a computer from outside interference or access via the Internet.
Folder	A structure for containing electronic files. In some operating systems, it is called a "directory."
Font	The style of text.
Footer	Information entered at the bottom of a document which appears on every page, e.g. page numbers.
Formula	A mathematical sequence used to calculate results.
Function keys	On a computer keyboard, the keys that start with an "F" that are usually (but not always) found on the top row. They are meant to perform user-defined tasks.
Graph	A diagram which illustrates information.
Graphics	Anything visually displayed on a computer that is not text.
GUI	Graphical User Interface. A system that simplifies selecting computer commands by enabling the user to point to symbols or illustrations (called icons) on the computer screen with a mouse.
Hard copy	A paper printout of what you have prepared on the computer.
Hard drive	Another name for the hard disk that stores information in a computer.
Hardware	The physical and mechanical components of a computer system, such as the electronic circuitry, chips, monitor, disks, disk drives, keyboard, modem, and printer.
Header	Information entered at the top of a document which appears on every page, e.g. title or file location.
Home page	The main page of a Web site used to greet visitors, provide information about the site, or to direct the viewer to other pages on the site.
HTML	Hypertext Markup Language. A standard of text markup conventions used for documents on the World Wide Web. Browsers interpret the codes to give the text structure and formatting (such as bold, blue, or italic).

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HTTP	Hypertext Transfer Protocol. A common system used to request and send HTML documents on the World Wide Web. It is the first portion of all URL addresses on the World Wide Web (e.g., http://www.cskills.org).
HTTPS	Hypertext Transfer Protocol Secure. Often used in intracompany internet sites. Passwords are required to gain access.
Hyperlink	Text or an image that is connected by hypertext coding to a different location. By selecting the text or image with a mouse, the computer “jumps to” (or displays) the linked text.
Icons	Symbols or illustrations appearing on the computer screen that indicate program files or other computer functions.
Interface	A collective term for the tools available on screen when you are using a piece of software, allowing you to interact with and control it.
Input	Data that goes into a computer device.
Input device	A device, such as a keyboard, stylus and tablet, mouse, puck, or microphone, that allows input of information (letters, numbers, sound, video) to a computer.
Internet	The Internet is the world-wide network of computers. There is only one Internet, and thus it is typically capitalized (although it is sometimes referred to as "the 'net"). It is different from an intranet.
Keyboard	A keyboard on a computer is almost identical to a keyboard on a typewriter. Computer keyboards will typically have extra keys, however. Some of these keys (common examples include Control, Alt, and Meta) are meant to be used in conjunction with other keys just like shift on a regular typewriter. Other keys (common examples include Insert, Delete, Home, End, Help, function keys, etc.) are meant to be used independently and often perform editing tasks.
Laptop	A laptop is any computer designed to do pretty much anything a desktop system can do but run for a short time (usually two to five hours) on batteries. They are designed to be carried around but are not particularly convenient to carry around.
Left Mouse Click (LMC)	Using the left mouse button to open context-sensitive drop-down menus.

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Term	Definition
Memory	Temporary storage for information, including applications and documents. The information must be stored to a permanent device, such as a hard disc or CD-ROM before the power is turned off, or the information will be lost. Computer memory is measured in terms of the amount of information it can store, commonly in megabytes or gigabytes.
Menu	A context-related list of options that users can choose from.
Menu bar	The horizontal strip across the top of an application's window. Each word on the strip has a context sensitive drop-down menu containing features and actions that are available for the application in use.
Merge	To combine two or more files into a single file.
Minimize	A term used in a GUI operating system that uses windows. It refers to reducing a window to an icon, or a label at the bottom of the screen, allowing another window to be viewed.
Monitor	The screen for viewing computer information is called a monitor.
Mouse	A small hand-held device, similar to a trackball, used to control the position of the cursor on the video display; movements of the mouse on a desktop correspond to movements of the cursor on the screen
Network	A system of interconnected computers.
Notebook	A notebook is a small laptop with similar price, performance, and battery life.
Operator	In a spread sheet this is the mathematical function in use, i.e. adding, subtracting etc.
Operating system	A set of instructions that tell a computer on how to operate when it is turned on. It sets up a filing system to store files and tells the computer how to display information on a video display. Most PC operating systems are DOS (disk operated system) systems, meaning the instructions are stored on a disk (as opposed to being originally stored in the microprocessors of the computer). Other well-known operating systems include UNIX, Linux, Macintosh, and Windows.
Output	Data that come out of a computer device. For example, information displayed on the monitor, sound from the speakers, and information printed to paper.

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Term	Definition
PC	The term personal computer properly refers to any desktop, laptop, or notebook computer system.
PDF	Portable Document Format. A format presented by Adobe Acrobat that allows documents to be shared over a variety of operating systems. Documents can contain words and pictures and be formatted to have electronic links to other parts of the document or to places on the web.
Peripheral	Any external device attached to a computer to enhance operation. Examples include external hard drive, scanner, printer, speakers, keyboard, mouse, trackball, stylus and tablet, and joystick.
Plug and play	Computer hardware or peripherals that come set up with necessary software so that when attached to a computer, they are “recognized” by the computer and are ready to use.
Pop-up menu	A menu window that opens vertically or horizontally on-screen to display context-related options. Also called drop-down menu or pull-down menu.
Portable	If something is portable it can be easily moved from one type of computer to another. The verb "to port" indicates the moving itself.
Proof read	To check information for spelling or grammatical inaccuracies and appropriate layout.
Printer	A mechanical device for printing a computer's output on paper. There are three major types of printers: Dot matrix: creates individual letters, made up of a series of tiny ink dots, by punching a ribbon with the ends of tiny wires. (This type of printer is most often used in industrial settings, such as direct mail for labeling.) Ink jet: sprays tiny droplets of ink particles onto paper. Laser: uses a beam of light to reproduce the image of each page using a magnetic charge that attracts dry toner that is transferred to paper and sealed with heat.
Processor	The processor (also called central processing unit, or CPU) is the part of the computer that actually works with the data and runs the programs.
Program	A precise series of instructions written in a computer language that tells the computer what to do and how to do it. Programs are also called “software” or “applications.”

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Term	Definition
RAM	Random Access Memory. One of two basic types of memory. Portions of programs are stored in RAM when the program is launched so that the program will run faster. Though a PC has a fixed amount of RAM, only portions of it will be accessed by the computer at any given time. Also called memory.
Relative cell reference	Is when the cell referred to in a formula is a specific cell and relates to that cell after the formula is copied or replicated. E.g. =A\$1*20%, copied down a spread sheet would remain =A\$1*20%.
Replicate	To repeat information.
Right Mouse Click (RMC)	Using the right mouse button to open context-sensitive drop-down menus.
ROM	Read-Only Memory. One of two basic types of memory. ROM contains only permanent information put there by the manufacturer. Information in ROM cannot be altered, nor can the memory be dynamically allocated by the computer or its operator.
Scanner	An electronic device that uses light-sensing equipment to scan paper images such as text, photos, and illustrations and translate the images into signals that the computer can then store, modify, or distribute
Search engine	Software that makes it possible to look for and retrieve material on the Internet, particularly the Web. Some popular search engines are Alta Vista, Google, HotBot, Yahoo!, Web Crawler, and Lycos.
Server	A computer that shares its resources and information with other computers, called clients, on a network.
Shareware	Software created by people who are willing to sell it at low cost or no cost for the gratification of sharing. It may be freestanding software, or it may add functionality to existing software.
Software	Computer programs; also called "applications."
Sort	To put information into a particular order.
Spreadsheet	A program used to perform various calculations. It is especially popular for financial applications. Some common spread sheets include Excel, and OpenOffice Spread sheet.

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Term	Definition
Surfing	Exploring the Internet
Table	A diagram presenting information in rows and columns.
Upload	The process of transferring information from a computer to a web site (or other remote location on a network).
URL	Uniform Resource Locator. 1. The protocol for identifying a document on the Web. 2. A Web address (e.g. www.cskills.org). A URL is unique to each user.
USB	Universal Serial Bus. An industry standard for connecting different compatible peripheral devices across multiple platforms. Devices include printers, digital cameras, scanners, game pads, joysticks, keyboards and mice, and storage devices. USB peripherals offer the use of plug-and-play convenience by eliminating the need to turn off or restart the computer when attaching a new peripheral. Users can connect USB peripherals whenever they need them. For example, a user producing a newsletter could easily swap a digital camera for a scanner-without any downtime. Small, simple, inexpensive, and easy to attach, USB supports simultaneous connection of up to 127 devices by attaching peripherals through interconnected external hubs.
User	The operator of a computer.
Virus	An unauthorized piece of computer code attached to a computer program or portions of a computer system that secretly copies itself from one computer to another by shared disks and over telephone and cable lines. It can destroy information stored on the computer, and in extreme cases, can destroy operability. Computers can be protected from viruses if the operator utilizes good virus prevention software and keeps the virus definitions up to date. Most viruses are not programmed to spread themselves. They have to be sent to another computer by e-mail, sharing, or applications. The worm is an exception, because it is programmed to replicate itself by sending copies to other computers listed in the e-mail address book in the computer. There are many kinds of viruses, for example: Boot viruses place some of their code in the start-up disk sector to automatically execute when booting. Therefore, when an infected machine boots, the virus loads and runs.

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Term	Definition
Virus	<p>File viruses attached to program files (files with the extension “.exe”). When you run the infected program, the virus code executes.</p> <p>Macro viruses copy their macros to templates and/or other application document files.</p> <p>Trojan Horse is a malicious, security-breaking program that is disguised as something benign such as a screen saver or game.</p> <p>Worm launches an application that destroys information on your hard drive. It also sends a copy of the virus to everyone in the computer's e-mail address book</p>
Webcam	A video camera/computer setup that takes live images and sends them to a Web browser.
Window	A portion of a computer display used in a graphical interface that enables users to select commands by pointing to illustrations or symbols with a mouse. “Windows” is also the name Microsoft adopted for its popular operating system.
World Wide Web (“WWW” or “the Web”)	A network of servers on the Internet that use hypertext-linked databases and files. It was developed in 1989 by Tim Berners-Lee, a British computer scientist, and is now the primary platform of the Internet. The feature that distinguishes the Web from other Internet applications is its ability to display graphics in addition to text.
Word processor	A computer system or program for setting, editing, revising, correcting, storing, and printing text.
WWW	The World-Wide-Web refers more or less to all the publically accessible documents on the Internet. It is also sometimes just referred to as “the web”.

USEFUL WEBSITES

Title	Link
Amazon	http://www.amazon.com
Anti Virus - AVG	http://free.avg.com/gb-en/homepage
Anti Virus - Norton	http://www.norton.com/UK
Anti Virus- McAfee	http://www.mcafee.com/uk
BBC Web Wise	http://www.bbc.co.uk/webwise
BBC GCSE Bitesize	http://www.bbc.co.uk/schools/gcsebitesize/ict
Broadband Northern Ireland	http://www.broadbandni.com
Broadband checker	http://www.broadbandchecker.co.uk
Cedar Education	http://www.cedar.u-net.com
Centre For Alternative Technology (CAT)	http://www.cat.org.uk
CITB-ConstructionSkills NI	http://www.citbcnsi.org.uk/Home.aspx
CITB-ConstructionSkills	http://www.cskills.org
Code for Sustainable Homes	http://www.planningportal.gov.uk/uploads/code_for_sust_homes.pdf
Construction Resources	http://www.constructionresources.com
Energy Savings Trust	http://www.energysavingtrust.org.uk
Facebook	http://www.facebook.com
Green Building Store	http://www.greenbuildingstore.co.uk/index-trade.php
Hotmail	http://www.hotmail.co.uk
Jan's Computer Basics	http://www.jegsworks.com/Lessons/lessonintro.htm

USEFUL WEBSITES

Title	Link
Low Carbon Buildings Programme	http://www.lowcarbonbuildings.org.uk
Linkedin	http://uk.linkedin.com
Microsoft Word Templates to download	http://office.microsoft.com/en-gb/templates
National House Building Council	http://www.nhbc.co.uk
PassivHaus Institute	http://www.passiv.de
Software for Students	http://www.software4students.co.uk
Skype	http://www.skype.com
Twitter	http://www.twitter.com
Using a computer – learner’s workbook	http://www.fahcsia.gov.au/sa/disability/pubs/Documents/ConsumerTrainingSupportProducts/employees/when_i_am_at_work_using_a_computer/learners_workbook/sec3.htm
W.R.A.P: Waste in Construction	http://www.wrapni.org.uk/construction
You Tube	http://www.youtube.com
Zero Carbon Hub	http://www.zerocarbonhub.org