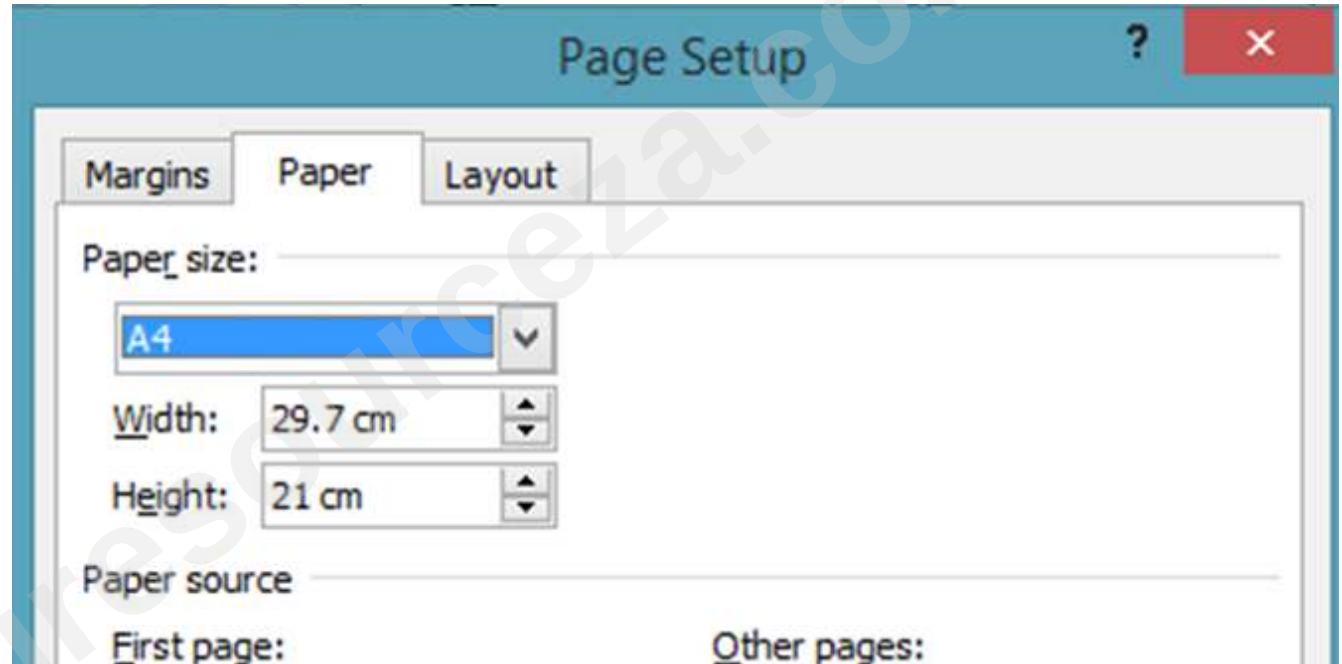
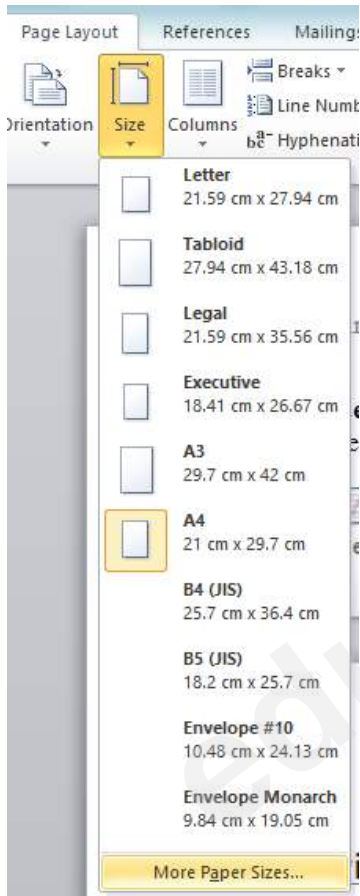




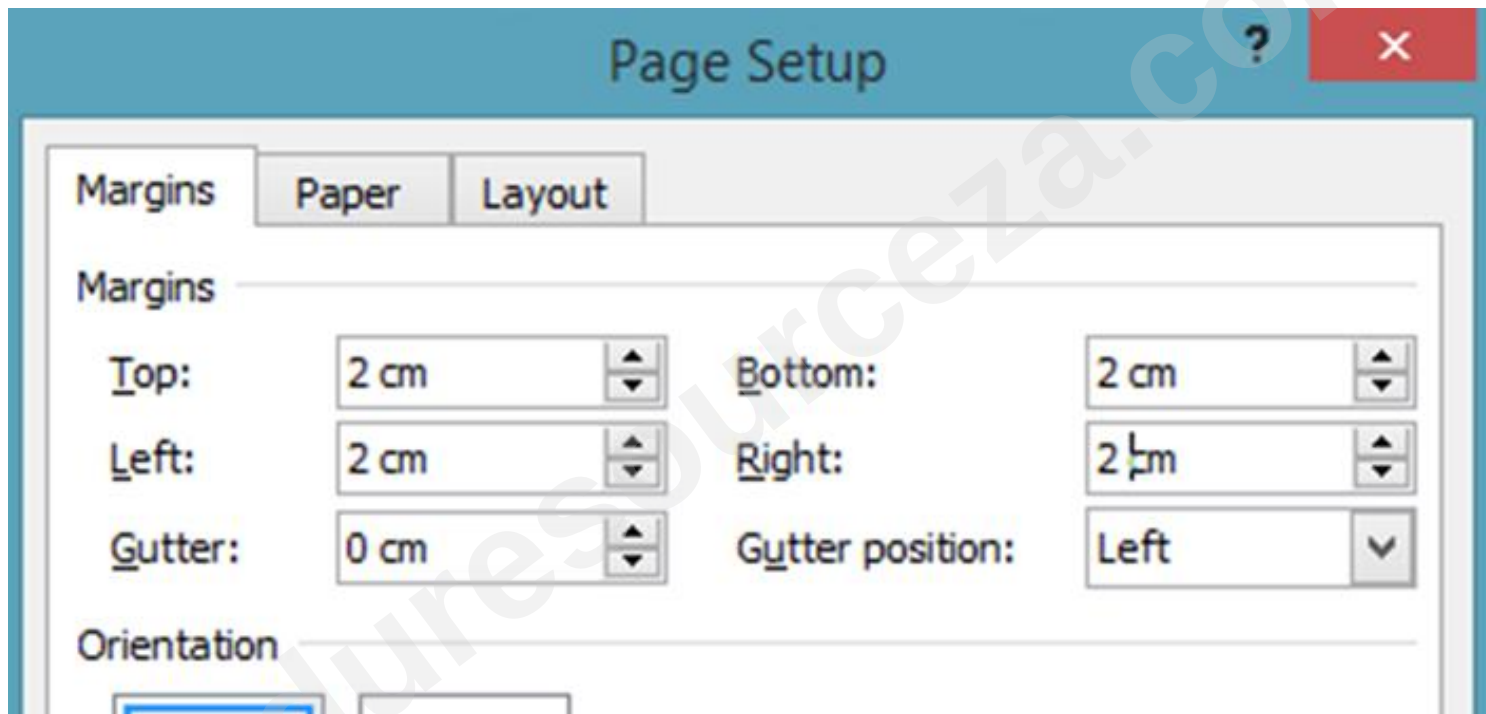
Paper 2: Evidence Document

Screenshot evidence of page size



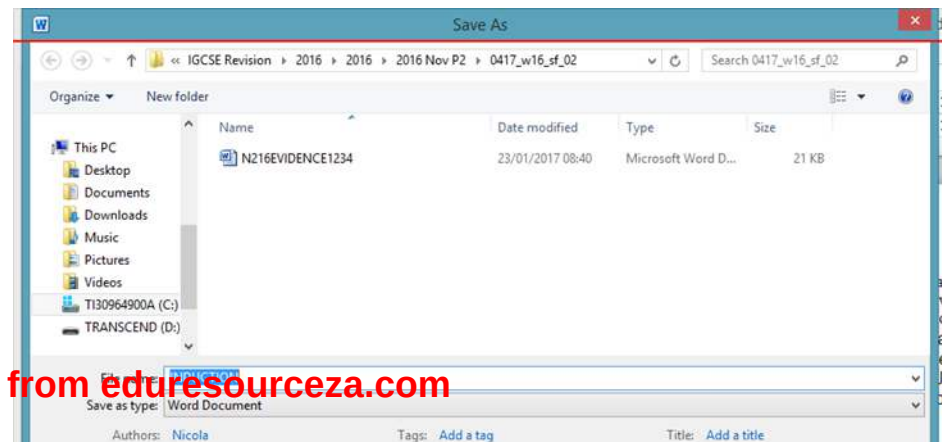
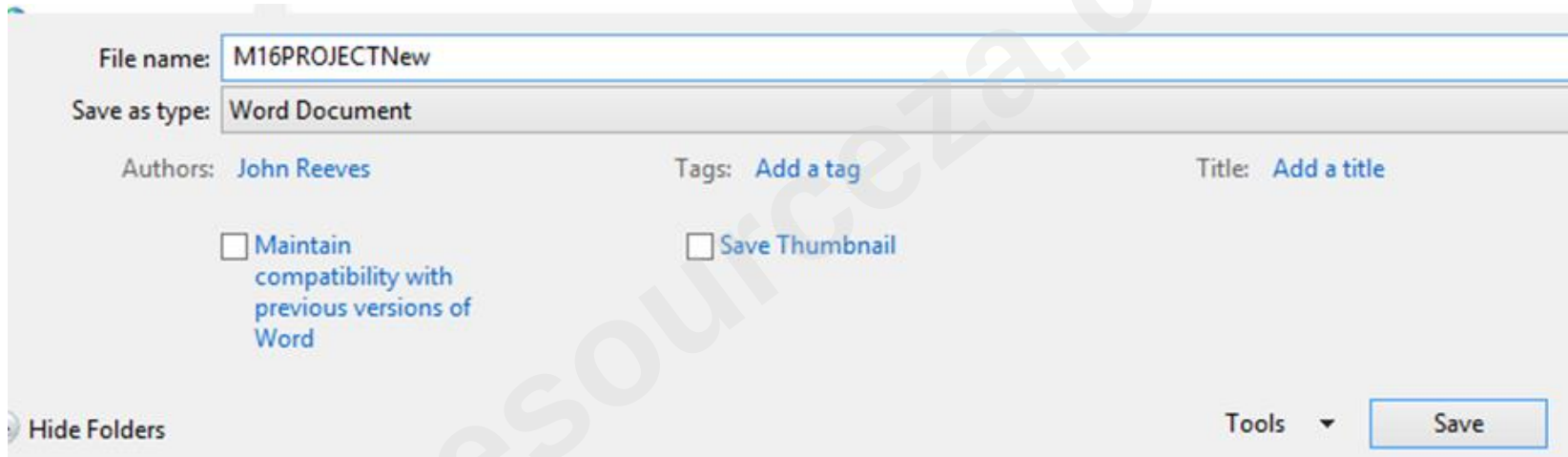
Paper 2: Evidence Document

Screenshot evidence of margin settings



Paper 2: Evidence Document

Place screenshot evidence of the file saved in your user area. Make sure there is evidence of the file type.



Screenshot of text style

[illegible]

Spacing

Before: 0 pt Line spacing: At:

After: 12 pt Single

☐ Don't add space between paragraphs of the same style

Preview

Previous Paragraph Previous Paragraph Previous Paragraph Previous Paragraph Previous Paragraph Previous Paragraph
 Previous Paragraph Previous Paragraph Previous Paragraph Previous Paragraph Previous Paragraph Previous Paragraph
Congratulations on your new job. We are delighted to welcome you to the team at Taversa Health Club and
 hope you will enjoy working here. This briefing document is part of a comprehensive induction programme
 which is designed to give you the necessary in-

Following Paragraph Following Paragraph Following Paragraph Following Paragraph Following Paragraph Following Paragraph
 Following Paragraph Following Paragraph Following Paragraph Following Paragraph Following Paragraph Following Paragraph

Paper 2: Evidence Document

Database field structure screenshots here:

N122cars	
Field Name	Data Type
VIN	Text
Model	Text
Power	Text
Engine_size	Text
Price	Currency
Colour	Text
Discount_applied	Number
Location	Text
Date_sold	Date/Time
Sales_person	Text
Sold	Yes/No

General	Lookup
Format	Euro
Decimal Places	2
Input Mask	

General	Lookup
Format	Euro
Decimal Places	2
Input Mask	

General	Lookup
Format	Yes/No

General	Lookup
Display Control	Text Box
	Check Box
	Text Box
	Combo Box

Paper 2: Evidence Document

Screenshot here showing data entry limited

Lookup Wizard

What label would you like for your lookup field?

Pay_Method

Do you want to limit entries to the choices?

☒ Limit To List

Fees_Due	Yes/No
Pay_Method	Text

General	Lookup
Display Control	Combo Box
Row Source Type	Value List
Row Source	"Cash";"Credit Card";"Cheque";"Debit Card";"Paym"
Bound Column	1
Column Count	1
Column Heads	No
Column Widths	2.54cm
List Rows	16
List Width	2.54cm
Limit To List	Yes
Allow Multiple Values	No

Pay_Method

Credit Card

Cash

Credit Card

Cheque

Debit Card

Paym

Paper 2: Evidence Document

Screenshot of database form with new record details in it

The screenshot displays a web-based data entry form titled "EMPLOYEES Data Entry Form". The form contains several input fields for employee details. The data entered is as follows:

Field	Value
Employee_ID	AHM0221
Family_Name	KAPOOR
First_Name	SHASHI
Job_Description	STRUCTURAL ENGINEER
Salary	£4,416,280
Office_ID	AHM
Contractor	No

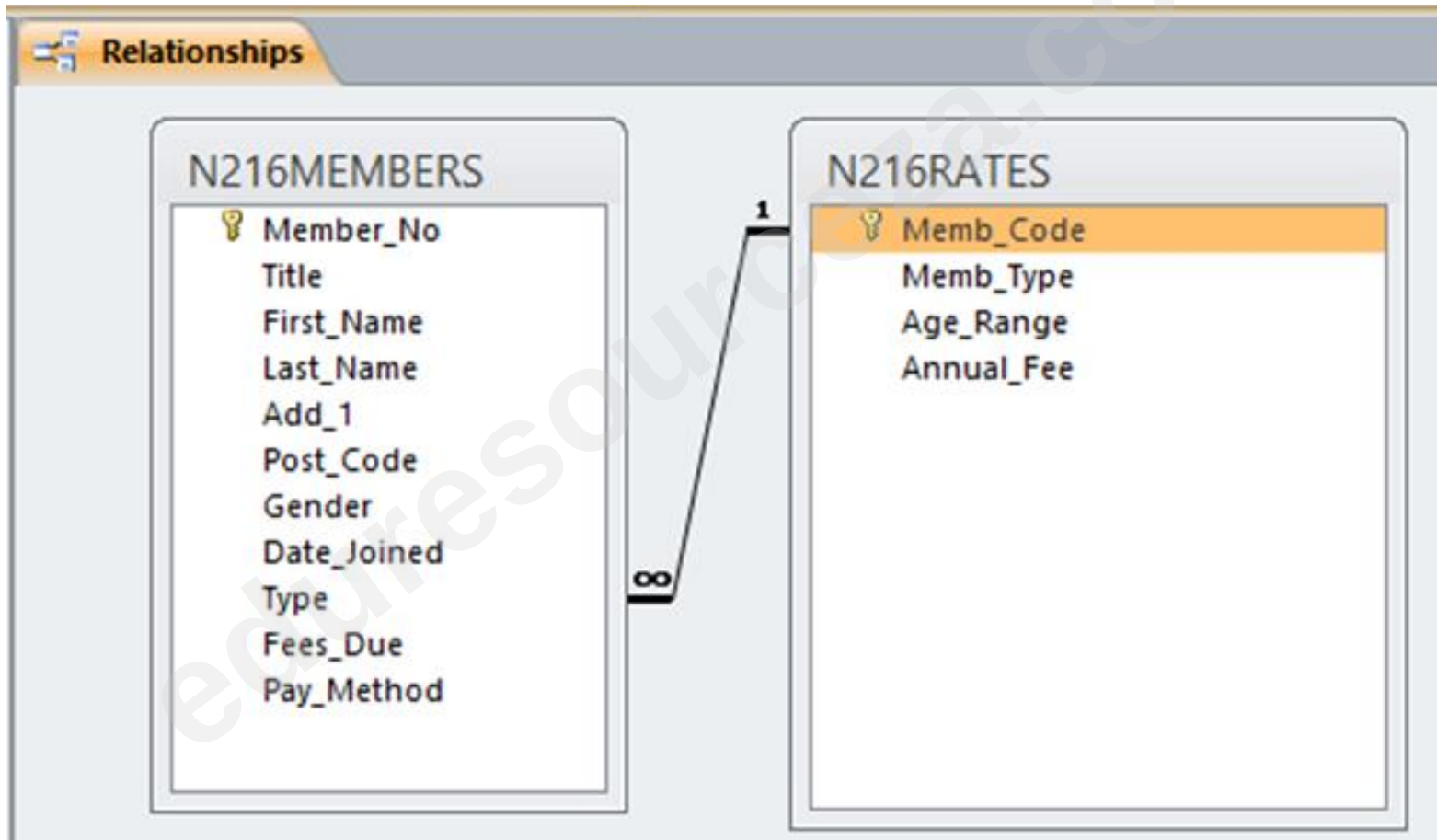
Navigation buttons are located on the right side of the form:

- Previous Record (Double Left Arrow)
- Previous Record (Single Left Arrow)
- Next Record (Single Right Arrow)
- Next Record (Double Right Arrow)
- Add Record
- Delete Record
- Close Form

Downloaded from eduresourceza.com

Paper 2: Evidence Document

Relationship between the two tables screenshot



Paper 2: Evidence Document

Selection criteria screenshot

Field:	[Activity]	[Course_Code]	[Course_Cost]	Location	Rating
Table:	J216ADSPORTS	J216ADSPORTS	J216ADSPORTS	J216ADSPORTS	J216ADSPORTS
Sort:			Descending		
Show:	☒	☒	☒	☐	☐
Criteria:	Like "*ski*" Or Like "*snow*"			"france"	5
or:					

Field:	Last_Name	Fees_Due	Date_Joined	Memb_Type	Annual_Fee	Late_Payment: [Annual_Fee]*1.05	Type
Table:	N216MEMBERS	N216MEMBERS	N216MEMBERS	N216RATES	N216RATES		N216MEMBERS
Sort:							
Show:	☒	☒	☒	☒	☒	☒	☐
Criteria:		Yes	>=#01/01/2015#				Not "TE"
or:							

Fees_Due	Date_Joined
N216MEMBERS	N216MEMBERS
☒	☒
Yes	>=#01/01/2015#

Type
N216MEMBERS
☐
Not "TE"

Paper 2: Evidence Document

Calculated control formula for total value of overdue fees

Total fees due	=Sum([Annual_Fee])
----------------	--------------------

Calculated control formula screenshot here

=Count(*)

Total water codes

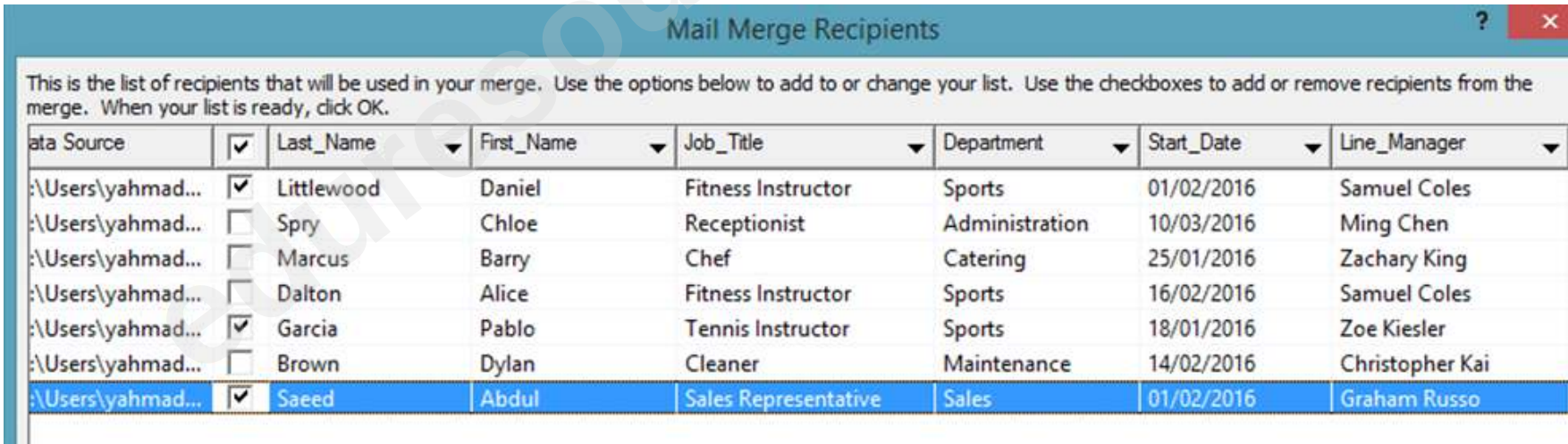
Paper 2: Evidence Document

Date field screenshot



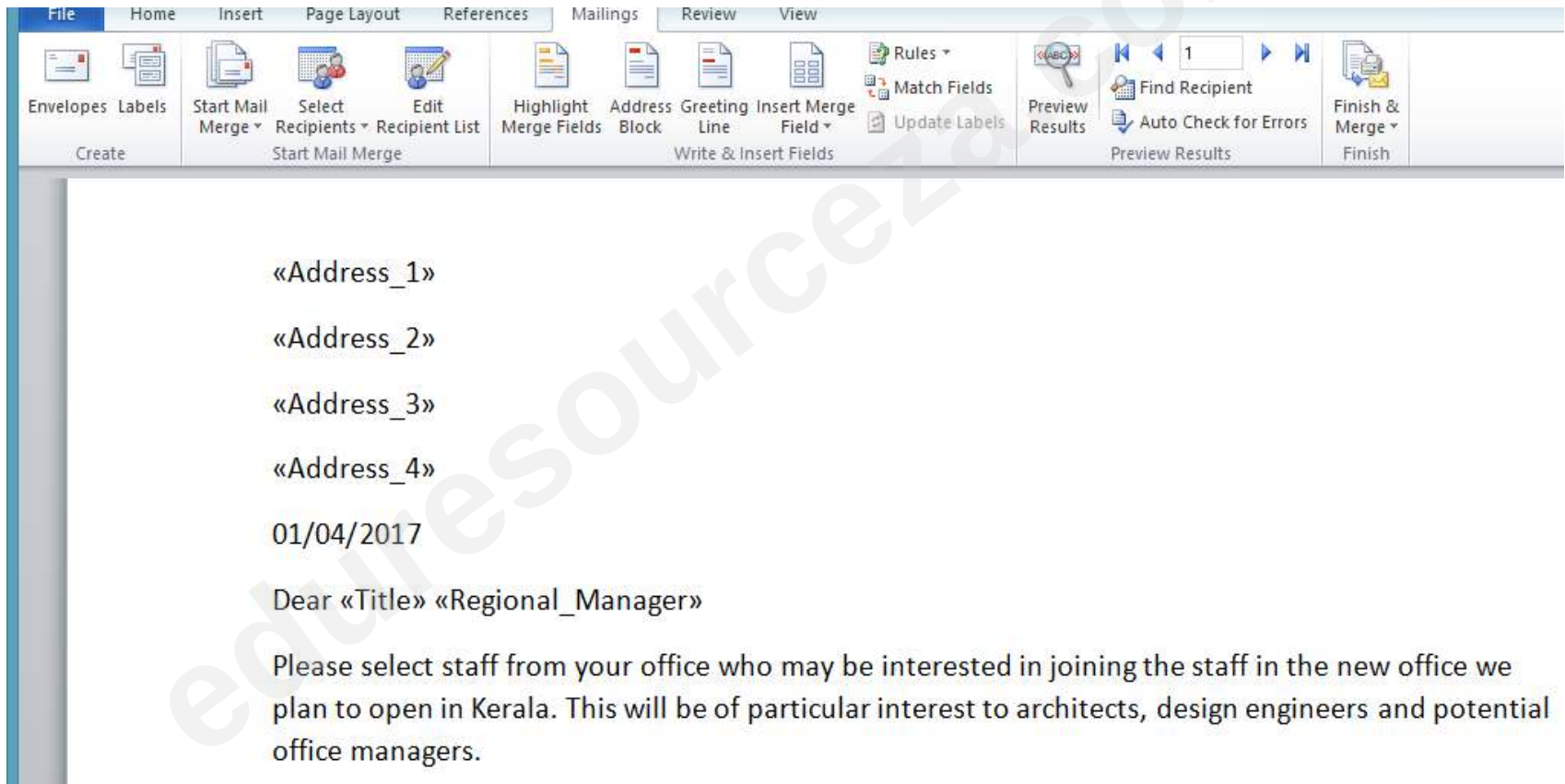
Issued: 30/01/2017

Mail merge selection method screenshot here



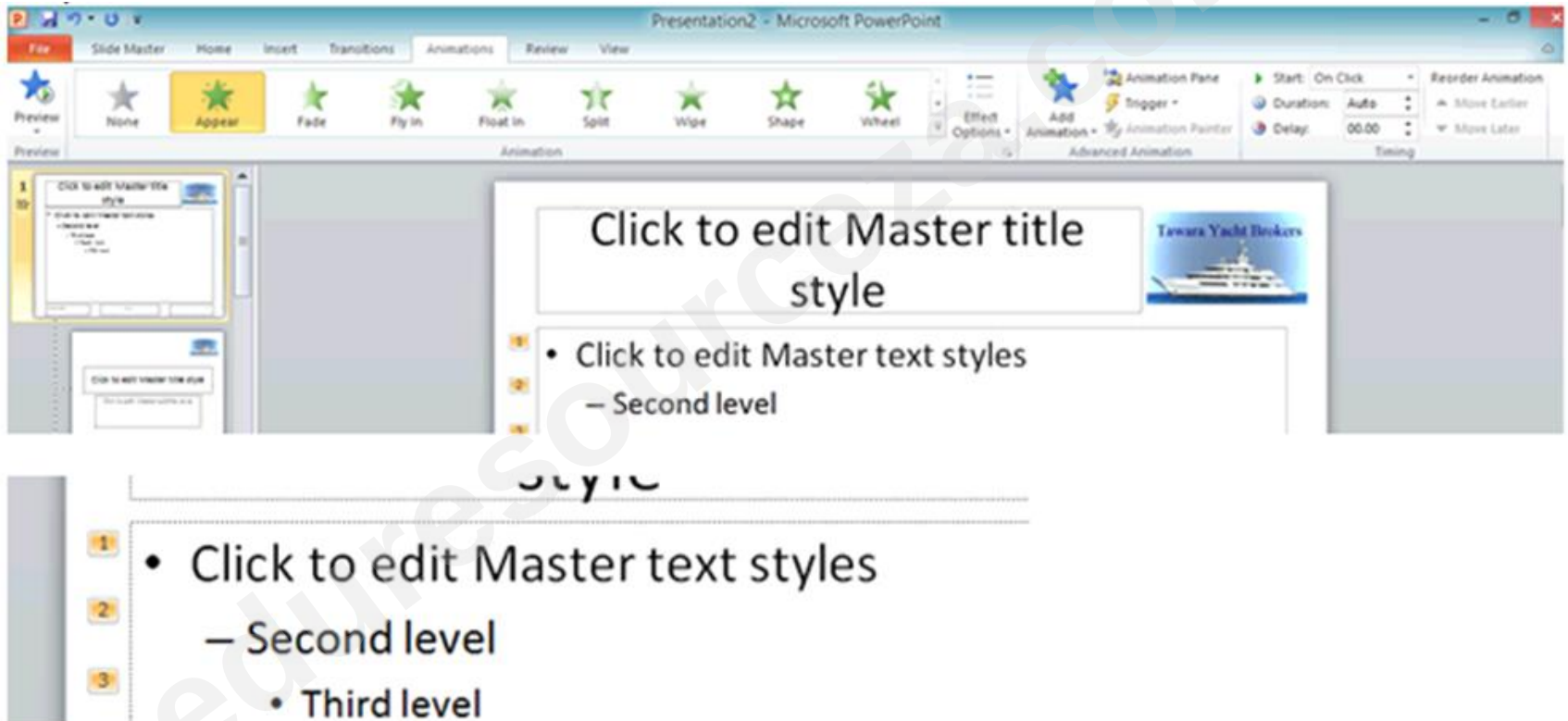
Paper 2: Evidence Document

Evidence of merged fields



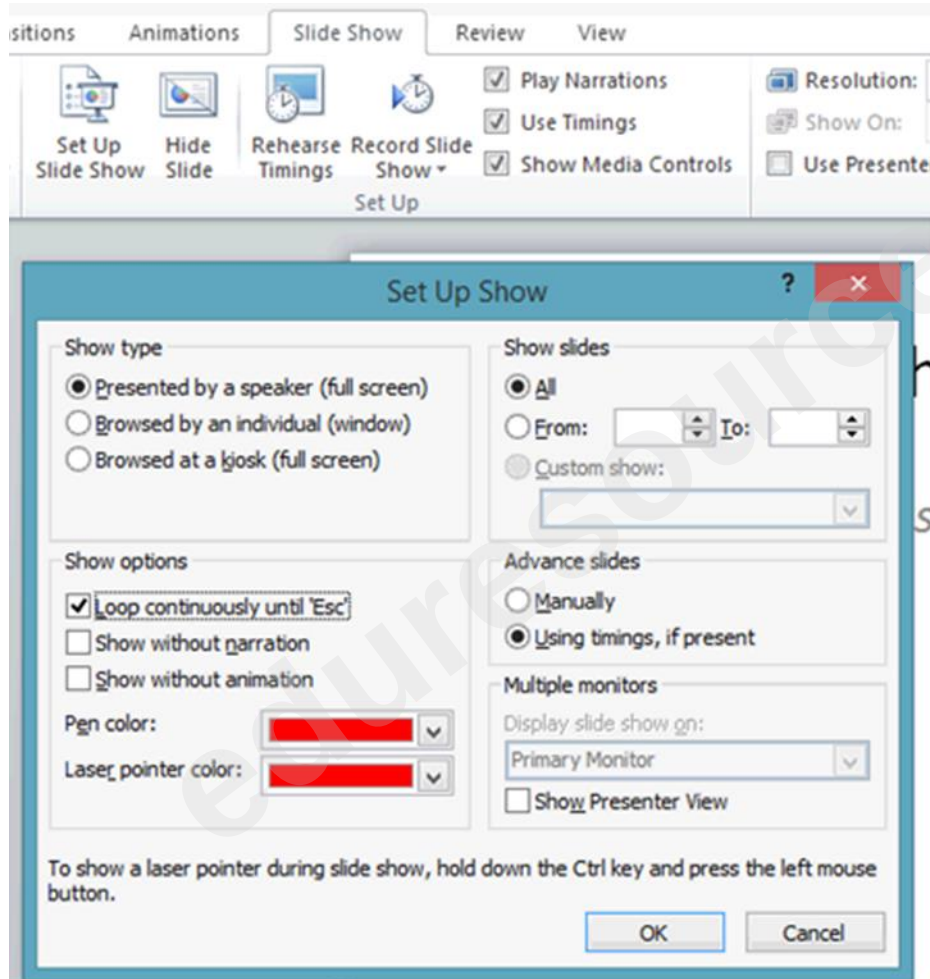
Paper 2: Evidence Document

Bullet animation screenshot



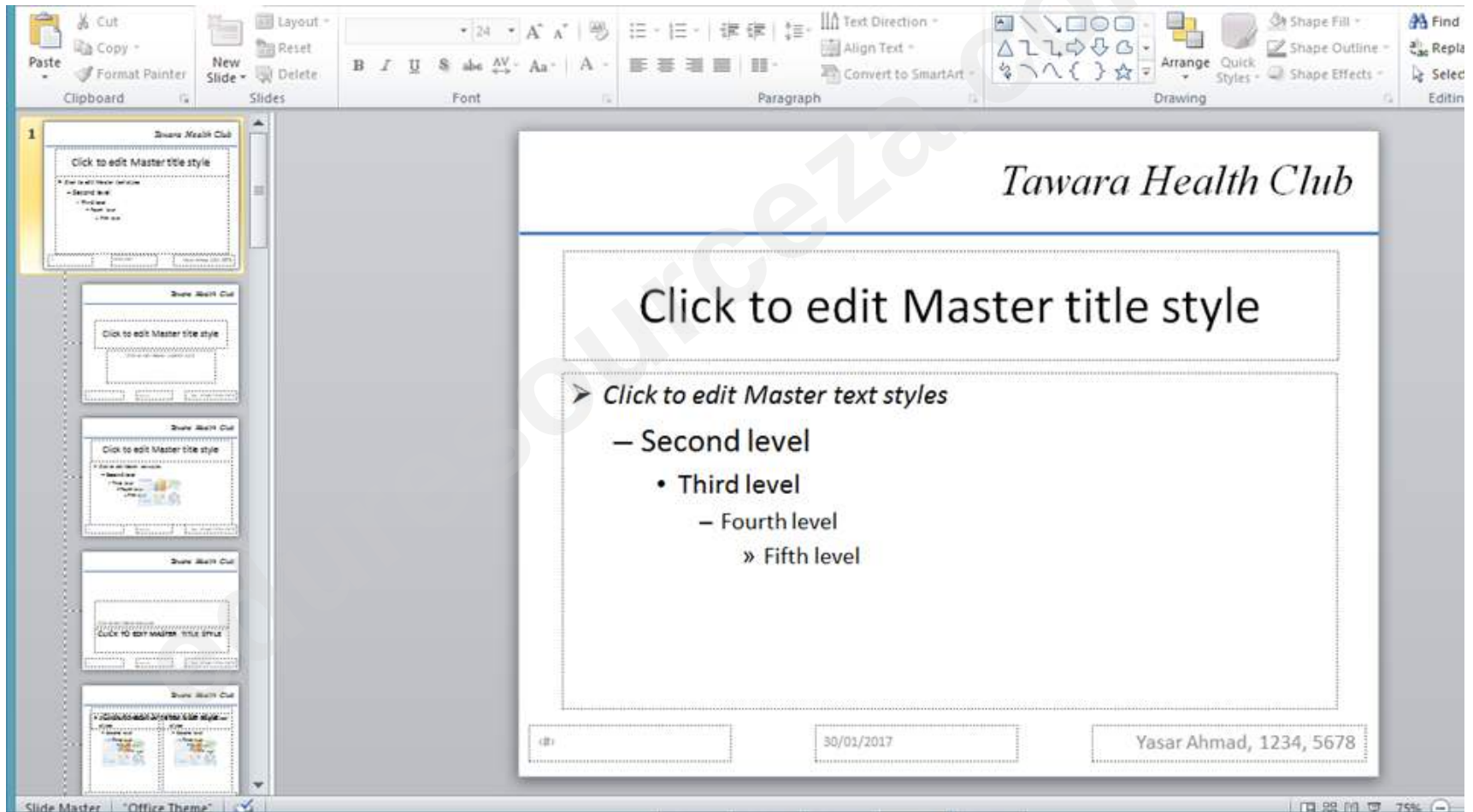
Paper 2: Evidence Document

On-screen looped selection screenshot



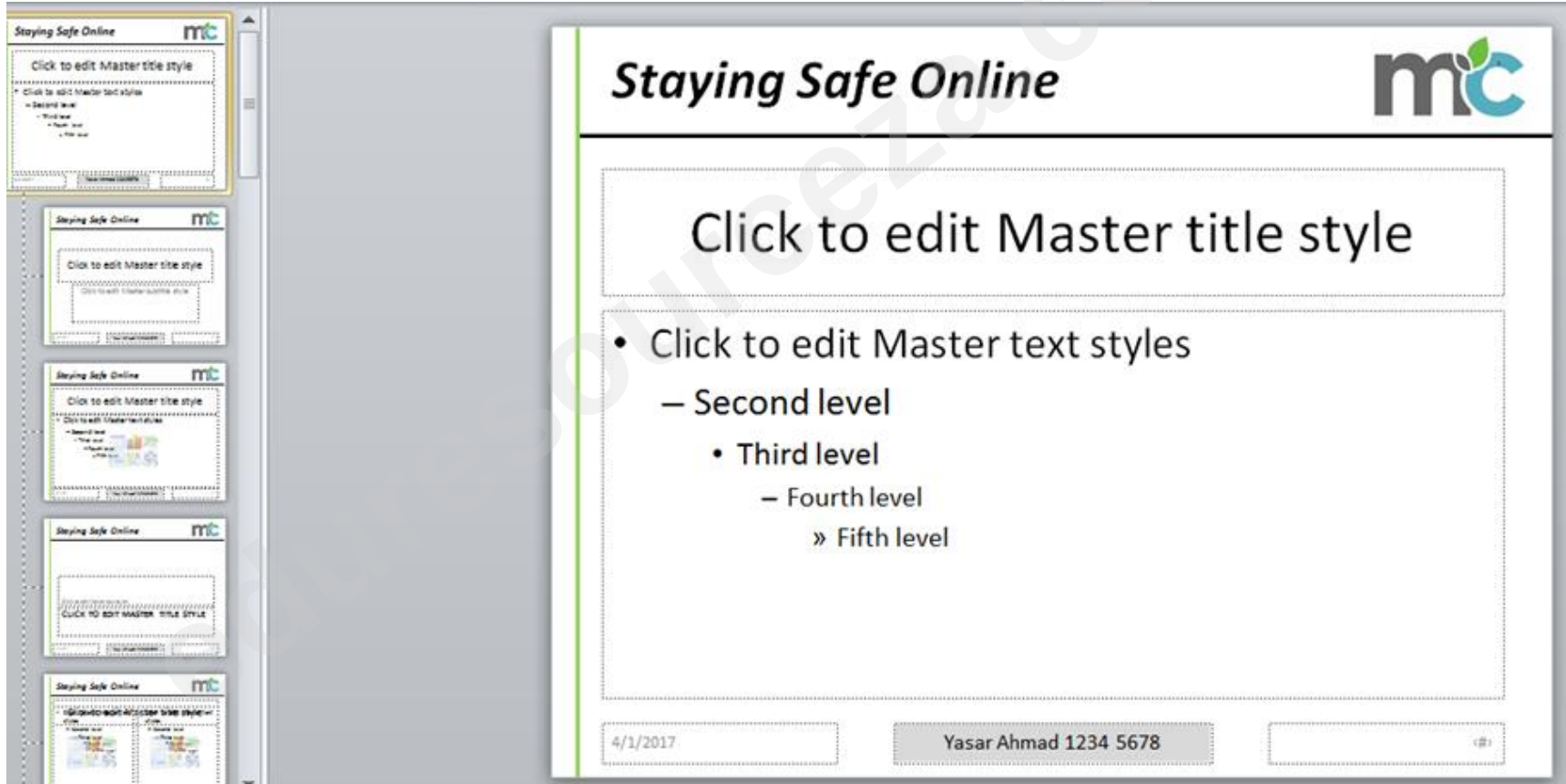
Paper 2: Evidence Document

Master slide layout screenshot



Paper 2: Evidence Document

Screenshot(s) and description of any presentation features that are not visible on Printout 5.



Paper 2: Evidence Document

Step 30 - EVIDENCE 12 – Evaluation of checklist suitability with suggested improvements and reasons:

The checklist requires a spell check to meet professional standards. The text styles should also be in a consistent font and style. Headings can be emphasised so that they stand out.

Evidence 8

Letter can be reused with different recipients. Individual contact and name details do not need to be typed in. Some users may find it difficult to set up the mail merge. In conclusion Mail merge is a quicker method of sending one letter to many contacts.

Paper 2: Evidence Document

Step 23 – EVIDENCE 8 – Evaluate the design of your data entry form:

Drop down list used to reduce data entry errors
Suitable field lengths for this data
Navigation aids to look through records
Appropriate fields lengths for data entry
Appropriate font styles and colours.

Step 36 – EVIDENCE 14 – Evaluate the presentation:

Appropriate slide layout including a logo on each slide. Styles and formatting are also consistent on each slide.

Paper 2: Evidence Document

Step 28 – EVIDENCE 8 – Evaluate the design of your data entry form

Good use of navigation button to move between records. The layout and formatting is consistent. Also the field lengths are suitable lengths to enter the appropriate data.

Step 15 – EVIDENCE 5 – Evaluation of graph or chart choice and comparison to at least one other chart type

Comparative bar chart is the most suitable choice of graph as it is able to compare 3 sets of data. Visually it is easy to compare the differences of the data compared to a Pie Chart. Pie Chart will not be able to compare the data and will only show the percentage.