National Council for Vocational Awards

Word Processing Theory Level 2

Theory Examination

MONDAY 12 MAY 1997

9.30 A.M. – 10.30 A.M.

INSTRUCTIONS TO CANDIDATES

Enter your examination number on the answer book provided.

This examination accounts for **20%** of the marks allocated to Word Processing.

This paper contains **twelve** questions. Candidates are required to answer **ten** questions **in the answer book provided.** All questions carry equal marks.

Enclose the answer book in the envelope provided.

Do not seal your envelope, as your Practical Examination and Speed & Accuracy Test will be included later.

Word Processing Level 2

Theory

Short answer questions

Answer **ten** of the following questions:

1. Explain each of the following terms:

   Default,
   Menu,
   Byte,
   Thesaurus

2. What is the difference between **hardware** and **software**? Write a brief note on each.

3. Explain **two** of the following terms:

   Scanner
   Voice Input
   Touch-Screen

4. Define **RAM** and **ROM**. Write a brief note on each.

5. Explain **each** of the following terms:

   Floppy Disk
   Hard Disk
   CD-ROM

6. Identify **four** advantages of a **Word Processor** compared to a typewriter.

7. Identify **four** provisions of the Data Protection Act 1988.

8. List **two** different types of **printer**, state whether it is impact or non-impact and briefly describe each one.

9. (a) Explain the term **Text Alignment**.
   (b) Identify **four** examples of text alignment.

10. Distinguish between:

    (a) **pitch** and **resolution**
    (b) **serif** and **sans serif fonts**

11. (a) Explain the term **ergonomics**.
    (b) List **four** factors that should be taken into consideration when placing a new **Personal Computer** in an office.

12. Differentiate between **Header** and **Footer**. Give **three** examples of information contained in a header **or** footer.