

WORD PROCESSING TECHNIQUES ADVANCED SETTING CHECKLIST

| | | Task 1 | Task 2 | Task 3 |
|-------|--|--------|--------|--------|
| A1.1 | Business letter, memo, questionnaire, form, tear-off section, article, report (include multi-page) | | | |
| A1.2 | Text creation (manuscript) (Total over paper 525) | | | |
| UKS | Text recall (typescript) (Total over paper 525) | | | |
| | Display/in created text | | | |
| E3.2 | - use caps for emphasis | | | |
| E1.3 | - use hyphen | | | |
| E1.3 | - use dash | | | |
| I3.1 | - material in tabular form (10 x 10) max (4C x 6R) min | | | |
| I3.3 | - add lines and border to table | | | |
| A3.2 | - add space between border & text | | | |
| A3.1 | - use borders of different line type or thickness | | | |
| A3.3 | - use drawing tools to add lines or boxes to documents | | | |
| A3.1 | - add shading | | | |
| A3.4 | - create bulleted paragraphs | | | |
| E3.5 | - set left tabs | | | |
| A3.5 | - create numbered paragraphs | | | |
| A3.7 | - set centre tab (NB could be in header or footer) | | | |
| A3.7 | - set right tab (NB could be in header or footer) | | | |
| A3.7 | - set decimal tab | | | |
| A3.7 | - leader dots | | | |
| A3.8 | - arrange text in newspaper columns (recall or created) | | | |
| A3.10 | - use headers (including automatic page numbering)* | | | |
| A3.10 | - use footers (including automatic page numbering)* | | | |
| I3.3 | - use landscape orientation | | | |
| I3.8 | - use hanging indent first line | | | |
| A1.1 | - create a form, tear-off slip or questionnaire | | | |
| A4.1 | - create a data file of variable data (even length records) | | | |
| A4.2 | - create a standard document including variable in body | | | |
| A4.2 | - merge standard document with created file | | | |
| | Amendments to recalled text (1 each copy) | | | |
| E2.2 | - insert text (with caret) | | | |

| | | | | |
|--------------------------------------|--|--|--|--|
| E2.2 | - insert text (with square bracket) | | | |
| E2.2 | - delete text without replacement (max 10 words) | | | |
| E2.2 | - delete text with replacement (max 10 words deletion) | | | |
| E2.4 | - insert blank lines | | | |
| E2.4 | - delete blank lines | | | |
| E2.1 | - run on | | | |
| E2.1 | - new paragraph | | | |
| E2.1 | - transpose horizontally | | | |
| E2.1 | - transpose vertically | | | |
| E2.1 | - close-up | | | |
| E2.1 | - insert space | | | |
| E2.1 | - stet | | | |
| I2.1 | - move text between pages | | | |
| A2.1 | - copy text between documents | | | |
| I2.2 | - copy text within or between pages | | | |
| I2.3 | - use search and replace (max 3 words per replacement – 3 occurrences in recalled words) | | | |
| I3.6 | - insert or remove hard page break | | | |
| I3.9 | - change line spacing for part of a document (1.5 or 2) | | | |
| UKS | - locate & extract information from one task & use in another phone number 0293 576 4352 | | | |
| A2.2 | - import & resize graphic (6 cm ²) or less | | | |
| Amend layout of recalled text | | | | |
| E3.1 | - change font style | | | |
| E3.1 | - change font size | | | |
| E3.3 | - change case | | | |
| E3.2 | - use bold for emphasis (created or recalled text) | | | |
| E3.2 | - use italics for emphasis (created or recalled text) | | | |
| E3.4 | - centre heading (created or recalled text) | | | |
| E3.4 | - full justification of document | | | |
| I3.5 | - change margins for whole document | | | |
| A3.9 | - indent text from both margins | | | |
| A2.3 | - insert or delete columns, rows or cells in a table | | | |
| A3.6 | - increase or reduce spacing before or after paragraphs | | | |

| | | | | |
|-------------|--|--|--|--|
| A5.1 | Correct errors in recalled text across all tasks (no correct copy given) | | | |
| A5.1 | - keying in error (1) | | | |
| | - keying in error (2) | | | |
| A5.1 | - spelling error (1) | | | |
| | - spelling error (2) | | | |
| A5.1 | - layout error (1) indent paragraphs | | | |
| | - layout error (2) | | | |
| A5.1 | - grammar error (1) | | | |
| | - grammar error (2) | | | |
| A5.1 | - punctuation error (1) | | | |
| | - punctuation error (2) | | | |
| A2.4 | - inconsistency of style (1) | | | |
| | - inconsistency of style (2) | | | |
| I5.2 | Expand abbreviation (all tasks) (in manuscript only, indicate each with a full stop, in all tasks, only test one once except &) (8) | | | |
| I5.2 | 1 Abbreviation 1 | | | |
| I5.2 | 2 Abbreviation 2 | | | |
| I5.2 | 3 Abbreviation 3 | | | |
| I5.2 | 4 Abbreviation 4 | | | |
| I5.2 | 5 Abbreviation 5 | | | |
| I5.2 | 6 Abbreviation 6 | | | |
| I5.2 | 7 Abbreviation 7 | | | |
| I5.2 | 8 Abbreviation 8 | | | |
| | Print | | | |
| I6.1 | Print as for headed paper | | | |
| A6.3 | Print a multi-page document | | | |
| I6.3 | Print in landscape format | | | |
| A6.1 | Print data file | | | |
| A6.2 | Print merged documents (4) | | | |

*Each item to be tested once on every paper.