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 **Component Name: Word Processing**

 **Component Code: 5N1358**

 **Session: January Year: 2018/2019**

**Course(s):** BS1.1,BS1.2,CH,EQ,ES,HT1,JD,LR1,MA1,MB1,RB1,SE,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 and class WP December Exam e.g. **O’Sullivan, Denise RB1 WP December Exam**.
2. Open the document **Social Media** in the **DecExam** folder 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 ‘create’ and ‘that solve your biggest challenges’ from the first line of the document.
6. Change the *Social Media Marketing Goals* text to Bold, Broadway font, size 18.
7. Select all text, except for the heading, and Justify this text.
8. Apply *Style Heading 1* to the subheadings in the document (i.e. Step 1 to Step 5).
9. Apply double line spacing to text in the second paragraph.
10. In the fourth paragraph, after the first sentence, insert the following text:

‘Try to use the channels that have the most importance based on your brand’s goals.’

1. Apply bullet points of your choice to the Twitter List.
2. Apply the  bullet to the LinkedIn List.
3. Apply numbers to the Snapchat List.
4. Go to Print Preview. Select *Print Current Page*. Take a screenshot of this and Paste this screenshot into a new Word document.
5. Insert a footer in this new Word document (‘Blank Three Columns’). Place your Name, Class group and Date in the footer.
6. Save this document as **Screenshot** in your named folder. Close the **Screenshot** document.
7. In the **Social Media** document, insert the **Twitter** logo (found in your December Exam folder) in front of the words ‘Twitter most popular…..
8. Create a new blank page at the beginning of the document.
9. Insert a Table of Contents (TOC) on your newly created blank page (using the TOC facility).
10. Spell check the document to correct any errors (*Four* changes should be made).
11. Proofread the document.
12. Save the document as **SM1** in your named folder.
13. Print *one* copy of the file. It should be three pages in length.
14. Close the document **SM1**.
15. In your named folder you should now have *two* files: **SM1** and **Screenshot**.

**Question 2**

1. Create a new Word document.
2. Insert a footer (‘Blank Three Columns’). Place your Name, Class group and Date in the footer.
3. Save this document as **Social Media Table** to your named folder in your **T:Drive**.
4. Change the page orientation to Landscape.
5. Insert a table and enter the following data (in Calibri font, Size 12):

|  |
| --- |
| Social Media |
| Age Group | Twitter | LinkedIn | Snapchat  |
| 15 - 18 | 2% | 0% | 98% |
| 19 -24 | 25% | 12% | 15% |
| 25 -35 | 96% | 49% | 7% |
| 36 - 50 | 56% | 73% | 3% |
| 50 + | 12% | 75% | 1% |

1. Change the heading to size 16, centred and bold.
2. Centre-align all the data in the table.
3. Copy the entire table and paste it at least *two* blank lines below the original table.
4. **In the newly pasted table *only*, complete the following:**
5. Split the table *after* the first row (Social Media).
6. Apply a 3pt Red border to this row (Social Media) only.
7. Shade the *background* of this row (Social Media) to Aqua, Accent 5, Darker 25%.
8. Insert a new column to the right of the Snapchat column.
9. Enter the data below:

|  |
| --- |
| Facebook |
| 5% |
| 23% |
| 48% |
| 52% |
| 68% |

1. Change the colour of the *text* in the second row (Age Group, Twitter etc.) to Aqua, Accent 5, Darker 25%.
2. Insert a new row at the end of the table, and insert the following data:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 70+ | 9% | 1% | 0% | 22% |

1. Delete Column 3 (LinkedIn).
2. Remove all borders from cells *other* than the first row (Social Media).
3. Go to Print Preview. Take a screen shot as evidence of your print preview. Open the **Screenshot** document and paste the new screenshot here.
4. Save and Print the **Screenshot** document. Close this document.
5. Print *two* copies of the **Social Media Table** document. Close this document and exit from Word.
6. Organise your printouts in the following order:

**SM1**

**Screenshot**

**Social Media Table** (x2)

1. In your named folder on your **T:Drive** you should now have *three* files **SM1**, **Screenshot** and **Social Media Table.**
2. Copy your named folder to the supervisor’s USB.
3. Log-off, sign out.