

Word Processing

Collection of Work 2011/2012

To complete the FETAC Word Processing Module you are required to complete a collection of 10 items 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** listed 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.**

All WP tasks *must be completed in order* but the 10 assessment tasks to be submitted are:

WP Task #	Task ID	Some Skills Assessed	Description
1	103	<i>Text formatting, suitable page spacing, line spacing, font colours, manual duplexing, alternate paper type(s), A3 paper.</i>	Warning Notice
2	109	<i>Graphic insertion & resize; text entry and font selection, suitable sizing, line spacing, borders.</i>	Headed Paper
3	105.02	<i>Text entry, tabs (with fill character), bullets, fractions, text colour.</i>	Golden Rum Cake
4	110	<i>Text entry bullets (including numbered bullets), indenting.</i>	Legal letter extract
5	107	<i>Text modification, page breaks, line spacing, headers, footers, edit text, borders, indenting, automatic duplexing.</i>	Tale of Two Cities
6	103.01	<i>Text formatting, alignment; Use of non-English/Roman characters; page layout.</i>	Menu
7	111.03	<i>Tables, cell merging, table borders, cell alignment (vertical + horizontal), page orientation, use of non-English/Roman characters.</i>	Mineral Elements
8	112	<i>Copy & paste between documents, non-standard bullets, font families, superscripting, copy & paste between files, use of non-English/Roman characters.</i>	Declaration of Independence
9	113.01	<i>Mail merge – use of headed paper. (- include the data source).</i>	Parent Teacher Meeting
10	114	<i>Labels (– include data source).</i>	Stockroom Labels

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.

Submission Date: 28th October, 2011, 12:45