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**Component Name: Word Processing**

 **Component Code: 5N1358**

 **Session: Spring Year: 2019**

**Course(s):**

**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 online with this exam paper

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

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

**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:
2. *Your Name [surname first] WP March Sample Exam*
3. (e.g. *MurrayMaureen WP March Sample Exam*).
4. By the **end** of your exam, **all files/folders** will be saved into this folder.
5. Open a **new blank document** and insert the following text as a **Header**:

**Information and Communication Technology**

1. Insert your name and class group as a footer in this document.
2. Insert the image *ICT* (found online with this exam) into the Header. Resize and align as necessary.
3. Position the image on the left-hand side.
4. Resize as necessary.
5. Save the headed paper in your *WP March Exam* folder as a word template using the file name *ICT*.
6. Take a screenshot showing the saved template and paste it into a new document.
7. Save the new document as ScreenCapture1
8. Crop and enlarge this image to show the saved template file in this document more clearly.
9. Open the Word document Sample Price Guide Table (found online with this exam file). Copy the Table and paste it into the ICT template
10. Change the page orientation to landscape
11. Open the document Sample Price Guide.
12. Change font size of all text in the Table to Calibri 13 pts.
13. Insert a new row at the top of the Table.
14. Merge Cells in the first row.
15. Type in *ICT Prices 2018* in the centre of this row.
16. Centre align and bold text in the 2nd row of the table.
17. Right align all the currency cells.
18. Change the background colour in the first row to a colour of your choice.
19. Change line spacing to 1.5 in the Table only.
20. Centre align the Table in the page.
21. Remove all borders from the table.
22. Delete the Memory column.
23. Sort the contents in Column 1 in alphabetical order.
24. Apply a triple line, colour of your choice, border to the whole table.
25. Left align the Table on the page. Set the text wrapping to ‘around’.
26. Print preview the document.
27. Spell check, proofread and print preview the document before printing one copy. Save this as a Word document using the filename *ICT\_2* into your *WP Sample Exam folder* on your *T: Drive*.
28. Close the *Stock T* document.

**SECTION 2[a]:**

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

1. **Open** the document called *ICT\_Text* and save to your *T: Drive*.
2. Create a new Style using Times New Roman, size 16, Bold and Centre, based on Heading 1.
3. Name the newly created Style *ICTStyle.*
4. Apply **style ICTStyle** to the sub-headings which are in bold print; *The Effectiveness of ICTs in Education, Anytime, anywhere, etc.*
5. Insert a Section Break [Next Page] at the end of the **Access to remote learning resources** section (after that paragraph) of the document
6. Insert a footer in the document. In Footer: Section 1 place your name and class group [Right aligned] and the text ICT2020 [left aligned]. In Footer: Section 2 place your name and class group [Right aligned] and the text Data Subject Rights [left aligned].
7. Create two columns of the bullet points found at the end of the document.
8. Place a Page Break at the beginning of the document.
9. In the newly created blank page create a Table of Contents 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 *information* with *data* throughout the document
11. Using the **Help Menu**, add the text *WP Examination* 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** *ICT\_Text\_1* in your folder on your *T: Drive*.
14. **Print one copy of** *ICT\_Text\_1*.

**SECTION 2[b]:**

Instructions to Candidates: Answer all questions.

**File Management**

1. On your *desktop*, create a new folder called *Technology*.
2. Create a new word document called *MyExam* and save it into the *Technology* folder.
3. Copy the last paragraph of the document *ICT\_Text\_1and* Paste this selected paragraph into the *MyExam* document in the Information folder. Save this new text in the document.
4. Download the file SampleFile into your folder as used above.
5. Click on the Start button on your desktop, go to Computer and use the search facility to find the word document called *SampleFile* in your *T: Drive*. Open this file.
6. Turn on the Track change 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 Arial font, size 24pts. Apply a border of your choice to this main heading.
* Change the bullets to numbers.
1. Using the Thesaurus, replace the word manoeuvre with another word of the same meaning and embolden(bold) this word.
2. Adjust the margins of the document to Narrow
3. Put your name and class group as a footer on this document
4. Name *the document as SampleFile1 and save it as* a PDF file in your folder.
5. Print ONE copy.
6. Using the Help facility, search how to Change Paper size in a document.
7. Open the *Help Instructions* document and take a screenshot.
8. Paste the screenshot into the file Screenshot1. Resize as necessary.