WORD PROCESSING TECHNIQUES ESSENTIAL CHECKLIST

		Task 1	Task 2	Task 3	Task 4
E1.2	Business letter, menu, notice, short article or report - maximum per task 250 words, single page				
E1.1	Text creation (manuscript) (Total over paper 300)				
UKS	Text recall (typescript) (Total over paper 350)				
	Display in created text - use once each except *				
E3.2	- use caps for emphasis				
E1.3*	- use hyphen				
E1.3*	- use dash				
E3.5	- set left tabs (max 3 lines plus headings, max margin plus 2 tabs)				
	Amendments to recalled text (**not to the manuscript**) (1 each only)				
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	- stet				
E2.1	- close up				
E2.1	- insert space				
E2.3	- move paragraph				
	Amend layout of recalled text: (1 each only)				
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)				
E3.2	- use underline for emphasis (created or recalled text)				

		Task 1	Task 2	Task 3	Task 4
E3.4	- centre heading (created or recalled text)				
E3.4	- full justification of document				
E4.1	Retrieve standard document				
E4.1	- enter items of variable information (8 enter points, 20 words maximum)				
E5.1 E5.2	Correct errors in recalled text in one document against correct manuscript:				
E5.1	- keying-in errors (1)				
E5.1	- spelling errors (1)				
E5.1	- layout errors (1)				
E5.1	- grammar errors (1)				
E5.1	- punctuation errors (1)				
E6.1	Print tasks				

Each item to be tested once on every paper except*