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| hcit_logo_for_docs  **END OF CLUSTER EXAM – Practical** |

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| **Cluster/Module Title:** | **Computer Fundamentals (A&B)** |
| **Units:** | ITICOR0241A- Operate a word processing application (basic)  ITIDAT082A – Operate a word processing application (advance)  ITIDAT0212A- Use advance features of a computer application  ITIDAT0252A – Design organizational documents using computing packages  ITIMED0261A- Operate a presentation package (basic)  ITICOR0471A- Access the internet  ITICOR0271A– Send & retrieve via the internet  ITIDAT1101A- Perform data entry operation |
| **Instructor:** | Shaneil Hall |
| **Programme/Group:** | Web Design Level Three |
| **Name of trainee:** | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **Date of Test:** | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **Duration:** | 2 hours 30 minutes |

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

|  |
| --- |
| **For Instructor’s use ONLY**  Date: \_\_\_\_\_\_\_\_\_\_\_\_  Instructor’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_    Total score (%):  Comments: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

**SECTION A**

September 1, 2018

George Gilhooley   
Times Union   
87 Delaware Road   
Hatfield, CA 08065

Dear Mr. Gilhooley,

I am writing to apply for the programmer position advertised in the Times Union. As requested, I have enclosed a completed job application, my certifications, my resume as well as three references.

The role being offered is very appealing to me, and I believe that my strong technical experience and education make me a highly competitive candidate for this position. My key strengths that would support my success in this position include:

* I have successfully designed, developed and supported live-use applications.
* I strive continually for excellence.
* I provide exceptional contributions to customer service for all customers.

With a BS degree in Computer Programming, I have a comprehensive understanding of the full lifecycle for software development projects. I also have experience in learning and applying new technologies as appropriate. Please see my resume for additional information on my experience.

I can be reached anytime via email at john.donaldson@emailexample.com or by cell phone, 909-555-5555.

Thank you for your time and consideration. I look forward to speaking with you about this employment opportunity.

Sincerely,

John Donaldson

**You are required to type the above file and execute the following:**

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 1. Word Activity 2. Table Exercise and 3. Internet Activity ( 3 Marks)
3. Change the style of writing to Arial (2 Marks)
4. Change the size of writing to 14 pt. (2 Marks)
5. Modify the font colour to pink or green (2 Marks)
6. Display a water mark with your name on the document (5 Marks)
7. Create a double line border around the entire document (2 Marks)
8. 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)

John Donaldson

8 Sue Circle, Smithtown, CA 08067 · 909-555-5555 · john.donaldson@emailexample.com

1. Throughout the passage highlight the words John and Donaldson in the colour blue (4 Marks)
2. You are required to merge the above application letter to the recipients which follows

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Title | First Name | Last Name | Address 1 | Address 2 |
| Mr. | Luke | Grey | Bogue | Montego Bay |
| Mrs. | Martha | White | Norwood | Lucea |
| Ms. | Mary | Brown | Sandy Bay | Negril |
| Mr. | John | Black | Rose Heights | Lucea |
| Mrs. | Cindy | Mathews | West Gate Hills | Montego Bay |

(15 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 42

**SECTION B**

**You are required to read and execute the instructions found below in a new Word document**

Design the table found below: (6 Marks)

|  |  |  |  |
| --- | --- | --- | --- |
| Fruit | Unit Cost | Quantity | Total Cost |
| Banana | 20 | 10 | 200 |
| Strawberry | 30 | 50 | 1500 |
| Kiwi | 50 | 50 | 2500 |
| Melon | 20 | 100 | 2000 |
| Mangoes | 40 | 50 | 2000 |

1. Remove the record of Kiwi (2 Marks)
2. Insert the following record between Strawberry and Melon (4 Marks)

|  |  |  |  |
| --- | --- | --- | --- |
| Peach | 30 | 50 | 1500 |
| Papaya | 20 | 60 | 1200 |

1. Change the style of writing for the document to Book Antiqua (2 Marks)
2. Insert a picture of your favourite fruit as a water mark for the document (4 Marks)
3. Shade the column Total cost in any colour of your choice

(3 Marks)

1. Change the size of writing to 12 pt. (2 Marks)
2. Save the file to the sub folder you created on the desktop called table exercise

(2 Marks)

**Score**

**Total /25**

**SECTION C**

You are required to read the instructions below carefully before attempting the exercise through the use of the Microsoft Word application

1. Go to the website of the Daily Observer at [www.jamaicaobserver.com](http://www.jamaicaobserver.com)

(2 marks)

1. Search for the days main story (2 marks)
2. Copy the complete main story to Microsoft Word (2 marks)
3. Save the file as **ObserverLeadToday** in the internet activity folder (2 marks)
4. Zip the main folder (2 Marks)
5. Open your email and send the main zipped folder as an attachment to your instructor at [hallshaneil47@gmail.com](mailto:hallshaneil47@gmail.com) the subject of the email should be “Re: Assessment”. In the Large text area answer all of the following questions.

(5 Marks)

* 1. Define the term internet. (2 Marks)
  2. What is an ISP? (2 Marks)
  3. What is the purpose of using an email account? (2 Marks)
  4. The acronym URL stands for? (2 Marks)
  5. Define the term search engine and name any **TWO** (2). (2 Marks)

8. Upload the zipped folder to the Moodle platform under the

Module 2 - Computer Fundamentals (A&B) End of Cluster Practical Activity link

(2 Marks)

**SCORE**

**TOTAL 27**