

You have been supplied with the following source files:

N2102CHAMPS.rtf
 N2102COMPS.csv
 N2102EVIDENCE.rtf
 N2102LETTER.rtf
 N2102RECRUITS.csv
 N2102RESULTS.csv
 N2102STARTS.csv
 N2102TRAINEE.csv
 N2102TRANSFER.jpg
 N2102VETNEWS.rtf

Task 1 – Evidence Document

Open the file **N2102EVIDENCE.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 **N2102EVIDENCE** followed by your candidate number, for example, N2102EVIDENCE9999

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

Task 2 – Document

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

- 1 Open the file **N2102VETNEWS.rtf**

The page setup is set to A4, portrait orientation with 2 centimetre margins. Do **not** make any changes to these settings.

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

EVIDENCE 1

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

[1]

- 2 Place in the header automated page numbers centre aligned.

Place in the footer the text **Edited by:** followed by a space and your name, centre number and candidate number 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]

- 3 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)
VE-subhead	sans-serif	14	centre	bold, italic	single	0	6

EVIDENCE 2

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

[3]

- 4 The style name *VE-body* has already been created, stored and applied to the body text in the document.

Modify the *VE-body* 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)
VE-body	serif	11	justified	none	1.5	0	6

[1]

- 5 At the start of the document, above the subtitle *Quarterly Newsletter*, enter the title:

Vocational Education and Training

[1]

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

Modify the *VE-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)
<i>VE-title</i>	sans-serif	22	centre	bold, italic	single	0	0

EVIDENCE 3

Place in your Evidence Document a screenshot of these settings for the *VE-title* style.

[1]

- 7 Apply the amended *VE-title* style to the text entered at step 5.

[1]

- 8 Select the subheading *Apprenticeship Update* and the following text up to and including the paragraph ending ... *can benefit business*.

Change the page layout so that only this text is displayed in **two** columns of equal width with a 1 centimetre space between them.

[2]

- 9 Apply dash style bullets (-) to the text from *Construction and Building ...*

to

... *Transportation and Logistics*

Make sure that:

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

[3]

- 10 Identify the 4 subheadings in the document and apply the *VE-subhead* style to each one.

[1]

- 11 Using the data in the file **N2102STARTS.csv** create a pie chart to compare each level for the year 2019/2020 only.

[1]

- 12 Format the chart to display:

- the title: **Apprenticeship Starts 2019/2020**
- for each sector, only the level and percentage sector labels.

Do **not** display a legend.

Make sure the sector labels are displayed in full with no overlap.

[3]

- 13 Insert the chart after the paragraph ending ... *outnumbered those at intermediate level*.

Make sure that the chart and all data fits within the column width.

[1]

- 14 Import the image **N2102TRANSFER.jpg** and place it in the paragraph beginning *The vocational skills ...*

Rotate the image 180 degrees.

Format the image so that:

- it is resized to a width of **3** centimetres with aspect ratio maintained
- the text wraps around the image
- it is aligned to the left of the column and to the top of the paragraph starting *The vocational skills ...*

[4]

- 15 Format only the paragraph that starts *The 46th WorldSkills Competition ...* so that:

- the text is indented by 1 centimetre from both the left and right hand margins
- it displays an external 3 to 4 point black border
- it has a light grey (10–25%) background fill.

[3]

- 16 Spell check and proofread the document.

Make sure that:

- the list, chart and paragraph with the outside border are not split over columns or pages
- there are no widows or orphans
- there are no blank pages
- styles are applied consistently
- spacing is consistent between all items.

Save the document using the same file name and format used in step 1.

Print the document.

PRINTOUT 1

Make sure your **name, centre number and candidate number** are on your newsletter.

[1]

[Total: 30]

[Turn over