****

**Course(s): BS1.1, BS1.2, CH1, EQ1, ES1, H1, JD1, MA1, MB1, RB1, SE, SP, SS1.1, SS1.2, SS1.3**

**Time Allowed: 1.5 hours**, excluding printing time.

**Instructions to Candidates:**

**Exam 1: 40% (400 marks)**.

This exam consists of **two sections**.

Candidates should **attempt all two sections**.

Answer **all questions**.

**Save all files** to your **CSN profile** on the **T: Drive**.

**All printouts and** the **examination paper** should be **handed up** to the **supervisor**.

At the end of the examination, **copy your files** into your folder on the **supervisor’s USB stick**.

**SECTION 1: (214 marks)**

**Instructions to Candidates: Answer all questions.**

1. **Open** the document *Theatre Safety* in your *DecExam2016* folder on your **T: Drive**.
2. Change the **page margins** to **narrow**.
3. **Select** the text *Keeping actors safe in dangerous scenes*. Change the **font** to Bookman Old Style, **uppercase**, **size 20**pts.

1. **Center-align** this text. In addition, make it **bold** and **apply** the **colour** **Orange, Accent 6, Darker 25%** to it. **Deselect** the text.
2. Create a **new** **text style** called Standout. It should comprise of the following:

Book Antigua font, centre-aligned text, size 14pts.

It should also have a **double-lined** 1½pts **paragraph border,** colour: **Blue Accent 1.**

It should have **20% greyscale shading** behind the text.

1. **Save** this as a **style** and call it *Standout*.
2. **Apply** this style *Standout* to the sub-headings *Knives*, *Other weapons*, *Hanging*,

 *Fight scenes*, *Planning ahead* and *What should the audience see*.

1. In the *Fight Scene* section **apply bullet points** of your choice to the **four *be* sentences**.
2. **Apply** **1.5 spacing** to these **bullet points**.
3. Ensurethe **bullet point** position is **indented** to align with **.5cms**.
4. At the end of the *Other Weapons* section, insert the *Fight Scene* image, which you will find in your *DecExam2016* folder on your *T: Drive*.
5. **Scale** the **image** to the height **3cms** and **centre** it.
6. In the *What should the audience see* section, **insert** the following **text immediately after** the **heading**: Nothing. Not the hook at the back of the noose, not the choreography. Everything should be believable.

**Note:** Leave **one line clear after** this **newly-added text**.

1. **Insert** a **header**, using Impact font, with **your name left-aligned** and the words *Theatre Safety* **right-aligned**.
2. **Replace** the word *audience* with *spectator* throughout the document [**6** replacements].
3. **Insert** a **footer** with **page numbers** **centre-aligned**.
4. Use **spell check** to correct any errors.
5. **Proofread** the document.
6. **Create** a new **folder** on your *T:Drive*. Call it **your own name** and **class** e.g. *Jane Smith AS*.
7. **Save** the document as *Assignment 1* in this folder.
8. **Print one copy** of the document.
9. Close *Assignment 1.*

**Section 2: (186 marks)**

1. **Open** the document *Sale* in your *DecExam2016* folder on your *T: Drive*.
2. Change the **page orientation** to **landscape**.
3. **Format** the **text** as **indicated** on the **last page** of this exam paper.
4. **Insert** a **page break** at the **end** of the **document**.
5. In the **second page** **insert** a **table** and **enter** the following **data** [**Calibri**, **Size 12**pts]:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Catalogue List |  |  |  |  |
| Name | Instrument | Type | Lowest Price | Highest Price |
| Seagull Artist Studio Concert Hall Element 2010s Sunburst | Guitar | Acoustic | €1,116 | €1,302 |
| Martin 00-21 Early 40s Natural | Guitar | Acoustic | €7,445 | €10,237 |
| Jackson Misha Mansoor Juggernaut BULB HT6 2015 Amber | Guitar | Electric | €2,326 | €2,698 |
| Guild Granda X50 Late 50s Sunburst | Guitar | Electric | €837 | €1,209 |

1. In the **first row merge all** the **cells** and **centre-align** the **text**.
2. **Right-align text** in **column 5** [i.e. the *Highest Price* column].
3. **Sort** the **table**: **rows 3 to 6** in **column 1** in **ascending order**.
4. **Save** **As** *Assignment 2a* in **your named folder**.
5. **Print one copy** of the document.
6. **Close** *Assignment 2a*.
7. **Open Assignment 2a** and complete the following:
8. **After row 6, insert** the **following 3 rows**:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Fender Ron Emory Loyalty Parlor 2010s Sunburst | Guitar | Acoustic | €139 | €202 |
| Fender Bassman Piggyback 1963 Blonde | Amp |  | €2,140 | €2,512 |
| Fender Super 112 Combo 1990s Blackface | Amp |  | €325 | €372 |

1. **Delete column 3** [i.e. the *Type* column].
2. **Resize all cells** using *Autofit Contents*.
3. Apply a **treble-lined**, *Orange Accent 6*, **1½ border** to the **outside border** of the **table**.
4. **Shade column 1** *Dark Blue, Text 2, Darker 25%*.

 This is how your table should look:

|  |
| --- |
| Catalogue List |
| Name | Instrument | Lowest Price | Highest Price |
| Guild Granda X50 Late 50s Sunburst | Guitar | €837 | €1,209 |
| Jackson Misha Mansoor Juggernaut BULB HT6 2015 Amber | Guitar | €2,326 | €2,698 |
| Martin 00-21 Early ‘40s Natural | Guitar | €7,445 | €10,237 |
| Seagull Artist Studio Concert Hall Element 2010s Sunburst | Guitar | €1,116 | €1,302 |
| Fender Ron Emory Loyalty Parlor 2010s Sunburst | Guitar | €139 | €202 |
| Fender Bassman Piggyback 1963 Blonde | Amp | €2,140 | €2,512 |
| Fender Super 112 Combo 1990s Blackface | Amp | €325 | €372 |

1. **Save As** *Assignment 2b* in your **named folder**.
2. **Print 2 copies** of **Page 2** only.
3. **Close** *Assignment 2b*and **exit** from*Microsoft Word*.

Follow the **last two instructions** on the **cover sheet** of this **exam** paper.

Madden’s Music Emporium

Bradley Hand ITC font, Size 48pts & centred.

Flash Sale

Calibri font, Size 26pts. Colour: Red

Looking forward to hearing you play and then pay!!

Insert an *Art* border set at: *This section: First page only.*

Insert your name and class group left-aligned here.

Insert a suitable clip art here.

Resize clip art to 4cm high.

Position bottom-right.



Friday 26th June

9am to 9pm