Work towards ECDL
Practice Test

Word Processing Paper 2

Preparation: Ask your tutor for the following files: WP PT2 Address List
WP PT2 test31.doc
WP PT2 Memorandum

Your task is to prepare a circular letter giving notice about an upcoming annual general meeting of your local badminton club. In the test you are asked to modify the letter, to apply various formatting actions to it; and to carry out a mail merge operation so that the circular can be delivered to all the members of the badminton club.

1   Open the Word Processing application and open the file called *WP PT2 test31.doc* from your Candidate Disk. **[1 Mark]**

2   Save the document to your Candidate Disk using the file name *agm.doc* *(*1 Mark]**

3   Create a new paragraph at the text beginning….*This is a call….* and create a new paragraph at the text beginning…*Election of the Treasurer…* **[1 Mark]**

4   Centre align the text *To the members of the Keepfit Badminton Association* and save. **[1 Mark]**

5   Apply the font colour blue to the text *To the members of the Keepfit Badminton Association* **[1 Mark]**

6   Make the title *To the members of the Keepfit Badminton Association* bold. **[1 Mark]**

7   Change the font size for the entire document to 12-point and save. **[1 Mark]**

8   Apply bullets to the agenda items from *Election of the treasurer…* down to *New badminton court…* **[1 Mark]**

9   Apply double line spacing to the agenda items from *Election of the treasurer…* down to *New badminton court…* **[1 Mark]**

10   Enter the text *Keepfit Badminton Association* in the header of the document. **[1 Mark]**

11   Print 1 copy of the document to an output printer if available, or as a print file to your Candidate Disk. (Use the file name *test31.prn* if you are adding a print file to your Candidate Disk.) **[1 Mark]**

12   *Mail Merge:* Use the current version of **agm.doc** as a form letter and save.
     [1 Mark]

13   Use the file **addrlst.doc** from your Candidate Disk as the data source to be
     merged with the **agm.doc** form letter. **[1 Mark]**

14   Replace the existing name and address lines with the merge fields.
     <<First Name>> <<Last Name>>
     <<Address>>
     <<City>> <<Post Code>> **[1 Mark]**

15   Merge the address list data source file with the letter to create the mail-merged
     document. Save the mail merge document as **mergd31.doc** Save and close all
     open documents. **[1 Mark]**

16   Open the file called **memorandum.doc** from your Candidate Disk. Save the
     memorandum.doc document to your Candidate Disk in template format as
     memo.dot Close the **memo.dot** template and close the word processing
     application. **[1 Mark]**