

National Council for Vocational Awards



Word Processing – Advanced

Practical Examination

THURSDAY 21 MAY 1998

9.30 AM – 12.15 AM

(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 - Application 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 or type your **Examination Number** on each sheet and 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 GUIDE file
Assignment 2	Printout of APPROVAL file
Assignment 3	Printout of the following files: LETTER DETAILS WEEK1 (3 Personalised Letters)
Assignment 4	Printout of BUDGET 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) MORTGAGE (2) GRANT

1. Recall the document stored under the file name **MORTGAGE**
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. Use columns where manuscript is written in columns.
6. Insert header - **HOME BUYER'S GUIDE** at top left of every page.
7. Import the file **GRANT** at indicated insertion point.
8. Display imported information attractively with bullets.
9. Number each page - bottom centre.
10. **This is to be a three page document**, therefore, insert page breaks as indicated.
11. Save document under the file name **GUIDE**
12. Print now or later.

Signment 1

A GUIDE TO BUYING A NEW HOME

Replace Loan with
Mortgage throughout

Whether you are a first or second time buyer, or an Investor, 1998 could be a very good time to buy property. General Economic prospects are promising and rates are at their lowest level for decades. Purchasing your home will probably prove to be the largest financial transaction you ever make. It may also seem a complicated and long business involving unfamiliar legal transactions and frighteningly large sums of money.

But do not despair over 1 million people in the country already own their own homes and few of them had very much previous experience of home buying. O'Reilly Consultants have produced this Guide to help you unravel the mystery of buying your new home by taking you through the whole process step by step.

NOTE Full Justification
for all Columns

Where can you get a loan?

Building Societies

For many years building societies were the only place where you could expect to borrow money to buy your home and of course are still the main source today

Banks

Nowadays, it is possible to receive a loan from the high street banks anyone of

Mortgage Brokers

Altho. they have no money to lend themselves, mortgage brokers are in close contact with the institutions that do.

Insert a page break here

How much can you Borrow?

Single Person

If you are on your own you may borrow up to $2\frac{1}{2}$ times your gross annual salary before that's earnings before income tax and PRSI. So if you earn twenty thousand pounds you could be borrow fifty thousand pounds.

use figs.

Joint Ownership

If you and your partner make a joint application and both of you are earning you may be able to borrow up to $2\frac{1}{2}$ times the higher earner's salary and $1\frac{1}{4}$ times the amt. of the second salary. For example if you earn twenty thousand pounds and your partner earns fifteen thousand pounds you could secure a joint loan of £68,750.

Self Employed

If you are self-employed the lender will need to see your accounts for the last 3 years.

Which Loan should you choose? ^{h bewildering}

At first glance there may seem to be a ^h no. of ways in wh. y. can repay yr loan, however, there are ^h 3 types of loans avail.

Repayment Mortgages

Endowment Mortgages

Pension Mortgages

NOTE

Leave the rest of this page blank, information will be inserted at a later date

INSERT a page break here

^{caps + centre} ← COST of Buying a Home

The following are the costs & fees you shd. budget for:-

Initial Costs

The application fee v.c.

Stamp Duty

Legal fees v.c.

Surveyor's Report

Structural Survey

Ongoing fees

Loan Repayments

v.c. Life assurance

Building Insurance

Content Insurance

Local Services & charges

^{caps + centre} ← What help will the Gov. give?

The Gov. wants to encourage home ownership and it therefore provides two important financial incentives.

First Time Buyer's Grant

Import the file named Grant and display attractively using bullets

Income Tax Relief

Provided that the property you are buying wll. be yr. main residence, you wll. receive income tax relief on the int. you pay on your loan. However, not all yr. int. payment may qualify.

WORD PROCESSING – ADVANCED

PRACTICAL ASSIGNMENT 2

1. Set out the Mortgage Application Form on A4 Portrait Paper.
2. Amend as indicated.
3. **Display attractively on one page.**
4. Save the document under the file name **APPROVAL**
5. Print one copy.

Draw a box approx.
2½" x 1" and leave blank
for company logo.

MORTGAGE APPLICATION FORM

Change
Font
style
+
Size

SECTION A PERSONAL DETAILS

☐ MR ☐ MRS ☐ Miss ☐ Other

Surname: _____

First Name(s): _____

Present Address

Date of Birth ☐☐☐☐☐☐

Dependants

Number Aged from 10

TEL. NO.

☐☐☐☐☐☐☐☐

SECTION B EMPLOYMENT & EARNINGS

Employer's Name/Address
if currently employed → (reduce font
size)

Position held

Is position permanent?

☐ Yes ☐ No

Present basic sal.
per annum £ _____

SECTION C DETAILS OF PROPERTY TO BE MORTGAGED

Type of Property ☐ New ☐ Existing
☐ Detached ☐ Semi ☐ Other

Address of Property
to be purchased

Purchased Price £ _____

Mortgage Required £ _____

I confirm that the answers given in Sections A, B & C
are correct & accurate.

Sig. _____ Date _____

WORD PROCESSING - ADVANCED

PRACTICAL ASSIGNMENT 3

1. Create the following standard letter.
2. Create data file.
3. Use the mail merge facility on your system to produce personalised letters.
4. Prepare the letters to be signed by Mr Donal Hanrahan, Branch Manager.
5. Use today's date on all letters and generate an appropriate reference.
6. Save files to disk:

Save the Standard letter with variables as **LETTER**
Save the Data file as **DETAILS**
Save the Personalised letters as **WEEK1**

7. Print the following:

Standard letter with variables
Data file
3 Personalised letters.

Assignment 3

REF

(use title + surname)
for salutation

Dear _____

I hv. recd. yr. application form for mortgage v.c.
approval. Before yr. mortgage can be approved
it is necy. to have a personal interview
with you and/or your partner. [In order to
clarify all details please call into the office
on _____ at _____.] Run on

You will need to bring your _____.

If the above arrangements do not suit you,
please phone for an alternative date and time.

I look forward to meeting you and finalising
v.c. yr. mortgage approval.

Yours sinc.

D.H.

Assignment 3

DATA FILE FOR MAIL MERGE

- 1 Mr John Byrne
44 St Mary's Crescent
Nenagh
Co Tipp.
Appointment: Tuesday 3rd June '98
At: 11am
Form required: P60
- 2 Mr Kevin Mahony, "Bayview", Coast Rd., Foynes, Co. Limerick.
Appointment: Fri. 12th June 98 at 1 pm.
Form required: P60
- 3 Mrs Susan Kelly, Castle St, Ennis, County Clare.
Appointment: Thurs. 5-6-98 at 3pm
Form required: Surveyor's report.

WORD PROCESSING - ADVANCED

PRACTICAL ASSIGNMENT 4

1. Create the following table/tabular statement.
2. Amend as indicated.
3. Display attractively and rule as indicated.
4. Save the document under the file name **BUDGET**
5. Print 1 copy on A4 Landscape paper.

Assignment 4

Centre, CAPS ← DA Schedule of Expenses to Budget for
when purchasing a New Home House.

Purchase Price of Property	Stamp Duty	Solicitor's Fees	Surveyor's Report		Building Insurance	Total
			Basic Valuation	Structural Survey		
£60,000	£3,600	£1,200	£90	£150	£235	£5,275
£80,000	£4,800	£1,600	£120	£200	£290	£7,010
£100,000	£6,000	£2,000	£150	£250	£320	£8,720
£120,000	£7,200	£2,400	£156	£300	£350	£10,406
£140,000	£8,400	£2,800	£182	£350	£380	£12,112
£160,000	£9,600	£3,200	£208	£400	£400	£13,260
£180,000	£11,200	£3,600	£234	£450	£450	£14,934
£200,000	£12,800	£4,000	£260	£500	£500	£17,160

CAPS ←

RATE OF STAMP DUTY	
Amount	Rate
£0,000 - £150,000	6%
£150,000 - £160,000	7%
£160,000 - £170,000	8%
Over - £170,000	9%

This is a Gov tax which is charged on second-hand houses. New houses are only subject to stamp duty if their floor area is more than 1356 sqm.