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**Word Processing Examination 40% Part 2**

## Instructions to Candidates

1. Open a the document “Party Invitation”
2. Change the page orientation to landscape
3. Format the text as indicated in the attached page.
4. Put the page border around the page as indicated. Ensure that it is applied to “This section – first page only”
5. Place a suitable clip art picture in each corner of the page, inside the border. Resize the pictures if necessary to fit and so that they are approximately same size.
6. Insert a footer with you name and course
7. Insert a Page Break at the end on the page
8. In the second page insert table and enter the following data:

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Birthday Planning |  |  |  |  |  |  |  |
|  |  | Prices |  |  |  |  |  |
| Number of invitees | Venue | Food per person | Food total | Drink per person | Drink total | Venue hire | Music |
| 15 | Home | 8 | 120 | 10 | 150 | 0 | 0 |
| 30 | Home | 8 | 240 | 10 | 300 | 0 | 0 |
| 50 | Home | 8 | 400 | 10 | 500 | 0 | 0 |
| 15 | Hayfield Manor |  |  |  |  |  |  |
| 30 | Hayfield Manor |  |  |  |  |  |  |
| 50 | Hayfield Manor |  |  |  |  |  |  |
| 15 | Garryduff | 10 | 150 | 4 | 60 | 80 | 100 |
| 30 | Garryduff | 10 | 300 | 4 | 120 | 80 | 100 |
| 50 | Garryduff | 10 | 500 | 4 | 200 | 80 | 100 |

1. In the second row, merge and centre the 3rd,4th,5th 6th, 7th and 8th cells
2. Resize all cells using AutoFit to Contents
3. Right align column 2. Centre the other columns
4. Shade rows: ( row1:grey 50%; row2: grey 5% ; Row 3: grey 25% and column 2 (from row 4 down) grey 25%
5. Save the file as “Exams1 Part2a”in your WPexams14 folder. **Print** 1 copy of page 2 **only**
6. Delete rows 7, 8 and 9 ( Hayfield Manor)
7. **Print** 1 copy of page 2 **only**
8. After row 6 insert the following 3 rows

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| 15 | Imperial | 15 | 225 | 5 | 75 | 100 | 200 |
| 30 | Imperial | 15 | 450 | 5 | 150 | 100 | 200 |
| 50 | Imperial | 15 | 750 | 5 | 250 | 100 | 200 |

1. Insert a column at the end, to the right ,and starting in the 3rd row add the following data:

Total, 270, 540, 900, 600, 900, 1300, 390, 600, 880

1. Sort the table: rows 4 to 12 in ascending order in column 9
2. Your table should now look like

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Birthday Planning |  |  |  |  | |  |  |  |  |
|  |  | Prices | | | | | | |  |
| Number of invitees | Venue | Food per person | Food total | Drink per person | Drink total | | Venue Hire | Music | Total |
| 15 | Home | 8 | 120 | 10 | 150 | | 0 | 0 | 270 |
| 15 | Garryduff | 10 | 150 | 4 | 60 | | 80 | 100 | 390 |
| 30 | Home | 8 | 240 | 10 | 300 | | 0 | 0 | 540 |
| 15 | Imperial | 15 | 225 | 5 | 75 | | 100 | 200 | 600 |
| 30 | Garryduff | 10 | 300 | 4 | 120 | | 80 | 100 | 600 |
| 50 | Garryduff | 10 | 500 | 4 | 200 | | 80 | 100 | 880 |
| 50 | Home | 8 | 400 | 10 | 500 | | 0 | 0 | 900 |
| 30 | Imperial | 15 | 450 | 5 | 150 | | 100 | 200 | 900 |
| 50 | Imperial | 15 | 750 | 5 | 250 | | 100 | 200 | 1300 |

1. **Save** your document as “Exams 1 part 2b” into your WPexams14 folder
2. Preview and **print** 2 copies of page 1 and one copy **only** of page 2
3. Copy your three files “Exams 1 part 1”, “Exams 1 part 2a” and “Exams 1 part 2b” onto supervisors memory stick
4. Please ensure you hand up 5 pages in total as instructed in the exam

