**Part 1**

1. In *Word 2016*, open the **Certification** document on your *T: Drive.*
2. Change the page **margins** to ‘moderate’.
3. Change **line-spacing** for all text in the document to 1.5 line-spacing.
4. Select the first paragraph (i.e. from ‘Single…’ to ‘…industry.’) & apply a **left-indent** of 1.25cms.
5. In the text under the second sub-heading (i.e. ‘The Main Functions of QQI’), apply **numbers** to the sentences beginning with ‘To…’.
6. **Copy** the last line of text in the **Certification** documentation (i.e. from ‘QQI award...’ to ‘…standards’) and **paste** it below the last line in the second paragraph (i.e. below the one ending in ‘…progression for all learners.’).
7. **Change** the **text** for the heading (i.e. ‘Certification’) to **bold**, **Castellar font**, **size 16pts**.
8. **Justify all text** in the document.
9. **Apply *Style Heading 2*** to the **sub-headings**, ‘Key new Features of QQI’, ‘The Main Functions of QQI’, ‘City & Guilds’ and ‘The International Therapy Examination Council (ITEC)’.
10. Using **Calibri Light font**, **size 13pts**, **1.5 line-spacing** and **bold**, type in the following text directly above the second sub-heading (i.e. above ‘The Main Functions of QQI):

**QQI’s mission is to make quality-assured awards in accordance with national standards within the national framework, creating opportunities for all learners in further education and training to have their achievements recognised, and providing access via progression pathways.**

1. Insert the **footer** ‘Blank Three Columns’. Place your name (aligned-left), class group (centered) and date (aligned-right) in the footer.
2. Change **paper size** to A4.
3. Use the ‘Spelling & Grammar’ tool to **spell check** & correct errors (there are eight in total).
4. Select the title ‘Certification’. Using the **Help** facility, find and open the **Thesaurus**. Replace ‘Certification’ with the fifth word on the list of options that appears.
5. **Save** the document as **Cert 1** into your *T: Drive*. Close your document and exit *Word 2016*.
6. Create a **new folder** on your *T: Drive*. Call it your own name and class e.g. *Mary Ryan AR2*.
7. **Copy** **Cert 1** into the named folder you have just created.
8. **Rename** the copied file in your named folder **Cert 2**.

**Part 2**

1. Create a new *Word* document in *Word 2016*.
2. Insert the **header** ‘Blank Three Columns’. Place your name (aligned-left), class group (centered) and date (aligned-right) in the header.
3. **Create** **a table** and enter the following data (in Calibri font, size 12pts):

|  |  |  |
| --- | --- | --- |
| Annuals |  |  |
| Plant Name | Container | Price € |
| Magnolia | 13cm | 2.50 |
| Dahlia | 13cm | 2.50 |
| Petunia | 13cm | 2.50 |
| Bacopa | 13cm | 2.50 |
| Geranium | 13cm | 2.50 |
| Phlox | 13cm | 2.50 |
| Perennials |  |  |
| Lupin Mixed | 13cm | 5.00 |
| Yarrow | 14cm | 5.00 |
| Bugle | 14cm | 5.00 |
| Columbine | 1.5L | 5.00 |
| Clematis | 1.5L | 5.00 |
| Foxglove | 1.5L | 5.00 |
| Freesia | 1.5L | 5.00 |
| Hebe | 1.5L | 5.00 |
| Salvia | 1.5L | 5.00 |

1. Save the document as **Plant Sale** into your named folder in your *T: Drive*.
2. Select columns two and three and **resize** using ‘Autofit Contents’.
3. **Merge** cells in the first row, i.e. containing ‘Annuals’.
4. **Merge** cells in the ninth row, i.e. containing ‘Perennials’.
5. Change the headings ‘Annuals’ and ‘Perennials’ to size 16pts and bold.
6. Make the sub-headings ‘Plant Name’, ‘Container’ and ‘Price’ bold.
7. **Insert a new row** **above** the row containing ‘Lupins Mixed’; add the following text (in bold):

|  |  |  |
| --- | --- | --- |
| **Plant Name** | **Container** | **Price €** |

1. In the ‘Perennials’ section, **delete the following row:**

|  |  |  |
| --- | --- | --- |
| Hebe | 1.5L | €5.00 |

1. **‘Align Top Center’** all cells containing the prices and sizes of containers.
2. **Apply** a 3pt, Blue (colour of your choice) ‘Outside **border**’ to the table.
3. **Apply** a 3pt, Blue (use the same colour as above) ‘All **Borders**’ to the cells containing ‘Annuals’ and ‘Perennials’.
4. **Apply green shading** (colour of your choice) to the background of the ‘Annuals’ and ‘Perennials’ rows; in addition, **shade** all cells in the second and tenth rows (i.e. those containing ‘Plant Name’, ‘Container’ and ‘Price’) in light **blue** (colour of your choice).
5. In the first column, **sort** plant names in the ‘Annuals’ section only, in ascending order.
6. Also in the first column, **sort** plant names in the ‘Perennials’ section only, in ascending order.
7. Add a new page to the document. Copy the table and paste a copy of it into the second page.
8. In *Print Preview,* select ‘**Print on both sides**’ and print **ONE** copy of the document.

Save changes and close the **Plant Sale** document.

(Part 3: See Next Page)

**Part 3**

1. In *Word 2016*, open the **Cert 2** document from your named folder on your *T: Drive*.
2. Create a new blank page at the beginning of the document.
3. Using the **Help** facility, insert a Table of Contents (TOC) into your newly-created blank page using the TOC facility; You should now have THREE pages in your document.
4. **Print** **ONE** copy of the document.
5. In **Print Preview**, demonstrate how to print the **‘Current Page’** only. Take a screenshot of this and paste it into a new Word document.
6. Save the document as **Screenshot** in your named folder.
7. **Print** TWO copies of the **Screenshot** documentthen close the document.
8. Save changes made to the **Cert 2** as a **pdf**. document called **Cert 3.**
9. Close the document (Don’t save changes if prompted) and exit *Word 2016*.
10. In your named folder on your *T: Drive*, you should now have **FOUR** documents:

**Cert 2** (Word document)

**Cert 3** (pdf document)

**Screenshot** (Word document)

**Plant Sale** (Word document)

1. You should also have the following printouts:

* ONE printout of the **Cert 3** document, that is THREE pages in length (depending on the *Print Preview* setting, this may print over TWO ***or*** THREE pages; both are correct),
* TWO printouts of the **Screenshot** document, that is ONE page in length,
* and ONE printout of the **Plant Sale** document, that is TWO pages in length (printed double-sided).

1. Organise your printouts in the above order.
2. Copy your named folder onto the supervisor’s USB (you may ask for assistance to do this).
3. Sign out of your computer, hand up your printouts and exam paper, then leave the room.