

## IT Exercise 1A

- Open Microsoft Word and create a new document
- Insert the following address:  
Mrs burns, 123 Rogart Street, Bridgeton, glasgow, g40 7au.
- Leave two places and insert today's date.
- Insert the following text:  
Dear Mrs Burns,  
Please find enclosed the invoice for works completed at your address.

Work completed: Brick wall-Flemish bond with flush pointing and a brick on edge cope.

- Insert a table with two columns and four rows and enter the following text:
  - o Cost of materials
  - o Plant hire
  - o Labour
  - o Total cost
- Insert the following text:

The invoice should be paid within 14 days

Should you wish to discuss this invoice in detail please contact me as soon as possible

Yours sincerely

Paul Chambers  
Works Manager  
Brickbest Building and Roofing

- Save the document as 'invoice 1' and print one copy.

## IT Exercise 1B

- Open the document Invoice 1 and make the following changes
- Change Glasgow to a capital G
- Change the postcode to capitals
- Change the entire document to font size 14 Trebuchet MS
- Underline the sentence beginning 'Work completed:..' and make it bold.
- In the sentence 'The invoice should be paid within 14 days'  
Insert the words 'in full' after the word paid.
- Centre align this sentence and make the font size 16
- Insert your name as a header
- Insert the following text as a footer:  
Brickbest Building and Roofing  
428 Black Street  
Pollock  
Email :brickbest@blueyonder.com
- Check the document for spelling mistakes.
- Save the document as 'invoice complete' and print 1 copy.

## IT Exercise 2

- You are asked to price a job for a customer.
- For this job you will be building a 10 metre by 1.2 metre brick wall-Flemish bond with flush pointing and a brick on edge cope.
- You will need to work out the measurement of the wall in metres squared.

Remember there are 56.4 bricks + 5% - roughly 60 bricks per metre squared.

- To provide an accurate invoice, you will need to take the following into account:

Cost of materials  
Plant hire  
Labour

- Search the Internet for the following:

Lime sand  
Cement (enough for brickwork and foundations)  
Facing bricks  
Plasticiser

- Digging foundations-concrete chips, concrete, sand.
- Plant hire:  
Vibrator poker (petrol or electric)  
Cement mixer  
Extension leads
- Enter you name as a header
- Save the results as Costing and print 1 copy

## IT Exercise 3

- Open up a new word document
- Enter the following text and press enter 3 times after each one.

Comb hammer  
Bolster chisel  
Plugging chisel  
Brick hammer  
Lump hammer  
Line and pins  
Jointing iron  
Corner blocks  
Brick trowel ( London pattern)  
Brick trowel (Canadian pattern)  
Pointing trowel (dotter)  
Pointing trowel (bed jointer)  
Spirit level (bubble) Boat level  
Tingle plate  
Builders' square  
Hawk  
Gauge rod  
Brick bat gauge  
Steel tape

- Search the Internet for images of each tool and put the image next to the tool's name
- Enter a small description of each one next to the image.
- Enter your name as a header
- Save the document as 'Bricklaying Tools' and print one copy

Name

Mrs Burns  
123 Rogart Street  
Bridgeton  
Glasgow  
G40 7AU

October 24, 2007

Dear Mrs Burns,

Please find enclosed the invoice for works  
completed at your address.

**Work completed: Brick wall-Flemish bond with flush pointing  
and a brick on edge cope.**

|                   |  |
|-------------------|--|
| Cost of materials |  |
| Plant hire        |  |
| Labour            |  |
| Total cost        |  |

The invoice should be paid within 14 days of receipt.

Should you wish to discuss this invoice in detail please contact  
me as soon as possible on 0141 567 8765.

Yours sincerely

Paul Chambers  
Brickbest Building and Roofing

Brickbest Building and Roofing  
428 Black Street  
Pollock  
Email: [brickbest@blueyonder.com](mailto:brickbest@blueyonder.com)