Word Processing Exercise – Pre Test

1. Create a new folder in your Word Processing folder named Documents.
2. Ensure it is A4 size with margins set to 2.5cm throughout.
3. Insert your firstname and surname in the header.
4. Insert the date in the footer in the left corner.
5. Insert the page number in the center of the footer.
6. Insert your class code (eg LR) in the right side of the footer.
7. Put a top border over the footer.
8. Type the following text as shown
9. Embolden the heading in bold as shown and set to a Heading 2 Style. Modify the style to red size 32pt.
10. Fully justify both margins of the document.
11. Put the first paragraph in double line spacing.
12. Save with filename SampleExam.

**ILAM Swimming and Spa Pool Operations Manual**

The operation of swimming & spa pools requires a commitment from management to ensure that the pools and spas are managed professionally. It is the only Swimming & Spa pool operation guide endorsed by the Environmental Health Officers Association and mandatory industry code of practice as required for the White Flag award.

This guide provides advice for those who are involved in the operation and management of health and safety in swimming and spa pools on the island of Ireland. It provides a comprehensive industry code of practice covering the risks associated with the swimming and spa pool operation and the precautions which must be taken to help achieve a safer environment for users and employees. It is regularly updated with changes in health and safety law and new developments in relation to equipment, facilities and supervision arrangements.

Price: €40 members + PP €60 Non Members + PP

**ILAM Swimming and Spa Pool Operations Manual (Foundation Level)**

Price: €15 members + PP €20 Non Members + PP

**Safe use and Operation of Bouncy Castles Guide**

Bouncy castles and similar bouncing devices are being used increasingly in many locations in and around sports centres. This publication is a comprehensive guide to this subject.

It covers basic operating and emergency procedures, training of operators, inspection and maintenance and design.

Price: €40 member's €50 non members

**Safe Supervision for teaching and coaching swimming**

This publication provides guidance which is aimed at the owners and operators of all swimming pools where teaching and coaching takes place, and at those who undertake such activities. It deals with risk assessment, safety supervision and the safe ratios of pupils to teachers and coaches.

Price: €5 member's €10 non members