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 **2018 Word Processing Mock Examination Part 1**

**Instructions to candidates:**

If you have not already done so, create a *Practice Exam* folder in your *Word Processing* folder on your *T: Drive.*

1. Create a new folder in your *Practice Exam* folder and call it *Practice Test 2018.*
2. Open the document *Page 111* from your *Practice Exam* folder in your *Word Processing* folder on your *T: Drive*.
3. Insert a header (Blank Three Columns): Type your name, class group and date into this header.
4. Insert a footer in the document. Place page numbers (Page X of Y) in the centre of the footer.
5. Justify align all text in the document.
6. Select the heading ‘Nursery Notes’. Change the formatting of this text to Broadway font, Blue, size 18 and Bold.
7. Apply the text style *Heading 1* to the sub-heading (*Heather* Layering) in the document.
8. Apply the text style *Heading 2* to the sub-headings in the document (Paragraphs 1-7).
9. Go to the first paragraph. After the last sentence add the following: ‘The layered plant can be left untouched until the following spring.’
10. Apply double-line spacing to the text in the third paragraph.
11. Go to the last paragraph on page 1. Delete the text ‘If the summer is dry, water the layered plants occasionally’ from the first line of this paragraph.
12. Apply bullet styles of your choice to the text in the first five paragraphs (on page 1).
13. Apply numbered bullets to the text in *Paragraph 6* and *7* (on page 2).
14. Go to *Print Preview*. Indicate how you would select to print *Current Page* only. Take a screenshot of this and paste it into a new Word document.
15. Save this document as *Screenshot* in your *Practice Test 2018* folder and then close it*.*
16. In the *Page 111* document, insert the image *Plant* from the *Practice Exam* folder, into the bottom of page 2.
17. Resize the *Plant* image to 3cms in height.
18. Centre the image at the bottom of the page.
19. Go to the top of the document. Insert a new Blank Page above the heading *Nursery Notes.*
20. Create a Table of Contents (TOC) in this newly-added page.
21. Use Spell Check to correct any errors (There are 13 in total).
22. Proofread the document.
23. Save it as *Plants* in your *Practice Test 2018* folder.
24. Print one copy of the document.
25. Close *Plants.*

You should now have two documents in your *Practice Test 2018* folder: *Plants* and *Screenshot*.

You should also have one printout containing three pages.

 **2018 Word Processing Mock Examination Part 2**

1. Open a New Blank Document.
2. Save As *Practice Table 2018* in your *Practice Test 2018* folder.
3. Change the Page Orientation to Landscape.
4. Insert a table and enter the following data using Times New Roman font, size 11, single line spacing

*(Note: Your table might look longer than the table below because your file is in Landscape format)*:

|  |
| --- |
| PROJECTED RETURNS |
|  | Quarterly Review % | Yr. 1 Review % |  |
| Arrears | 4 Weeks % | 8 Weeks % | 12 Weeks % | 6 Months % | Audit Date |
| IHB Bank | 9 | 28.9 | 4.3 | 51 | Mar |
| Allied Finance | 2.9 | 52.2 | 2.6 | 45 | Jun |
| Hedge Funds | 5 | 15 | 2.5 | 15 | Dec |
| Relief Funds | 7.8 | 66.8 | 1.9 | 16 | Dec |
| Investments | 6 | 22.1 | 0.5 | 48 | Oct |
| Incentives | 4.2 | 19 | 3.5 | 43 | July |

1. Format the heading PROJECTED RETURNS as follows: Size 16, Align Centre and bold.
2. Change text in the second and third rows to Calibri font, size 12, Align Centre.
3. Insert a column between *6 Months %* and *Audit Date* and enter the following data:

|  |
| --- |
| 9 Months % |
| 26 |
| 33 |
| 49 |
| 54 |
| 17 |
| 16 |

1. Copy this table and paste a second copy at least two lines below the first table.

**Working on this *second* table *only*, complete the following:**

1. Split the table after the *Projected Returns* row.
2. Apply a 3pt, Red border around the *Projected Returns* cell.
3. Shade the background colour in this cell using Accent 6, Darker 25%.
4. Change the font colour of the text from *Arrears* to *Audit Date* to Aqua, Darker 25%.
5. Insert a row at the end of the table and add the following text:

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Bonus | 1.1 | 4.2 | 2.3 | 1.1 | 5.6 | Mar |

1. Remove all borders on all data *other than* around PROJECTED RETURNS.
2. Delete the column *12 Weeks.*
3. Go to Print Preview. Take a screenshot showing Print Preview onscreen.
4. Paste this into your *Screenshot* document.
5. Print *one* copy of *Screenshot* and then Close it*.*
6. Print *two* copies of *Practice Table 2018* and then Close it.
7. Exit *Microsoft Word*.

You should now have three documents in your *Practice Test 2018* folder: *Plants, Screenshot* and *Practice Table*.

You should also have one printout containing *three* pages (*Plants*),

one printout containing three images over *one* or *two* pages (*Screenshot)*

and one printout of showing two tables on *one* page (*Practice Table 2018).*