

National Council for Vocational Awards



Word Processing – Advanced

Theory

TUESDAY 23 MAY 2000

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. (a) Identify 4 main hardware components of a personal computer.
(b) State the function of each component.
2. Your Word Processing package contains the following features. Describe **each feature**.
 - (a) Templates
 - (b) Standard paragraphs
 - (c) Macros
 - (b) Headers and Footers
3. What are the advantages and disadvantages of shared files on a computer network system.
4. Differentiate between:
 - (a) On-line and Off-line
 - (b) Serif and Sans Serif
 - (c) Superscript and Subscript
 - (b) Widow and Orphan lines
5. What criteria should an office manager use when selecting staff for Word-Processing duties.
6. Write a short note on any **four** of the following:
 - (a) A modem
 - (b) The purpose of backing store
 - (c) The difference between LAN and WAN
 - (d) The difference between system software and application software
 - (e) A Scanner

7. To ensure adherence to the Data Protection Act 1988 what procedures should a company put in place?
8. Your employer is purchasing a new Multimedia PC for the office. The specifications are as follows:
- 64MB SDRAM 100MHz
 - 6.4 GB ATA-33 Hard drive
 - 17" Colour SVGA monitor
 - 8X Toshiba DVD 111 ROM Drive
 - Mini Tower Chassis

Explain clearly any **four** of the underlined terms.

9. Compare and contrast ink jet and laser printers under **each** of the following headings:
- (a) method of operation
 - (b) speed
 - (c) cost
 - (d) quality
10. Explain how the proper use of directories can improve a file management system. Support your answer with **two** examples.