



# IKA

INFORMATION/KOMMUNIKATION/ADMINISTRATION

## BILI

PROFIL **E**

SERIE **4**

OFFICE 2019/365

### KANDIDATIN KANDIDAT

Nummer der Kandidatin / des Kandidaten

Name

Vorname

Datum der Prüfung

Zimmer

PC-Nr.

### BEWERTUNG

Erreichte Punkte und Prüfungsnote ► Bewertungsraster Zusammenfassung



#### Erlaubt sind:

- Hilfesysteme der Software (z. B. Microsoft Office)
- Sämtliche Dokumente (inkl. Lehrmittel) in Papierform oder in digitaler Form
- Rechtschreibwörterbuch in Papierform
- Obligationenrecht (OR) in Papierform

#### Nicht erlaubt sind:

- Internet
- Datenträger (z. B. USB-Stick, CD, DVD, BD)
- Gemeinsame Netzwerklaufwerke (sofern nicht ausdrücklich an der Prüfung verlangt)
- Persönlicher Gang zum Drucker

Lesezeit ⌚ 15 Minuten

Prüfungsdauer ⌚ 120 Minuten

# Inhalt

Aufgabe	Richtziel	Richtzeit	Punkte
<b>A</b>	1.4.6 Textgestaltung	🕒 30 Minuten	25
<b>B</b>	1.4.3 Schriftliche Kommunikation	🕒 30 Minuten	25
<b>C</b>	1.4.5 Tabellenkalkulation	🕒 30 Minuten	25
<b>D</b>	1.4.4 Präsentation	🕒 20 Minuten	17
<b>E</b>	1.4.1 Informationsmanagement und Administration 1.4.2 Grundlagen der Informatik	🕒 10 Minuten	8
<b>Total</b>	Dateien oder Ordner, die unter einem falschen Namen gespeichert werden, führen zu einem Abzug von 2 Punkten (maximal 4 Punkte Abzug).	🕒 <b>120 Minuten</b>	<b>100</b>



## Wichtige Hinweise

Sie finden alle benötigten Dateien im Prüfungsordner. Speichern Sie Ihre Prüfungsdateien ausschliesslich in Ihrem Prüfungsordner des Prüfungslaufwerks.

Beachten Sie dabei die Anweisungen der Aufsichtspersonen.

Speichern Sie Ihre Prüfungsdateien ausschliesslich unter Ihrer Kandidatennummer und Ihrem persönlichen Namen sowie der entsprechenden Aufgabe. Beispiel:


**Kandidatennummer\_Nachname\_Vorname\_A.docx → 1234\_Muster\_Hans\_A.docx**

Eine am falschen Ort gespeicherte Datei gilt als ungelöste Aufgabe und wird nicht bewertet.

Zoomen Sie die Ansicht der PDF-Muster auf mindestens 100 %, um auch Details erkennen zu können.

Drucken Sie den Brief nur aus, wenn dies von den Aufsichtspersonen verlangt wird. Es sind maximal zwei Ausdrücke gestattet.

## General Tasks

The folder  **E4\_Pruefungsdateien\_Lernende** contains all the files needed for the exam. On your exam drive, create an exam folder named:

 **E4\_Candidate number\_Last name\_First name**

**Read all the exam tasks carefully before you start solving them.  
Save your files regularly.**

## List of the Files to be Created and Saved

At the end of the exam, please check whether the following files are in your exam folder

 **E4\_Candidate number\_Last name\_First name:**

 **Candidate number\_Last name\_First name\_A1.docx**

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 **Candidate number\_Last name\_First name\_A2\_HD.docx**

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 **Candidate number\_Last name\_First name\_A2\_SD.docx**

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 **Candidate number\_Last name\_First name\_B.docx**

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 **Candidate number\_Last name\_First name\_C.xlsx**

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 **Candidate number\_Last name\_First name\_D.pptx**

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 **Candidate number\_Last name\_First name\_D.xlsx**

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 **Candidate number\_Last name\_First name\_E.xlsx**

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 **A2\_Anmeldungen.xlsx**

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## Background

You help with the administrative work before, during and after the Northwestern Switzerland Tambour Competition. The event took place on the weekend of 27-28 May 2023 in Pratteln. In this competition, drummers play given marches and are judged by a jury of experts.

- ▶ Revise the competition programme.

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- ▶ Create the starting numbers for the drummers.

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- ▶ Write a payment reminder. (in German)

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- ▶ Edit the registrations and competition results in Excel.

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- ▶ Evaluate the different jury scores in a chart.

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- ▶ Complete a PowerPoint presentation with information for the volunteers.

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- ▶ Answer questions about information management, administration, and IT basics.

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# A Textgestaltung

Approximate time ⌚ 30 minutes

Points 25



## General Remarks

Aligning text horizontally by using the space key is not considered a correct solution. Use tabs, indentations, tables, or corresponding paragraph formats as appropriate.

## A1 Programme Competition (13 Points)

Open the file **A1\_Programm.docx** and save it in your exam folder using the following file name **Candidate number\_Last name\_First name\_A1.docx**.

Edit the document according to the following specifications. The file **A1\_Programm\_Muster.pdf** serves as a template.

- |   |   |
|---|---|
| 1. Assign the style «Heading 2» to all titles formatted with the style «Heading 3».   | 1 |
| 2. Adjust the «Heading 1» style so that <ul style="list-style-type: none"> <li>▶ it has the same hanging indent as the style «Heading 2».</li> <li>▶ each title with the style «Heading 1» automatically starts on a new page.</li> </ul>   | 2 |
| 3. Add a customised table of contents on page 2 under «Inhaltsverzeichnis» with one level.  | 1 |
| 4. Replace the e-mail address on page 3 (line marked green) with a link as shown in the example. The link should open a new e-mail with the address given as the recipient and «Questions Competition» in the subject. Then remove the green colour.  | 2 |
| 5. Adjust the paragraphs below the Heading 3 «Teilnahmebedingungen» as follows: <ul style="list-style-type: none"> <li>▶ Two columns with intermediate line, column spacing 1.5 cm. The second column starts with article 6.</li> <li>▶ Format the numbers at the beginning in Superscript.</li> </ul>  | 2 |
| 6. Change the colour of two symbols below the Heading «5 Hinweise Kategorie T1–T5» according to the template.   | 1 |
| 7. Create a footer from page 2 onwards according to the template and the following information: <ul style="list-style-type: none"> <li>▶ On the left is the document title as an updatable field.</li> <li>▶ In the middle is the current and updatable date in the format «month year», e.g. «June 2023».</li> <li>▶ The page number is on the right. The numeration starts with 1 on page 2.</li> <li>▶ All footers from page 2 onwards have an orange frame line.</li> </ul> | 4 |

**Save your files and close all files.**

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**A2 Mail Merge** (12 Points)

Create the starting numbers that the drummers wear pinned to their shirts at the competition.




8. Open a new, empty Word document and save this document as a mail merge main document under the name

 **Candidate number\_Last name\_First name\_A2\_HD.docx.**

Copy the file  **A2\_Anmeldungen.xlsx** into your personal exam folder (if not yet done).

Design and format the document according to the following specifications.

The file  **A2\_Startnummer\_Muster.pdf** serves as a template for a starting number.

- ▶ Set up the page in A5 format, landscape orientation.
- ▶ Use the picture  **A2\_Logo.png**  
Pay attention to transparency and position of the picture.
- ▶ Insert a rectangle without contour at the top and bottom of the sheet.  
Colour this with an RGB value of (220, 230, 245).
- ▶ Link the document to the data source  **A2\_Anmeldungen.xlsx**  
Sort the starting numbers in ascending order.
- ▶ Insert the necessary mail merge fields.  
Add the missing text «Kategorie». Format all texts by eye with the font «Segoe UI Semibold».
- ▶ Merge the first 10 starting numbers to a new document and save it under the name  
 **Candidate number\_Last name\_First name\_A2\_SD.docx.**

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**Save and close your files.**

12

# B Schriftliche Kommunikation

Richtzeit ⌚ 30 Minuten



Punkte 25

Die Anmeldung und der Einzug der Teilnahmegebühren der teilnehmenden Tambouren erfolgen über die Vereine. Die Gebühren waren einen Monat vor dem Wettspiel vom 27. Mai 2023 fällig.

Der Tambouren-Verein Grenchen hat trotz Mahnung am 10. Mai 2023 die Teilnahmegebühren seiner fünf angemeldeten Tambouren bis zum Wettspiel nicht bezahlt. Aus Kulanz haben Sie die sehr jungen Tambouren trotzdem antreten lassen.

Verfassen Sie eine zweite Mahnung mit folgendem Inhalt:

- ▶ Schildern Sie die Ausgangslage, verwenden Sie dabei konkrete und realistische Daten bzw. Zahlen.
- ▶ Legen Sie eine neue Zahlungsfrist fest und beschreiben Sie das weitere Vorgehen.
- ▶ Im nächsten Jahr darf der Verein nicht teilnehmen, falls die Zahlung ausbleibt.

Öffnen Sie die Datei  **B\_Brief.docx** und speichern Sie diese in Ihrem Prüfungsordner unter dem Namen  **Kandidatennummer\_Nachname\_Vorname\_B.docx** ab.

Schreiben Sie den Brief an folgende Adresse:

Tambouren-Verein Grenchen, Luca Studer, Schulstrasse 3, 2540 Grenchen

Vervollständigen Sie das Dokument zu einem inhaltlich und stilistisch korrekten Geschäftsbrief nach den gestalterischen Vorgaben Ihrer Schule. Achten Sie dabei darauf, dass eine den inhaltlichen Anforderungen entsprechende Textmenge erwartet wird.

Erstellen Sie eine Fusszeile (Schriftgrösse 8 Pt.) mit Ihrer Kandidatennummer, Ihrem Nachnamen und Vornamen sowie Ihrer PC-Nummer.

**Speichern Sie Ihren Brief und schliessen Sie Ihre Datei.**

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## Bewertung schriftliche Kommunikation

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Inhalt

25

Sprache (Stil, Ton und Rechtschreibung, Schreibregeln)

12

9

Darstellung

4

# C Tabellenkalkulation

Approximate time ⌚ 30 minutes

Points 25



## General Remarks

Work with cell references – unless stated otherwise. Use absolute or relative references, as appropriate.

Open the file **C\_Wettbewerb.xlsx** and save it in your exam folder under the name

**Candidate number\_Last name\_First name\_C.xlsx**.

Select spreadsheet **Anmeldungen**.

- |                    |   |   |
|--------------------|---|---|
| 1. <b>Printout</b> | Set the print range <b>A1:H182</b> . The list should fit one side in width. The table headings (row 5) should be repeated on each page.                                 | 2 |
| <hr/>              |   |   |
| 2. <b>D6:D182</b>  | Using a function or formula, combine the first name and last name from <b>columns C and B</b> and add a space between them, e.g., «Noah Meier».                         | 1 |
| <hr/>              |   |   |
| 3. <b>H6:H182</b>  | Determine the entry fee with a function. All participants born in 2005 and older pay CHF 50, the others CHF 30. You may enter the arguments of the function as values.  | 2 |
| <hr/>              |   |   |
| 4. <b>K7:K22</b>   | Determine the number of participants per association using a suitable, copyable function.   | 2 |
| <hr/>              |   |   |
| 5. <b>L7:L22</b>   | Calculate the total entry fee due per association using a suitable, copyable function.<br><i>If you have not solved task 3, use the substitute numbers in column O.</i> | 2 |

Switch to spreadsheet **Kategorien**.

- |                 |   |   |
|-----------------|---|---|
| 6. <b>A4:A8</b> | Format this cell range analogous to the ranges <b>A9:A13</b> and <b>A14:A16</b> .   | 1 |
| <hr/>           |   |   |
| 7. <b>E4:E8</b> | Calculate the percentage of participants per category title out of the total per category in <b>row 18</b> . Format the cell range with «percent» and two decimal places. | 2 |



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Switch to spreadsheet **Juryblatt**.

- |   |   |
|---|---|
| 8. <b>B10:F42</b><br>Format this cell range with text alignment right, indent 1.  | 1 |
| <hr/>   |   |
| 9. <b>H10:H42</b><br>Calculate the result per starting number as follows: The score of all judges minus the highest and lowest score.   | 2 |
| <hr/>   |   |
| 10. <b>I10:I42</b><br>Round <b>down</b> the results from <b>column H</b> to two decimal places.<br><i>If you could not solve task 8, use <b>column F</b> instead of <b>H</b>.</i> | 1 |

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Switch to spreadsheet **Rangliste**.

- |  |   |
|--|---|
| 11. <b>B6:B38</b><br>Use a copyable function to determine the rank of each score. The first rank is the highest score.   | 2 |
| <hr/>  |   |
| 12. <b>D6:D38</b><br>Use a suitable, copyable function to determine the complete name (spreadsheet Anmeldungen, column D) for the starting number in <b>column C</b> .<br><i>If you could not solve task 2, use the numbers from <b>column B</b> instead of <b>D</b> in the spreadsheet Anmeldungen.</i> | 2 |

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Switch to spreadsheet **Punkteverteilung**.

- |   |   |
|---|---|
| 13. <b>Chart</b><br>For the best five drummers, the total points from the individual assessment categories are listed in the range <b>C7:F11</b> . Create a meaningful chart in the yellow range <b>B13:J35</b> .<br>The chart must be labelled in such a way that it is self-explanatory and meets the following requirements: <ul style="list-style-type: none"><li>▶ The total of all assessment categories can be read directly from the chart.</li><li>▶ The value axis is divided into steps of 10 and the minor grid lines are activated.</li><li>▶ The values of the best drummer are to be emphasised graphically.</li></ul> | 5 |
|---|---|



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**Save and close your file.**


# D Präsentation

Approximate time ⌚ 20 minutes


Points 17

Open the file  **D\_Helfende.pptx** and save it in your exam folder under the name  **Candidate number\_Last name\_First name\_D.pptx**.

Moreover, open the file  **D\_Praesentation\_MC.xlsx** and save it in your exam folder under the name  **Candidate number\_Last name\_First name\_D.xlsx**.

1. In the Excel spreadsheet **Aufgaben** answer the questions on the file  **D\_Helfende.pptx** and enter each solution in the field provided (drop-down answer A–E) in **column C**. Only one answer is possible. There is one point for each correct answer. 10

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2. On slide 10, the assignments to be allocated to the volunteers are to be presented. Keep the following points in mind during realisation: 5
  - ▶ Choose the same layout for this slide as for slides 2 to 9.
  - ▶ Create a suitable slide title.
  - ▶ Insert the picture  **D\_Helferin.jpg** and edit the format to match the pictures on the other slides.
  - ▶ Design the existing table so that it is clear and easy to read.

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3. It should also be possible to show the presentation without a speaker. 2

Select any transition from the group «Subtle» for all slides.  
The title slide should be shown for 4 seconds, all other slides for 7 seconds.  
The presentation should run in endless mode.

**Save and close your files.**

# E Informationsmanagement und Administration

## Grundlagen der Informatik

Approximate time ⌚ 10 minutes

Points 8

In relation to your work, you ensure that your knowledge of office communication and IT basics is up to date.

Open the file  **E\_Theorie\_MC.xlsx** and save it in your exam folder under the name

 **Candidate number\_Last name\_First name\_E.xlsx.**

Answer the questions 1 to 8. Enter each solution in the field provided (drop-down answer A-D) in **column C**. Only one answer is possible. There is one point for each correct answer.

**Save and close your file.**

8

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**NOTENSKALA**

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**Leistung** **Note**95–100 % **6.0**85–94 % **5.5**75–84 % **5.0**65–74 % **4.5**55–64 % **4.0**45–54 % **3.5**35–44 % **3.0**25–34 % **2.5**15–24 % **2.0**5–14 % **1.5**0–4 % **1.0**

**Die von Ihnen erreichten Punkte entsprechen direkt den Prozentangaben  
(Total 100 Punkte = 100 % Leistung).**

Die jeweilige Prozentangabe in der Notenskala muss erreicht werden,  
um die Note zu erhalten.