


Section 1a - Designing a Title page using hyperlinks (3 marks)

In this section you will:

- A. Have a title for the coursework
- B. Show the Directory Structure (where the work is saved)
- C. Briefly explain the purpose of the work
- D. Include a list of the names of each work sheet (as hyperlink buttons)
- E. Explain how the buttons work
- F. Add a screen shot of the sheet names
- G. Place a suitable image as a background

A. Title

- Insert a new worksheet and place it at the front of the workbook. Rename it Title Page.
- Put a heading to say this is “Software Modeling GCSE ICT Short Course”.
- Use Word Art to add a title: “Exam Results”. (Remember to open the drawing tool bar to get to the Word Art icon). 

B. Directory Structure

- Add a text box and in it show where your Excel file is saved.
E.g. N:\MyWork\ICT Portfolio\Modelling\Exam Results.xls

C. Purpose

- In the same text box add a sentence to say what the coursework is about.

D. Hyperlink buttons (to be completed as each new sheet is introduced)

- Create a text box, labeling it “Exam Results”. Format it to your own design.
- Highlight the box (right hand mouse button) and click on **Hyperlink**
- Click on **Bookmark...**, then, under Cell Reference, click on ‘**Exam Results**’, then **OK**.
- Paste a copy of the hyperlink onto the Exam Results worksheet. Edit the text and the hyperlink.
- Test the hyperlink. If it is not working, check steps a. - e.
- If it is working, copy the box on the Title Page and paste it. Edit the text and the hyperlink.
- Repeat this for all your worksheets. (It will not hyperlink to the chart).

E. Explanation (if hyperlinks are added)

- Add a text box and explain in a couple of sentences how the hyperlinks work to and from each worksheet.

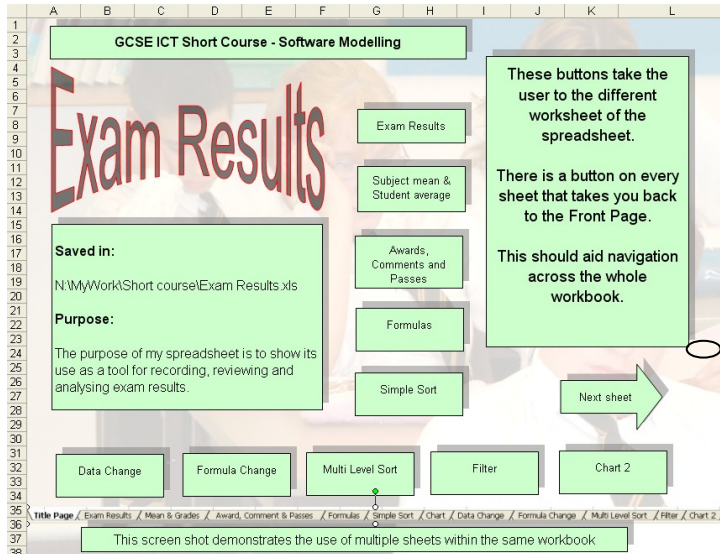
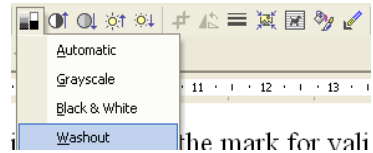
F. Adding a screen shot of sheet names (after all sections are completed)

- Simply *print screen* the Excel workbook (any sheet) and paste into Paint.
- Cut the strip with all the sheet names and paste onto the Title Page.

Title Page / Exam Results / Mean & Grades / Award, Comment & Passes / Formulas / Simple Sort / Chart / Data Change / Formula Change / Multi Level Sort / Filter / Chart 2

G. Placing a suitable image as a background

- The background picture is through *Insert / Picture / From file*.
- The picture is ordered to the back with a washout effect.




Here is an example of how it might look.
This Printout is called Title Page

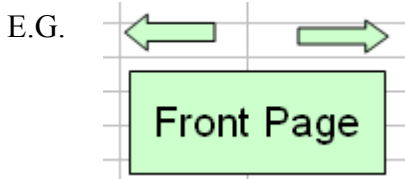
Extension Work

Section 1b – Creating navigation buttons on each worksheet

In this section you will:

- Add direction arrows to navigate to the previous and next work sheet
- Open the drawing tool bar and select the AutoShapes 'Block arrows' 
 - Paste it onto your Title Page and add a hyperlink to the next page
 - On the Exam Results page you need a right and left arrow for Previous and Next
 - Repeat this exercise for every work sheet
 - The last sheet needs only a left hand arrow

N.B. You could use a shapes with the words 'Next' and 'Prev'.



Check everything is correct. **Do not print out this sheet and hand in for marking until ALL other sheets are completed and correct.**

Go to section 2.