

CMPT 092 – INTERMEDIATE WORD PROCESSING – SAMPLE ASSESSMENT

Part A Brochure

Outlining and Presentation – **this information is sorted alphabetically**; you will have to organize it into meaningful information first!

1. Use the outline feature on the word processor and organize the information below the line into an outline.
2. The information has already been typed for you. Open the file [Outline](#) (this is a Microsoft Word document).
3. Create a brochure using the re-organized outline below. It should contain columns, appropriate breaks, graphics, WordArt, bullets, and tables.

BUYING A COMPUTER

\$1000 - \$2000 will buy new system with standard capabilities

>\$2000 for high-performance system

10 - 30 + Gigabyte hard drive

Add-ons

Amount affects processing speed

At least 128 megabytes of RAM

Average range from 15" to 21" in size

Battery life is limited

Buy the fastest processor you can afford

Can be internal or external

CD-ROM/DVD drive

Components

CPU

Desktop Applications

Determine the system

Digital Camera

Financial Applications

Flat screen is more expensive

Floppy disk drive

Games

How do you plan to use the computer?

Ink-jet - low cost

Input Devices

Is portability important?

Keyboard

Laser - more expensive but better printouts

Leave part of your budget for software

Local for service, ease of repairs and warranty claims

Macintosh or PC?

Macs generally more expensive

Macs have followings in publishing, graphics, and education

Modem

Monitor

Most come with some software

Most systems have sound card capable of playing CD-quality and MIDI files

Mouse

Multimedia/Graphics

Necessary for an Internet connection

Order on-line for competitive prices but may have risks

PC used more for business

PCs made by many different manufacturers

Portables are more expensive

Pressure-sensitive graphics tablet and joystick are options

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Printer

Publishing

Questions to Ask

RAM

Scanner

Scanner

Secondary Storage

Shareware and public domain software are available

Software

Sound Card/Speakers

Technical Applications

Video Card affects quality of images

Web browsing and E-mail

What is the budget?

Where do you buy it?

Zip, CD-R, and CD-RW Drives also available

Part B Long Document

1. Create a folder on your disk or hard drive. Name the folder **092 Practice**. Open the file [Ergonomics](#) (this is a Microsoft Word document). Save this file as **Sample 092**. (1 mark)
2. Assume you have to hand in the essay on Ergonomics. Reformat the file to reflect your knowledge of long documents. (Hint: Think about the appearance and the effectiveness of the document). (2 marks)
3. At the end of the title, insert the footnote: (1 mark)

“Ergonomics”. (1998). Advanced Microsoft Word 97, p. 570

4. Create a header that contains: (1 mark)
 - ✓ the title of the document on the left side of the header
 - ✓ the page number on the right side of the header
 - ✓ use the same font as the title but change the size of the font to 8
5. Create a footer that contains: (1 mark)
 - ✓ the filename on the left side
 - ✓ the date **inserted** on the right side of the footer
6. In the section *Work Stations As a Focal Point*, insert bullets before the lines *the realization ...*, and *the anticipation...*. Choose a custom bullet from the Wingdings Font. (1 mark)
7. In a new file, create a numbered outline for the document “Ergonomics” using the **Arrange All** and the ‘copy and paste’ feature of Word. (2 marks)
 - ✓ Create a numbered outline using the headings and a few points from each section.
 - ✓ Format a title called *Outline for Ergonomics*.
 - ✓ Save this as *Outline1*. Close this file when done.
8. Open a blank document; create another outline from the “Ergonomics” document. This time, choose a different numbered outline style. Save this different outline as *Outline2*.
9. Highlight the entire outline and change the outline style by using the *Customize* feature of **Numbered Outline**. Save this changed document as *Outline3*. (2 marks)
10. Choose the outline you believe is most effective and include that as the ending outline of the original paper on Ergonomics. This saved file must be inserted as a file on the last page of your report. (2 marks)
11. Change the Footnote to an Endnote.
12. Perform a Word Count on the document. Place the number of words at the end of the document. (2 marks)

13. Find three words that you think are not descriptive enough. Using the Thesaurus, replace the words in the document. Make sure the replacement words make sense in the sentence. (1 mark)
14. Save your report and outline as **Final Practice 092**.

Part C Document Production

You have been asked to create an **Interoffice Memo** template for Marmot Vacations Ltd.

1. Using a blank Word document, create a memo template for the **Marmot Vacations Ltd.** (3 marks)

The Memorandum should contain the following fields, in an appropriate format:

Date: **To:** **Cc:**
From: **RE:**

Be sure that you construct the fields in such a manner that when someone else opens the template, they could simply add the names by clicking and typing. An example of such a field follows: [Click here and type names]

It should contain information to employees that explains the new policy for staff discounts for travelling. The body of the Memorandum should contain the following information:

Please be advised that Marmot Vacations Ltd. has signed a contract with our company regarding discounting staff purchases on travel packages.

The discount consists of 10% off any packages booked at least 60 days in advance of departure, and 15% off on all European destinations.

Please contact my office for discount cards or for any further questions.

Save the memo to your A: drive or your hard drive as **Memo**.

If you are using the computers in the Computer Lab, make sure to delete the template from the hard drive when you are done.

2. Using the mail merge feature, create envelopes to be sent to five customers for Marmot Vacations Ltd. The Data Source should be saved as **Pull Together Data Source** should contain the following fields:
- ✓ Title (Mr. Mrs. Ms)
 - ✓ First Name
 - ✓ Last Name
 - ✓ Address

- ✓ City
- ✓ Postal Code

Once the fields have been established, create five customers for the data source. Merge the envelopes to a new document. Save the Main Document as **Main Document Envelopes** and the finished merge file as **Merged Envelopes**. (2 marks)

3. Create a three-column newsletter using the file [Designing a Newsletter](#) (this is a Microsoft Word file). Your newsletter must contain clip art, and must be formatted appropriately. (4 marks). TIP: Be sure to change the page orientation to landscape before you begin.

Part D Condensed Theory

1. Create a numbered outline that contains the headings seen below. Under each heading, include specific information about the corresponding topic. You will find the information in your module. (5 marks)

Computer Systems
Types of Computers
Network
Storage Devices

Processing Hardware
Data Bus
Output Devices
System Software

Application Software
Input Devices
Computer Software