

User documentation

Help for Section 2

Security and Passwords

User documentation (marks 1 & 2)

Have you covered

- hardware including peripherals?
- operating system and preloaded programs?
(Most of you already have this mark).
- Security of files & folders?
- The location of the computer?
- Passwords?
- Anti virus software and firewalls?
- Talk about the options as well as the favoured solution.(1 mark for the blue stuff above).

A step by step guide on how to: (1 mark)

- Open
- Save
- Print

your files.

Include one file from each of

- spreadsheet
 - database
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- Use screen shots and simple instructions
 - Use a program of your choice

Step by step guide to mail merge

This is a rough ordered list of what you need:

- Open Word (may mean opening template or running a macro. If so, show how.
- Create form letter / email
- Select recipients (show all windows in order)
- Edit list of recipients
- Choose merge fields and their location
- Print (N.B. This is different from normal print procedure)



This must be based on your actual mail merge letter previously produced.

