

Word-processing – Practical Exercise 2

Page 2 is an important guide. It is a copy of the file "pilolevu.happy". It has Reference Numbers down the side. These numbers match the Question Numbers.

Activity	Mark						
a. Start the word-processing application	1						
b. Open the file <i>pilolevu.happy</i> into the word processor.	0						
c. Save the file as a word-processor document on your examination diskette with the name <i>magazine.doc</i>	2						
d. Set the font and font-size for the whole document to: Comic Sans 12 pt	1 1						
<i>This will be changed individually for selected text.</i>							
In the following activity, refer to page 2. The reference number matches the question number so that you can easily locate what is being asked.							
1. Change the formatting for the title “Taufa ’ ahau, Pilolevu College” to: • BOLD • CENTER • Green • Font-size 14 pt	1 1 1 1						
2. Change the formatting for the title “Ha’apai” to: • All-caps • Center	1 1						
3. Make this paragraph a hanging indent	1						
4. Change the “th” in 50th to be superscript	1						
5. Make this paragraph justified alignment	1						
6. Change this section so using a table of 3 columns and 2 rows, move the text into the table so that it looks as the following:	1						
<table><tr><td>Teaching and Learning</td><td>Ko e Papa Maamaloa</td><td>What we Study</td></tr><tr><td>io Mei he Kuo Hili</td><td>Choosing a Spouse</td><td>Form 6 Diary Entries</td></tr></table>		Teaching and Learning	Ko e Papa Maamaloa	What we Study	io Mei he Kuo Hili	Choosing a Spouse	Form 6 Diary Entries
Teaching and Learning	Ko e Papa Maamaloa	What we Study					
io Mei he Kuo Hili	Choosing a Spouse	Form 6 Diary Entries					
7. Make the two paragraphs, bulleted lists	1						
8. Insert a document header with your FULL NAME and SCHOOL’s name.	1						
9. Insert a page number that will be automatically placed at the bottom right-hand corner of the page.	1						



**Reference
Number**

- 1 | Taufa'ahau, Pilolevu College
- 2 | Ha'apai
- 3 | Taufa'ahau I Pilolevu College plays host to about
200 High School students on the island of Ha'apai.
Through the 50 years of the school's history it has
contributed significantly (through its graduants) to
the island and national direction, economy. The
following articles are extracted from the school's
- 4 | 50th Anniversary Magazine.
- 5 | The School magazine comes with further articles,
photos of the existing school activities and of
previous classes, work. The magazine can be
purchased from the school with a contribution to
their work fund
- 6 | Article Extracts
Teaching and Learning
Sio Mei he Kuo Hili
Ko e Papa Maamaloa
Choosing a Spouse
What we Study
Form 6 Diary Entries
- 7 | talk it up AT the FORUM
Contact: the Web Story Teller

