

National Council for Vocational Awards



2617

NATIONAL VOCATIONAL CERTIFICATE LEVEL 2

WORD PROCESSING THEORY - LEVEL 2

Wednesday, 18 May 1994 - 9.30 a.m. - 10.30 a.m.

INSTRUCTIONS TO CANDIDATES

Answer any **ten** questions.

All questions carry equal marks.

Write your answers on the answer book provided.

Put your **Examination Number** on the answer book in the space provided. Hand your completed work to the Superintendent who will ensure that it is enclosed with your practical assignments.

This paper contributes 20% to the overall mark for Word Processing with 80% allocated to the practical examination which follows.

WORD PROCESSING THEORY - 20%

ANSWER ANY TEN QUESTIONS.



List the four main components of a computer system.



- (a) Define ROM and RAM
- (b) Write a brief note on each.



What do you understand by the term "**formatting a disk**"?



What does the Disk Operation System do?

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Define:

- (a) Systems Software
- (b) Applications Software - write a brief note on Applications Software.



Explain the following terms:

- (a) cursor
- (b) wraparound
- (c) full justification
- (d) ruler line.



- (a) Distinguish between an Impact and Non-impact printer.
- (b) Give one example of each.



List 4 ways in which characters can be formatted using a standard Word Processing package.



List 2 advantages and 2 disadvantages of a spell check feature on a Word Processing package.

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How much data can be stored on a 3½" high density diskette?



State the full meaning of the symbols:

- (a) CPU
- (b) VDU
- (c) NLQ
- (d) CPS



Under the Data Protection Act 1988 list 3 obligations of people keeping personal information about you on a computer.