

Making guide by Hebalamu
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NAME: _____ Stream....

SMACON TOPICAL ASSESSMENTS

Topic : Word processing

UGANDA ADVANCED CERTIFICATE OF EDUCATION

SUBSIDIARY ICT

1 HOUR

INSTRUCTIONS TO CANDIDATES:

- Answer all questions in this paper

1. Give five advantages of using word processors as compared to manual type

writers

- Word processors save softcopies; Document has to be retyped.
- Word processors can insert graphics & drawings.
- They can spell check and grammar check documents.
- It is easy to align text in a document.
- Word processors often allow user to type without use of enter key.

2. (a) Identify any three examples of word processing software.

Microsoft word
Corel Word Perfect
Lotus Word Pro
Apple Pages

(b) State any three documents that can be created using a word processor

Reports
Essays
Letters
Memos
CVs (resumes)

3. Define the following terms as used in word processing.

a) Clipboard

An area of memory where temporary cut or copied data is stored before it is pasted

b) Subscript

This is a word processing feature that puts text below another.

c) Thesaurus

This suggests alternative words with the same meaning for use in the document.

d) Footer

The text that appears in the bottom margin of all pages in a document.

e) Spell checker

Allows the user to check the spellings of the whole document at one time.

4. a) What is the function of a mail merge facility in a word processor?

It allows creation of similar documents with varying recipients without creating each of them at independent level.

b) Suggest two possible file extensions for Word document files

• doc

• docx

c) What do you understand by the term page orientation?

This is the lay out of a page in which a rectangular page is oriented for normal viewing

5. a) Explain the difference between an endnote and a footnote

Endnotes are references that provide additional information about a word or phrase but are located at the end of the document.

Footnotes are located at bottom of the page but provide additional about a word or phrase

b) State the difference between backspace and delete key.

Backspace delete characters to the left of the insertion point, while delete key delete characters to the right of the insertion point.

6. a) Define the term text alignment.

It is the way lines of text are arranged relative to the edges of a block of text.

b) State three forms of alignment in relation to text handling

- Left alignment
- Right alignment
- Centre alignment

7. List five ways you can make a document look attractive and professional.

- Underlining headings
- Use of bullets
- Applying headers and footers
- Justifying text
- Bolding important text.

8. Which keyboard shortcuts would you use to activate the following commands in a word processor?

i) Save a document

Ctrl + S

ii) Highlight all text

Ctrl + A

iii) Double underline selected text

Ctrl + Shift + U

iv) Undo a previous task

Ctrl + Z

- v) Go to top of page

Ctrl + Home

9. Distinguish between the following terms as used in word processing.

- i) Editing and formatting

Editing - making changes to content of an existing document

Formatting - changing appearance of text in a document.

- ii) Indenting and line spacing

Indenting - Amount of white space set in between the margin and beginning of text.

Line spacing - Amount of vertical space between two lines of text.

- iii) Header and footer

Header appears in top margin of all pages in a document while footer appears in the bottom margin of all document pages.

10. Staff in a firm of solicitors use typewriters for all letters and forms. The firm decides to introduce word processors to make the office work more efficient.

State five reasons why this change may worry some staff members.

- Word processor cannot be used without electricity
- Some staff members may be computer illiterate
- Computers may have viruses; data loss
- Prolonged use of computer has health problems
- There is need to purchase hardware like printers
- Unemployment; Computers are fast and would need less workers.

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