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 **Component Name: Word Processing**

 **Component Code: 5N1358**

 **Session: December Year: 2018/2019**

**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** questions.

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 folder onto the supervisor’s USB stick.

**Question 1**

1. Create a new folder on your T:Drive. Call it your own name.
2. Open the document **Class TOC** in your on your T: Drive.
3. Insert a header [‘Blank Three Columns’]. Place your Name, Class group and Date in the header.
4. Insert a footer in the document. Place page numbers on the bottom centre of the page [Page X of Y].
5. Delete the words ‘Editing a’ and ‘in 2018’ from the first line of the document.
6. Change the *Document on Microsoft Word* text to Underline, Comic Sans MS font, size 22.
7. Justify the text of the document excluding the heading.
8. Apply Style Heading 2 to the subheadings in the document [Class 1 to Class 10].
9. Place the Class 3 paragraphs in double line spacing.
10. In the second paragraph of the document (Class 1) after the first sentence insert the text ‘Just look at how good I’ve become at this Computer lark!’
11. Apply bullet points of your choice to the **Days of the Week** List.
12. Apply the  bullet to the **Months of the Year** List.
13. Apply numbers to the **Girls Names** List.
14. On the Print preview demonstrate how to print only the current page. Take a screenshot and paste this into a new Word document.
15. Save this document as **Gotit** in your named folder. Close the Gotit document.
16. Insert the Picture Fight Scene (found in your email) in front of the words to the right of the Girls Names List.
17. Create a new blank page at the beginning of the document.
18. Insert a Table of Contents [TOC] on your newly created blank page [using the TOC facility]. Use spell check to correct any errors [4 changes should be made].
19. Proofread the document.
20. Save the document as **TOC1** in your named folder.
21. Print ONE copy of the file.
22. Close the document **TOC1.**
23. In your named folder you should now have two files called **TOC1**and **Gotit**.
24. You should have one print out containing three pages.

**Question 2**

1. Create a new Word document.
2. Save this document as **Microsoft Office Table** to your named folder in your T:Drive.
3. Change the page orientation to Landscape.
4. Insert a table and enter the following data [Calibri, Size 12]

|  |
| --- |
| **Microsoft Office** |
| Word | Excel | Powerpoint | Database  |
| 12-52 | 23 | 78% | 25 |
| 25-41 | 42 | 45% | 23 |
| 36-78 | 12 | 23% | 14 |
| 12-47 | 36 | 2% | 22 |
| 62-89 | 5 | 21% | 15 |

1. Change the heading to size 20, centred and bold.
2. Right align all the data in the table.
3. Copy the entire table and paste it below (leaving at least 2 blank lines between them).
4. On the newly pasted table **only** complete the following:
5. Split the table after Microsoft Office row.
6. Insert a new column to the right of the Database column called ‘email’ and enter the data below.

|  |
| --- |
| email |
| 15 |
| 23 |
| 65 |
| 89 |
| 78 |

1. Create a 3pt Yellow border on the Microsoft Office row.
2. Shade Microsoft Office row to Orange, Accent 6, Lighter 60%.
3. Change the colour of the text in the row containing ‘Word’ to Purple, Accent 4, Darker 25%.
4. Insert a new row at the end of the table, and insert the following data.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 10% | 20% | 30% | 40% | 50% |

1. Delete Column 2 [Excel].
2. Remove all borders on all data except Microsoft Office.
3. Save this document as **Microsoft Office Table.**
4. Go to print preview of the document. Take a screen shot as evidence of your print preview and paste into the **Gotit**  file in your named folder.
5. Save and print the **Gotit** document.
6. Print TWO copies of the document **Microsoft Office Table**.
7. In your named folder you should now have three files **TOC1**, **Gotit** and **Microsoft Office Table.**