Chapter 12   Integration

Your already know how to:

- ➢ cut, copy and paste
- ➢ import text files, clip-art images, graphs, charts and data from digital sources
- ➢ Embed and link objects.

In this chapter you will learn how to:

- ➢ import text or objects from a file
- ➢ produce evidence of your methods
- ➢ ensure the consistency of display
- ➢ repaginate a document
- ➢ Use precision framing for images and other documents.

12.1 What is an integrated document, presentation or report?

In the examination you may be asked to create a document, presentation or report which contains text, images, data, charts, etc. If you are asked to create a document, select either a word processor or desktop publishing package (see Chapter 8 for more information on which of these packages to choose).

A presentation would require a presentation authoring package.
A report in terms of the examination is 'a written document describing the findings of some individual or group In terms of the examination, the word 'report' is always used in this context, it does not mean a report created in Microsoft Access, although there are times when it might be appropriate to use this. Choose your software package carefully, using Chapter 8 to guide you.

This chapter covers selecting the data and placing it into a document or presentation.

12.2 Integrating data from several sources, create an integrated document, presentation or report

Identify the type of data that you wish to place into your final document. In the examination you may be asked to produce evidence of your method (or the structure of the database that you have been asked to create or amend) or to produce extracts of the data. It is vital that you decide on whether you are collecting evidence of how you created or edited something, or are producing extracts of data. Each of these will require a different range of skills.

Produce evidence of your method:

This will always require you to produce a screenshot of the computer or current window in order to prove how you have produced something. There are many excellent packages available that will produce screenshots (or screen capture), many of which are available as freeware.

Taking screenshots within Windows:

1 To capture the current screen display showing everything except the mouse pointer, press the <Prt Scr> (or <Print Screen>) key on your keyboard at any time.

2 If you wish to show only the current window select <Alt> and <Prt 5cr>. This takes the screen contents into the windows clipboard. If you want the entire screen or window, go to Step 4.

3 If you only need to use part of the screen, paste the screenshot into Microsoft Paint. Use the rectangular select tool to select the area that you wish to use. Select the Edit menu, then Copy to store this in the clipboard.

4 The screenshot can then be pasted into your document or presentation using the Edit menu and Paste (or <Ctrl> and V on the keyboard).

In examination questions you might need to show formatting, headers, footers, calculated controls or grouping from an Access report. If this is the case, create the report in Access as described in Chapter 11. This can be printed from Access if it needs to be submitted in printed form. If this prepared report needs to be included in another document, or submitted electronically, the best method is to export the report in rich text format, which contains the text formatting from the report. However, this would not display the tick boxes that are shown here.

Task 11_8

Year	Length	BoatID	Make	Type	Price	Sold
2007						
		49	Seadoo RXP	Jet Ski	£7,500.00	☐
		8	Premium 3D	Jet Ski	£5,495.00	☐
		20	Seadoo RX DI	Jet Ski	£5,300.00	☐
		26	Seadoo RX DI	Jet Ski	£5,200.00	☐
	31					
		48	Bavaria BMB 29	Power	£85,000.00	☐
2006						

.
To display the contents of the Sold field you must change the display properties of this field in the original table
1 Open the Boat table in Design View.
2 Select the Sold field.
3 Select the Lookup tab at the bottom left of the window.
4 Use the drop-down menu in the Display Control box to select Text Box.
5 Save the changes to this table.
6 Delete the original report (or rename it so that you know that this is an old version).
7 Recreate a new report using the report wizard. The report should look similar to this. Note that the tick boxes have been replaced by text boxes.
8 This can now be exported into rich text format by right mouse clicking on the report and selecting Export... as shown in Section 11.10.

Activity 12.1

Submit evidence of a report created in *Access*

Print evidence of the report created for Activity **11.10** in rich text format.

12.3 Ensuring consistency of display

It is very easy to forget about the consistency of a documents display when you are importing objects into an integrated document. It is worth noting the ***corporate house styles*** before creating objects like graphs, charts, tables and database extracts. By doing this you can create these objects to match the style of the completed document or presentation. An example of this is to use the same font style for the title and labels when creating a graph or chart to insert into a final document. Every part of a finished document should look identical in terms of font style, line and paragraph spacing, paragraph settings, margin settings and headers and footers. Even where page orientation has been changed within a document, the new sections should still appear the same distance from each page margin. If you include tables or database extracts in the document these should have the same margin setting and font styles as the body text. For example, in a document with two lists, make sure that the formatting for the lists is identical (bullets, numbering or lettering) and that other formatting like line spacing before and after the list is consistent.

It can be time consuming to keep editing a document to make sure that it is consistent, but it is essential when presenting documents to managers or clients. In the business world the quality of your work reflects directly on you, your colleagues and the whole business. In the practical examination, if you are not very careful about this you are likely to lose a significant number of marks.

'This can be relevant in a question that is assessing your knowledge and understanding, if the question paper asks you to prepare a report, document or presentation on a topic; you are likely to be marked on both the subject content and on the quality of the document that you produce.

Repagination:

In Chapter 10 you developed skills using breaks for pages, columns and sections. It is important that when inserting breaks into documents that you always check that you have:

- No widows or orphans (as shown in Section 10.13)
- No lists are split over more than one page (this can include bulleted, numbered or lettered lists)
- No tables or charts are split over more than one column or page

Good example:

Accuracy

How accurate is the information? How detailed is the information, does it have the depth required from an author with expertise? Is the website just superficial with little real substance? How much care has been used to set up the website? It is often easy to spot spelling and grammar errors if the text is copied and pasted into a word processor. If the website contains a number of errors it is unlikely to be genuine.

Sources

What sources are referred to? Take a look at the hyperlinks and printed sources that are referred to. These can provide further information, often supporting the author's arguments. You can also check the author's research to view how valid their conclusions are. The references are vital if the document is from an academic organisation, a full listing of reputable sources in this field are important in validating a document.

Currency

How up to date is the information? Find out when the page was set up or last modified. A document without that information is unlikely to be updated regularly. If the website has many links that do not work, it is unlikely to be a reliable source of information in terms of currency.

Poor example:

Accuracy

How accurate is the information? How detailed is the information, does it have the depth required from an author with expertise? Is the website just superficial with little real substance? How much care has been used to set up the website? It is often easy to spot spelling and grammar errors if the text is copied and pasted into a word processor. If the website contains a number of errors it is unlikely to be genuine.

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Precision framing

Make sure that objects like tables and charts always fit precisely into the column or page margins, unless you are told in the question to do something different. Examiners are unlikely to give much tolerance if images or other objects invade the margin. Sometimes this tolerance can be as small as 1 or 2 millimeters.

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