

## Word Processing Collection of Work 2010/11

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, A3 paper</i>	<b><i>Warning Notice</i></b>
2	108	<i>Graphic insertion &amp; resize; text entry and font selection, suitable sizing, line spacing, borders</i>	<b><i>Puppies</i></b>
3	105.02	<i>Text entry, tabs (with fill character), bullets, fractions</i>	<b><i>Golden Rum Cake</i></b>
4	106	<i>Text entry bullets (including numbered bullets), indenting</i>	<b><i>AGM Agenda</i></b>
5	107	<i>Text modification, page breaks, line spacing, headers, footers, edit text, borders, indenting, automatic duplexing.</i>	<b><i>Tale of Two Cities</i></b>
6	108.04	<i>Text formatting; automatic duplexing; Use of non-English/Roman characters, alternate paper type(s).</i>	<b><i>French Poem</i></b>
7	111.02	<i>Tables, cell merging, table borders, cell alignment (vertical), page orientation</i>	<b><i>System Troubleshooter</i></b>
8	112	<i>Copy &amp; paste between documents, non-standard bullets</i>	<b><i>Declaration of Independence</i></b>
9	113.01	<i>Mail merge – use of headed paper. ( - include the data source)</i>	<b><i>Parent Teacher Meeting</i></b>
10	114	<i>Labels (– include data source)</i>	<b><i>Stockroom Labels</i></b>

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. **Also: Create a storage point in your home folder called WPCOLLECTION (note the capitalisation) and move each document into that folder using only the number of the Task ID from the second column above as the file name.**

**Submission Date: 22<sup>nd</sup> October, 2010, 15:15**