

CMPT 083 - WORD PROCESSING - SAMPLE ASSESSMENT

Note: you may be asked questions on your exam which will require the use of the Help menu.

1. Open a word processing application and open the file named [page394](#) (this is a Microsoft Word file). Save it as **Page 394** to your disk. Leave this file open.
2. Open the file named [page142](#) (this is a Microsoft Word file) and save it as **Page 142** to your disk. Leave this file open as well.
3. Cut the last paragraph of the file **Page 142** and paste it as a separate paragraph to the end of the document **Page 394**.
4. Re-save the remaining document as **Page 142** to your disk. Close this document.
5. Working within the document **Page 394**, add a page break at the beginning of the document. Use this new page to create a title page using the title **Plants**. See the end of this document for an example.
 - a. The title page should look similar in spacing to the example at the end of this document and should include the title of the paper, your name, institution, to whom the paper is submitted (instructor) and the submission date in the lower right corner of the page. The page should not be numbered or contain any headers or footers.
 - b. Bold and center the title, changing its font to Arial and the font size to 14.
 - c. The font of the remaining paper should be **12 point, Times New Roman**.
 - d. Ensure the information at the bottom of the title page is right aligned.
6. Add the following paragraph to the beginning of the document following the title page. Make it look consistent with the rest of the document.

This document is produced for the purpose of a sample assessment of my word processing skills and will serve to help validate the survey I completed.
7. Use the following criteria to format your document:
 - a. Margins should be set at 1 inch for top, bottom, and both sides.
 - b. The document (after the title page) should be double spaced.
 - c. A header with the title should appear in the right hand corner beginning on the page following the title page. Use tabs to move the cursor to the right. **Hint:** *Place the Cursor at the beginning of the document before inserting headers, footers, and page numbers.*
 - d. Page numbering should be placed at the bottom center of each page and should start on the page following the title page as page number 1.
8. Add a page break at the end of the document for a new reference page. (1 mark)
9. Use wordwrap and hanging indents (*format, paragraph*) to create the References on this page. Use spacing and formatting similar to the following example. **Do not attempt to end the lines at the same place.**

References

Mitchell, W. M., LaBarre, J. E., Mach, K. A., Rutkosky, N. H. (1994).

Keyboarding with WordPerfect. St. Paul: Paradigm.

Sherron, J. E. & Sherron, R. H. (1994). *Microcomputer Keyboarding*. St. Paul:

Paradigm.

10. Spell check and grammar check your document. (1 mark off for each error to a maximum of 3)
11. Resave your document on your floppy (A:) as **Page 394** before you print the document. Have a tutor check your work.
12. Check your spacing and formatting with the documents on the next two pages. Note that the first page has been printed with the non-printing codes showing and the final version without so you can compare your document.

Finished Sample

<p style="text-align: center;">PLANTS</p> <p style="text-align: right;">Your Name Red Deer College Instructor's Name Date Due</p>	<p style="text-align: right;">Philo 6</p> <p>"This document reproduced for the purpose of a sample assessment of my word processing skills and will serve to help validate the survey I completed"</p> <p>An unexpected boom in the purchasing of house plants has been taking place over the past decade. The success has surprised gardeners rather than florists who have generated florists. A quarter vine, the florist's plant of choice, was the basis of the plant boom. It was imported from the West Indies and gradually became the number one houseplant. The best plants were readily available and low cost, causing a quick response from the public. Florists have expanded their gardens to include many varieties of rare and exotic plants. Not only are the good ferns and palms popular, but many different kinds of tropical plants are now available for home use.</p> <p>Not all plants are green. Many have beautiful purple or reddish leaves, while others have yellow or white variegations. Distinct patterns and color combinations can be found in large numbers. There is one common trait of all plants—some leaves. Unlike flowering plants, most houseplants give pleasure all year. The elegant plants thrive best in the homes and buildings of today due to the low humidity and light levels.</p> <p>Plants, by nature, have been displayed in windows. Many more creative ways range from indoor trees to handy hanging baskets. Much enjoyment will come from the greenery, but in some cases plants offer ideal solutions to weight problems in home decor. The weightless and shrub containers can be softened. Groupings of different species or sizes among containers make effective displays. It is a good idea to keep sizes and shapes of individual plants in mind when choosing any plant or container. The primary focus remains on the very functional need of the consumer. The ultimate decision of consumer is one that has no real weight and is neutral in color.</p>
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<p style="text-align: right;">Philo 6</p> <p>The Industrial Revolution made Britain one of the world's richest manufacturers and the world's greatest traders. During the eighteenth century the British Empire began to crumble. There were then the two world wars and a series of economic crises. Today the United Kingdom is no longer a leading world power. They have lost the huge empire and economic strength.</p> <p style="text-align: center;">2</p>	<p style="text-align: right;">Philo 6</p> <p style="text-align: center;">References</p> <p>Mitchell, William M., Tallman, James E., Mich, K.A., Radinsky, Nita Hewitt (1994). <i>Keyboarding with WordPerfect</i>. St. Paul: Paradigm.</p> <p>Sherron, Joanne E. & Sherron, Ronald H. (1994). <i>Microcomputer Keyboarding</i>. St. Paul: Paradigm.</p> <p style="text-align: center;">3</p>
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