# ICTICT102 Written Task Marking Guide

## Question 1:

List four (4) adjustments that can be made in the workplace to ensure a safe ergonomic environment.

1. Adjust the chair

2. Ensure the monitor is at the correct distance

3. Indirect Lighting

4. Room temperature adjusted for the conditions

## Question 2:

When using the computer why is it important to take regular breaks?

## To avoid Occupational Overuse Syndrome, eye strain and back issues

## Question 3:

When formatting a document which of the following factors should be taken into consideration:

1. Readability
2. Alignment
3. Font
4. Font size
5. Font colour
6. Line Spacing
7. All of the above

Answer: G

## Question 4:

Why should style guides be used when formatting documents?

To ensure consistency and save time and money.

## Question 5:

List the four (4) features of a word processing application that makes it the most appropriate software for producing company letters and reports:

1. Headers and footers

2. Mail merge

3. Inserting and customising images

4. Automatic table of contents

5. Styles