TONGA SCHOOL CERTIFICATE
COMPUTER STUDIES 2001
COMMON ASSESSMENT TASK 1: WORD-PROCESSING
STUDENT INSTRUCTION SHEET

Time allowed 60 minutes.

FOR YOUR GUIDANCE
- The text of the file *apcmag.txt* is on page 3. The numbers in the margin of page 3 refer to the CAT question numbers on this question sheet.
- Make sure you **save** your document every 5 minutes as you create it. This ensures your work is kept safe if the electricity goes off during the CAT.

COMMON ASSESSMENT TASK

INSTRUCTIONS
Do all questions.

QUESTIONS

1. Create a **new** word processing document.

2. **Set up the page** so that the document has these things:
   - A5 page size. [148mm (14.8cm) wide by 210 mm (21 cm) long]   (1 mark)
   - Top and bottom margins of 2 cm
   - Left and right margins of 2.5 cm   (1 mark)
   - Landscape orientation   (1 mark)

3. Use the **INSERT** menu. Insert the **FILE** called *apcmag.txt* into your document. You MUST use the Insert / File menu command or your work will not save correctly.

4. **Save** the document. Name the file with your name, in the order *LastnameFirstname*

5. Make the font of the whole document **arial**, **point size 10**.   (1 mark)

6. Make the alignment of all paragraphs **justified.**   (1 mark)

7. Change the **two titles** HACKING THE BAD GUYS and MYTHING YOU ALREADY so that they are **point size 18**, and are **bold**, **underlined** and **centred**.   (3 marks)

8. Insert a page break before the title MYTHING YOU ALREADY*.*   (1 mark)

9. Select all of the first story "HACKING THE BAD GUYS".
   a) Put this first story into **two columns.** (The second story should NOT have columns)
                                                                                  (1 mark)
   b) Make the **column separation** 1 cm.   (1 mark)

10. Go to the paragraph that starts "*Unfortunately, virtually any type ….*
    a) **Indent** the first line of this paragraph 2cm from the left margin   (1 mark)
    b) **Indent** the line wrap of this paragraph 1cm from the margin.   (1 mark)
    c) **Indent** the right side of this paragraph to 6.5cm from the left margin.   (1 mark)
    d) Change the font of this paragraph to Times New Roman, point size 9.   (1 mark)

11. Go to the heading MYTHING YOU ALREADY. Go to the blank line after the sentence "*Here are some of the more persistent tales*". **Create a 3 column table with 2 rows** at this point in the document.   (1 mark)

12. **Cut and paste** the next three stories in the document into the table, so that it looks like this: (1 mark)

COPIES OF SOFTWARE	OUT OF PAPER	FAXING FROM A PC
A PC owner was asked to return copies of defective disks to the manufacturer. Days later, a letter arrived filled with photocopied images of 3.5in floppy disks. Did it really happen? We're not so sure, but it's a great story.	Back in the early '90s, university students claimed to have seen the error message "Drive C out of paper. Please insert paper in Drive C." Legend has it that the computer was rebooted and the message was never seen again.	There is a story about a PC owner who tried to send a fax by holding the document up to the PC's screen and pressing Send. Sure, it sounds unlikely, but ask any helpdesk worker and they'll tell you similar stories.

13. Format the table so that all 6 cells have visible **borders**.   (1 mark)

14. The last two lines of the text contain the names of 8 viruses. In these two lines place tabs at the following positions:
    a) One **left tab** at 4.5cm.   (1 mark)
    b) Two **right tabs**. One at 10.5cm and one at 14.5cm.   (1 mark)

15. **Tab** the virus' names to the tab stops to make **4 lists** of names across the page.   (1 mark)

16. **Create a header**. In the header write these things:
    a) Your name in the order *Lastname Firstname*
    b) Your school's name.   (1 mark)

17. **Create a footer**. In the footer write these two lines:
    a) Copyright: Australian Personal Computer
       February 2001. Used with permission.
    b) Insert the page number in the footer.   (1 mark)

SAVE YOUR FINISHED DOCUMENT.

DO NOT PRINT YOUR DOCUMENT.

THIS IS THE END OF THE CAT.

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