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**Component Name: Word Processing**

**Component Code: 5N1358**

**Session: December Year: 2017/2018**

**Course(s):** BS1.1,BS1.2,CH,EQ,ES,HT1,JD,LR1,MA1,MB1,RB1,SE,SP1.1,SS1.1,SS1.2,XC

**Weighting: 40%**

**Time Allowed: 1.5 hours** (excluding printing time)

**Instructions to Candidates:**

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.

**December Word Processing Examination 2017-2018**

**Assignment 1**

1. Open the document **Hill Walking** in your DecExam folder on your T: Drive.
2. Change the page margins to narrow.
3. Select the text ‘Hill Walking’. Change the font to Bookman Old Style, uppercase, size 20.
4. Center-align, Bold and apply the colour Orange, Accent 6, Darker 25% to this text.
5. Create a style using a paragraph border. It should be doubled-lined, 1.5pts and coloured Blue Accent 1 with 25% greyscale shading.
6. Save this as a style and call it ‘Highlighted’.
7. Apply this style [Highlight] to the sub headings : Planning, Weather and Equipment.
8. In the Equipment Section apply numbers of your choice from Compass to Water.
9. Apply 1.5 spacing to this numbered list.
10. Indent the numbered list by .5cms.
11. In the Weather section insert the text, ‘This is one of the most important considerations to take into account before hill walking’ Immediately after the heading.
12. At the end of the Document, insert the Hill Walking image, which you will find in your DecExam folder on your T: Drive.
13. Scale the image to the height 3cms and centre it.
14. Replace the word ‘possible’ with the word ‘potential’ throughout the document
15. Insert a header, using Arial Black, with the words Hill Walking right aligned and your name left aligned.
16. Insert a footer with page numbers centre aligned.
17. Use spell check to correct any errors.
18. Proofread the document.
19. Create a new folder on your T:Drive. Call it your own name and class e.g. Michael Murphy BS1.2
20. Save the document as Assignment 1 in your new named folder.
21. Print one copy of the file

NB. When finished, please complete **ASSIGNMENT 2** on the pages following.

**Assignment 2**

1. Open the document **Race**
2. Change the Page Orientation to landscape
3. Format the text as indicated in the attached page
4. Insert a Page Break at the end of the document
5. Place a Page Border around the first page of the document only.
6. Insert a footer with your name and class group left aligned.
7. In the second page insert a table and enter the following data [Calibri, Size 12]:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Race Results |  |  |  |  |
| Name | Age | Club | Race Type | Finish time |
| Morgan O’ Regan | 40 | Midleton AC | Marathon | 3:02:21 |
| David Moynihan | 50 | Leevale AC | Marathon | 2:58:02 |
| Aoife Fouhy | 34 | Midleton AC | Marathon | 4:09:45 |
| Margaret Jones | 49 | Ballymore AC | Marathon | 3:335 |
| Denise Hickey | 44 | Youghal AC | Marathon | 3:54:30 |

1. In the first row merge and centre all the cells.
2. Right align column 5 [Finish Time column].
3. Sort the table: rows 3 to 7 Column 5 in ascending order.
4. Save the file as Assignment 2a in your named folder
5. Print one copy of page 2 only.
6. After row 7 insert the following 3 rows:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Helen Murphy | 52 | Midleton AC | Marathon | 3:20:21 |
| Darragh Murphy | 37 | Leevale AC | Marathon | 2:54:12 |
| Mark Dalton | 41 | Ballymore AC | Marathon | 2:27:51 |

1. Delete Column 2 [age].
2. Resize all cells using Auto fit to contents
3. Apply a double lined blue 1.5 border to the outside border of the table only.
4. Shade Column 1 Orange, Accent 6, Darker 25%.
5. Save the file as Assignment 2b in your named folder.
6. Print 2 copies of Page 2 only.