**Word Processing Assessment**

**Important**

* All work including templates to be saved in a folder which you should name FOS followed by your initials and surname. (eg FOS JKSmith)
* All files or styles to be named as specified followed by your initials. (eg technical JKS)

1. **General**
   1. Move the QAT to below the ribbon
   2. Add icons to the QAT to create new documents, open and save files, then move these to the beginning of the QAT followed by a separator
   3. Add another separator at the end of the QAT and add an icon to show Custom Gallery 1 Quick Parts.
   4. Create a table with the following attributes
      1. 4 columns wide and 5 rows deep
      2. First row: - Grey shading with text set to Bold, Calibri Small Caps, with 2pt spacing above and below text and text expanded by 2pt. Text to be centered in the cell horizontally and vertically.
      3. The remaining rows should be set to Arial 10 italics, no spacing above and below text and left aligned horizontally and centered vertically.
   5. Add the table to the Quick Parts Gallery as part of the Normal template so that it will appear in the Custom Gallery icon you added to the Quick Access Toolbar. Delete the table.
2. **Using Fillin Fields**
   1. Open the document brochure request
   2. Add fillin fields where indicated to prompt the user to enter the address, customer name and destination.
   3. Save in an appropriate format as **brochure request**
   4. Test your document entering the following information and then save the resulting document in an appropriate format as **letter**
      1. The customer address is 34a The High Street, Orchard Town, Hampshire
      2. The customer name is Mr Müller
      3. The destination is Côte du Rôtie.
3. **Using and Working with Styles**
   1. Create a new style set called **FOS**
      1. Create the following style set headings so they appear as follows – all in black text

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Style | Bullets | Font | Alignment | Left Indent | Paragraph Spacing |
| Heading 1 | 1.0, 2.0 etc | Arial 18, bold, all caps  Expanded text of 2pt | Left | 0 | 12pt after, keep with next |
| Heading 2 | 1.1, 1.2 etc  2.1, 2.1 etc | Arial 14, bold, Small caps, expanded text of 1 pt | Left | 0 | 6pt after, keep with next |
| Heading 3 | 1.1.1, 1.1.2 2.1.1, 2.1.2 etc | Arial 12 bold | Left | 0 | 3 pt after, keep with next |
| Normal | None | Arial 11 | Justified | 0 | 0 |
| Caption | None | Arial 10 | left |  | 0 |

* 1. Open up the document NASA and format it with you new style set. The various headings are as follows:

|  |  |
| --- | --- |
| Heading 1 | Overview |
| Heading 1 | Space Shuttle |
| Heading 2 | The crew |
| Heading 3 | Commander Frederick Sturckow, Pilot Lee Archambault, Mission Specialists James Reilly, Steve Swanson, Patrick Forrestor, John Olivas |
| Heading 1 | Why Explore Space |
| Heading 2 | The benefits of the space station |
| Heading 2 | Facts and Figures about Earth |
| Heading 1 | Mars |
| Heading 2 | The Mars Rover |
| Heading 3 | Attributes of the Mars Rover |
| Heading 1 | The Future |
| Normal | All other text apart from existing bulleted text |
| Captions | To be inserted as specified below |

1. **Working with Long Documents**
   1. If you were unable to create the styles in the previous section, then leave the existing styles in place and continue with this section.
   2. Ensure that each Heading 1 starts on a new page as a new section
   3. Ensure the Level 3 headings in The Crew section are aligned to the margin with the crew member photograph underneath and the text to the right of the photograph. Edit the text wrapping attributes to ensure even spacing rather than using the Enter button.
   4. From the Custom Gallery Icon you added to the QAT insert the table you created earlier into the Overview section where indicated and add the following information. Don’t change the formatting of the table. Remove surplus rows or columns as appropriate and adjust the column width to give a pleasing layout.

|  |  |  |
| --- | --- | --- |
| **Space Shuttle** | **International Space Station** | **Mars** |
| See the astronauts | See the progress to date | How old is the Rover? |

* 1. Change the Header of each section to contain the text of the Heading 1 – eg in the Header for the overview section it should state Overview, in the Header for the Space Shuttle section it should read Space Shuttle.
  2. Change the footer to include the page number and file name (both entered as fields so that they will automatically update). The footer information should not appear on the title page and the contents page when you create it. The page numbering should start at number 1 on the overview page.
  3. Add Figure captions to the 6 photographs( excluding the small photos of the astronauts) for ease of identification
  4. Add Table captions to the 2 tables for ease of identification
  5. Add a table of contents
  6. Add a table of tables
  7. Add a table of figures
  8. Check the layout of the document for presentation and layout
  9. Save your document as **NASA**