

## Word Processing

### Collection of Work 2009/10

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 in some form.**

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	105.01	<i>Text formatting, suitable page spacing, line spacing, font colours</i>	<b><i>Bus Timetable</i></b>
2	103	<i>Text entry, suitable sizing, line spacing</i>	<b><i>Menu</i></b>
3	105.02	<i>Text entry, tabs (with fill character), bullets, fractions</i>	<b><i>Golden Rum Cake</i></b>
4	110	<i>Text entry bullets (including numbered bullets), indenting</i>	<b><i>Legal letter excerpt</i></b>
5	107	<i>Text modification, page breaks, line spacing, headers, footers, edit text, borders, indenting, duplexing.</i>	<b><i>Tale of Two Cities</i></b>
6	108.03	<i>Insert graphic, graphic resize, text formatting; automatic duplexing; use of non-English/Roman characters, alternate paper type(s).</i>	<b><i>Poema</i></b>
7	111.03	<i>Tables, cell merging, table borders, cell alignment (vertical), page orientation</i>	<b><i>Dietary Minerals</i></b>
8	112	<i>Copy &amp; paste between documents, non-standard bullets</i>	<b><i>Declaration of Independence</i></b>
9	113.01	<i>Mail merge – use of headed paper. (Include the data source)</i>	<b><i>Parent Teacher Meeting</i></b>
10	114	<i>Labels (– include data source)</i>	<b><i>Stockroom Labels</i></b>

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. **Do not merely hand up your existing (possibly error filled and crumpled) print-outs.** If unsure, re-read the instructions *very* carefully. Again.

Once complete bind **and punch** *all* documents in paper form with a completed submission cover sheet and submit in Room 15. **Also: Create a storage point in your home folder called WPCOLLECTION (note the capitalisation) and move each document into that folder using only the number of the Task ID from the second column above as the file name.**

**Submission Date: 22<sup>nd</sup> October, 2009, 15:15**