Pre Easter Exam

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|  | Create a new folder in your *OneDrive* with the time of assessment, your name and class group on it e.g., *Ryan, Mary AR2 Apr 2022*. |
|  | Upload the **Ransomware** document and **Ransome Image** picture from *Moodle*. Copy and paste it into the *Murphy, Adam SE1 Apr 2022* folder*.* |
|  | In the *Murphy, Adam SE1 Apr 2022* folder create a new *Word* document and call it **File1**. |
|  | Open **File1**. Type the following heading: ‘Cork College of FET’*.* |
|  | **Create a *New Style****,* called*CSN2022*based on*Arial, Heading 1,* font, **16 pts**, align **Centre**, Bold, *Italics*, colour*Blue* (Colour of your choice). |
|  | Apply the style *CSN2022* to the ‘Cork College of FET’ heading created. |
|  | Select this heading text again and **apply** a **blue**-coloured (Colour of your choice)*,* **paragraph border** that is double-lined, 3 pts in width and has paragraph **shading** accent **light green** (Colour of your choice). |
|  | Insert a *Page Number* at the bottom of the page, *Page X of Y, Bold Numbers 1* to this document. |
|  | Change the ***Page Orientation*** to **Landscape.** |
|  | Insert a left-aligned header, with your full name, class group and date in it. |
|  | Save as a ***Word Template*** file called **CSN\_Temp** to your *Murphy, Adam SE1 Apr 2022* folder on your *OneDrive.* |
|  | Close the document and exit *Word*. |
|  | Using the search facility in *OneDrive* or *File Explorer*, find the **CSN\_Temp** template document. Access the file properties and take a screenshot of the properties window of **CSN\_Temp.** |
|  | Paste the screenshot into a new *Word* document. |
|  | Insert a footer, centre aligned and bold with your name and date in this document. |
|  | *Save As* a *Word document called* **Screenshots** in your *Murphy, Adam SE1 Apr 2022* folder on your *OneDrive,* then close it. |
|  | Open the **CSN\_Temp** template. Change the *Page Orientation* to *Portrait* and type the letter below in Times New Roman font, 12pts: |

Mr Adam Dunlea

Frankfield

Cork City

Dear Mr Dunlea,

Please find attached Cork brochure outlining details about your upcoming holiday itinerary.

All individuals must familiarise themselves with all details in this document.

Yours sincerely,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Type your own name)

Travel Agent, Cork

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| **18.** | Using the ***Findand Replace*** tool, find the word ‘Cork’ (2 in total) and replace them with ‘Dublin’ in the letter. |
| **19.** | Spellcheck and proofread the document.  |
| **20.** | **Save** the letter as a **pdf** document using the file name **CSN Letter** in your *Murphy, Adam SE1 Apr 2022* folder on the *OneDrive*. |
| **21.** | Close all documents. If prompted, select *Don’t Save* changes to the document. |

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|  | **Instructions 2** |
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|  | Open the **Ransomeware** document in your *Murphy, Adam SE1 Apr 2022* folder in your *OneDrive.* |
|  | Using the *‘Review/****Track Changes****’* facility, *All Markup*, set balloons to *Show Revisions in Balloons,* make the following changes/comments: |
|  | Select the title heading and make it **red** (of your choice), *lowercase*, *Underlined*, 30pts and aligned right. |
|  | Select the text ‘Dear Friends’ and apply the text style *Heading 1* to it. |
|  | Select the three sentences after the heading ‘Dear Friends’ and make them **blue** (of your choice)and apply bullets (of your choice)to them. |
|  | Select the words ‘I thank them for doing so.’ and apply light grey background shading (colour of your choice) to this text. |
|  | Select the heading ‘…. and make it bold. |
|  | Towards the bottom of the document select ‘….’ and apply an underline. |
|  | Save As a Word document and call it **Cork Leaflet** in your *Murphy, Adam SE1 Apr 2022* older in your *OneDrive*. |
|  | **Accept all changes** and then **turn off** **Track Changes**. |
|  | Select and copy all the text in the **Cork Leaflet** document and close it (if prompted, **Don’t Save** any changes). |

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|  | **Instructions 3** |
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|  | Re-open the **CSN\_Temp** template. |
|  | Paste the text from the **Cork Leaflet** document into the **CSN\_Temp** file. |
|  | Insert the picture **Ransome Image** (found on *Moodle*), as a ***Picture Watermark***. |
|  | Now, **insert** **Ransome Image** againas a picture and place it aligned-left below themain heading, i.e. ‘…..’. Resize it to 3cms (width) and Text Wrap *Square.* |
|  | Apply a suitable, decorative art border to the document.  |
| **6.** | Save is as a *Word* document name **Cork Leaflet Final** to your *Murphy, Adam SE1 Apr 2022* folder on your *OneDrive*, then close the document. |
| **8.** | Close all documents and exit *Word*. |