

National Council for Vocational Awards



Word Processing – Advanced Theory

WEDNESDAY 19 MAY 1999

2.00 pm – 3.00 pm

INSTRUCTIONS TO CANDIDATES

Candidates are required to answer **all** questions.

All questions carry equal marks.

Write your answers on the answer book provided.

Write your **examination number** on the answer book in the space provided.

Ensure that your completed work is included in the return envelope containing your practical assignment.

This paper contributes 20% to the overall mark for **Word Processing – Advanced**, with 80% allocated to the practical examination.

Answer **all** questions

All questions carry equal marks

1. Identify and explain **four** main differences between a PC and a Mainframe system.
2. The Data Protection Act 1988 was passed 'to regulate the use of automatically processed information relating to individuals'.

What are the key responsibilities for a Data Controller in relation to data stored on computer about individuals?
3. Differentiate between:
 - (a) Pitch and Point size
 - (b) Hard and Soft Hyphens
 - (c) Binary and Decimal systems
 - (d) RAM and ROM
4. What are the essential features of good file management when storing documents and files electronically?
5. Write a short note on **any four** of the following:
 - (a) An operating system
 - (b) The Internet
 - (c) Video conferencing
 - (d) A LAN
 - (e) Backing store
6. Concerns are sometimes expressed about the health and safety implications of working for long periods with computers.
 - (a) Identify **four** areas of concern.
 - (b) Describe how these concerns can be addressed.

7. Describe the following features contained in a Word Processing package:
- (a) A customised style sheet
 - (b) Thesaurus
 - (c) Mail merge
 - (d) Search and Replace
8. (a) Outline **four** ways that computer data could be at risk of being lost or damaged.
- (b) Identify the security measures which can be taken to minimise the risk of lost or damaged data files.
9. Explain clearly what an office manager might need to consider when purchasing each of the following hardware devices for a new multimedia PC?
- (a) Memory
 - (b) Modem
 - (c) Graphics card
 - (d) CD Rom or DVD Drive
10. Write a short note on the main issues to be considered when purchasing the following output devices:
- (a) Printers
 - (b) VDUs.