

B 101a

National Council for Vocational Awards



Word Processing – Advanced

Practical Examination

THURSDAY 17 MAY 2001

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 - Booking 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. Insert your **Examination Number as a Header** on all printouts and put 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 EWORK file
Assignment 2	Printout of BFORM file
Assignment 3	Printout of the following files: SLETTER DETAILS ATTEND
Assignment 4	Printout of TTABLE 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) TELE (2) REASONS

1. Recall the document stored under the file name **TELE**
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 **REASONS** 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 **EWORK**
11. Print now or later.

Assignment 1

NOTE:- Replace Teleworking with E-Working throughout
Bold all Shoulder Headings

CAPS
underscore
bold
centre

[The New Era of Teleworking in Ireland]

The idea of working from home is not new. The traditional cottage industry was an important source of extra income for many years in rural Ireland. Now, the cottage industry is being replaced by its modern offspring, a descendant that has exchanged the village parish for the global economy, home-knit jumpers for high-tech solutions, hand

Teleworking is working at a distance from your employer or clients, either at home, on a call the road, or at a locally based centre. In this new environment you can work all most anywhere so long as you have access to computer, telephone, and fax to keep in contact with your employer. **Government Support:** Support for teleworking is at an all-time high.

Recognising the roll of teleworking in easing bottlenecks, such as gridlock and property prices the Gov. is now actively promoting this form of employment through the following initiatives. **Why Telework?** Companies can keep down fixed overheads, access skills from a wide catchment area and expand their workforce without major capital input.

- * Companies can meet employees' demands for a more flexible work environment.
- * Companies can offer more flexibility with business hours; for example the banks now offer 24-hour banking to their customers.

→ move to here

1. TWI - Tele Work Ireland was founded in '93 on a transborder basis to promote the concept of teleworking and to help implement teleworking policies in organisations.

2. NACT - National Advisory Council on Teleworking established by the Gov. in '98 to advise on the development of Teleworking employment opportunities in Ireland.

4. Enterprise Ireland is working actively to increase levels of e-awareness in bus., including the provision of information guides, a website and a helpline. It is also working with a select number of Irish **businesses** in a variety of sectors not traditionally associated with teleworking.

3. TAF - Teleworking Action Forum which was set up in Nov '99 and has since been renamed eWork U.C. Action Forum to provide a focal point for ongoing development of an environment which will stimulate teleworking employment opportunities and ensure that this method of working achieves its full potential in contributing to economic growth and imparting an improved quality of life.

5. IBEC has produced very detailed guidelines on how employers should approach the whole issue of teleworking.

NP [It is hoped that the work of these organisations will help the Gov. achieve their objectives to mainstream teleworking as a way of working and doing bus. in Ireland.]

leading by example the Gov has said th teleworking options wll be avail. to staff in all mainstream public services employment by 2002².

Shoulder Headings
Future Scenario There are obviously many critical Irish uncertainties affecting the potential course of teleworking such as prevailing public attitudes toward teleworking, the availability and cost of technologies in the home and trends in management practices and working patterns. However given this national commitment to teleworking Ireland could become one of the most innovative and successful centres of applied tele-technologies in the world, with all the benefits in terms of wealth and job creation th wld ensue from such a position.

Emerging Technologies While these Gov. initiatives raise the awareness of teleworking, developing technologies are easing the transition.

Bold ← ISDN (Integrated Services Digital Network) lines: These lines are relatively cheap to install and offer simultaneous² of data, voice, video and fax connections in any combination.

Bold ← DSL (Digital Server Line): The benefit of DSL is th it employs phone cabling and is therefore easier to access no matter where you live. DSL technology wll enable high quality video conferencing using yr home PC, a clear advantage for the remote worker who grieves for the personal contact th telephone conferencing can not offer. It is predicted th we wll soon be able to click to talk live online.

Bold ← Blue Tooth Technologies: Likely to storm the market w a host of new applications in the near future, this technology enables communication ~~between~~ between computers, phones and appliances without wires. A Blue Tooth phone v.c. knows where it is and adapts — at home its a landline and calls are charged accordingly, away from home its a mobile and within the range of another Blue Tooth phone v.c. its a walkie talkie, which incurs no cost at all. It can communicate with yr computer giving you access to the Internet and email your.

AT THIS POINT IMPORT THE FILE NAMED 'REASONS' and Display the 6 POINTS ATTRACTIVELY

WAVE TO HERE TO BECOME THE FINAL PARAGRAPH

WORD PROCESSING – ADVANCED
PRACTICAL ASSIGNMENT 2

1. Set out the Booking Form on A4 Portrait Paper.
2. Amend as indicated.
3. Display attractively **on one page**.
4. Insert your **Examination Number** as a header on all pages.
5. Save the document under the file name **BFORM**
6. Print one copy.

Assignment 2

Booking FORM

[Practical SKILLS COURSE in E-Working] CAPS Bold

The Master classes in e-Working ^{vc.} will adopt a practical, interactive and hands-on approach creating a tightly focused learning environment for ~~participants~~ ^{companies} wishing to maximise their knowledge and capacity in the area of e-Working.

1 1/2" (4cm)	1 1/2" (4cm)
Draw THIS Box	

FIRST NAME

SURNAME

JOB TITLE

Which of the following does your company have?

☐ PC's ☐ Networked PC's ☐ MACS ☐ WEBSITE

Does your company have access to the Internet?

☐ YES ☐ NO

COMPANY NAME

COMPANY ADDRESS

TELEPHONE

E-MAIL ADDRESS

WEBSITE ADDRESS

Please indicate which of the following venues you will attend:

5 th June - 26 June Galway <input type="checkbox"/>	3rd July - 24 th July <u>Wexford</u> <input type="checkbox"/>
5 th June - 26 June Cavan <input type="checkbox"/>	3rd July - 24 th July Dublin <input type="checkbox"/>
5 th June - 26 June <u>Cork</u> <input type="checkbox"/>	3rd July - 24 July Tralee <input type="checkbox"/>
3rd July - 24 July Limerick <input type="checkbox"/>	5 th June - 26 June Donegal <input type="checkbox"/>
5 th June - 26 June Tullamore <input type="checkbox"/>	3rd July - 24 th July Waterford <input type="checkbox"/>

PAYMENT OPTIONS

The fee for attendance is €250.00 per delegate.

Option 1 Enclose a cheque made payable to E-Working Ireland.

Option 2 Book and pay online by going to the website e-working@iol.ie.

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. Leave a top margin of 7cm (2 1/2 inches).
5. Prepare the letters to be signed by Andrew Whelan, Course Co-ordinator.
6. Use today's date on all letters and generate an appropriate reference.
7. Insert your **Examination Number** as a header on all pages.
8. Save files to disk:

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

Save the Data file as **DETAILS**

Save the Personalised letters as **ATTEND**

9. Print the following:

Standard letter with variables

Data file for **all** clients.

3 Personalised letters.

Assignment 3

REF

Dear _____ (use title and surname for salutation)

P _____ S _____ C _____ (Insert subject heading as per Assignment 2)

I have recd yr. booking form for the (course). We are pleased to say that a place has been reserved for you at our (venue) centre. The course will run every

h Tuesday ~~start~~ ^{modified} Tuesday over a four-week period starting on Tues. and ending on (Finish). [Over the last few NP. months the content of this course has been reviewed and modified to reflect the most up-to-date trends in E-Working. As stated in the brochure each participant will be assigned an individual mentor. Yr job title (i. title) will be taken into consideration when matching you with a suitable mentor. NP. A detailed timetable will be forwarded to you in due course. In the meantime if you have any queries please do not hesitate to contact me.

Yours sinc.

A. W.

Course Co-ordinator

Assignment 3

DATA FILE FOR MAIL MERGE

Applicant 1 Mr James Kenny
 Delco Ltd
 Salthill
 Galway
Venue: Galway
Course: Practical Skills Course in E-Working (June Programme)
Start Date: 5th June 2001
Finish Date: 26th June 2001
Job Title: Office Manger

Applicant 2 Ms Jane Dalton
 Leading Edge Promotions
 Industrial Estate
 Castletroy
 Limerick
Venue: Limerick
Course: Practical Skills Course in E-Working (July Programme)
Start Date: 3rd July 2001
Finish Date: 24th July 2001
Job Title: Marketing Executive

Applicant 3 Mr Thomas Connolly
 KSM Systems Ltd
 Church St
 Tullamore
 Co Offaly
Venue: Tullamore
Course: Practical Skills Course in E-Working (June Programme)
Start Date: 5th June 2001
Finish Date: 26th June 2001
Job Title: Sales Executive

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 **TTABLE.**
6. Print 1 copy on **A4 Landscape paper.**

Assignment 4

Note:- Use the 24-hour clock for all times

TIME TABLE FOR THE PRACTICAL SKILLS COURSE IN E-WORKING CAPS US + BOLD

Participants will have a combination of formal lectures and practical workshops. They will also have access to a mentor

Bad those 2 Rows

Week 1 Tues. 5th June 2001

TIME	TOPIC	LECTURER	ROOM	TIME	TOPIC	LECTURER	ROOM
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9:30-10	Registration		9	9:30-10:00	Registration		9
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10-11	Web Awareness	Jim Kelly	8	10:00-11:00	Web Design & Development	Jim Kelly	8
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11-11:30	Coffee Break			11-11:30am	Coffee Break		
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11:30-1pm	Workshop A • A practical guide to how the business can exploit the Internet	Mary Mc Gann	10	11:30am-1pm	Workshop C Web authoring I • Introduction to HTML	Mary Mc Gann	10
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1-2pm	Lunch			1-2pm	Lunch		
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2-3pm	Web marketing • Practical tips for web marketing	Ann O'Reilly		2-3pm	Mentoring • Introduction to Mentoring	Ann O'Reilly	10
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3-5pm	Workshop B • The needs & budgets of SMEs	Mary Mc Gann	10	3-5pm	Mentoring Session I		9
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Bad those 2 Rows

Week 3 19-06-01

TIME	TOPIC	LECTURER	ROOM	TIME	TOPIC	LECTURER	ROOM
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9:30-10:00	Registration	Ann O'Reilly	9	9:30-10:00	Registration		9
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10-11:00	E-business enabling your website			10:00-11:00	Bouquet of a good website	J. Kelly	8
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11:00-11:30	Coffee Break			11:00-11:30	Coffee Break		
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11:30-1pm	Workshop D Using E-mail effectively • File attachments • Gateway books • Gateway groups	Mary Mc Gann	10	11:30-1pm	Workshop E Web Authoring 2 • HTML • Front Page	Mary Mc Gann	10
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1-2pm	Lunch			1-2pm	Lunch		
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2-3pm	Telecontracting	Jim Kelly	8	2-3pm	The Future Scenarios for E-working I		8
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3-5pm	Mentoring Session 2			3-5pm	Course Review & Review Forms I • Questions & Answers		8
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All Lecturers

U.C.

U.C.

1 Two Mentoring sessions will be available to assist participants develop their web project plan.

Right align Room numbers