

# **ADVANCED COMPUTECH & BUSITECH CENTRE**

**MICROSOFT WORD  
EXAMINATION QUESTION PAPER  
AUGUST EXAMINATION  
DATE: 1 August 2013**

## **INSTRUCTIONS TO CANDIDATE**

- **Answer all the question**
  - **Write neat and number your questions correctly**
  - **Write you name, subjects name and date on your answer sheet**
  - **This paper consists of two questions, Section – A Theory and Section – B Practical**
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## **SECTION A – THEORY**

### **QUESTION 1**

**Differentiate between the following**

- a) Indentation & Line Spacing
- b) Header & Footer
- c) Alignment & Borders
- d) Undo and Redo

**(16)**

### **QUESTION 2**

- a) In your own words explain what you understand by the term Microsoft Word, and outline the importance of it **(4)**
- b) Mention the different types of views of how you can view your document in Microsoft Word and explain each **(10)**
- c) State the importance of Keyboard shortcuts in Microsoft Office Word **(2)**
- d) Give the difference between Insert and Overtyping **(4)**
- e) Describe the process of saving a file **(4)**
- f) Mastering Microsoft Word can make you a more productive and creative teacher. You'll learn how to create, open, edit and save documents, as well as how to create tabs, margins, and spacing. Expect for all the following that I've named, write a short essay of (200 words) where you explain in your own word, what you have learned from this subject, and how it will help you in the future **(10)**

# **ADVANCED COMPUTECH & BUSITECH CENTRE**

**MICROSOFT WORD  
EXAMINATION QUESTION PAPER  
AUGUST EXAMINATION  
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## **SECTION B – PRACTICAL**

### **QUESTION**

1. Create your own personal letterhead. It must include the following
  - Your name
  - Your address, include city, province, postal code
  - Your phone number
  - Your email (if you have one)
  - Graphics that pertain to you

The placement/location of items is up to you

Letterheads must extend no more than 2 inches from the top of the page.

Display the ruler bar and adjust the veritical ruler to the top of the page

**[16 marks]**

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2. After creating your letterhead, Type the passage below, change font size to 10 point

[6 marks]

What is the World Wide Web and what makes it work?

The WWW incorporates all of the Internet services above and much more. You can retrieve documents, view images, animation, and video, listen to sound files, speak and hear voice, and view programs that run on practically any software in the world, providing your computer has the hardware and software to do these things.

When you log onto the Internet using a web [browser](#) (e.g., Internet Explorer, Fire fox, Mozilla, Netscape, Opera, Safari), you are viewing documents on the World Wide Web. The basic foundation on which the WWW function is the programming language called [HTML](#). It is HTML and other programming imbedded within HTML that make possible [hypertext](#). Hypertext is the ability to have web pages containing [links](#), which are areas in a page or buttons or graphics on which you can click your mouse button to retrieve another document into your computer. This "click ability" using Hypertext links is the feature, which is unique and revolutionary about the Web.

How do hypertext links work?

Every document or file or site or movie or sound file or anything you find on the Web has a unique [URL](#) (uniform resource locator) that identifies what computer the thing is on, where it is within that computer, and its specific file name. (More [explanation on the structure of URLs](#)) Every Hypertext link on every web page in the world contains one of the URLs. When you click on a link of any kind on a Web page, you send a request to retrieve the unique document on some computer in the world that is uniquely identified by that URL. URL is like addresses of web pages. A whole cluster of internationally accepted standards (such as TCP/IP and HTML) make possible this global information retrieval phenomenon that transcends all political and language boundaries.

- a) Change the font type of the whole passage to Arial  
[2 marks]
- b) Center the two headings, underline, set the font size to 12 & change the font type to Arial Black.  
[4 marks]
- c) Perform a word count and type the number of words at the bottom of the passage.  
[3 marks]
- d) Justify the 3<sup>rd</sup> paragraph excluding the heading.  
[2 marks]
- e) Make the line spacing of the second paragraph 1.5 lines.  
[3 marks]
- f) Insert a Header written, World Wide Web, align it to the right.

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**[3 marks]**

- g) Split the passage, excluding the heading, into two columns (with a line between the columns)

**[4marks]**

- h) Insert footer with your name, subject & course.

**[2 mark]**

- i) Insert a page number at the top left of the page

**[2 mark]**

- j) Engrave the last 5 lines of the last paragraph (paragraph3). **[5 marks]**

- k) Save your document as your name and surname on the desktop **[3 marks]**