SAMPLE

MID YEAR EXAMINATION

COMPUTER STUDIES

Part 2: Practical Examination

Time allowed: 1 hour

Student Name: ....

Instructions

This paper contains the instructions for the Practical examination component of the Computer Studies Mid-Year examination. This paper is to be handed in together with your examination diskette and the 3 printed sheets you will produce as part of this examination.

No talking is allowed during any part of this the examination.

You must complete all computer work BEFORE the examination time is completed. You will be warned how much time is left, and you must complete all computer work, and have machines turned off before the examination time is complete.

Printing will be done on the machines that will be designated for printing, and only after the whole examination has been completed.
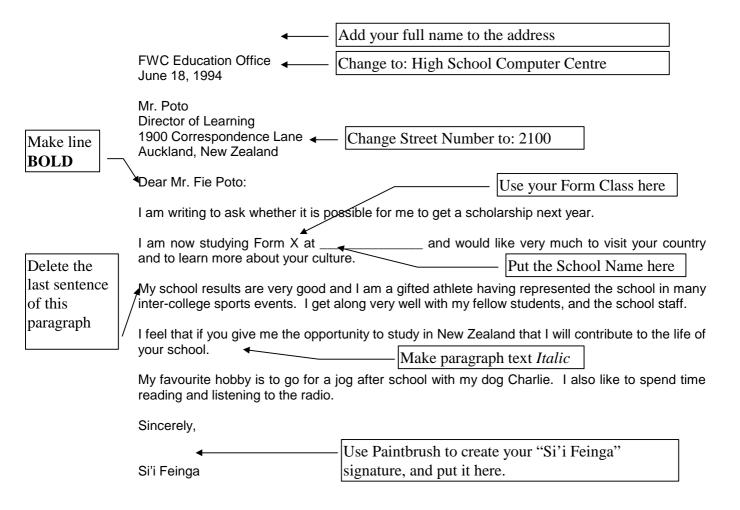
Printing Time: The section of this exercise that requires printing will be done at the conclusion of the exam. To ensure your Final exercise works correctly, you must set the printer on your work machine to be the same as the printer that you will finally print from.

Restarting a Machine Off: If you restart a machine by either turning the machine off and then on again, or by using the CTRL+ALT+DEL keys, you will automatically lose 10 marks from the exam, if a machine is restarted twice, you will automatically get a zero on this part of the exam.

This section is worth 71 marks.

SECTION FIVE - Practical Examination

1. Create directories *on your examination floppy diskette* using the following instructions: *(be sure not to delete any files on the disk, if you cannot complete the rest of this practical because you deleted files that is your lost opportunity) (6 marks)*

    a) from the root directory create the following directories: data, kilo, mahjong, wgpo. All directories must be directly from the root directory.

    b) from the directory named "data", make the following directory "midyear"

2. Start the program called "Microsoft Word". If the computer has not already been started, start the computer.

3. Open the file on the floppy disk root directory called "**Midyear Practical.doc**"
4. Make changes to the **Midyear Practical.doc** text as marked below. *(50 marks)*

←	Add your full name to the address

FWC Education Office ← Change to: High School Computer Centre
June 18, 1994

Mr. Poto
Director of Learning
1900 Correspondence Lane ← Change Street Number to: 2100
Auckland, New Zealand

Make line BOLD

Dear Mr. Fie Poto:

Use your Form Class here

I am writing to ask whether it is possible for me to get a scholarship next year.

I am now studying Form X at _____ and would like very much to visit your country and to learn more about your culture.

Put the School Name here

Delete the last sentence of this paragraph

My school results are very good and I am a gifted athlete having represented the school in many inter-college sports events. I get along very well with my fellow students, and the school staff.

I feel that if you give me the opportunity to study in New Zealand that I will contribute to the life of your school. ← Make paragraph text *Italic*

My favourite hobby is to go for a jog after school with my dog Charlie. I also like to spend time reading and listening to the radio.

Sincerely,

← Use Paintbrush to create your "Si'i Feinga" signature, and put it here.

Si'i Feinga

Change the Font/Character of the Addressee details to Arial, 12 point font
Change the Font/Character of the Text of the letter to Time New Roman, 12 point font
Each of the above edit change is worth 5 marks.

5. Save the letter to a file in the directory "midyear": *(if this operation does not work, you will not get credit for any of the above work). (2 marks)*
a) Use your name as the file name and

6. Create a New Microsoft Word Document. *(10 marks)*
The text you type in the document is your name (nothing else is to be on the document).
Size the text, using a San Serif font so that it will take up as much space as possible without splitting up the name onto any other page.

7. Save the new document to a file, in the data directory. *(2 marks)*

8. Print the two documents you have created above. *(5 marks)*
If you talk during this part of the exam, you will fail the whole exam. This part of the exam is to test your comprehension of how the computer and printer do and do not work together.
a) Print your new document created in question 4
b) Print your new document created in question 6
c) at the MS DOS prompt type "**DIR   a:\ /s > LPT1:**"

Reference: http://www.qsc.edu.to http://www.tongatapu.net.to