You have been supplied with the following source files:

J2122CATEGORIES.csv
J2122COMPARE.csv
J2122DUATHLON.csv
J2122EVIDENCE.rtf
J2122MULTI.rtf
J2122OUTCOMES.csv
J2122RULES.rtf
J2122SKI.jpg
J2122TABLE.csv
J2122VIOLATIONS.csv
J2122VOUCHER.rtf

Task 1 – Evidence Document

Open the file **J2122EVIDENCE.rtf**

Make sure that your name, centre number and candidate number will appear on every page of this document.

Save this document in your work area as **J2122EVIDENCE** followed by your candidate number, for example, J2122EVIDENCE9999

You will need your Evidence Document during the examination to place screenshots when required.

Task 2 – Document

You are going to edit a review document. A corporate house style must be used. Two paragraph styles have already been created. An additional paragraph style must be created and applied to the document as instructed.

1 Open the file **J2122MULTI.rtf**

Set the top, bottom, left and right margins to 2 centimetres.

The page setup is set to A4, portrait orientation. Do **not** make any changes to these settings.

The *MS-body* style has been created, stored and applied to the body text in the document. Do **not** make any changes to this.

> **EVIDENCE 1**
> Take a screenshot to show the margin settings. Place this in your Evidence Document.

[1]

2 Save the document in your work area, in the format of the software you are using, with the file name **MSREVIEW**

> **EVIDENCE 2**
> Place in your Evidence Document a screenshot to show this file has been saved. Make sure there is evidence of the file type.

[1]

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3 Place in the header the text **Created by:** followed by a space and your name, centre number and candidate number left aligned.

Place in the footer automated page numbers right aligned.

Make sure that:

- all alignments match the page margins
- no other text or placeholders are included in the header or footer areas
- headers and footers are displayed on all pages.

[3]

4 Create and store the following style, basing it on the default paragraph style:

Style name	Font style	Font size (points)	Alignment	Enhancement	Line spacing	Space before (points)	Space after (points)
MS-subhead	sans-serif	18	centre	bold, underline	single	0	9

> **EVIDENCE 3**
> Place in your Evidence Document a screenshot to show that the style settings have been defined for the *MS-subhead* style. Make sure this style is based on the default paragraph style.

[2]

5 At the start of the document enter the title:

Multisport Review

[1]

6 The style name *MS-title* has already been created and stored.

Modify the *MS-title* style so only the following formatting is applied:

Style name	Font style	Font size (points)	Alignment	Enhancement	Line spacing	Space before (points)	Space after (points)
MS-title	serif	18	centre	bold, italic	single	0	0

> **EVIDENCE 4**
> Place in your Evidence Document a screenshot of these style settings for the *MS-title* style.

[1]

7 Apply the amended *MS-title* style to the title text entered at step 5. [1]

8 Locate and move the paragraph:

Triathlon is an endurance contest … taking up the sport.

so that it appears as a new paragraph immediately after the subheading *Triathlon* [1]

9 Change the page layout so that the subheading *General Participation* and all following text is displayed in **two** columns of equal width with a **1** centimetre space between the columns. [2]

10 Apply square bullets to the text from

warmer winter …

to

… avalanche and landslides.

Make sure that:

- the bullets are aligned at the left margin
- the list is in single line spacing with no space before or after each line
- there is a 6 point space after the last item in the list.

[3]

11 Identify the five subheadings in the document and apply the *MS-subhead* style to each one. [1]

12 Using the data in the file **J2122COMPARE.csv** create a vertical bar chart to compare entries by gender for only the categories that contain duathlon or triathlon. [1]

13 Label the chart with the title:

Comparison of Participation [1]

14 Display the following:

- percentage numbers only as data labels along the top of each bar
- a legend showing *Men* and *Women*

[2]

15 Format the value axis scale to display a:

- minimum value of 0%
- maximum value of 100%

[1]

16 Insert the chart after the paragraph ending *… are more unpopular with women*.

Make sure that:

- the chart and all data fits within the column width
- all data labels are displayed in full with no overlap.

[1]

17 Import the image **J2122SKI.jpg** and place it in the paragraph beginning *The running is contested …*

Crop the image to remove only the bottom third (i.e. most of the snow below the skiers).

Format the cropped image so that:

- it is resized to a width of **4** centimetres with no distortion
- it is aligned to the left of the column and top of the paragraph starting *The running is contested …*
- the text wraps around the image.

[4]

18 Spell check and proofread the document.

Make sure that:

- the list and chart are **not** split over columns or pages
- there are no widows or orphans
- there are no blank pages
- styles are applied consistently
- no changes have been made to the *MS-body* style
- spacing is consistent between all items.

Save the document using the same file name and format used in step 2.

Print the document.

> **PRINTOUT 1**
> Make sure your **name**, **centre number** and **candidate number** are on your document.

[2]

[Total: 29]