## 117924 Formative Assessments

**Formative Assessment 1**

Open the REPORT document

Using the Cut command, move the first paragraph to the end of the document

Display Paste Options

Make sure Keep Source Formatting is selected

Using the Copy command, copy the second paragraph and paste it at the end of the document

Select Keep Text Only (notice that the paragraph formatting is removed)

Move to the start of the document

Leave this document open

Create a new document based on the Blank Document template

Switch back to the REPORT document

Select the first and last paragraphs

Copy and paste the selected text into the new document

View the Paste Options

Select Merge Formatting

Display both documents on the screen

Close the new document without saving it

**Formative Assessment 2**

Open the document called ***NEWSLETTER***

Select the entire document and change the font to ***Arial***

Change the font size of the title "Company Profile" to size ***16***

Make the title ***bold***

Select the title text then press Ctrl + D to show the ***Font*** dialogue box

Click the ***Character Spacing*** tab

From the ***Spacing*** list box, select ***Expanded*** then type ***2pt*** in the ***By:*** box

Click ***OK***

Format ***Overview*** in ***italics***

***Underline*** the paragraph of text "In 1908 Millennia Corporation..."

Change the ***colour*** of the font for the second paragraph “ The personal computer industry …” to ***red***

Make the ***title “Management Profile” blue***

Format the paragraph "The Millennium Corporation was founded by..." in font ***Book Antiqua*** and font colour ***Green***

Use the ***Format Painter*** to copy the formatting to the following paragraph and the paragraph "Michael P Morgan..."

Save the changes to the document

Close the document

**Formative Assessment 3**

Open the document ***INDENTS***

Click in the first main text paragraph then in the ***Paragraph*** group, click ***Justify***

***Ctrl +click-and-drag*** to select the remaining three body text paragraphs in the document

With the three paragraphs selected, on the ***Paragraph group***r, click ***Align Right***

Keeping the paragraphs selected, click-and-drag the right indent marker to the left about 4cm away from the right margin

Click-and-drag the hanging indent marker about 3cm to the right

If you drag the wrong indent marker, use the ***Undo*** tool to reverse the change. Clicking-and-dragging on the markers accurately requires quite a lot of practice.

***Ctrl +click-and-drag*** to select all the paragraphs about Crete and Corfu

From the ***Format*** menu, select ***Paragraph...***

Change the ***Line spacing:*** option to ***At Least 18pt***

Set space ***After:*** to ***18pt***

***Ctrl +click-and-drag*** to select all the paragraphs about Majorca and Mainland Spain

In the ***Paragraph dialogue box*** toolbar, click the arrow on the ***Line Spacing*** button and select ***2.0***

Change the margins to:

***Top***: 2.5 cm

***Bottom***: 2.5 cm

***Left***: 1.8 cm

***Right***: 1.8 cm

Indent the paragraph about Ibiza...***1.27 cm left*** indent and a  ***1.27 cm right*** indent

Indent the paragraph about Sicily and Sardinia ***(1.27 cm) left*** indent and a  ***(1.27 cm) right*** indent

***Centre*** the paragraph about Crete

***Insert and*** ***Right*** align the date at the end of the document

Set the ***line spacing*** for the paragraph about Italy to ***1.5***

Set the paragraph spacing for the paragraph about Majorca to ***12pt*** after

Save the changes to the document

Close the document

Save and close the document

**Formative Assessment 4**

In a new blank document, type the following

Word provides many exciting features including the following:

Press Enter twice then type 1 followed by a full stop

Press the Tab key then type "Indents"

Press Enter and note how the next paragraph is automatically numbered

Type "Paragraph Numbering"

Press Enter

After the next paragraph number, type "Bulleted Lists"

Press Enter

Press Backspace to remove the paragraph number from point number 4

Save the file as NUMBERS then close it

Open INDENTS

Number all the paragraphs

Add the following paragraph between Majorca and Italy

RHODES - A gift from Zeus to the sun god Helios, Rhodes is blessed with everything from ancient temples to Crusader castles, fabulous beaches to lively nightlife. Bustling Rhodes Town is the best-preserved walled city in Greece.

Move the Mainland Spain paragraph to the beginning of the document

Use the Bullets and Numbering dialogue box to change the number style for the whole document

Change all the numbers to bullets

Use the Bullets and Numbering dialogue box to change the bullet style for the whole document

Remove all the bullets

Add a picture bullet of your choice to the paragraphs

Modify the indent settings so that the text is set away from the bullet

Save the file and close it

**Formative Assessment 5**

Open the document STATIONERY BROCHURE

Click in the second paragraph

Select a wavy line style and the Brown line colour then apply a Box border to the paragraph

Ctrl +click to select the three resort headings

Select Borders and Shading... and click the Shading tab

Select the Brown colour chip for the fill colour

From the Style list box, select a 50% Gray pattern with a colour of Light Orange

Click OK

Select Paragraph...

Set both before and after spacing options to 0pt

select the first paragraph

Select Borders and Shading... and click the Shading tab

Select the Pale Blue colour chip for the fill colour

From the Style list box, select a 50% Gray pattern with a colour of White

Click OK

Select Paragraph...

Set before spacing to 0pt

Change the font colour of all text to Dark Blue

Save and close the document

**Formative assessment 6**

A company's brochure needs to be re-formatted as an A5 document.

Open the document ***TIME MANAGEMENT***

If necessary, select ***Ruler***

Select ***Page Setup...***

Select ***Margins***

From the ***Orientation*** panel, select the ***Portrait*** option

Set all the margins to ***1cm***

Select the ***Paper*** tab

From the ***Paper size:*** list box, select ***A5*** (or type the custom size ***14.8cm*** and ***21cm*** in the Width and Height boxes if A5 is not available)

Click ***OK***

Scroll through the document to find the heading "Organising Your Diary"

Click before the text "Organising Your Diary " then press Ctrl + Enter

Before the "Update your goals and objectives" heading, insert another page break

Delete any blank paragraphs that cause a blank page to appear

Insert another page break before the "Time Wasters" heading

Save and close the document

Create a new blank document and see if you can achieve the following lines and borders

A 12.5% shadow border style indented into both the left and right margins.

A double border with 5% shading.

This is a shadow border style with a 1½ pt line and 15% shading (Can you achieve the same indentation and bullet style?)

Print the document

Save the document as ***BORDERS*** and close

**Formative Assessment 7**

Open the document ***TIME MANAGEMENT***

Select the first heading "Why Time Management"

Use the ***Style*** group to apply ***Heading 1*** style

Apply ***Heading 2*** style to the following headings: Prioritising Your Work; Organising Your Diary; The Year Planner; Update Your Goals And Objectives Every Week; Write Down Your Longer-Term Goals : Monthly Or Quarterly Or Yearly

Apply ***Normal*** style to the paragraphs under all the heading 2s

Apply ***BodyList*** style to the paragraphs under the heading: Phone Calls

Apply ***Heading 3*** style to the headings under "TIME WASTERS"

Apply ***BodyTextIndent*** to the paragraphs under the heading Personal Phone Calls

Select a few key phrases in the document and apply the ***emphasis*** character style

Save and close the document

**Formative Assessment 8**

Open the document TIME MANAGEMENT

Select Header and Footer

Insert a page number in the footer. – the page number must be italic and centred

In the header type My Time Management

Insert the date into the header

Exit header and footer too

Insert a Section Break (Next Page) before the "Organising Your Diary" title

Change the footer so that the company name is R Grayson Ltd

Break the link between sections 1 and 2

Remove the footer in the first section

Add page numbers to the footer in the second section so that it looks like this

Save and close the document

**Formative Assessment 9**

Browse the templates in the Office Online gallery

Download a template and install the related help topics

Complete the document with some appropriate information

Save the document as ***ONLINE TEMPLATE followed by your name*** and close it

Create a new document based on the ***Blank Document*** template

Create the letter shown below - do not worry if the line breaks do not match

Victoria Dean

General Manager

Courtyard Restaurant

Yorebridge House

Bainbridge

Leyburn

DL8 3PB

BENEFIT FROM EXTRA DISCOUNTS

I'm writing to thank you for the support you've given Joe Chilli's over the last six years. As one of our most faithful and long-standing customers, I thought you'd appreciate the chance to try new additions to our range of Chilli Meals at a specially discounted price.

As you know, Chilli Meals combine the best home-cooked flavours with total ease of preparation for you and your staff. For our new meals, we've been inspired by the freshness and simplicity of Mediterranean cooking.

Chicken and Garlic Pasta

Tomato, Basil and Garlic Tart

Brunch Tart

Ham and Onion Cream Tart

There's more information on the enclosed flyers. For the next 4 weeks, you can benefit from a further 5% discount on your Preferred Customer Rates for any of the products listed above - just quote this letter when ordering.

Yours sincerely,

David Martin

Turn the ***Show/Hide*** button on and off to reveal and hide the hidden characters

Display the document in ***Outline View***, then change to ***Draft View***

Practise viewing the document at different magnifications

***Print*** the document

***Save*** the document

***Close the document***

Create a new document based on the Blank Document template

Create the memo shown below - do not worry if the line breaks do not match

ALTERATIONS TO STATIONERY BROCHURE

After a long discussion with our sales team, I have decided to make several alterations to the terms and conditions set out in our stationery brochure.

There is one particular passage within our terms and conditions that seems to be unclear to most of our customers and I feel that this term must be re-worded to avoid further disruption between our customers and delivery company.

***Stock***

1. If we do not have all ordered goods in stock and the order is placed before 2pm, we will deliver what goods we have in stock, the remainder will be forwarded as soon as it arrives at our warehouse.

2. Damaged stock delivered must be reported to us immediately. We cannot accept responsibility after 48 hours.

***Delivery***

1. We will endeavour to achieve next day delivery only if orders are received over the telephone before 2pm Monday to Thursday. If the order is received 2pm on a Friday then delivery can only be met the following Monday so long as the date is a not a Bank Holiday.

2. Orders received after 2pm will take up to three working days to deliver. No specific assurance of delivery time can be given. Priority will be given to orders before 2pm.

No orders should have to wait more than a week if stock is available. If the full order has not been delivered within 7 working days, a discount of 10% of the overall order will be given.

If there are any queries with these new conditions please contact Miss Blackthorn who is now dealing directly with our catalogues. We are having new catalogues produced now and we will mailshot these to all our customers immediately.

If you require new brochures for your customer list, please speak to Miss Blackthorn as soon as possible as we want to start the printing of the second set of catalogues as quickly as is feasible.

Save and close the document