National Council for Vocational Awards



2617

NATIONAL VOCATIONAL CERTIFICATE LEVEL 2

WORD PROCESSING THEORY - LEVEL 2

Wednesday, 18 May 1994 - 9.30 a.m. - 10.30 a.m.

INSTRUCTIONS TO CANDIDATES

Answer any **ten** questions.

All questions carry equal marks.

Write your answers on the answer book provided.

Put your **Examination Number** on the answer book in the space provided. Hand your completed work to the Superintendent who will ensure that it is enclosed with your practical assignments.

This paper contributes 20% to the overall mark for Word Processing with 80% allocated to the practical examination which follows.

WORD PROCESSING THEORY - 20%

ANSWER ANY TEN QUESTIONS.



List the four main components of a computer system.



- (a) Define ROM and RAM
- (b) Write a brief note on each.



What do you understand by the term "formatting a disk"?



What does the Disk Operation System do?

- 5 Define:
 - (a) Systems Software
 - (b) Applications Software write a brief note on Applications Software.

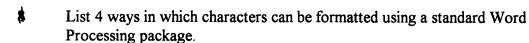


Explain the following terms:

- (a) cursor
- (b) wraparound
- (c) full justification
- (d) ruler line.



- (a) Distinguish between an Impact and Non-impact printer.
- (b) Give one example of each.





List 2 advantages and 2 disadvantages of a spell check feature on a Word Processing package.

How much data can be stored on a 3½" high density diskette?



State the full meaning of the symbols:

- (a) CPU
- (b) VDU
- (c) NLQ
- (d) CPS



Under the Data Protection Act 1988 list 3 obligations of people keeping personal information about you on a computer.