

Q1: Question 1 -&nbsp;Speed and Accuracy for 10 minute.&nbsp;Type the text as it is.Q1a: Question 1 -&nbsp;Speed and Accuracy for 10 minutes.&nbsp;Type the text as it is.

[illegible]

to cope with a change in life's circumstances (e.g. family illness, marriage, divorce, birth of a child)

to change the nature of your job (e.g. from on-the-road to a non-travelling role)

The job transfer request letter should be written in formal business format with a polite and respectful

tone. The employee should keep copies of all communications concerning the transfer request. Note that, if you want to apply for an existing, advertised vacancy within the company, you should fill in the application document, write a cover letter, and treat it as you would an external application.

15 marks

Q2: Question 2: Instruction: Type the following 362 words in double line spacing and in indented paragraph.

Q3: Question 3 Instructions: Type the text below

Use single line spacing

Use hanging paragraphs

Use Arial as font type

Use 14 as font size

Justify the paragraphs

Q4: Question 4

Create a footer to show both the page number and e-EXAM, December 2018

Create a watermark in your document to read your name.

Set the watermark diagonally

(15 marks)