

National Council for Vocational Awards



Word Processing Theory Level 2

Tuesday 23rd May 1995 9.30 a.m.– 10.30 a.m.

INSTRUCTIONS TO CANDIDATES

Write your **Examination Number** on the answer book provided.

This examination accounts for 20% of the marks allocated to Word Processing.

This paper contains **twelve** questions. Candidates are required to answer **ten** questions **on the answer book provided**.

Enclose the answer book in the envelope provided, which already contains your completed practical assignments.

Seal the envelope and return it to the superintendent at the end of the examination.

ANSWER ANY TEN QUESTIONS

All Questions carry equal marks

1. (a) Define MSDos
(b) What is the function of the Disk Operating System?
2. (a) List **two** input devices
(b) List **two** output devices.
3. Define: (a) Systems Software
(b) Applications Software.
4. (a) Define RAM and ROM
(b) Write a brief note on each.
5. Write a brief note on (a) Inkjet printer
(b) Dot matrix printer.
6. List **four** ways in which paragraphs can be formatted using a standard Word Processing package.
7. Explain the following terms:
(a) WYSIWYG
(b) wraparound
(c) cursor
(d) justified right margin.
8. In word processing, what is understood by the term "house-keeping"?
9. Give **four** examples of why one needs to highlight (shade or mark) text.
10. Define the following:
(a) CPU
(b) VDU
(c) ASCII
(d) CPI.
11. What precautions can be taken in the computer room with regard to health and safety?
12. List **three** ways by which the Data Protection Act 1988 protects people against the misuse of personal data held on computer.