

National Council for Vocational Awards



NATIONAL VOCATIONAL CERTIFICATE LEVEL 2

WORD PROCESSING PRACTICAL - LEVEL 2

Wednesday, 18 May 1994 - 11.00 a.m. - 1.00 p.m.

INSTRUCTIONS TO CANDIDATES

Three practical assignments are to be completed for this examination. This paper contributes 80% to the overall mark for Word Processing with 20% allocated to the theory examination.

The Superintendent will give you instructions about arrangements for printing our your documents. The time allowed for examination **does not include printing time.**

Your **Examination Number** must be entered at the top of **each sheet** of your work. Your completed work, together with your Theory answer book, should be returned in the envelope provided with your **Examination Number** entered on it.

If you are taking the Speed and Accuracy Test do not seal your envelope as your completed text must be included in this envelope. The Superintendent will return your envelope at the conclusion of the Speed and Accuracy Test.

WORD PROCESSING - LEVEL 2

PRACTICAL ASSIGNMENT 1

- 1 Recall the document stored on your system called **WPPA1**, proof-read, correct where necessary and make the changes as indicated.
- 2 Please use 1" (2.5 cm) for left and right margins.
- 3 Ragged or justified line endings are accepted.
- 4 Insert text under paragraph 4 "**Staff Identification**" and indent 2" from margin in order to leave space for photograph to be attached later.
- 5 Take great care with pagination.
- 6 Save your document for printing out later as per your Superintendent's instructions.

25 MARKS

Operator
Please replace staff with
employees throughout

SECURITY SURVEY ← Spaced caps & US

A security consultant was recently contracted to survey and report on various aspects of security within our Company. The survey was undertaken over a period of ~~three~~ to 4 weeks and included regular discussions with all grades ~~and groups~~ of staff, workshops and personal observation by the consultant at all times of the night and day covering the full ~~seven~~ days.

All groups of staff responded positively and the result is a fairly comprehensive report which identifies both problem areas and offers solutions to minimise the risk to both staff and resources. [To put the position of the Co. in context the report draws comparison with a division of a large Public Company with similar turnover and manpower. That Company employs a multi-manned security force, a radio communication system, specialised alarm and patrol equipment. Our Company relies upon individual managers and portering staff as its deterrent.]

NP

US

Specific comment has been made on the following:

Contracted
and regular access
to security advice

Staff Identification

Identification badges (including photograph) shld. be issued to all staff without delay. A start has already been made - a firm has been commissioned to photograph all members of staff & issue them with sealed perspex badges displaying relevant details concerning their employment with the Co.

DEL

Access to Site

Multi-point access to all sites should be reviewed and recommendations are made in the report regarding immediate improvement.

Access to Buildings

Specific recommendations were ~~were~~ made regarding control of access to all buildings.

Key Control

← Leave 1 clear line space
A number of examples were given of inadequate key control and recommendations made to improve the situation.

Parking

Certain recommendations ^{have been} ~~are~~ made which are designed to help in the control of parking.

Staff Safety Certain groups of staff have been ^{shown} ~~identified~~ as being in a ^{stat} higher risk capacity. These include on-call staff working in ^{control} ~~control~~ areas of the building and all staff concerned with the movement of cash ~~within~~ and outside the various premises.

(RE NOTE)

Theft

Various examples of potential risk were ^cited from personal observation. Emphasis must be made of staff responsibilities to safeguard ~~personal~~ ^{personal} and Company property.

WORD PROCESSING - LEVEL 2

PRACTICAL ASSIGNMENT 2

- 1 Display this table attractively, centre vertically and horizontally.
- 2 Save your document for printing out later as per your Superintendent's instructions.

25 MARKS

The Solar System ← CAPS, CENTRE, BOLD + ULS

Label
CAPS

PLANET	DIAMETER (KILOMETRES)	DISTANCE ¹ FROM SUN	ORBITAL ² PERIOD	ROTATION ³ PERIOD
Mercury	4,880	57.9	88 days	59 days
Venus	12,104	108.2	224 days	243 days
Earth	12,750	149.6	365 days	23hrs 56mins
Mars	6,760	227.9	687 days	24hrs 37mins
Jupiter	142,700	778.3	11 years	9hrs 45mins
Saturn	120,840	1,427.0	29 years	10hrs 15mins
Uranus	47,600	2,869.6	84 years	16 hrs
Neptune	44,570	4,496.6	164 years	18 hrs
Pluto	3,000	5,900.0	247 years	6 days 9 hrs

CAPS

↑
Retain abbreviations
in final column

- 1 In millions of kilometres.
- 2 Time taken for the planet to complete one orbit of the sun.
All planets orbit in the same direction.
- 3 Time taken for the planet to rotate on its own axis.

Operator:

Please put planet names
in caps. and column
headings in lower case
with initial capitals.

WORD PROCESSING - LEVEL 2

PRACTICAL ASSIGNMENT 3

- 1 Key in the following draft letter being careful to insert the symbols for the variables exactly as shown.
- 2 Save your document for printing out later as per your invigilator's instructions.
- 3 Create **three** separate letters with the variables given, save each one for printing out later.

30 MARKS

[1]

[2]

Dear [3]

REMOVAL EXPENSES ^{Reimburse}

NP Congratulations on yr promotion to [4] which will take effect from [5]. [As you may be aware Company policy is to assist employees with removal expenses when moving to a new area as a result of promotion. An initial sum of [6] will be made available immediately, but to enable me to reimburse you your full entitlement I need you to complete the enclosed Removal Expenses Claim Form.

Once you have completed the R E C F ^(in full) sign the bottom, ~~and~~ have it authorized and return it to this office at your earliest convenience. [On behalf of the Co. I would like to take this opp. to wish you every success in your new position.

Yours Faithfully

FC Fuller
Chief Accountant

ASSIGNMENT 3**VARIABLES****LETTER 1**

- [1] Today's date
 - [2] Mr Michael Greene
29 Main Street
ROSCOMMON
 - [3] Mr Greene
 - [4] Area Manager for Galway
 - [5] 1 June 1994
 - [6] £500
-

LETTER 2

- [1] Today's date
 - [2] Mr John Murphy
High Street
TUBBERCURRY
Co Sligo
 - [3] Mr Murphy
 - [4] Sales Director
 - [5] Monday next
 - [6] £650
-

LETTER 3

- [1] Today's date
- [2] Miss Helen O'Brien
22 Patrick Street
LETTERKENNY
Co Donegal
- [3] Miss O'Brien
- [4] Public Relations Officer for Cork and Limerick
- [5] 1 September 1994
- [6] £900