Word Processing
Collection of Work
2006/7

To complete the FETAC Word Processing Module you are required to complete a collection 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. New items *compared to previous years* are in red.

It is not necessary to fully complete **all** 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.**

There are 10 assessment items based on Word Processing tasks which you may already have completed. The tasks to be completed are:

WP Task #	Task ID	Some Skills Assessed	Description
1	202	*Text formatting, suitable page spacing, line spacing*	*Business letter*
2	203.01	*Text entry, suitable sizing, line spacing*	*Menu*
3	205.02	*Text entry, tabs (with fill character), bullets, fractions*	*Golden Rum Cake*
4	206	*Text entry bullets (including numbered bullets), indenting*	*Walking AGM*
5	207	*Text modification, page breaks, line spacing, headers, footers, edit text, borders, indenting*	*Tale of Two Cities*
6	**208.04**	*Insert graphic, graphic resize, text formatting; **choice of attractive paper***	*Libre*
7	211.01	*Tables, cell merging, table borders, cell alignment (vertical)*	*System Troubleshooter*
8	212	*Copy & paste between documents, non-standard bullets*	*Declaration of Independence*
9	213.01	*Mail merge – **use of headed paper . Include the data source***	
10	214	*Labels – **include data source***	

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 *all* documents in paper form with a completed 'My Own Work' cover sheet and submit in Room 15. **Also: Create a folder in your home folder on the Z: drive 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: 27th October, 2006, **12:45**