

## APPLIED INFORMATICS – MS WORD TEST

### WIH1011

**Time:** 80 minutes

**Examiner:** Mrs X Zepe

**Marks:** 62

**Moderator:** Mr M Thomson

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#### MS WORD TEST – SMARK Instructions

(62)

- Sign in using the special username and password provided.
- Go to Google Chrome
- Enter the SMARK URL: <https://smark.converttocode.com> or use the shortcut for SMARK in your usercode given.
- Log in with your e-mail address, e.g. [s12345678@mandela.ac.za](mailto:s12345678@mandela.ac.za)
- Use the SMARK password that was given to you by your lecturer.
- Select the: Question option that you are working on.
- Download the StartFile.
- Save regularly
- Once you have completed all questions instructions, submit the file on the SMARK website
- All additional files needed for the test can be found on Moodle
- Save your work at regular intervals. **No additional time will be allowed for loss of data due to negligence.**

#### QUESTION 1: MS WORD

(62)

	Reference	Instruction	Mark
1.	<b>Download: 2021MSWORD startfile</b>	<ul style="list-style-type: none"><li>• Save work regularly</li></ul> <p>Once you have completed all questions instructions, submit the file on the SMARK website</p>	
2.	Whole document	<ul style="list-style-type: none"><li>• Font: Arial</li><li>• Paragraph alignment: Justify</li><li>• Line spacing: 1.15</li><li>• Theme: Ion</li><li>• Theme color: Aspect</li></ul>	5
3.	Page 1- Heading: “FACTS AND FUNCTIONS”	<ul style="list-style-type: none"><li>• Insert a break that will not only move the heading “FACTS AND FUNCTIONS” to the top of a new page, but also start a new section.</li><li>• Apply a heading 1 style to this heading</li><li>• Make the heading bold.</li><li>• Double underline</li><li>• Font size:18</li></ul>	6

	Reference	Instruction	Mark
		<ul style="list-style-type: none"> <li>Spacing before and after: 6pt</li> </ul>	
4.	Paragraph: "To ensure, through....country as a whole"	<ul style="list-style-type: none"> <li>Indent: Left 2cm and right 2cm</li> <li>Italicize the paragraph</li> <li>1<sup>st</sup> line indent – 1 cm</li> <li>Background colour of Tan, Background 2, Darker 10%</li> <li>Apply a line spacing of 1.5 to this paragraph</li> </ul>	4
5.	Paragraph headings:	<p><b>Apply to all headings below:</b></p> <ul style="list-style-type: none"> <li>Spacing Before : 12pt</li> <li>Spacing after: 6pt               <ul style="list-style-type: none"> <li>"Academic Standards"</li> <li>"Professional Development Standards and Registration"</li> <li>"Government Liaison"</li> <li>"International Recognition"</li> </ul> </li> </ul>	4
6.	Starting from page 2:  Find the headings and apply the appropriate heading style	<p>Prepare your document so that the following <u>headings</u> are on the correct levels to create a table of content:</p> <ul style="list-style-type: none"> <li>Heading 1:               <ul style="list-style-type: none"> <li><u>REGISTRATION: CANDIDATES</u></li> <li><u>professional registration</u></li> <li><u>WHY DO YOU NEED TO REGISTER</u></li> <li><u>WHAT NOW?</u></li> </ul> </li> <li>Heading 2:               <ul style="list-style-type: none"> <li><u>COMPULSORY REGISTRATION</u></li> <li><u>PROFESSIONALISM</u></li> </ul> </li> </ul>	3
7.	Go to the top of page 1	<ul style="list-style-type: none"> <li>Insert the picture "ECSA logo.jpg" from your test folder</li> <li>Picture size:               <ul style="list-style-type: none"> <li>Height: 4 cm</li> <li>Width: 5 cm</li> </ul> </li> <li>Apply the Position in Top Right with square text wrapping</li> <li>Change the Artist effect of the picture to Line drawing</li> <li>Picture border               <ul style="list-style-type: none"> <li>3pt</li> <li>Orange, Accent 1, Lighter 80%</li> <li>Dash border</li> </ul> </li> <li>Insert a rectangle shape with rounded corners</li> <li>Shape size:               <ul style="list-style-type: none"> <li>Height: 1cm</li> <li>Width: 3cm</li> </ul> </li> <li>Shape fill: White, background 1, darker 5%</li> <li>Shape border: 1pt, solid</li> <li>Shape position in bottom right with square text wrapping</li> <li>Text: "2021"</li> <li>Text fill: Black, text 1, lighter 35%</li> <li>Make the font bold</li> </ul>	14
8.	Go to the top of page 1	Go to the beginning of the document:	

	Reference	Instruction	Mark
		<ul style="list-style-type: none"> <li>Create a Table of Contents: Automatic Table 2</li> <li>Change the Orientation of the table of content page only to Landscape</li> </ul>	2
9.	Heading at end of document: "For any other information contact"	<ul style="list-style-type: none"> <li>Convert text to Wordart               <ul style="list-style-type: none"> <li>Fill - Orange, Accent 1, Shadow</li> <li>Font size: 28</li> </ul> </li> </ul>	2
10.	Bulleted list below the heading: "PROFESSIONAL REGISTRATION"	<ul style="list-style-type: none"> <li>Apply new bullet character symbols to the list:               <ul style="list-style-type: none"> <li>Symbol Font: Webdings</li> <li>Character code: 71</li> <li>Font Colour: Blue</li> <li>Size: 10</li> </ul> </li> </ul>	4
11.	Heading: "professional registration"	<ul style="list-style-type: none"> <li>Insert a page break before headings: "professional registration" and "WHAT NOW?"</li> <li>Change case to of heading "professional registration " to UPPERCASE</li> </ul>	1
12.	Paragraph: " CATEGORY ACADEMIC QUALIFICATION.....NDIP 3 years"	<ul style="list-style-type: none"> <li>Convert the text to a table with 3 Columns</li> <li>Separate text at : Tabs</li> <li>Table design style: Grid Table 5 Dark</li> <li>Text in 2nd and 3rd column: Align Center</li> </ul>	4
13.	Below the headings: "WHAT NOW ?"	<ul style="list-style-type: none"> <li>Paragraph: " Prepare yourself now....status of the profession"               <ul style="list-style-type: none"> <li>Display as 3 columns with a line between columns</li> <li>Column spacing must be 1cm</li> </ul> </li> </ul>	2
14.	Heading: FACTS AND FUNCTIONS  End of first paragraph: "To ensure .... country as a whole."	<ul style="list-style-type: none"> <li>Insert a new citation</li> <li>Set the Reference Style to: APA               <ul style="list-style-type: none"> <li>Type of source: Document from a Web site</li> <li>Author: Morley, RSA</li> <li>Name of Web Page: Engineering Profession Act [no. 46 of 2000]</li> <li>Year: 2000</li> <li>Month: December</li> <li>Day: 1</li> <li>You will put in today's details for year, Month and day accessed</li> </ul> </li> </ul>	4
15.	Document	<ul style="list-style-type: none"> <li>Header: Insert a Blank Header and replace "Type here" with your student number without the s</li> <li>Footer:               <ul style="list-style-type: none"> <li>Insert Page Numbers.</li> <li>Style: Bold Numbers 2</li> <li>Page 1 must not show a page number</li> </ul> </li> </ul>	3

	Reference	Instruction	Mark
16.	Paragraph: The registered title... Self-regulation	<ul style="list-style-type: none"><li>• Apply all caps to this paragraph</li></ul>	1
17.	End of document  Beginning of document	<ul style="list-style-type: none"><li>• Go to the end of the document on a blank page<ul style="list-style-type: none"><li>○ Insert a Bibliography, using the Reference style.</li><li>○ Update your entire Table of Content</li></ul></li></ul>	1
18.	Whole document	<ul style="list-style-type: none"><li>• Do a Spelling and grammar check on the entire document<ul style="list-style-type: none"><li>○ Ignore the passive voice errors</li><li>○ Ignore corrections to any of these abbreviations: (Pr Tech Eng), (Pr Eng), (Pr Cert Eng), (Pr Eng Techni) , B Eng, BTech (Eng), NDip</li></ul></li></ul>	2

✓ **You have completed your MSWORD Test**

✓ **Save your work**

✓ **Submit your test on SMARK**