B 101b

National Council for Vocational Awards

Word Processing – Advanced

Theory

THURSDAY 21 MAY 1998

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 Answerbook provided.

Write your **examination number** on the Answerbook 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. Describe the main features of any **two input devices** (other than a keyboard) and indicate the most suitable application for each device.

2. Differentiate between each of the following:-

    (a) Serif and Sans Serif

    (b) Widow and Orphan lines

    (c) Hard and Soft page breaks

    (d) Superscript and subscript.

3. What are the **advantages** and **disadvantages** of shared files on a computer network system.

4. Write a short note on any **four** of the following:

    (a) ASCII

    (b) CPU

    (c) RAM

    (d) Operating System.

    (e) CD-WORMs

5. Compare and contrast **dot matrix and laser printers** under each of the following headings:-

    (a) method of operation

    (b) speed

    (c) cost

    (d) quality

6. Explain **each** of the following features of a Word Processing package:-

   (a) Standard stored paragraphs

   (b) Templates

   (c) Headers and Footers

   (d) Automatic numbering.

7. Your employer is purchasing a new Multimedia PC for the office. The specifications read as follows:

   A **200 MHz** Intel **Pentium Processor,** 16 Mb RAM, **2 Gb hard drive, 8 speed CD-ROM drive,** 16 bit sound card and **33.6 bps modem.**

   Explain clearly **any 4** of the underlined terms.

8. What precautions should an office manager take to ensure that the computer system remains virus free?

9. To ensure certain minimum standards of comfort and safety for employees what factors should be taken into consideration when designing the layout of workstations?

10. (a) Define the term E-mail

    (b) Give 3 advantages of E-mail.