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**Component Name: Word Processing PRACTICE Paper**

 **Component Code: 5N1358**

 **Session: Spring Year: 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%**

**Instructions to Candidates:**

This exam consists of **TWO** sections, SECTION 1 and SECTION 2. SECTION 2 is divided into two parts, (a) and (b).

Candidates should attempt **BOTH** sections.

**Answer ALL questions.**

Relevant documents can be **found in your emails**, or will be **given to you** by your **teacher from their USB** stick.

At the **end** of the practice exam, ensure all **ALL files** are saved in the specified folder on your CSN profile on the **T:Drive**.

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

At the **end** of the examination, copy your folder of work onto the supervisor’s USB stick.

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

**SECTION 1: (124 marks)**

**Instructions to Candidates: Answer ALL questions:**

1. Create a **new folder** on your *T: Drive* called *Your Name [surname first] WP March Exam Practice* (e.g. *WonAnnie WP March Exam Practice*).
2. By the **end** of your exam, **all files/folders** will be saved into this folder.
3. Open a **new blank document** and insert the following text as a **Header**:

Home Care

1. Change the font to Bauhaus 93, 26 pts, and apply the colour Olive Green, Accent 3, Darker 25% to Home Care.
2. Insert your name and class group as a footer in this document.
3. Insert the image *Home Care Logo* (found in your *emails or* taken from *your teacher’s USB stick*) into the header.
4. Position the image on the left-hand side of the header, in front of the Home Care text.
5. Resize the image so it is 3cms high.
6. Save the headed paper in your *WP March Exam Practice* folder as a word template using the file name *Home*.
7. Take a screenshot showing the saved template and paste it into a new document.
8. Crop and enlarge this image to show the saved template file in this document more clearly.
9. Save the new document as *ScreenshotA*, then close it.
10. Open the Word document *Heater Prices Overview* (found in your *emails or* taken from *your teacher’s USB stick*).
11. Copy the table in this document and paste it into the *Home* template.
12. Change the page orientation to landscape.
13. Save these changes and close the document.
14. Working with the document *Heater Prices Overview*, make the following changes:
15. Change the font size of all text in the table to Calibri 12 pts.
16. Insert a new row at the top of the table.
17. Merge Cells in the first row.
18. Type in *Heater Price Guide 2019* in the centre of this row.
19. Centre-align and embolden text in the second row of the table.
20. Right-align all the currency cells.
21. Change the background colour in the first row to a colour of your choice.
22. Change line-spacing within the table to 1.5 line-spacing.
23. Centre-align the table in the page.
24. Remove all borders from the table.
25. Delete the KW column.
26. Sort the contents in Column 1 in alphabetical order.
27. Apply a triple-line border, colour of your choice, to the whole table.
28. Print Preview the document.
29. Spell check and proofread the document before printing one copy.
30. Save this as a Word document using the filename *Home2* into your *WP March Exam Practice* folderon your *T: Drive*.
31. Close the *Home2* document.

**SECTION 2[a]:**

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

1. **Open** the document called *Brexit* (found in your *emails or* taken from *your teacher’s USB stick*).
2. Create a new Style called *BrexitA* using Lucida Handwriting, size 18, Bold and centred.
3. Apply style *BrexitA*to all sub-headings: *Finance: the worst averted, Data: hoping not to get caught, Food: the fridges are full, Airlines: fairly smooth flying, Health care: drugs and blood, Manufacturing: stockpiling parts, Channel Tunnel: open, but on EU’s terms.*
4. Insert a Section Break [Next Page] just before the heading *Finance: the worst averted*.
5. Insert a footer in the document. In Footer: Section 1 place your name and class group [Right-aligned] and the Impact of Brexit [left-aligned].
6. In Footer: Section 2 place your name and class group [Right-aligned] and the text No Deal Scenario [left-aligned].
7. Select the bullet points at the end of the document. Put them into two columns with a line between them.
8. Place a Page Break at the beginning of the document.
9. In the newly created blank page create a Table of Contents (TOC) using the TOC tool. The Table of Contents should include the main headings of the document and all sub-headings.
10. Using the Find and Replace facility, replace the word *Brakesit* with *Brexit* throughout the document [10 changes will be made].
11. Using the **Help Menu**, add the text *BREXIT LOOMS* as a **Custom Watermark**. ***Note:*** You may need to scroll down in the Help results to find this.
12. Print one copy of page 1 only.
13. **Proofread** and **Save As** *Brexit1* in your *WP March Exam Practice* folder on your *T: Drive*.
14. **Print one copy of Brexit1**.

**SECTION 2[b]:**

Instructions to Candidates: Answer all questions.

**File Management**

1. On your *desktop*, create a new folder called *No Deal Brexit*.
2. Create a new word document called *No Deal 1* and save it into the *No Deal Brexit* folder.
3. Open the document *Brexit1.* Copy the last block of text from ‘At a glance’ to ‘crash out of the EU!’ and paste it into the *No Deal 1* document in the *No Deal Brexit* folder.
4. Save this change and close the document.
5. Copy the *No Deal Brexit* folder into your *WP March Exam Practice* folder on your *T: Drive*.
6. Click on the Start button on your desktop, go to Computer and use the search facility to find the word document called *Open Day* in the *Exam Data* folder on your *T: Drive*. Open this file.
7. Turn on the Track changes facility, showing *all* track changes in balloons in the right-hand margin of the document, and make the following changes:
* Change the main heading, to Impact font, size 24pts. Apply a border of your choice to this main heading.
* Add bullet points to the list of courses.
* Sort the list of courses in ascending order.
1. Replace the word Coláiste Stíofain Naofa with another word of the same meaning.
2. Using the Thesaurus, change the word vision to another word with the same meaning.
3. Adjust the margins of the document to Narrow.
4. Put your name and class group as a footer on this document.
5. Name *the document as Open Day A and save it as* a PDF file in the *WP March Exam* Practice folder.
6. Print ONE copy and close the document.
7. Using the Help facility, search how to Change Paper size in a document.
8. Open the *Help Instructions* link and take a screenshot of it.
9. Paste the screenshot into the file *ScreenshotA*. Resize as necessary.
10. Print ONE copy of *ScreenshotA*.
11. Close all documents.

Organise your printouts into the order they were printed during the exam:

Copy your *WP March Exam Practice* folder onto the supervisor’s USB.

Submit ALL printouts and the remaining exam paper to your exam supervisor.

Log-off when you are finished and leave the exam centre.