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**WEB DESIGN**

**CLUSTER TEST – PRACTICAL**

NAME : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Instructions: ***This test consists of Two (3) sections – Section A ,B and C. You are required to answer ALL questions.***

**SECTION A**

You are required to type the file found below and complete the tasks which follows :

September 1, 2018

James White   
Workers Union   
84 Chicago Road   
Springfield, CA 08065

Dear Mr. White ,

I'm writing to express my interest in the Web Content Manager position listed on Monster.com. I have experience building large, consumer-focused health-based content sites. While much of my experience has been in the business world, I understand the social value of this sector and I am confident that my business experience will be an asset to your organization.

My responsibilities have included the development and management of: website editorial voice and style; editorial calendars; and the daily content programming and production for various websites.

I have worked closely with healthcare professionals and medical editors to help them to provide the best possible information to a consumer audience of patients. I have also helped physicians to use their medical content to write user-friendly and easily comprehensible text.

Experience has taught me how to build strong relationships with all departments in an organization. I have the ability to work within a team as well as cross-team. I can work with web engineers to resolve technical issues and implement technical enhancements.

I am confident working with development departments to implement design and functional enhancements, and to monitor site statistics and conduct search engine optimization.

Thank you for your consideration.

Sincerely,

Luke Paul

***TASKS***

1. Create a folder called your name test e.g. (Mary Jane test)on the desktop 1 Mark
2. Create the following 3 sub folders in the folder created:

* Mail Merge Activity
* Table Exercise
* Form Activity 3 Marks

1. Change the style of writing to Arial 2 Marks
2. Change the size of writing to 14 pt. 2 Marks
3. Modify the font colour to pink or green 2 Marks
4. Display a water mark with your name on the document 5 Marks
5. Create a double line border around the entire document 2 Marks
6. Change the page margin to the following specifications :

Top 1” bottom 1”

Left 0.5” Right 0.5”

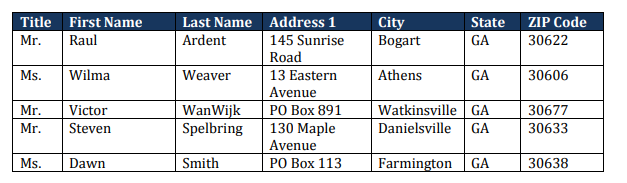
2 Marks

1. Display the text found below in the header of the document created 2 Marks

Luke Paul

8 Union Square, Rose town, CA 115677 · 909-555-5555 · luke.paul@emailexample.com

1. Throughout the document highlight the words Luke and Paul in the colour blue 3 Marks
2. Merge the letter to the recipients found below



18 Marks

1. Save the file as your name word activity e.g. (Maryjane word activity) to the sub folder word activity 2 Marks

**Score**

**Total 44**

**SECTION B**

Create the table as displayed below and complete the tasks which follows: 5 marks

|  |  |  |  |
| --- | --- | --- | --- |
| Name | Date | Package | Price |
| Paul Graham | 06/05/2016 | Ocean View | 20000 |
| Norman Roberts | 03/03/2016 | Mountain View | 35000 |
| John Lynch | 04/08/2007 | Ocean View | 25000 |
| Mary Green | 09/09/2016 | Mountain View | 35000 |
| Tyler White | 04/07/2018 | Mountain View | 20000 |

Tasks to complete

1. Remove the record of John Lynch 2 Marks
2. Insert the following record between Norman Roberts and Mary Green 4 Marks

|  |  |  |  |
| --- | --- | --- | --- |
| Peter Brown | 02/03/2018 | Ocean View | 30000 |
| Leona Lewis | 02/03/2018 | Ocean View | 35000 |

1. Change the style of writing for the document to Agency FB 2 Marks
2. Insert the Six Flags logo as a water mark for the document 4 Marks
3. Insert a header with your name on the document ensure it is centre aligned 3 Marks
4. Insert a footer on the document ensure it displays the page number of the document

3 Marks

1. Change the size of writing to 8 pt. 2 Marks
2. Save the file to the sub folder you created on the desktop called table exercise

2 Marks

**Score**

**Total /27**

**SECTION C**

You are required to design the form found below assigning the appropriate controls where necessary

SIMPLE USER FORM

Name : *text box*

Gender: *drop down list*

Marital Status : *drop down list*

Occupation: *drop down list*

Email: *text box*

Date Of Birth : *date picker*

Comments : *text box*

14 Marks

5. Save the file to the sub folder you created on the desktop called Form Activity

2 Marks

6. Zip the main folder 2 Marks

7. Upload the zip folder to the Module 2 Computer Fundamentals (A&B) Mid-Term Practical activity link which may be found on MOODLE

2 Marks

**SCORE**

**TOTAL 20**