Exemplar Exercise
Standard Level

5284 Word Processing

1. Create a new document

2. Insert the file wps1.doc

3. Delete the text 'guest speakers and competitions' at the end of the second paragraph.

4. Enter the text:

   Special offers, discounts, free samples, promotional items

   at the end of the second paragraph as a bulleted list using the bullet style ●

5. Change the bullets used in the list for the last two items to bullet style ■

6. Insert a page break after the bulleted list

7. Insert the file wps2.doc into the second page.

8. Change the format of the words Morning, Midday and Evening to

   - Bold
   - Arial 14 points

9. Indent the text beginning Morning, Midday and Evening by 2 cms from the left margin

10. Create a footer to show the page numbers

11. Create a table after the test 'equipment vouchers' and insert the following text:

Representative	Sport
George Bark	Cricket
Natthaya Tantivit	Football
Eric Kitten	Rugby
Sanjit Patel	Rowing
Amby McSplott	Fencing

12. Insert the image from the file wpsi.doc at the top left hand corner of each page.

13. Resize the image to have a height of 1.01 inches (3cm) and a width of 1.25 inches (3.6cm)

14. Replace the date on the letter with today's date.

15. Format the body of the letter to fully justified

16. Right align the date

17. Change the font for:

  Summer 2004 Equipment Preview
  Worldwide Sporting Goods

  To:
  - Bold
  - Arial 14 points
  - Centred

18. Save the document as WPSTest.doc

19. Print the document to file.