

WORD PROCESSING TECHNIQUES INTERMEDIATE SETTING CHECKLIST

		Task 1	Task 2	Task 3
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:			
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 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			
I2.2	- copy text within or between pages			
I2.3	- use search and replace (3 occurrences in recalled words - max 3 words per replacement)			
I3.4	- number pages			

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		Task 1	Task 2	Task 3
I3.6	- insert or remove hard page break			
I3.9	- 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			
I3.5	- change margins for whole document			
I3.7	- indent text from left margin			
I4.1	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)			
I5.1	- layout error (1)			
	- layout error (2)			
I5.1	- grammar error (1)			
	- grammar error (2)			
I5.1	- punctuation error (1)			
	- punctuation error (2)			
I5.2	Expand abbreviations (in manuscript only, indicate each with a full-stop in one task only, only test each one once except &) (8)			
I5.2	- Abbreviation 1			
I5.2	- Abbreviation 2			
I5.2	- Abbreviation 3			
I5.2	- Abbreviation 4			
I5.2	- Abbreviation 5			
I5.2	- Abbreviation 6			

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I5.2	- Abbreviation 7			
I5.2	- Abbreviation 8			
I6.1	Print as for headed paper			
I6.2	Print a 2-page document			
I6.3	Print in landscape format			

Each item to be tested once on every paper except*