****

 **Word Processing Examination 40% Part 1**

**Instructions to candidates:**

1. Open the document “IT Draft Policy” document in your December Folder on your T: drive
2. Change the top margin to 5cm
3. Use the spellcheck facility to correct any spelling errors
4. Centre the main heading and change the font to Arial Black, size 20pt
5. Change the main heading to all caps
6. Amend the year to “2014-2015”
7. Apply a 3pt yellow border to the main heading.
8. Shade the main heading to 25% grey
9. Apply bullets to the indented section from “Access to ICT facilities….” to “….. other users of the facility”
10. Delete the word “personal” before computer in the eighth bulleted point
11. Insert the word“quietly” after “work” in the final bulleted point
12. Move the heading and the paragraph on “Sanctions” to the end of the document
13. Format the four sub-headings (“Internet Legislation”,” Using IT facilities outside of timetabled computer classes”,” Peer-to-Peer File-sharing (P2P)” and “Sanctions”) to Times New Roman, size 12, with a light blue colour.
14. Apply numbering to the laws under Internet Legislation.
15. Insert the following two laws after the four already listed laws

“Video Recordings Act (1989)

Data Protection Act (1988)”

1. Apply bullets to the indented section from “Open access….” to “….. at that time”
2. Apply underline and italics to the three paragraph Headings “Breach of Copyright”, “Network Performance: “ and “Security:”
3. Indent these three paragraphs by 1.5 cm
4. Fully justify these three paragraphs
5. Apply 1.5 line spacing to the final paragraph on sanctions
6. Use the Find and Replace function to replace “CSN” with “Coláiste Stiofáin Naofa” throughout the document,

(6 occurrences)

1. Insert the image “Coláiste Stiofáin Naofa”, from Dec Exam Folder on your T: drive, into the document at the top of the page.
2. Crop the image so that only the logo remains:
3. Make the height of this image 2.5 cm
4. Place in the top right hand corner of the document so that it doesn’t interfere with the heading
5. Insert a header with “ Examination 1” left aligned and your name centred
6. Insert a footer with page numbers left aligned and today’s date right aligned
7. Proofread the document and preview
8. Check that your computer is connected to the relevant printer and print your document on A4 paper
9. In your CSN profile on the T:drive (e.g. csn2222) make a new folder called “Examinations”
10. Save your document as “exams 1 part1” into this examinations folder