

TASK 8

Criteria

- 1.1c *Open* the file you saved as Task 3.
- 3.1
- 3.4 In the first paragraph beginning WHEN WORKING ON YOUR COMPUTER... insert the word ASPECTS after the word Safety.
- In the paragraph beginning ELECTRICAL SOCKETS... insert the word ALSO after the word SHOULD in the third sentence.
- 4.1 Insert the following text as a new paragraph to appear after the paragraph beginning... ELECTRICAL SOCKETS...
- Never leave cables trailing anywhere – it is very easy to get your foot caught in the cable which could inevitably cause damage to the equipment and yourself.
- 4.2 In the last paragraph beginning IT IS IMPORTANT... delete the word ALSO from the second sentence.
- In the third sentence of the last paragraph, insert a comma after the word HELP and COMPUTER.
- 5.1 Centre the heading HEALTH AND SAFETY and change it to italic.
- Change the words PLUGS AND SOCKETS and ADJUSTING THE MONITOR to underline.
- Change the heading HEALTH AND SAFETY to bold.
- 6.1 Insert a clip art picture of your choice, in an appropriate position on the page.
- 1.1d *Save* the file as Task 8 to floppy disk.
- 7.1 *Print* a copy and *close* the file.
- 1.1e *Exit* from the program Word.
- Write* on the printout – your name, task8, date, 1.1cde 3.1 3.4 4.1 4.2 5.1 6.1 7.1

<u>Criteria</u>	TASK 9
1.1c	<i>Open</i> the file you saved as Task 4.
3.1	
5.1	<i>Centre</i> and <i>underline</i> the heading FLOPPY DISKS.
3.4	Change the words at the beginning of the second paragraph AVOID SWITCHING YOUR EQUIPMENT ON OR OFF to bold.
	<i>Underline</i> the first sentence of the last paragraph.
	Make the heading FLOPPY DISKS italic.
	Delete the word IT in the last sentence of the second paragraph, the first time it appears only.
	Insert the word HIGHLY before the word RECOMMENDED in the second sentence of the last paragraph.
4.2	Insert a comma after the word SITUATION in the second sentence of the last paragraph.
4.1	Add the following text as a new paragraph after the paragraph beginning... AVOID SWITCHING YOUR EQUIPMENT ON....
	Suitable storage of your disk is necessary. You should keep disks away from magnetic fields such as telephones. Your disk should also be kept away from extremes of temperature.
6.1	Insert a clip art picture of your choice, in an appropriate position on the page.
1.1d	Save the file as Task 9 to floppy disk.
7.1	<i>Print</i> a copy and <i>close</i> the file.
1.1e	<i>Exit</i> from the program Word.
	<i>Write</i> on the printout – your name, task9, date, 1.1cde 3.1 3.4 4.1 4.2 5.1 6.1 7.1

TASK 10

Criteria

- 1.1c *Open* the file you saved as Task 5.
- 3.1
- 5.1 *Centre* the heading KEYBOARD.
- Change* the whole of the first paragraph to italic.
- Change* the whole of the third paragraph to bold.
- Underline* the whole of the fourth paragraph.
- 3.4 *Change* the beginning of the first paragraph to read THE KEYBOARD IS AN INPUT DEVICE by *inserting* the required text.
- Change* QWERTY to bold both times it appears.
- Delete* the text (BELOW THE ROW OF NUMBERS) which appears in the second sentence of the second paragraph.
- 4.2 *Insert* a comma after the word VARY in the second sentence of the fourth paragraph.
- 4.1 *Insert* a new paragraph to become the second paragraph of the document with the following text:
- Just in case you are not too familiar with using a keyboard, you will find the following information very useful.
- 6.1 *Insert* a clip art picture of your choice, in an appropriate position on the page.
- 1.1d *Save* the file as Task 10 to floppy disk.
- 7.1 *Print* a copy and *close* the file.
- 1.1e *Exit* from the program Word.
- Write* on the printout – your name, task10, date, 1.1cde 3.1 3.4 4.1 4.2 5.1 6.1 7.1

SCREEN DUMPS

Criteria

Some of the criteria you have met by working through the exercises, is hard to prove from a printout, so we do 'screen dumps' to show you know the process for achieving the criteria.

Do the following exercises. You do NOT need to save your screen dumps.

1.1d

Save under a given filename

Open one of the files you have created.

Click on File, *click* on Save As. Take a screen dump of this window by *pressing* the PRINT SCREEN key on the keyboard.

Click on Start, Programs, Word.

Click on Edit, Paste. Your 'snapshot' will appear.

Print the screen dump.

Write on the printout – your name, date, 1.1d

Click on the X at the top right of the screen to exit Word.

DO NOT save the screen dump.

3.5

Use the spell-check facility

Open one of the files you have created.

Click on the ABC button. Take a screen dump of this window by *pressing* the PRINT SCREEN key on the keyboard.

Click on Start, Programs, Word.

Click on Edit, Paste. Your 'snapshot' will appear.

Print the screen dump.

Write on the printout – your name, date, 3.5

QUIZ – WORD PROCESSING ENTRY LEVEL

Please do not write in the book. If you haven't been given a copy of the next two pages, *please ask your tutor*.

1 What do you understand by the following terms

❖ OPEN

.....
.....

❖ CLOSE.....

.....

❖ CREATE

.....
.....

❖ SAVE.....

.....

2 What Health and Safety risks should you be aware of when using a computer?

.....
.....

3 What is a spell-check facility and how would you use it?

.....
.....

4 How would you close down the system correctly?

.....
.....

Your name

Today's date

Criteria reference: 1.1e
1.2
2.1

Well done!

You have now fulfilled all the criteria for the
OCN Word Processing Entry Level.

Hand into your tutor for marking.

You **MUST** write a consecutive page number on each of your
prints
and enter the page number relating to the criteria
specified on the criteria record sheet.

CRITERIA	EVIDENCE	TUTOR	DATE
1 Prepare a word processing system ready for use and perform simple file operations			
1.1 Follow set instructions to:			
1.1a load a word processing application	1, 9,	TJF	23/9/03
1.1b create a new file	1, 9	TJF	23/9/03
1.1c retrieve existing files	2, 3, 4, 5, 6	TJF	23/9/03
1.1d save under a given filename	1, 2, 3, 4, 5, 6	TJF	30/9/03
1.1e close down system	1, 2, 3, 4, 6, 6	TJF	30/9/03
1.2 Operate safely	1, 11	TJF	23/9/03