

B 101a

National Council for Vocational Awards



Word Processing – Advanced

Practical Examination

TUESDAY 23 MAY 2000

9.30 am – 12.15 pm

(INCLUDES 15 MINUTES READING TIME)

INSTRUCTIONS TO CANDIDATES

1. This paper contributes 80% of the overall mark for Word Processing Advanced with 20% allocated to the Theory Examination.
2. **Four** practical assignments are to be completed for this examination.

Attempt all 4 assignments

Assignment 1	Document for correction	(35 marks)
Assignment 2	Display - Registration Form	(20 marks)
Assignment 3	Mail Merge	(20 marks)
Assignment 4	Table/Tabular Statement	(25 marks)

3. All tasks require proof-reading: correct all errors in spelling, punctuation, grammar and syllabification. Dictionaries are allowed.

4. All abbreviations should be typed in full, where appropriate.
5. In the absence of specific instructions block or centre style is acceptable once used consistently throughout a task.
6. The Superintendent will give you instructions about arrangements for printing out your documents. The time allowed for the examination **does not include printing time.**
7. Assemble your completed work in the order in which it is presented in this paper and cross through any work which you do not wish to be marked.
8. Write your **Examination Number** on the envelope provided for completed work.
9. If you take the optional Speed and Accuracy Test, place it in the same envelope.
10. Do not seal your envelope as your Theory Paper must be included later.
11. Ensure that you include all printouts and scripts in your envelope:

Checklist

Assignment 1	Printout of EMU file
Assignment 2	Printout of REGFORM file
Assignment 3	Printout of the following files: LETTER DETAILS SPEAKERS (3 Personalised Letters)
Assignment 4	Printout of EXCHANGE file
Theory Answer Book	To be included later
Speed and Accuracy Test	Optional

Please ensure that your Examination Number is on all assignments, scripts and on the return envelope.

WORD PROCESSING – ADVANCED

PRACTICAL ASSIGNMENT 1

THERE ARE 2 FILES STORED ON YOUR DISKETTE.

(1) **EURO** (2) **TTABLE**

1. Recall the document stored under the file name **EURO**
2. Proof-read and correct where necessary. Pay particular attention to spelling and grammatical errors.
3. In the absence of specific instructions, use left and right margins of 1" (2.5cm).
4. Make amendments as indicated.
5. Key in additional text accurately and follow all instructions given.
6. Import the file **TTABLE** at indicated insertion point.
7. Number each page - bottom **centre**.
8. This is to be a two page document, therefore, take care with pagination.
9. Insert your **Examination Number** as a header on all pages.
10. Save document under the file name **EMU**
11. Print now or later.

Assignment 1

NOTE: Replace Economic and Monetary Union with Emu throughout and type all dates in full.

Caps
u/s
Centre
Bold

Economic and Monetary Union and the Euro

In May 1998, the heads of state or government of the European Union Member States confirmed that eleven Member States qualified to form Economic and Monetary Union and adopt the single currency, the euro, from 1 Jan. 1999. They are Austria, Belgium, Finland, France, Germany, Ireland, Italy, Luxembourg, Netherlands, Portugal and Spain. On 31 Dec. '98 the Council of Economic and Finance Ministers irrevocably fixed the conversion rate to apply between the currencies of these Member States and the euro, and on 1 Jan. 99 the euro came into being.

Economic and Monetary Union involves three inter-related elements: a single currency among participating Member States; a single monetary policy, implemented by the European Central Bank (ECB); intensified coordination of the economic and budgetary policies of participating Member States. The formation of the Economic and Monetary Union and the euro were the culmination of a process of preparation which had been going on since the signing in 1992 of the Treaty of European Union (the Maastricht Treaty). Economic and Monetary Union is one of the most far-reaching steps in the history of the European enterprise. Internally, the currency will contribute to a greater sense of common purpose and common endeavour among the peoples of the European Union; externally, it will strengthen the union's ability to play a role in the world commensurate with its Economic and Political importance.

* use
bullet
points
KH

→ Move to here

NOTE: Type M.S. in full throughout - Member States

The main benefits of the Economic and Monetary Union are as follows:

1. elimination of transaction costs and exchange rate risks for tourism, trade and investment among participating M.S.
2. low and fairly uniform interest rates among participating M.S.
3. consolidation and fuller development of the internal market.
4. promotion of price stability, sound public finances and sustained low inflation growth in participating M.S.
5. increased attractiveness of participating M.S. to foreign investment.
6. a voice in decisions about the single monetary policy of the Union.

→ Use Roman Numerals

As well as benefits Economic and Monetary Union presents challenges. The obvious one is the participating M.S. cannot devalue their currencies for any reason.

P. In addition a single monetary policy involves some pooling of sovereignty among M.S.. This disadvantage is probably felt more keenly in larger M.S. as the discretion about monetary policy enjoyed by smaller M.S. was considerably less. The move to Economic and Monetary Union wh. of course necessarily involve transition costs for businesses, financial institutions and public administrations. In looking at these, however, it is important to bear in mind th they are an investment aimed at producing longterm benefits for the whole economy. [During the transition period 1999-2002 businesses will be free to convert some or all of these operations to euros or to carry out non cash-transactions in euros. To help citizens become familiar w the euro in advance of ~~Jan 2002~~ ^{N.P.} the public sector and many organisations are presently showing dual display on their bills, as we get closer u.c. to the time when euro notes and coins come in on 1-1-200² more and more bills & prices will be ^{and} showing in both euros and Irish pounds.

The timetable for the changeover to the euro

LEAVE THIS
 COLUMN FREE
 FOR A
 DIAGRAM
 TO BE IMPORTED
 LATER by
 YOUR
 Office Manager

Import file name T:Table
 Each date should be a
 separate paragraph.
 Bold Each date.
 Justify both margins and
 use 1½ line spacing.
 Ensure that text fits
 on this page.
 Rule as indicated.

WORD PROCESSING – ADVANCED

PRACTICAL ASSIGNMENT 2

1. Set out the Registration Form overleaf **on a single A4 Portrait page**.
2. Amend as indicated.
3. Display attractively.
4. Insert your **Examination Number** as a header.
5. Save the document under the file name **REGFORM**
6. Print one copy.

Assignment 2

REGISTRATION FORM

Use different font size & style

CONFERENCE TITLE : Preparing Your Business For EMU and THE EURO

FEATURES at the event include lectures on the following:

- ① Current level of business preparations in Ireland.
- ④ Euro opportunities in e-commerce.
- ③ Opportunities for Irish firms within the eurozone.
- ② Priorities in euro implementation for companies.

VENUE: The Conference Centre, Wexfield Hotel
Newross Co Wexford

COST: £ 300 per delegate

Use 24 hour clock

OPENING TIMES : Mon 12 JUNE '00 12pm - 5pm
Tues 13 JUN '00 10am - 3pm

Please complete the and return to :-

Ms. Mary Donoghue, Conference Co-ordinator
The EURO Changeover Board of Ireland, Hatch St,
Dublin 2.

I wish to register the following delegates

1st Delegate / / / / /

2nd Delegate

Forename

Forename

Surname

Surname

Position

Position

Name & Address of Company

TELEPHONE FAX EMAIL

Enclosed Cheque payable to EURO Changeover Board ☐

Enclosed bank transfer ☐

Please charge my credit card Access ☐ Visa ☐ OTHER ☐

CARD NO. ☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐

EXPIRY DATE ☐☐☐☐☐☐

CARDHOLDER'S NAME ☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐

Signature - - - - -

WORD PROCESSING – ADVANCED

PRACTICAL ASSIGNMENT 3

1. Create the following standard letter.
2. Create a data file.
3. Use the mail merge facility on your system to produce **three** personalised letters.
4. Prepare the letters to be signed by Ms Mary Donoghue, Conference Co-ordinator.
5. Use today's date on all letters and generate an appropriate reference.
6. Insert your **Examination Number** as a header on all pages.
7. Save file/s to disk:

Save the Standard letter with variables as **LETTER**

Save the Data file as **DETAILS**

Save the Personalised letters as **SPEAKERS**

8. Print the following:

Standard letter with variables

Data file for **all** clients

3 Personalised letters

Assignment 3

REF

(use title + surname for salutation)

Dear _____

I have completed the timetable for the forthcoming conference and unless there are any unforeseen changes you are scheduled to speak on _____ (Topic) at _____ on _____.

I will be in contact one week before the conference to check if you require any special facilities or notes photocopied.

On behalf of the committee I wish to thank you for agreeing to participate and I look forward to meeting you.

Yours sinc.

M. D.
Conf. Co-ordinator.

Assignment 3

DATA

Speaker 1 Dr John O Connor
 Chief Economist
 IBEC
 South Anne St
 Dublin 2

Time Date & Time Tues. 13 Jun 2000 at 10am

Topic "Opportunities for Irish firms within the Eurozone"

Speaker 2 Ms Anne Doyle
 EMU Project Director
 The Euro Changeover Board
 Lower Hatch St Dublin 2

Date & Time Mon 12 June 2000 at 3pm

Topic "Priorities in Euro implementation for Companies"

Speaker 3 Mr Donal O Brien
 EMU Business Development Manager
 IBEC, Regional Office
 Mullingar Co Westmeath

Date & Time Monday 12th Jun '00 12.30pm

Topic "Current level of business preparation in Ireland"

WORD PROCESSING – ADVANCED

PRACTICAL ASSIGNMENT 4

1. Create the following table/tabular statement.
2. Amend as indicated.
3. Display attractively on a single page and rule as indicated.
4. Insert your **Examination Number** as a header.
5. Save the document under the file name **EXCHANGE**
6. Print 1 copy on **A4 Portrait paper**.

Assignment 4

THE CHARACTERISTICS OF THE EURO COINS¹

EURO COINS	COLOUR	DIAMETER	THICKNESS MM.	WEIGHT IN GR.	Shape	Edge
Leave \uparrow 1" (2.5cm) of blank space						
1 Cent	Copper	18.75mm	1.36	2.3	Round	Smooth
2 "	"	16.25mm	1.36	3.0	"	Smooth with groove
5 "	"	21.75mm	1.41	3.9	"	Smooth
10 "	yellow	19.75mm	1.75	4.1	"	coarse milled
20 "	"	24.75mm	1.63	5.7	Spanish flower shape	Plain
50 "	"	22.25mm	1.69	7.0	Round	coarse milled
1 EURO	white/yellow	25.75mm	2.125	5.7	"	broken milled
2 EURO	white/yellow	25.25mm	1.95	8.5	"	fine milled

CONVERSION RATES BETWEEN THE EURO AND THE CURRENCIES OF THE MEMBER STATES ADOPTING THE EURO²

EURO	CONVERSION RATE	CURRENCIES	
1 euro =	13.7603	Austrian schillings	
"	40.3399	Belgian francs	
trs	"	2.20371	Dutch Guilders
trs	"	6.55957	Finnish marks
	"	5.94573	German Marks
	"	1.95583	French francs
	"	0.787564	Irish pounds
	"	1936.27	Italian Lire
	"	40.3399	Luxembourg francs
	"	200.482	Portuguese escudos
trs	"	166.368	Spanish pesetas

- The front of the coin is identical in all countries, while the back of each coin shows the country specific motifs.
- These are irrevocably fixed conversion rates.