Choosing software

City and Guilds Examination files

City and Guilds supplies files for the examination in the following formats:

Format	Extension
Word	.doc
Image	.jpg
Video	.mpg or mp4
Audio	.mp3
Text	.txt
Spreadsheet	.xls
Website	.HTM or .HTML

Note: The .txt file is only needed if the .doc file cannot be used.

When you have read a new task, as part of your planning, you have to decide:

- Which software you need to use to complete the task?
- How to convert the data provided by City and Guilds to be used by that software?

Generally the choice is straightforward and you can use certain clues.

- If your task involves calculations or charts then use a spreadsheet.

- If your task involves a document such as a letter, poster, flyer, leaflet or other text based document use a word processor. (You could use a desk-top publisher for more complex tasks like multipage leaflets.)

- If your task (level 1) involves sorting or searching or other data based tasks then use a spreadsheet.

The choice of how you carry out a task is always yours, but some methods are more efficient than others.

Converting (transferring) data

.doc files
To move a .doc file to a word processor:
1   Use **copy and paste**.
2   Make adjustments with formatting in the word processor.
Note: If you are using Word you can just open the file in the normal way.

To move a .doc file to a spreadsheet:
1   Use copy and paste.
2   Make adjustments with formatting in the spreadsheet, such as checking data types and widening columns.

.txt files
To open a .txt file in MS Word
1   Open MS Word
2   To open the file go to File - Open

3   Change File Types to All
4   Select the 'Text File'.
5   Click the Open button to open the file
Note: remember to save the new document as a MS Word document.

.jpg files
It is often best to load these into a word processor such as MS Word and use the facilities there to adjust the image.

Exercises

1   Use an Internet search engine to find the name of the city in Yorkshire where the Rhubarb Festival takes place.

- Take a screen shot showing the name of the search engine and the keywords you used and paste the screenshot into a MS Word document
- Go onto the website and copy the website address and paste it into the MS Word Document. Save the document with a suitable name

2   Save the website with a suitable name (right – click).

3   Produce an A5 document (printed on an A4 paper)

Stephanie wants to advertise the special offer for cottage rental, produce an advert that will help. The advert should be:

No larger than A5 in size, portrait

Clear and easy to read

Formatted appropriately for an advert

The advert must include:

The ARUK Logo found in the **Images** folder

Suitable information from the **AdvertText** file.

The date of the Rhubarb Festival (you found on the Internet)

Two suitable images selected from the images file.

Save the advert with a suitable file name.