## Case Study

**Specific Outcome 2** Create, open and save documents

Assessment Criteria

* The word processing program is opened
* A new document is created
* The document is saved with a specific name in a specific folder: At least two different methods of saving a document
* The document is closed
* An existing document is opened

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| 1. Open MS Word. (2)
 |
| 1. Create a new document in Word. (2)
 |
| 1. Save your new document as Document 1 followed by your name in My Documents and close the document (Document 1 Raymond) (3)
 |
| 1. Open Document 1 from My Documents (2)
 |

**Specific Outcome 3:** Produce a document from given text

Assessment Criteria

* A document is produced with the required data from given text
* The document is saved regularly to avoid loss of data
1. **Type the following in Document 1:**

A number of claims have been put forward as to who developed the first digital computer.

The best known claim is made on behalf of the Harvard Mark 1 which was built by H. H. Aiken with financial assistance from IBM. This computer was completed in 1944. The calculator was electro‑mechanical and was 15 metres long and 2 metres high. It took the Mark 1 about 4.5 seconds to multiply two numbers, each containing 23 digits.

A physicist, Dr John V Atanasoff, made an important contribution to the continued development of the computer. In collaboration with Clifford Berry, he built the first completely electronic digital computer (The ABC ‑ Atanasoff Berry Computer). This computer was, however, only used as a prototype.

The ENIAC (Electronic Numerical Integrator and Computer) was developed in 1946 by John W Mauchly and John Presper Eckert at the University of Pennsylvania. The ENIAC is regarded as the first successful electronic digital computer. It was more powerful than the other machines which had been built up to that point and was so fast that it could do, in one day, electronic calculations which would have taken 300 days by hand. It had the disadvantage that it did not use an internal stored programme. This meant that the programmes were compiled by means of wiring on boards similar to telephone switchboards. Also the ENIAC ‑Look up a great deal of space and needed an enormous amount of electric power to operate. (5)

Note: Save your document after every paragraph to avoid loss of data.

**Specific Outcome 4:** Format a document

Assessment Criteria

* A paragraph is manually formatted: Alignment, justification, line spacing, indentation, paragraph spacing, line and page break control, hyphenation
* Text is manually formatted: At least three of: Font (type, size, style - italic, bold, and underlined), font colour, font effects (shadow, small capitals, outline, strike-through, superscript, subscript).

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| --- |
| 1. In Document 1, where you have typed out the above mentioned paragraphs, enter a heading in the first line that reads: The History of Computers, enter two lines space between the heading and the first line of text. Then centre the heading and change the font to Bodoni MT Black, and the font size to 14. (5)
 |
| 1. Select the rest of the text in Document 1 (all but the heading) and set it to Justify. (2)
 |
| 1. Select 1944 in the second paragraph and change the format to superscript, then select the whole second paragraph and change the line spacing to 1.5 lines. (6)
 |

**Specific Outcome 5:** Edit a document

Assessment Criteria

* Text is manipulated: Move, copy, delete
* The format of selected text is copied to other text. Selected text may be any of: word, line of text, sentence, paragraph, entire document
* Text is located and replaced in a document

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| --- |
| 1. Copy the last line of the fourth paragraph and paste it as a new paragraph below paragraph four. (With a line space between paragraphs four and the pasted sentence). (2)
 |
| 1. Use format painter to apply the formatting of the heading to the last (newly pasted paragraph) paragraph. (3)
 |
| 1. Find and replace every ENIAC with ENIABC. (4)
 |

## Observation

**Specific Outcome 6:** Check spelling and grammar in a document

Assessment Criteria

* Text is checked for spelling and grammar and corrections made based on judgement: Word, paragraph, document
* Words are added to the custom dictionary

**Specific Outcome 7:** Adjust the display characteristics

* Assessment Criteria
* The page view mode is changed: Any three of: normal, web, print layout, outline, draft, multi-page
* View is increased and decreased
* Toolbars are removed and added

|  |  |
| --- | --- |
| Action | Performed correctly Yes /No |
| 1. Run a spell check on Document 1 and add the following words/names to the dictionary: Atanasoff, Mauchly, and Presper. (3)
 |  |
| 1. Change the view of the document to outline view, the zoom to 85% and save. (2)
 |  |
| 1. Switch the Ruler on (3)
 |  |

**TOTAL 70**

## 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. Attach copies of your documents to your assessment

Instructions regarding the documents:

* Highlight the text in at least one document
* Make use of different font types and sizes
* Make use of paragraphs and page breaks
* Your supervisor/manager has to attach written confirmation that this is your own work