


Queen Salote College

Word-processing Activity, Marking Booklet

www.tongatapu.net.to 
Monday, June 12,

Instruction to Candidates:

Candidate Name:

- Make Sure your name is put on the paper.
- Candidates are **not** permitted to communicate with each other at any time during the examination, including the print-out time.
- Save answers to all changes to the document in your Personal Folder
- Hand in the booklet at the completion of the assessment exercise.

Description of the Booklet

This booklet serves as both the Activity Booklet you will use during the practical examination and as the Student Mark Booklet which is used to record your mark. This booklet must be collected together with any other paper work at the completion of the examination.

Page 3 of this document is to assist in highlighting the specific paragraphs, areas in need of the modifications you are required to make. Reference Numbers down the side numbers match the Question Numbers.

Activity	Criteria	Mark
a. Start the word-processing application	5.2.1	1
b. Open the file News.y2k into the word processor.	5.2.4	0
c. Save the Document on your examination diskette as word-processing file named: Cranberry.doc	5.2.1	2
d. Set the font and font-size for the whole document to: Arial 12 pt <i>This will be later changed individually for selected text.</i>	5.2.2f 5.1.5 5.2.2f	2 1
e. Set the paragraph justification (or alignment) for the whole document to full (or justified) <i>This will be changed individually for selected text.</i>	5.2.2e	2
f. At the top of the document (as the first line) insert your Full Name, and Form Class	2.2.3b	1
g. Refer to page 3. The reference number matches the question number so that you can easily locate where in the document you are asked to perform the below tasks.		
1. Set the paragraph justification (alignment) to center	5.2.2e	1
Set the line-spacing to 1 line after (12 pt after)	5.2.2c	1
Set the paragraph text to Bold	5.2.2d	1
Set the paragraph font size to 14 pt	5.2.2f	1
Set the font to Times New Roman	5.1.5	1
2. Set the line-spacing to 1 line before (12 pt before) and	5.2.2c	1
Set the line-spacing after to ½ line (6 pt after)	5.2.2c	1
Set paragraph text to bold	5.2.2d	1

Activity	Criteria	Mark
3. Set the paragraph text to italic	5.2.2d	1
4. Set to italic the paragraph beginning with "Y2K is a shortening ...".	5.2.2d	1
5. Insert the text ", expensive " (without the quotation marks) between the words term and expensive . (Take careful notice that the text to insert includes a comma and space before the word expensive)	5.2.3b	1
6. Make a page break to start a new page (before the paragraph "Computer design-	5.2.3e	1
7. Start a new paragraph at the sentence beginning with "Considering the very high expense ..."	5.2.3d	1
8. Set the paragraph indentation to hanging indent.	5.1.6c	1
9. Change all occurrences of the word time with the word TIME . (Note the difference in capitalization.)	5.1.3bc	1
10.. Set Page Margin		
11. Set Page Margin		
h. Save the changes to the document	5.2.1,	1
i. Print the document	5.2.1	1
j. Shutdown the computer and hand-in this Student Activity Sheet and your work		0

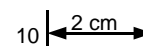
Do not make markings below. For completion by course teacher.

Sub-total

Raw Mark

/30

/30



Reference
Number

f

[Student Name], [Form Class]

1

The Year 200, Millennium Bug

2

Background

3

This is not a problem with computers, but a problem with the design of the computers. Computers continue to correctly perform their designed function, albeit they continue to do things that are potentially wrong.

4

Y2K is a shortening of "Y" - Year, and 2K - 2,000 where K is for Kilo or 1,000

5

In the 1940's, Modern Computers were conceived for mathematical calculations. At this time, cost was essentially insignificant for the major source of research funding, the US War Department, and large amounts of money was poured into research. That research funding evolved into microwaves, non-sticky frying pans, and the computers on people's desks. The Post World War II economy is in full stride, and the US Pentagon with the taxes of a burgeoning economy that is out producing, out spending every other economy on the globe, is flush with money to spend on long term projects.

Big business saw the potential of computers, but realized the exorbitant prices computer manufacturers were charging for their equipment. One of the design compromises in early computing days has now raised its ugly head in the media euphoria termed the Y2K or "Millennium Bug."

The design compromise mediated by the very expensive equipment is as follows:

People treat time as a continuum of a small number growing to a bigger number. When two dates are compared, the larger number represents a date/time later than the smaller number.

6

A number 10/12/1987 and another number 02/05/1995 represents (for us) two dates. The latter number has a bigger number as the year, so we recognize 1995 as a date that is later than the date 1987. To calculate the change in time, computer programs simply subtracted the smaller number from the larger number. In our example, the smaller number 1987, is subtracted from the larger number 1995 to give us "8" which we use as an indicator of the number of years that has passed between 1987 and 1995.

7

Computer designers compromised between the very high cost for equipment, and numerical accuracy by choosing to not store the complete 4 digits of the year. In the 1950s, date calculations always held the millennium (thousands) and century (hundreds) as a constant "19." Considering the very high expense of storage and the long distance before this design decision and 19xx changing to 20xx, it seemed a very safe compromise. Computer storage devices at the time would easily cost more than buying a house.

8

The impact of the compromise can be seen in our two example dates. 10/12/1987 changes to 10/12/87 and 02/05/1995 changes to 02/05/95. Calculations still give the same results as 95 less 87 gives the same figure, 8. The results end up being the same, and remember the decisions were made in the early 50s, so there were many years to come before 19xx changes to 20xx.