

COMBINED SKILLS PROJECT

Office Software can be used to create any type of text-based document, from a letter to a novel. You can change a document's appearance using a number of formatting options such as:

- change the font and font size
- bold, italicise and underline words
- colour the text and the background
- highlight words of importance

All of these techniques are common throughout all office programs.

Combining Skills Project.

Pupils will take the part of the event organiser to plan an event (Concert / Show etc...) They will use skills covered throughout the year to achieve the task. They use the different pieces of software for the different tasks. EG.

Apply for permission from the local council (Word-processing-Letter)

Produce advertising materials for the event. (DTP- Posters, leaflet, Merchandise)

Produce a costs spreadsheet to calculate profit from ticket sales and merchandise. (Excel)

Publisher – a program where you can be create and make posters, stickers, business cards and storyboards.



PowerPoint – Used for presentations. Includes adding images, videos and effects.



Microsoft Word – used to write letters, articles.