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**Component Name: Word Processing**

**Component Code: 5N1358**

**Session: SAMPLE PAPER DEC Year: 2021**

**Course(s):**

**Weighting: 40%**

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

**Instructions to Candidates:**

This exam consists of **Three** parts.

**Answer** all parts.

Ensure **AutoSave** in *Word*, if visible, is turned off.

**Save** all files to your **OneDrive**.

When finished, **upload** your **completed files** to the link in the *Word Processing* component section on your course page on *Moodle*.

**Part 1**

1. Download thedocument **Travel Restrictions** from your *Word Processing* component section in your course page *on Moodle.*
2. *Upload* **Travel Restrictions** into your *OneDrive*.

Open the document in the *Desktop App* version of *Word*.

1. **Customise** top, bottom, left and right **page** **margins** to **2cms**.
2. Change **line-spacing** for all text in the document to 1.5 line-spacing.
3. Select the first paragraph (i.e. from ‘Just …’ to ‘…Refunds.’) & apply a **left-indent** of 1.25cms.
4. In the text under the first sub-heading (i.e. ‘What countries are off the green list?), apply **numbers** to the paragraphs beginning with ‘Under…’.
5. **Copy** the last line of text in the **Travel** documentation (i.e. from ‘To pass……cancellation’) and **paste** it below the last line in the second paragraph (i.e. below the one ending in ‘…quarantines and reopen borders.’).
6. **Change** the **text** for the heading (i.e. ‘TRAVEL RESTRICTIONS) to **bold**, **Arial Black font**, **size 14pts**.
7. **Align - Justify all text** in the document.
8. **Apply *Style Heading 1*** to the **sub-headings**, ‘What countries are off the green list?’, ‘So, who is left on the green list?’, ‘But can we travel to those countries?’ and ‘What about this new traffic light system?’.
9. Using **Calibri Light font**, **size 14pts**, **1.5 line-spacing** and **bold**, type in the following text directly above the second sub-heading (i.e. above ‘So, who is left on the green list?

**He singled out the republic’s travel restrictions as the most extreme in the EU and said the authorities here had ‘effectively shut the island down’. He described the UK’s approach as chaotic, introducing, dropping and reintroducing quarantines for various destinations.**

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 letter.
3. Use the “**Editor Tool or Spelling and Grammar tool”** to **spell check** & correct errors (there are four in total).
4. Select the word ‘RESTRICTIONS’ in the main heading ‘’. Using the **Help** facility, find and open the **Thesaurus**. Replace ‘RESTRICTIONS’ with the third word on the list of options that appears.
5. **Save** the document as **Travel 1** into your *OneDrive*. Close **Travel 1** and Exit Word 2016.
6. Create a **new folder** on your *OneDrive*. Call it Sample Dec Exam.
7. **Copy** **Travel 1** into the named folder you have just created.
8. **Rename** the copied file in your named folder **Travel 2**.

**Part 2**

1. In the *Desktop App* version of *Word*, create a New, Blank Document.
2. Insert the **header** ‘Blank Three Columns’. Place your name (aligned-left), class group(centered) and date (aligned-right) in the footer.
3. **Create** **a table** and enter the following data (in Calibri font, size 12pts)

|  |  |  |
| --- | --- | --- |
| Sale Products |  |  |
| Product | Sale Price € | Original Price € |
| Freezer | 450 | 580 |
| American Fridge | 700 | 850 |
| Microwave | 75 | 100 |
| Television | 499 | 799 |
| Washing Machine | 550 | 700 |
| Dryer | 350 | 500 |
| Food Processor | 120 | 150 |
| Laptop | 350 | 450 |
| IPod | 150 | 200 |
| Dishwasher | 440 | 520 |
| Cooker | 550 | 800 |
| Kettle | 50 | 80 |
| Toaster | 60 | 90 |

1. Save the document as **Sale Products** into your named folder in your *One Drive*
2. Select columns two and three and **resize** using ‘Autofit Contents’.
3. **Merge** cells in the first row, i.e. containing ‘Sale Products’.
4. Change the heading ‘Sale Products’ to size 16pts and bold.
5. Make the sub-headings ‘Product’, ‘Sale Price €’ and ‘Original Price €’ bold.

|  |  |  |
| --- | --- | --- |
| Coffee Machine | 300 | 400 |

1. **Insert a new row** above the row containing ‘Kettle’; add the following text:

1. **Delete the following row:**

|  |  |  |
| --- | --- | --- |
| IPod | 150 | 200 |

1. **Align Top Center’** all cells containing the sale prices and original prices.
2. Apply a 2¼ pt, Green (colour of your choice) ‘Outside **border**’ to the table.
3. Apply a 2¼ pt, Green (use the same colour as above) ‘All **Borders**’ to the cells containing ‘Products’.
4. **Apply blue shading** (colour of your choice) to the background of the ‘Sale Products’ rows; in addition, **shade** all cells in the second row (i.e. those containing ‘Product ’, ‘Sale Price €’ and ‘Original Price’) in **orange** (colour of your choice).
5. In the first column, **sort** names in the ‘Products’ section only, in ascending order.
6. Add a new page to the document. Copy the table and paste a copy of it into the second page. In *Print Preview,* demonstrate how to print ONEcopy of the document with ‘**Print on both sides**’ selected. Take a screenshot of this and paste it into a new *Word* document. Save the document as **Screenshot** in your named folder and close this document.

Now save changes to the **Sale Products** documentand close it also.

**Part 3**

1. In *Word* , open the **Travel 2** document from your named folder on your *OneDrive*.
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 FIVE pages in your document.
4. Using **Print Preview**, **Print** **Travel 2** to **PDF** and save it into your named folder as **Travel 3** **Note:** It may take a minute or so to appear.
5. **Close Travel 2** (**Don’t save** changes, if prompted).
6. Open **Sale Products** again.
7. In **Print Preview**, demonstrate how to print the **‘Current Page’** only. Take a screenshot of this and paste it into the **Screenshot** document.
8. Save this document as **Screenshot** in your named folder.
9. Close the document (Don’t save changes if prompted) and exit *Word 2016*.
10. In your named folder you should now have **FOUR** documents:

**Travel 2** (Word document) **Travel 3** (pdf document)

**Screenshot** (Word document) **Sale Products** (Word document)