

# PC Passport

## WORD PROCESSING — Advanced Instructor's Guide



Date: November 2004  
Publication Code: DB2420A  
ISBN for this pack: 1 85969 546 9

ISBN for set of three Word Processing packs: 1 85969 541 8  
ISBN for complete Advanced level pack: 1 85969 502 7

This guide makes up part of a suite of three documents designed to deliver the PC Passport course at Advanced level for Word Processing

Published by the Scottish Qualifications Authority  
Hanover House, 24 Douglas Street, Glasgow, G2 7NQ, and Ironmills Road, Dalkeith,  
Midlothian EH22 1LE

*The information in this publication may be reproduced to support the delivery of PC Passport or its component Units. If it is to be used for any other purpose, then written permission must be obtained from the Publications Team, Customer Relations at SQA. It must not be reproduced for trade or commercial purposes.*



## **Welcome**

Welcome to the Word Processing Advanced course. The Student Workbook for this course is designed to teach the topics required for the assessment of this Unit. The companion Exercise Booklet contains practical exercises that will reinforce the topics taught in the Workbook as well as Summary Tasks for each Learning Outcome. It is expected that the tutor leading the learner will supplement these materials with some practical assignments that are appropriate to their group.

This Instructor's Guide explains the layout and use of these manuals and gives the answers to the questions and tasks included in the Exercise Booklet.



# Contents

<b>Using the Student Workbook</b>	<b>1</b>
<b>Using the Student Exercise Booklet</b>	<b>1</b>
Exercise Files	1
<b>Answers to Written Exercises</b>	<b>2</b>
Learning Outcome 1	2
Exercise 1.1	2
Exercise 1.2	3
Learning Outcomes 1 — Summary Tasks	3
Learning Outcome 2	4
Exercise 2.1	4
Exercise 2.2	4
Exercise 2.11	5
Learning Outcome 2 — Summary Tasks	5
Learning Outcome 3	5
Learning Outcome 3 — Summary Tasks	5



# Using the Student Workbook

The workbook has been organised into the three Learning Outcomes for this Unit. Each of these ‘sections’ contains the topics to be covered along with references to the practical exercises that the learner should complete at specific points. At the end of the ‘section’ there is a reference to that Learning Outcome’s *Summary Tasks*, which usually take the form of small projects, to help the learner consolidate what they’ve learned.

The references to the exercise booklet look like this:

## Exercise 1.1

Now do Exercise 1.1 in the Exercise Booklet.

## Summary Tasks

Now do the Learning Outcome 1 Summary Tasks in the Exercise Booklet.

# Using the Exercise Booklet

The Exercise Booklet contains the practical sessions that the learners should undertake to consolidate their learning. Throughout each of the Learning Outcomes there are a number of exercises that will cover the topics most recently taught, and at the end of each Learning Outcome there is a Summary Tasks section. Here is a sample Summary Task from this Unit:

## Task 5

Create a blank document then use the **Fleet Companies** data source from the previous task to run a mailing labels mail merge. Use the default labels setup for your system. Print the merged labels with your name in the footer then close the merged document without saving it.

## Exercise Files

Most of the practical exercises and Summary Tasks in the Student Exercise Booklet ask the learner to open specific files. These files are supplied with this pack. If possible, a copy of these files should be placed on the hard disk (the C drive) on the system the learner will use. However, the exercises instruct the learner to find out where these files have been placed if they do not have access to the C drive.

A copy of the Unit exercise folder with the practical sessions completed has been supplied for the use of teaching staff. This folder is named **WP — Int 2 — Completed Versions**.

# Answers to Written Exercises

## Learning Outcome 1

### Exercise 1.1

#### Question 1

- ◆ .rtf: Rich Text format
- ◆ .asc: ASCII format
- ◆ .txt: Plain Text format
- ◆ .htm: Hyper Text Markup language

#### Question 2

- ◆ animated text will be converted to italicised text
- ◆ any non-standard underline style will be converted to the standard solid underline style
- ◆ decorative paragraph borders will be converted to plain box borders
- ◆ graphics that have been formatted with text wrapping will become left or right aligned

#### Question 3

Yes.

#### Question 4

Yes.

#### Question 5

Yes.

#### Question 6

Yes.

#### Question 7

Use Save As command.

## Exercise 1.2

### Question 1

Microsoft Word can be opened by any of the following methods:

- ◆ Go to Start menu, Programs and find Microsoft Office, then Microsoft Word.
- ◆ Go to run command type path to Word executable file, eg  
c:\program files\Microsoft Office\Office 10\Winword.exe  
**Note:** might not always be accessible to students.
- ◆ Click icon on desktop.  
**Note:** might not always be visible to students, depends on your setup.

### Question 2

You can find a Microsoft Word file by any of the following methods:

- ◆ Go to my save area (could be my documents) and look in file list.
- ◆ Use the Find command to search for the filename.
- ◆ Use the File Open within Word and look in the folders for your file.
- ◆ Use the task pane (if using Office XP or higher) which display a list of your recently opened files.

### Question 3

In a workgroup template folder location.

## Learning Outcomes 1 — Summary Tasks

None of the Summary Tasks in this section require answers.

## Learning Outcome 2

### Exercise 2.1

#### Question 1

- ◆ Letters
- ◆ Memos
- ◆ Faxes
- ◆ Reports
- ◆ Brochures
- ◆ Newsletters
- ◆ Web pages

#### Question 2

Situation  
Objective  
Appraisal  
Proposal

#### Question 3

If you needed to change a particular word several times in the same report, eg a person's name.

### Exercise 2.2

#### Question 1

As many as is in the undo list.

#### Question 2

Go to View menu, Toolbars and click Formatting

#### Question 3

To copy text or paragraph formatting you have already applied.

## Exercise 2.11

Name	Letter
Chart Area	<u>B</u>
Legend	<u>A</u>
X-axis	<u>C</u>
Data Series	<u>E</u>
Plot Area	<u>D</u>

### Learning Outcome 2 — Summary Tasks

None of the Summary Tasks in this section require answers.

### Learning Outcome 3

#### Learning Outcome 3 — Summary Tasks

None of the exercises or Summary Tasks in this section requires answers.