B 101b

National Council for Vocational Awards

Word Processing – Advanced

Theory

THURSDAY 17 MAY 2001

2.00 pm – 3.00 pm

INSTRUCTIONS TO CANDIDATES

Candidates are required to answer **all** questions.

All questions carry equal marks.

Write your answers on the answer book provided.

Write your **examination number** on the answer book in the space provided.

Ensure that your completed work is included in the return envelope containing your practical assignment.

This paper contributes 20% to the overall mark for **Word Processing – Advanced,** with 80% allocated to the practical examination.

Answer **all** questions

All questions carry equal marks

1. (a) Identify **four** computer input devices.

   (b) Explain how **each** of the **four** devices work.

2. A Word Processing package contains the features listed below. Describe **each** feature.

   (a) Styles

   (b) Mail Merge

   (c) Automatic Numbering

   (d) Thesaurus

3. Identify **four** main obligations, which the Data Protection Act, 1998 imposes upon organisations that store personal data on computer files.

4. Differentiate between:

   (a) Hard and Soft page breaks

   (b) Ruler Line and Status Line

   (c) RAM and ROM

   (d) Proportional and Non-Proportional Fonts

5. (a) Give **four** examples of how computer data can be lost or damaged.

   (b) What measures can be taken to minimise the risk of loss or damage to data files?

6. Write a short note on any **four** of the following:

   (a) The benefits of email

   (b) The main functions of an Operating System

   (c) A multimedia application

   (d) Video Conferencing

   (e) File Management

7. Explain the functions of **each** of the hardware devices listed below.

- Memory
- Modem
- Graphics Card
- ZIP Drive, CD ROM and DVD Drive

8. Write a short note on the main issues to be considered when purchasing the following computer components:

   (a) VDU

   (b) Printer

9. (a) What are the health and safety risks arising from working for long periods with computers?

   (b) What precautions should be taken to reduce or prevent these risks?

10. (a) Identify and explain the differences between a PC and Mainframe system.

   (b) Give **two** examples of organisations that use a Mainframe system.