

TONGA SCHOOL CERTIFICATE COMPUTER STUDIES
1999 COMMON ASSESSMENT TASK 1 – WORD-PROCESSING
STUDENT ACTIVITY BOOKLET AND MARK BOOKLET

Candidate Name:

For Office Use Only		
Section One		14
Section Two		25
Total Marks		39

Instruction to Candidates:

- Answer all questions in Blue or Black Pen. Use of any other coloured pen, or use of pencil **will not** be marked.
- Make Sure your name is put on the Section One, and Section Two paper.
- Candidates are **not** permitted to communicate with each other at any time during the examination, including the print-out time.

Description of the Booklet

This booklet serves as both the Activity Booklet you will use during the Common Assessment Task 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.

This Common Assessment Task is composed of two components. They are:

Section One

A question and answer section.

Section One will be collected before Section Two begins

Section Two

A practical assessment requiring the use of a computer

Answers will be saved on disk provided.

This section requires a word-processed document to be printed.

You are required to hand in the diskette and booklet at the completion of the assessment exercise.

Page 6 is an important guide. It is a copy of the file "jury.txt". It has Reference Numbers down the side. These numbers match the Question Numbers in Section Two.



Section One

Candidate Name:

School:

The following questions are related to the use of word-processors.

1. Describe TWO different advantages why you would use a word-processor instead of a type-writer
(4 marks)

2. What effect does word-wrap have on a paragraph
(2 marks)

3. Explain the following terms
(2 marks)

(a) FULL Justification

(b) Indenting

4. Describe the tab setting: Decimal Tab and provide an example.



5. Use the paragraph in the box below to answer the questions that follow:

56K modem testing

The performance of all modems is greatly affected by the characteristics of the telephone line, including the length of the line and other characteristics including noise and frequency of response. Proper modem testing is not easy.

Describe in detail the keystrokes (or mouse movements) you would use to make the following changes.

a. Change the title "56K modem testing" to bold and underline. (2 marks)

b. Delete the word "telephone". (2 marks)

c. Move the sentence "Proper modem testing is not easy" to the beginning of the paragraph. (2 marks)

For Office Use Only		
Section One		14



Section Two

Candidate Name: School:

Save answers to all changes to the document on the disk given to you.

You are required to hand in the diskette and booklet at the completion of the assessment exercise.

Page 6 is an important guide. It is a copy of the file "jury.txt". It has Reference Numbers down the side. These numbers match the Question Numbers in Section Two.

Activity	Mark
a. Start the word-processing application	1
b. Open the file <i>jury.txt</i> into the word processor.	0
c. Save the file jury.txt as a word-processor document on your examination diskette with the name <i>kinder.doc</i>	2
d. Set the font and font-size for the whole document to: Times New Roman	1
12 pt	1
e. At the top of the document, insert a line with your FULL NAME and SCHOOL's name.	1

In the following activity, refer to page 6. The reference number matches the question number so that you can easily locate what is being asked.

- | | |
|---|---|
| 1. Change the formatting for the title "Jury Service" to:
BOLD | 1 |
| CENTER | 1 |
| Font-size 14 | 1 |
| 2. Delete text that is marked for deletion | 1 |
| 3. Change the character formatting of the phrase "All juries" to italics | 1 |
| Insert the word "chosen" so the paragraph will read as "All juries are chosen at random ..." | 1 |
| Change this paragraph line-spacing to 1.5 lines | 1 |
| Change the paragraph format of this paragraph to left-justified. | 1 |
| 4. Make a new paragraph starting from where it reads: "During the trial" | 1 |
| 5. Indent the line that reads "Remember the following ..." by 2cm (or 0.75 inches) from the left margin | 1 |
| 6. Replace occurrences of the word "proof" with "evidence" throughout the whole document. | 1 |
| 7. Join the paragraph that ends with "lawyers" and the paragraph that starts with "The Judge ..." | 1 |



Activity	Mark
8. Insert a page-break here	1
9. Move the paragraph that reads “The Jury then retires ...” so that will become the last	1
f. Set the page margin as follows:	
Left and Right margin to 2cm (or .75 inches)	1
Top and Bottom margin to 2cm (or .75 inches)	1
g. Save the changes to the document.	2
h. Print the document	1
Do not write on the space below	
Total Marks	/ 25



Tonga School Certificate Computer Studies

Common Assessment Task 1 – Word-processing

Reference Number

- 1 Jury Service
- 2 Jury service is usually for a week. You may be selected for a jury on the first month you arrive, later in the week or not at all. ~~Some jurors may sit on more than one trial during a week.~~
- 3 All juries are at random, by ballot. Various factors will influence the selection of jury, e.g. Age, sex, occupation. Twelve jurors will be selected and will then be asked to swear an oath or affirm. You can swear on the Bible, make an affirmation without reference to religion, or take an oath according to your personal beliefs.
- 4 After the jury is selected the jury will appoint one person from the jury, usually referred to as the "Foreman" who is the representative of the jury. The foreman talks in Court on your behalf and is usually someone who can chair the jury's discussions in a fair and balanced way. During the trial it is important to pay close attention to what is said by each witness. You can take notes if you think they may help. Keep an open mind all through the trial. Don't make any decisions about your verdict until after the Judge sums up. Do not discuss the trial with anyone outside the jury room and do not allow anyone to influence your decision. Remember that news reports are not always accurate and try not to read about the trial or listen to news bulletin.
- 5 Remember the following three basic rules:
You must not talk about the trial to anyone who is not on the jury.
- 6 You must not talk to anyone else connected with the trial (other than court staff)
- 7 You must not try to gather your own proof.
- Everything said by a witness for either side is for your consideration. Witnesses are "cross-examined" by lawyers.
- 8 The Judge may also ask questions and intervene if inappropriate questions are being asked. When all proof has been heard, first the prosecution and then the defence have an opportunity to deliver a closing address to the jury.
- 9 The jury then retires to the jury room for your final deliberations and to decide on your verdict. When the jury has reached its verdict you will then return to the courtroom. The accused will be brought to the Court and your representative will then be asked what the verdict is. Your job as a juror is now over for that particular trial and you will be thanked and discharged.
- Finally it is the Judge's job to sum up. You will hear about

