No-Moa Publishers www.tongatapu.net.to Common Assessment Task – Word-processingnday, June 12, Student Booklet

Instruction to Candidates:	Candidate Name:	
monucion lo Candidales.	Candidate Maine.	

- 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.
- 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, 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

Section One – A question and answer

Section Two – A practical examination requiring the use of a computer

Section One

Will be collected before Section Two is to begin. The answers for Section One will be collected before Section Two is to be handed out.

Section Two

Answers are to be saved to the document on the disk provided.

This section requires a word-processed document to be printed. You are not allowed to communicate with other students at this or any other time.

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

Page 6 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.

Section One

Candidate Name:	School:
Describe two different advantages of typewriting con	npared to word-processors (4 marks)
2. Name two different formats (or styles) for a text font	(2 marks)
3. Explain the term font? (4 marks)	
4. Sketch and describe in words the paragraph formatti	ng Hanging Indents. <i>(6 marks)</i>
Explain with sketches and words the page orientation	n of this document. <i>(4 marks)</i>
·	· ,

6. Describe in words and sketches the four possible tab settings and provide e your description. (12 marks)	examples of each to support
7. Given the example paragraph in the box, you have it opened in your word-processor. Describe in detail the keystrokes (or mouse movements) you would use to make the following changes. (4 marks) a. Change the text "func1()" to a sans serif font.	Clearly, code fragment 3.12 will do a poor job of keeping a running total of the number of times we execute func1(). Keep this in mind when you use and internal static variable. An external static variable behaves in the way you expect: it is available to only those functions defined in the same file in which the
b. Change the text "Keep this in mind" to italic.	

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. You may ask questions and penalties are applied to questions requiring assistance with the manipulation of the word-processing exercise.

Page 6 is an important guide. It is a copy of the file "radio.891". It has Reference Numbers down the side. These numbers match the Question Numbers.

Activity	Criteria	Mark	Penalty
a. Start the computer and word-processing application	5.2.1	1	-1
b. Open the file radio.891 into the word processor.	5.2.4	0	-1
c. Save the Document on your examination diskette as file	5.2.1	2	-1
d. In the following activity, refer to page 6. The reference number is you can easily locate what is being asked	matches the q	uestion num	ber so that
1. Insert today's date at the top of the page,	5.2.3b	1	-1
Change the address to: Sione Kalate, Piini College	5.2.3a 5.2.3b	2	-2
3. Set a centre tab at 8cm (or 3 inches) and tab the text after Re: to centre on the tab.	5.2.2b	2	-2
4. Set top/bottom margin to 2.54 cm (or 1 inch)	5.2.2a	1	-1
5. Set left/right margin to 2cm (or .75 inch)	5.2.2a	1	-1
6. Correct (Change) the salutation from <i>Dear Greg</i> , to read Si'i Sione.	5.2.3a	1	-1
7. Insert between "our" and "conversation" the word "telephone"	5.2.3b	1	-1
8. Split the indicated paragraph into two paragraphs, separated by a blank line,	5.2.3d	1 1	-1 -1
9. Correct the displayed typing error. It should be "in the"	5.2.3 a, b	1	-1
10. Delete the final sentence in this paragraph. The final sen-	5.2.3a	1	-1
11. Insert the displayed text towards the bottom of the document, before the beginning of a new page.	5.2.3b	1	-1
 Make the text bold Centre the Text by either using paragraph settings or tab settings 	5.2.2d 5.2.2b	1 1	-1 -1
 12. On one line, enter the following text: 	5.2.2b	1	-1
 Θ The name of your school Centre the text 	5.1.8d	1	-1

Activity	Criteria	Mark	Penalty
13. Set all text in the document to the following font specifications:	5.2.2a		
Font-family: ArialFont-size: 12 pt		1 1	-1 -1
 14. Set the line spacing for body of the letter to 1½ spacing. The body of the letter begins with "As per our conversation" and finishes with the last sentence ending with "association with Chroma Copiers") 	5.2.2c	1	-1
 15. Set the paragraph alignment for body of the letter to alignjustify {also known as full-justification}. The body of the letter begins with "As per our conversation" and finishes with the last sentence ending with "association with Chroma Copiers") 	5.1.6a 5.2.2e	1	-1
e. Save the changes in the document.	5.2.1	2	-2
f. Print the document	5.2.1	1	-1
g. Shutdown the computer			

Do not make marking	s below. For completion by course tea	acher.	
Sub-total		/29	/-29
Rav	v Mark for Submission	/29	

