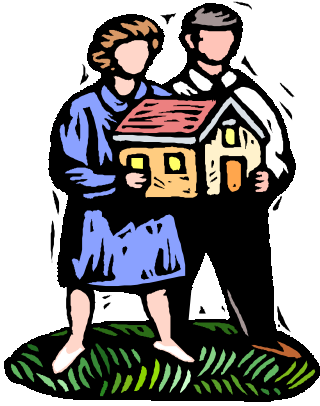


“Movin’ On” Estate Agent



You have just started work in a new estate agency in town called Movin’ On.

TASK 1:

Create a leaflet to be delivered to local houses advertising the new Estate Agent. Include the following information:

- Business name – Movin’ On
- Business address - 7 High Street, Swantown. SP2 5AA
- Telephone number – 01678 123456
- Special offer – put your house on the market in the next 4 weeks and get 20% off your bill

Make your work look eye-catching and print a copy.

TASK 2:

Create a letterhead for the estate agent. Save and print a copy of your work.

TASK 3:

Mr and Mrs G Emanuel of 9 Howard Close, Swantown, SP2 9EB, have informed you they wish to put their house up for sale with your estate agency. Using the letterhead you created in Task 2, write a letter to Mr and Mrs Emanuel making the following points:

- Thank them for choosing your estate agent
- You will be pleased to market their property
- Confirm that you have valued their house at £180,000
- The bill will be £1,250 allowing for the 20% special offer

Close the letter in a suitable manner.

TASK 4:

Using a suitable application, create the following **database**:

Street	No	Type	Price	Garage
HOWARD CLOSE	9	DETACHED	£180,000	Y
GOWER VIEW	2	DETACHED	£155,000	Y
MEADOW COURT	39	FLAT	£49,995	N
GOWER VIEW	8	FLAT	£52,000	N
SUMMER DRIVE	17	DETACHED	£230,000	Y
HILL STREET	42	SEMI	£79,995	Y
SUMMER DRIVE	66	DETACHED	£180,000	Y
MEADOW COURT	16	SEMI	£96,000	Y
HOWARD CLOSE	10	TERRACED	£75,000	Y
HOWARD CLOSE	84	SEMI	£89,500	N
SUMMER DRIVE	90	SEMI	£90,500	Y
HILL STREET	5	FLAT	£39,995	N
SUMMER DRIVE	89	TERRACED	£63,500	N
GOWER VIEW	16	DETACHED	£100,000	N
GOWER VIEW	32	SEMI	£92,500	Y

- Sort the data into alphabetical order of **street**.
- Mr and Mrs Richards are interested in semi-detached houses. Search for all such properties in your database.
- Miss Eynon is interested in properties under £90,000 with a garage. Print out your results for her.
- Create a report showing only **type** and **price** fields. Print a copy of all your records under these fields.

TASK 5:

Mr Julian Atkins, the new office manager, is not really sure of the benefits of using computers in "Movin' On". He particularly needs to be convinced of the benefits and uses of databases and spreadsheets. Write a memo to Julian explaining how these could be used in "Movin' On".

