



# **Candidate Instructions**

**Assignment - 002 Version 4.2**

**Word Processing – Level 1**

**Assignment 7262-01-002**

**Word Processing Level 1**

Candidates are advised to read all instructions carefully before starting work and to check with your assessor, if necessary, to ensure that you have fully understood what is required.

You must, at all times, observe all relevant Health and Safety precautions.

**Time allowed** 2 hours

**Introduction**

This assignment is broken down into 4 parts:

1. A brief scenario is provided for candidates.
2. Task A requires candidates to sketch and produce a feature list for the latest Mobile Phone handset.
3. Task B requires candidates to produce a table of costs using tabulation
4. Task C requires candidates to combine the two documents to produce a new A4 page.

**Scenario**

You work for Lionel DeMoine, the Managing Director of Comnet which is a new Pay As You Go Mobile Phone advisory service. Your task today is to prepare some information which is to go into the Mobile Phone User Handbook.

**Task A**

1. Read the brief scenario.
2. Sketch the document, see Figure 1 for details. This is to be produced on A5 landscape paper, use suitable margins and display attractively. You should use a minimum of THREE enhancements: e.g. bullets, centring, different font and size, bold, italics or underline. A suitable clip art image should also be used.

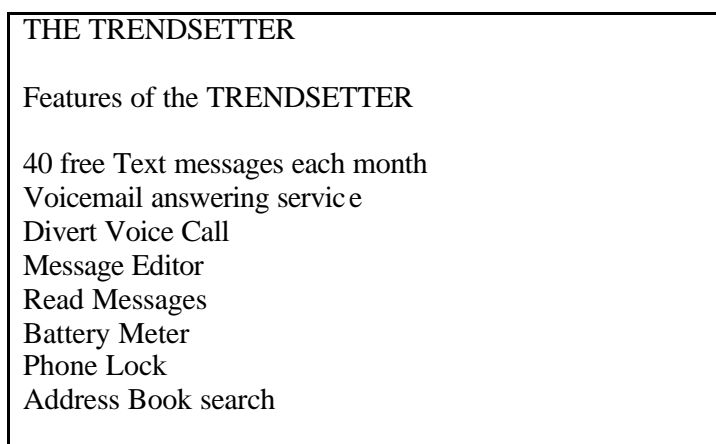


Figure 1

3. Start up your word processing software and create a new file.
4. Create the document using your sketch on A5 landscape using the margins as indicated on your sketch.
5. Format the text as per your sketch with suitable text enhancements.
6. Add a suitable graphic as indicated on your sketch. Resize and reposition as appropriate.
7. Insert a page number centred at the bottom of your page.
8. Proofread your text and correct any errors using the spell checker.
9. Use Print preview to check your document layout is balanced.
10. Save as MOBILE1 to a suitable location and printout ONE copy. Label this as MOBILE1.

### Task B

1. Create a new document and using tabulation, key in the table of costs, see Figure 2 for details.

EXAMPLES OF COSTS			
	First 20 mins	After 20 mins	Off Peak
Network A	2p	5p	1p
Network B	5p	3p	1.5p
Network C	4p	2p	0.5p

Figure 2

2. Add the following text as a new paragraph below the table:

All Networks charge more per minute Network to Network. An average cost would be 20p per minute. The choice of Network is extremely important, as your vouchers will soon run out. Our company offer an Advisory Service which is aimed at matching a suitable handset and Network to a user.
3. Enhance the title - use a larger font size: e.g. 18 pt and centre.
4. Add a page number at the bottom left of your page.
5. Use Print preview to check your document layout is balanced on A4 portrait paper.
6. Proofread your text and correct any errors using the spell checker.
7. Save as MOBILE2 to a suitable location print out ONE copy. Label this as MOBILE2.

### Task C

In this task you are required to combine the TWO documents which contain the features of TRENDSETTER and the table of costs.

1. Open your document MOBILE2. Set margins of 2.5 cm (1") top, bottom, left and right.
2. Copy the contents of MOBILE1 and paste this text at the top of the page. Change **40 free Text messages each month** to **Text Messaging**.
3. Ensure your graphic is positioned at the top of this new document, centred between the margins.
4. Make your list of features a numbered list.
5. Delete the page numbering, as no page number has been identified for this new page.
6. Use Print preview to check this new layout fits to A4 portrait orientation.
7. Save as MOBILE3 to a suitable location and print out ONE copy. Label this as MOBILE3.
8. Close down your word processing software.

### Note

- At the conclusion of this assignment, hand all paperwork and disks to the test supervisor.
- Ensure that your name is on the disk and all documentation.
- If the assignment is taken over more than one period, all floppy disks and paperwork must be returned to the test supervisor at the end of each sitting.