

Word Processing Collection of Work 2004/5

To complete the FETAC Word Processing Module you are required to complete a collection of work; this collection consists of a number of documents that illustrate your ability to use the word processor for a representative range of tasks.

It is not necessary to fully complete all documents in order to achieve a passing grade; equally, it is not necessary to fully complete any individual document prior to submission. Marks will be given for parts of any documents submitted. Not all assignments have equal marks allocated. However, **no marks will be given for an assignment which is not submitted.**

There are 10 assessment items based on Word Processing tasks which you may already have completed. The tasks to be completed are:

WP Task #	Task ID	Some Skills Assessed	Description
1	202	<i>Text formatting, suitable page spacing, line spacing</i>	<i>Business letter</i>
2	203.01	<i>Text entry, suitable sizing, line spacing</i>	<i>Menu</i>
3	205.02	<i>Text entry, tabs (with fill character), bullets, fractions</i>	<i>Golden Rum Cake</i>
4	206	<i>Text entry bullets (including numbered bullets), indenting</i>	<i>Walking AGM</i>
5	207	<i>Text modification, page breaks, line spacing, headers, footers, edit text, borders, indenting</i>	<i>Tale of Two Cities</i>
6	208	<i>Insert graphic, graphic resize, page border, text formatting</i>	<i>Missing Dog</i>
7	211.01	<i>Tables, cell merging, table borders, cell alignment (vertical)</i>	<i>System Troubleshooter</i>
8	212	<i>Copy & paste between documents, non-standard bullets</i>	<i>Declaration of Independence</i>
9	213.01	<i>Mail merge</i>	
10	214	<i>Labels</i>	

Review each of the tasks to make sure that each one is as **complete** and as **perfect** as you can make it prior to submission.

Once complete bind *all* documents in paper form with a completed 'My Own Work' cover sheet and submit in Room 15. **Also: Create a folder in your home folder (or H: drive in Room 12) called WP-Collection (note the capitalisation) and save each document in that folder using *only* the number of the Task ID from the *second* column above as the file name.**

Submission Date: 22nd October, 2004, 15:15