## Observation

**Specific Outcome 1**: Work with multiple documents: Minimum 2 documents

* A number of documents are opened
* Documents are sized so that at least two documents can be seen at the same time
* Text is manipulated between active documents

**Specific Outcome 4:** Format Pages

* The page format of a document is changed
* Manual Page breaks are inserted
* A border is applied and removed

**Specific Outcome 2** Format Text.

* The current date and time is added
* An automatic field is added: Date, time, document information
* Special Characters and symbols are inserted
* Hyphenation is activated and applied: At least one of the following: Automatic, soft, optional
* Special effects are applied to text: Animation, text border
* Character Spacing is changed

**Specific Outcome 3:** Format paragraphs

* Tabs are set, reset and removed: Tabs: left tab, right tab, centre tab, decimal align tab, leading character tab; at least 2 methods of setting tabs are demonstrated
* The default tab setting is changed
* Bullets are applied and removed: Automatic while entering, to existing text; Bullet character, bullet position, text position
* The difference between numbered text and outline numbered text is explained
* Numbering is applied and removed: Automatic while entering, to existing text; single level numbering, multi-level numbering to at least three levels
* Numbering formats are changed within existing paragraph: Number format, number style, number position, text position
* A border is applied and removed
* Fill (shading) is applied and removed

**Specific Outcome 6:** Templates are used and created

* A document is created using an existing template
* A document is saved as a new template with a specific name and in a specific folder
* A created template is used

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| **Action** | **Points** |
| 1. Open Document 1 that you’ve been working on as well as a new word document in such a way that you can view both at the same time. Copy paragraph 3 from Document 1 to Document 2. (6) |  |
| 1. Create a print screen of the two documents open next to one another on your desktop and paste the print screen in Document 2 under the paragraph that you’ve pasted in Document 2. Switch Document 2 to print layout view and resize the print screen to fit under the paragraph. Save the document as Print screen followed by your name (4) |  |
| 1. Under the print screen you’ve pasted in the document you’ve named print screen, insert the date using the Insert date and time function. (2) |  |
| 1. Enter the Registered trademark sign. ( ® ) (2) |  |
| 1. Call your trainer when performing the following: Activate Automatic hyphenation (3) |  |
| 1. Using special effects, apply a blinking background or any similar text effect to the date you’ve inserted in the Print screen document. (4) |  |
| 1. Change the character spacing of the date to expanded by 1pt. (5) |  |
| 1. Remember to save regularly to avoid loss of data. |  |
| 1. Type the following words underneath each other in a new document: Bread, milk, coffee, tea, cheddar cheese, cream, cherries, ham, biscuits, chocolate. Once you’ve done so, apply bullets to the words. (2) |  |
| 1. Copy the same words you’ve typed and paste them under the first ones with two lines open between them. Remove the bullets you’ve applied and apply any style of outlined numbering. Save the document in My Documents as bullets followed by your name. (5) |  |
| 1. Select the numbered list you have created and change the number format so the numbers display as i,ii,iii and the “tab space after” box to ‘0.3” (3) |  |
| 1. Select the word bread in the bulleted list and remove the tab. Select the word again and set the tab at 0.9”. (2) |  |
| 1. Copy the numbered list and paste it below the copied one. Apply a border around the newly copied list and apply -25% grey shading to the list. Save and close the document. (4) |  |
| 1. Open the Median Fax template. On the template enter the following information in the space provided for business name and contact information: ABC Shoes; 155 Church street; Tel: 0116027954 Fax: (011) 6027955 (8) |  |
| 1. Save the document as Business fax followed by your name in My Documents as a template. (2) |  |

**TOTAL 52**

## Written Workplace Project

1. Create the following documents at work. If this is not part of your job, offer to help someone else:
   1. An interdepartmental memo
   2. Agenda of a meeting
   3. Minutes of a meeting
   4. A written report to your supervisor/manager
   5. Attach copies of your documents to your assessment

Instructions regarding the documents:

* At least one of the documents must have a header or footer
* Make use of headings, different font types and sizes
* Make use of lists, borders and shading
* Your supervisor/manager has to attach written confirmation that this is your own work