


# 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.

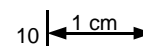
**Page 3 of this document is to assist in highlighting the specific paragraphs, areas in need of the modifications you are required to make. Reference Numbers down the side numbers match the Question Numbers.**

Activity	Mark
i. Create the following Folders, using your home folder as the "root"	
• Creation	1
• Monster	1
ii. Create a folder <i>in</i> the Creation Folder called	
• Science	1
Create a folder <i>in</i> the Monster Folder called	
• MaryT	1
iii. Change the Time on your computer to the following:-	
• Date: April 1, 1999	1
• Time: 12:00 mid-day	
iv. Start the word-processing application	1
v. Open the file <b>Eveeva.qsc</b> into the word processor.	0
vi. Save the Document on your examination diskette as word-processing file	2
named: <b>Feingamai.doc</b> into the MaryT folder	
vii. Set the font and font-size for <b>the whole document</b> to:	
• Arial	1
• 12 pt	1
<i>This will be later changed individually for selected text.</i>	
viii. Set the paragraph for <b>the whole document</b> to the following:	
• Justify alignment	1
• 6 pt after	1
<i>This will be changed individually for selected text.</i>	
ix. Refer to page 3. The reference number matches the question number so that you can easily locate	
1. At the top of the document (as the first line) insert your Full Name, and Form Class	1
2. Change the following settings	
• Set the paragraph justification (alignment) to center	1
• Set the line-spacing to 1 line after (12 pt after)	1
• Set the paragraph text to Bold	1
• Set the paragraph font size to 14 pt	1
• Set the font to Times New Roman	1

Activity	Mark
3. Change the following indent settings for the paragraph. <ul style="list-style-type: none"> <li>• Indent left 2 cm and</li> <li>• Indent right 2 cm</li> </ul>	1
4. Set to italic the paragraph beginning with “The daring or the foolish ...” .	1
5. Change the text request to requests. The text should then read “requests the father’s ...”	1
6. Make a page break to start a new page (before the paragraph “Through the evening ...”).	1
7. Start a new paragraph at the sentence beginning with “ <i>If no invitation ...</i> ”	1
8. Set the paragraph indentation to hanging indent.	1
9. Change the st in 1st to superscript.	1
10.. Set Page Margin <ul style="list-style-type: none"> <li>• Left and Right Margin to 2 cm</li> </ul>	1
11. Set Page Margin <ul style="list-style-type: none"> <li>• Top and Bottom Margin to 2 cm</li> </ul>	1
12. Change all occurrences of the word <b>kava</b> with the word <b>KAVA</b> . (Note the difference in capitalization.)	1
x. Print the document	1
xi. Save the changes to the document and quit from the Word-processor	1
xii. Copy the file you have created into the Science Folder.	1
xiii Rename the file in the Science Folder to <b>Lovely.doc</b>	1
xiv. Shutdown the computer and hand-in this Student Activity Sheet and your work disk.	0

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

<b>Sub-total</b>	/32
<b>Raw Mark</b>	/32



Reference  
Number

1 [Your Name], [Form-Class]

2 **Courtship - a la traditionnelle**

3 The traditional courtship schedule for Tongan youths formally begins with a request by the suitor for the female to host a Kava party (usually at her residence.) After the masculine obstacles to asking the females permission, the female seeks permission from her parents and prepares for the set evening Kava Party by having important hand-woven mats laid on the floor and the appropriate Kava preparation materials.

4 *The daring, or foolish, suitor arrives on the evening with support (friends) and*  
5 *request the father's permission for their daughter to host (tou'a) a Kava party. Of*  
*course, it would seem rather rude to throw these young men out so early in the*  
*evening and so they are invited in and the daughter manages events from this*  
*point.*

The suitor party now seats itself down on the floor, cross-legged, with the female the focus of the circle, and prominently seated behind the Kumete Kava from where she will 'serve' the party with their bowls of Kava. The Kumete is the large stirring bowl, shown in the picture, where the female party host (Tongan: tou'a) prepares the kava.

6 Through the evening the suitor's party play their guitars, sing songs and provide a jovial environment. Conversation is kept light with oft inferences to the beauty and desirable attitudes, skills, connections of both the suitor and the "tou'a". Being a public gathering, the suitor through subtle gestures, small-talk displays his private affection and desire for the tou'a.

7 The evening wears on and at a mutually agreeable time, both socially and agreed upon by the suitor and the "tou'a" the party either continues or desists. Continuation of the party into the early mornings is often a good sign to the suitor that he has been found acceptable, so far. If no invitation is given to continue the party into the early morning, either the "tou'a" is bored and busy or the romance doesn't look to be going well.

8 If the daughter is happy, and in this convinces the parents, the suitor is asked to  
9 visit again at an appropriate time. The 1st is a success, and the romance continues.