

Queen Salote College
Form 5 Mid-Year Practical
Question and Answer Booklet



Candidate Name: Form Class:.....

The following booklet is the practical component of the Mid Year examinations.

You are given **30 minutes** to complete as much of the following tasks as possible.

At the completion of the examination time, please save the stage of work you are up to and shutdown your machine.

Examination Conditions

- If assistance is required to solve a problem, students will be penalised assistance marks.
- Clarifications of questions are not penalised.
- Candidates are **not** permitted to communicate with each other at any time during the examination.
- All markings by students in this booklet must be in Blue or Black ink.

Instructions

- *friends.broom*. You are required to open the file *friends.broom* into a word-processor.
- *Seventeen Candles*. You are required to save all changes to the file *Seventeen Candles*. This new file will be stored on the school server in your personal directory.

Description of the Booklet

This booklet serves as both the Activity Booklet you will use during the Mid-Year Examination and as the Student Mark Booklet which is used to record your mark. Make all necessary markings on this booklet and it must be collected together with any other paper work at the completion of the examination.










Page 4 of this document displays a diagram to assist in highlighting the specific paragraphs, areas in need of the modifications you are required to make during this exercise.

Save answers to all changes to the document on the server in your private folder.

You are required to hand in the booklet at the completion of the examination period. You may ask questions and penalties are applied to questions requiring assistance with the manipulation of the word-processing exercise.

Page 4 of this document displays a diagram to assist in highlighting the specific paragraphs, areas in need of the modifications you are required to make during this exercise.

Activity	Criteria	Mark	Penalty
a. Start the computer and word-processing application		1	-1
b. Open the file <i>friends.broom</i> into the word processor.	5.2.4	0	-1
c. Save the Document on your private folder as a Word Document with the file name, " <i>Seventeen Candles</i> " (do not type the quotation marks.)	5.2.4	2	-1
d. Change all text to the font "TG Verdana" and size "10"	5.1.5, 5.2.2f	2	-1
e. Change all paragraph line-spacing			-2
▽ 10 pt after	5.2.2c	1	
▽ 0 pt before		1	
f. Change all paragraph alignment settings to Justify	5.2.2e	1	-1
g. Make the following changes to the word-processing document. Refer page 4 for assistance.			
1. Change the page margins for the Left/Right to be 2.54 cm (or 1 inch)	5.2.2a	2	-2
2. Change the page margins for the Top/Bottom to 2 cm (or 0.79 inch)	5.2.2a	2	-2
3. Insert a Header / Footer with the following information about yourself:			
Your Name,		1	-2
Your Form-Class		1	
Set the text font to: Comic Sans MS	5.2.2f	1	-2
Set the font-size to: 12 pt	5.2.2f	1	
4. Make the following changes to the specified paragraph. "The Kingdom of Tonga"			
Set the text font to: TG Copperplate Gothic Bold	5.2.2f	1	-2
Set the text font-size to: 14 pt	5.2.2f	1	
Set Paragraph Alignment to: Right	5.2.2e	1	-2
Set the line-spacing to before: 12 pt.	5.2.2c	1	
5. Make the following changes to the specified paragraph.			
Set the Left Indent to 2 cm	5.1.6b	1	-2
Set the Right Indent to 2 cm	5.1.6b	1	
Set the paragraph text to italic.	5.2.2d	1	-1
6. Make the following changes to the specified paragraph. "Tonga, A Market Summary"			
Set the text font to: TG Copperplate Gothic Bold	5.2.2f	1	-2
Set the text font-size to: 14 pt	5.2.2f	1	
Set Paragraph Alignment to: Right	5.2.2a	1	-1
Set the line-spacing to after: 0 pt	5.2.2c	1	-1
7. Make the following changes to the specified paragraph. "Government"			
Set the text font to TG Century Schoolbook	5.2.2f	1	-1
Set the text font-size to 12 pt	5.2.2f	1	-1
Set the text font style to bold	5.2.2d	1	-1
Set the line-spacing to after: 0 pt	5.2.2c	1	-1

8. Insert "30 members" between "All" and "have".		1	-1
 complete the paragraph by inserting the displayed text at the end of the paragraph " <i>and the balance of power is heavily weighted towards the executive branch, existing government.</i> "	5.2.3b	2	-2
9. Make the following changes to the specified paragraph. "Economy"			
 Set the text font to TG Century Schoolbook	5.2.2f	1	-1
 Set the text font-size to 12 pt	5.2.2f	1	-1
 Set the text font-style to bold	5.2.2d	1	-1
 Set the line-spacing to before: 18 pt	5.2.2c	1	-1
10. Insert a page break, to start a new page at the marked area.	5.2.2e	2	-2
11. Make the following changes to the specified paragraph. "Population"			
 Set the text font to TG Century Schoolbook	5.2.2f	1	-1
 Set the text font-size to 12 pt	5.2.2f	1	-1
 Set the text font-style to bold	5.2.2d	1	-1
 Set the line-spacing to before: 18 pt	5.2.2c	1	-1
12. Delete the crossed-out text " <i>for Recording Media and Energy Products.</i> "	5.2.3a	1	-1
13. Delete the crossed-out text " <i>countries</i> " and replace it with the word " <i>country's</i> "	5.2.3a, 5.2.3b	1	-1
h. Save all changes made to the document		1	-1
i. Shutdown the computer		0	0

Do not make markings below. For completion by course teacher.

Sub-total /47 /-47

Practical Component of Mid-Year /47

		1	2.54 cm	
3	←			2 cm
				2
4	←	The Kingdom of Tonga		
		<p>The Kingdom of Tonga is located between latitudes 15°S and 23.5°S and longitudes 173 ° W and 177 ° W. The country comprises some 170 small islands, with a combined land area of 699 sq km and sea area of 700,000 sq km. Tonga consists of three major island groups (Tongatapu, Ha'apai, and Vava'u) politically connected but, excluding government subsidies the different island groups, exist as independent economic units. There are four distinct population centres, two in the Tongatapu Group of islands (Tongatapu & 'Eua) and one each for Ha'apai and Vava'u. Although Tongatapu is the primary economic state, a few of the importers have shown that a well managed organisation can expand to the other population centres.</p> <p>Tonga is 13 hours ahead of Greenwich Mean Time.</p>		
5	←	<p><i>Tonga's climate is pleasant and slightly cooler than that of most tropical areas. Mean annual temperature in Nuku'alofa is 23.7°C, while the mean humidity is 76%.</i></p>		
6	←	Tonga, A Market Summary		
7	←	Government		
		<p>Tonga is a constitutional monarchy. The constitution is based on that promulgated in 1875 and provides for a Government consisting of an Executive Branch (Sovereign, Privy Council, Cabinet) a Legislature (Legislative Assembly Parliament) and a Judicial Branch (the Judiciary.) The Current Parliament consists of 9 Noble representatives elected by the 30+ Nobles, 9 representatives from the 95,000 Tongan population and 12 ministers and governors appointed by the King. All have a vote in Parliament, <i>and the balance of power is heavily weighted towards the executive branch, existing government.</i></p>		
8	←			
9	←	Economy		
		<p>Tonga is an agrarian society, and is significantly dependent on its agricultural output. Although the sea is a major part of Tongan life, it is as yet not a major contributor to measurable, dollar calculated economic models. The sea is primarily farmed for its indigenous consumption and contributes little to consumers expendable income.</p> <p>Tonga's single most important economic produce is Squash exports to the Japanese market and ex-patriot remittances has often been the largest contributor to the national economy. Remittances contribute to the economy competes (in the form of goods) against local importers.</p> <p>With very little manufacturing capacity (even of agricultural products) Tonga is heavily dependent on imports to support the demand for Western luxuries.</p>		
10	←			
11	←	Population		
12	←	<p>The 1996 census claims a total population of 97,446 dispersed over four major island groups. The major market for Recording Media and Energy Products is Tongatapu with 66,000 people with the other 30% of the population distributed among the other three island groups.</p> <p>There are large Tongan communities in Brisbane and Sydney (Australia), Auckland (New Zealand), and Hawai'i, Los Angeles and San Francisco in the United States. Tongan ex-patriots contribute significantly to the national economy through remittances, and has been factored as high as 40% of the country's <i>country's</i> estimated earnings.</p>		
13	←			