WORD PROCESSING TECHNIQUES INTERMEDIATE SETTING CHECKLIST

11.1 Business letter, memo, document produced from standard paragraphs, article, report - must include one task over 2 pages 11.1 Text creation (manuscript) (Total over paper 450) UKS Text recall (typescript) (Total over paper 450) Display in created text: 12.2 - use caps for emphasis* 13.1 - use dash* 13.1 - material in tabular form (max. 10 x 10) (min. 4C x 6R) 13.2 - add lines and border to table 13.3 - use landscape orientation 13.3 - use landscape orientation 13.3 - use landscape orientation 13.4 - use hanging indent first line 13.8 - use hanging indent first line 13.8 - use hanging indent first line 13.9 - use text (with caret) 13.0 - use text (with caret) 13.1 - insert text (with square bracket) 13.2 - delete text with replacement (max 10 words) 13.3 - use hanging indent first line 13.4 - insert blank lines 13.5 - set lext ash 13.6 - use text (with caret) 13.7 - use of elete text with replacement (max 10 words) 13.8 - use hanging indent first line 14.1 - insert blank lines 15.2 - delete text with replacement (max 10 words deletion) 15.3 - use of elete text with replacement (max 10 words deletion) 15.4 - insert blank lines 15.5 - insert space 15.1 - inew paragraph 15.1 - inew paragraph 15.2 - insert space 15.2 - insert space 15.3 - insert space 15.4 - insert space 15.5 - insert space 15.7 - insert space 15.8 - insert space 15.9 - insert space 15.1 - inwove text between pages 15.2 - invove text between pages 15.3 - unumber pages			Task 1	Task 2	Task 3
UKS Text recall (typescript) (Total over paper 450)	11.1				
Display in created text: E3.2 - use caps for emphasis* E1.3 - use hyphen* E1.3 - use dash* I3.1 - material in tabular form (max. 10 x 10) (min. 4C x 6R) I3.2 - add lines and border to table I3.2 - add border to paragraph I3.3 - use landscape orientation E3.5 - set left tabs I3.8 - use hanging indent first line Amendments to recalled text: 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 without replacement (max 10 words deletion) E2.4 - insert blank lines E2.4 - delete blank lines E2.1 - run on E2.1 - transpose horizontally E2.1 - transpose vertically E2.1 - insert space E2.1 - stet E2.1 - stet E2.1 - move text between pages E2.2 - copy text within or between pages E2.3 - use search and replace (a courrences in recalled words - max 3 words per replacement)	11.1	Text creation (manuscript) (Total over paper 450)			
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13.2 - add lines and border to table	E1.3	- use dash*			
13.2 - add border to paragraph	I3.1	- material in tabular form (max. 10 x 10) (min. 4C x 6R)			
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12.3 - use search and replace (3 occurrences in recalled words - max 3 words per replacement)	12.1	- move text between pages			
	12.2	- copy text within or between pages			
13.4 - number pages	12.3	- use search and replace (3 occurrences in recalled words - max 3 words per replacement)			
	13.4	- number pages			

		Task 1	Task 2	Task 3
13.6	- insert or remove hard page break			
13.9	- change line spacing for part of a document (1.5 or 2)			
	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)*			
E3.2	- use underline for emphasis (created or recalled text)*			
E3.4	- centre heading (created or recalled text)			
E3.4	- full justification of document			
13.5	- change margins for whole document			
13.7	- indent text from left margin			
14.1	Assemble document from standard paragraphs (max 4) (No deliberate errors. Count each recalled paragraph used in word count. Include copy of paragraphs in candidate paper)			
E4.1	- insert variable information (4-8 enter points, used max 50 words)			
I5.1	Correct errors in recalled text in one document (no correct copy given):			
I5.1	- keying-in error (1)			
	- keying-in error (2)			
I5.1	- spelling error (1)			
	- spelling error (2)			
l5.1	- layout error (1)			
	- layout error (2)			
l5.1	- grammar error (1)			
	- grammar error (2)			
I5.1	- punctuation error (1)			
	- punctuation error (2)			
15.2	Expand abbreviations (in manuscript only, indicate each with a full-stop in one task only, only test each one once except &) (8)			
15.2	- Abbreviation 1			
15.2	- Abbreviation 2			
15.2	- Abbreviation 3			
15.2	- Abbreviation 4			
15.2	- Abbreviation 5			
15.2	- Abbreviation 6			

15.2	- Abbreviation 7		
15.2	- Abbreviation 8		
I6.1	Print as for headed paper		
16.2	Print a 2-page document		
16.3	Print in landscape format		

Each item to be tested once on every paper except*