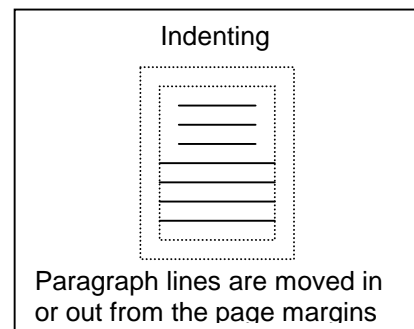
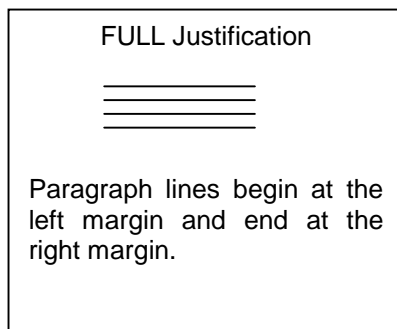


1999 Tonga School Certificate Computer Studies
Common Assessment Task – Word-processing
Marking Schedule

Section One

Question	Criteria	Mark
<p>1. Any description by students which describes at least one of the following groups is worth two marks. The question specifies two different advantages not one advantage phrased two different ways. The maximum mark for this section is 4.</p> <ul style="list-style-type: none"> <input type="checkbox"/> Availability of a variety of fonts <input type="checkbox"/> Greater flexibility in the layout of text <input type="checkbox"/> Ability to incorporate graphics elements more conveniently <input type="checkbox"/> Flexibility for the use of a broader range of colours <input type="checkbox"/> Availability of composition tools such as spell-checkers, grammar-checkers. <input type="checkbox"/> Ability to edit documents, correct errors more readily <input type="checkbox"/> Ability to save documents for later retrieval, reuse. <input type="checkbox"/> Word-wrap. <input type="checkbox"/> E-mail. <input type="checkbox"/> Saving files on Disk. <input type="checkbox"/> . 	5.1.1	(4)
<p>2. Word-wrap is the ability in a word-processor to determine the fit of words to a line of text, where words not fitting on the line are automatically advanced to the next line of the paragraph. One example for "Bumping" or extending beyond a paragraph's margins may occur when typing as the insertion point (cursor position) approaches the right margin, when this occurs, the word-wrap facility automatically moves the 'word' being typed to the next line as the user continues to type.</p> <p>The major advantage, as opposed to using a type-writer, is the word-processor allows the typist to continue typing while the word-processor itself determines at which point during the text paragraph it will stop the existing line and continue on the next line. Likewise, inserting words into the middle of a paragraph, and the rest of the paragraph will be adjusted downward automatically. If the margins of a paragraph the lines are automatically adjusted.</p> <ul style="list-style-type: none"> <input type="checkbox"/> Two marks are given for explaining how word-wrap effects a paragraph when the text of the line reaches the edge of the line (<i>explain the term</i>). The explanation must involve the automatic determination of words fitting on a line or provide clear examples. 	5.1.2	(2)
<p>3. One mark each for an explanation which matches the following. A diagram is neither necessary nor sufficient, it may be used by students to clarify their description.</p>	5.1.6	(2)



Decimal Tab: This tab is used to align numbers by their decimal point. The number is right-justified before you press the period key and then left-justified on the decimal

Right Tab	Decimal Tab
\$12.50	\$12.50
5.00	5.00
3.75	3.75
.75	.75
20	20

- ❑ Two mark for a correct description of the Decimal Tab. The description must include the number is right-justified before the decimal point and left-justified after the decimal point.

- ❑ One mark for an accurate supporting example for the Decimal Tab.

7. Word-processors may have different methodologies for performing this task than those specified below.

(a)

(2)

- ❑ One mark for specifying that the text is to be selected. The answer must specify how the keyboard is used for selecting the text, or specify how the mouse is used to select the text.
- ❑ One mark for specifying the execution of the command for turning the text bold and Underline. Possible answers may include, click the **B** button, hit "Ctrl+b", or selecting the menu command Format | Font | Style | Bold; click the U button, hit "Ctrl+U", or selecting the menu command Format | Font | Underline | Single
(if one character formatting is specified, but not the other then no mark is given.)

(b)

(2)

- ❑ One mark for specifying that the text is to be selected. The answer must specify how the keyboard is used for selecting the text, or specify how the mouse is used to select the text.
- ❑ One mark for specifying the execution of the command for deleting the text. Possible answers may include, hitting the key combination "Ctrl+X", or "Shift+DEL", hitting the "Del" or "Backspace" key, using the menu command Edit | Cut.

(c)

(2)

- ❑ One mark for specifying that the text is to be selected. The answer must specify how the keyboard is used for selecting the text, or specify how the mouse is used to select the text.
- ❑ One mark for specifying the execution of the command for moving the text. The description must clarify that the text no longer exists in the original position. The text can be cut from the original position and the cursor moved to the new position where the text is pasted. The description can use the following.

CUT : Ctrl+X, Shift+DEL, Edit | Cut, or the Cut (Scissors) tool button

PASTE: Ctrl+V, Shift+INS, Edit | Paste, or the Paste tool.

Another Method is to use Mouse Move

With the sentence selected, move the cursor key over the highlighted section until it changes from an I-beam into a left pointing arrow. Click-and-hold the highlighted moving the mouse-pointer to the new position and releasing the mouse-button at that point.

Section Two

The CAT has to be assessed by using the student created word-processed document. The paper copy of the document is valid for only the printing portion of the marking schedule and is otherwise not applicable. Non-printable formatting characters and/or settings cannot be viewed on the printout itself.

Activity	Mark
a. By observation, if there is evidence they did the work then a mark is given.	1
c. Evidence of saved document "kinder.doc" on the examination diskette	2
d. Evidence the document has been formatted to the below font specifications, <i>except where the rest of the CAT instructions has made changes:</i> Font-name: Times New Roman Font-Size: 12pt	1 1
e. Evidence of the student's FULL NAME and SCHOOL's name at the top of the document.	1
1. Evidence of the specified changes to the top paragraph. BOLD CENTER Font-Size 14	1 1 1
2. Evidence the marked text has been deleted.	1
3. Evidence the text has been set to <i>Italics</i>	1
Evidence that the text chosen has been inserted so the text reads "All juries are chosen at random ..."	1
Evidence the paragraph line-spacing is set to 1.5 lines	1
Evidence the paragraph formatting is left-justified.	1
4. Evidence of a new paragraph (carriage-return marker) before the "During the Trial" text.	1
5. Evidence of the paragraph has been indented by 2cm (or .75 inches) from the left margin	1
6. Evidence that all occurrences of "proof" have been replaced by "evidence".	1
7. Evidence the two paragraphs are now a single paragraph without a carriage return, or paragraph marker, separating the sentences.	1
8. Evidence a page-break insertion has been used (not blank lines) <i>Student file required to assess this question.</i>	1
9. Evidence the paragraph is the last paragraph in the text.	1
f. Evidence Page Margins set as specified Left Margin: 2 cm (0.75 inch) Right Margin: 2 cm (0.75 inch) <i>Both margins have to be set correctly for the full mark</i>	1
12. Evidence Page Margins set as specified Top Margin: 2 cm (0.75 inch) Bottom Margin: 2 cm (0.75 inch) <i>Both margins have to be set correctly for the full mark</i>	1
g. Evidence specified changes to the document (in f.) are saved onto the diskette	2
h. Evidence of print-out document	1
i.	

Sub-Total

/25

Section One Mark

/17

Raw Mark for Submission

/42