

BCS IT User – Syllabus Version 2.0 – Sample Test
Word Processing Level 1
Version SampleMQTB/2.0/WP1/v1.0_XP07

<h1 style="margin: 0;">SAMPLE TEST</h1>

You work for a travel company. One of your duties is to edit a visitors' guide to Wimbledon.

All the files that you need are on the Learner Drive.

There are 30 tasks in this test.

You have 45 minutes to complete them.

Tasks	Marks
<p>Open the word processing application.</p> <p>On your Learner Drive find and open the answerfile.docx document.</p> <p>Enter your name in the space provided.</p> <p>Use this document to record your answers to questions 1 – 4.</p>	
<p>1. Which one of the following types of information is commonly used in a word processed document? [1 Mark].</p> <ul style="list-style-type: none">A. Audio.B. Icons.C. Lines and borders.D. Video. <p>Enter your answer, A, B, C, or D in answerfile.docx in the space for question 1.</p>	
<p>2. Which one of the following templates should be used to inform colleagues of a proposed fire drill? [1 Mark].</p> <ul style="list-style-type: none">A. Agenda.B. Memo.C. Report.D. Inventory. <p>Enter your answer, A, B, C, or D in answerfile.docx in the space for question 2.</p>	

3. Which one of the following describes why guidelines and conventions should be observed when naming and storing word processing files? [1 Mark].

- A. To identify the subject of the document.
- B. To save the location and time of editing.
- C. To ensure standardisation.
- D. To ensure the confidentiality of the document.

Enter your answer, **A**, **B**, **C**, or **D** in **answerfile.docx** in the space for question 3.

4. Which one of the following will ensure that a document is accurate? [1 Mark].

- A. Printing the document.
- B. Saving the document
- C. Closing the document.
- D. Proofreading and spell checking the document.

Enter your answer, **A**, **B**, **C**, or **D** in **answerfile.docx** in the space for question 4.

Save and close your document keeping the same filename **answerfile.docx**.

5. Open the file called **Wimbledon.docx** from your Learner Drive. [2 Marks].

At the beginning of this document is a table with one row:

Document prepared by:	
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Enter your name in the second column.

Save this file to your Learner Drive using the new filename **Visitor Guide.docx**.

6. Continue using the new file **Visitor Guide.docx**. [1 Mark].

Find the paragraph beginning **The Championships, Wimbledon** at the top of page 1.

Add shading to the paragraph using a colour of your choice.

7. Delete the word **widely** from this paragraph. [1 Mark].

8. Find the heading **Main Events** on page 1. [1 Mark].
Change the font to Arial.

9. Continue to use the heading **Main Events**. [1 Mark].
Change the text colour to any shade of blue.
Save the file to your Learner Drive keeping the same filename
Visitor Guide.docx.

10. Find the bulleted list of items below the heading **Main Events**. [1 Mark].
Remove the bullets from this list.

11. Continue using the list of items. [1 Mark].
Indent the whole list by **2** cm from the left margin.

12. Find the heading **Tradition** on page 1. [1 Mark].
Apply the style **Heading 3** to this heading.

13. Find the image of **strawberries and cream** on page 1. [1 Mark].
Change the text wrapping of this image to In Line with Text.
Save the file to your Learner Drive keeping the same filename
Visitor Guide.docx.

14. Find the table of information on page 2. [1Mark].
Complete the top row with the following information:

Record	History	Player	Count
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15. Change the width of the second column **ONLY** to **2.7** cm. [1 Mark].

16. Delete the blank row at the end of the table of information. [1 Mark].

17. Find the **tennis player** image below the heading **Etiquette**. [1 Mark].
Delete this image.
Save the file to your Learner Drive keeping the same filename
Visitor Guide.docx.

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18. Find the heading **Racquets** on page 2. [1 Mark].
Change the line spacing for the paragraph below this heading to single line spacing.
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19. Find the 3 images of **tennis racquets** on page 3. [1 Mark].
Group the 3 images.
-
20. Find the image of **Centre Court** on page 3. [1 Mark].
Resize this image, to make it **5** cm in height.
-
21. Below the image of **Centre Court** insert a table with **2** columns and **2** rows. [1 Mark].
Save the file to your Learner Drive keeping the same filename **Visitor Guide.docx**.
-
22. Find the heading **Synopsis** at the end of the document. [1 Mark].
Move this text immediately below the heading **Wimbledon** at the top of page 1.
-
23. Change the orientation of the whole document to landscape. [1 Mark].
-
24. Change the top and bottom margins of the whole document to **2** cm. [1 Mark].
-
25. Insert automatic page numbers in the footer of each page. [1 Mark].
Save the file to your Learner Drive keeping the same filename **Visitor Guide.docx**.
-
26. Find and replace **ALL** instances of the word **re-titled** with the word **renamed**. [1 Mark].
-
27. Check the document for spelling mistakes using the most suitable tool from the application. [1 Mark].
Make corrections where needed.
You can safely ignore proper names.
-
28. Print one copy of page 1 of the document. [1 Mark].
Accept default settings.
Save and close your document keeping the same filename **Visitor Guide.docx**.
-

29. Create a new document based on the default template. [2 Marks].

Enter the following text at the top of the document:

Wimbledon Visitor Guide.

30. Save the new document to your Learner Drive with the filename [1 Mark].

Cover.docx.

Close **ALL** files and the word processing application.

Total Marks

[32 Marks].

This is the end of the test.

If you have time, check the work you have done.

SAMPLE TEST