



Rosary School  
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Name: \_\_\_\_\_

Grade 9 ( )

### Task 1 – Evidence Document

- Open the file **J219EVIDENCE.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 **J219EVIDENCE** followed by your candidate number, for example: J219EVIDENCE9999

### Task 2 – Document

*You are going to edit a report for Tawara Books. The company uses a corporate house style for all their documents. Paragraph styles must be created and applied to the report as instructed.*

- 1 • Open the file **J219LITERACY.rtf**
  - The page setup is set to A4, landscape 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 **FACTSHEET**

#### 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:
  - your name, centre number and candidate number left aligned
  - automated page numbers right aligned.
- Place an automated date field right aligned in the footer to display today's date.
- Make sure that:
  - all the alignments match the page margins
  - no other text or placeholders are included in the header and footer areas
  - headers and footers are displayed on all pages.

[2]

- 3 • Create and store the following styles, basing each on the default paragraph style:

House style specifications							
Style name	Font style	Font size (points)	Alignment	Enhancement	Line spacing	Space Before (points)	Space After (points)
<b>TW-subtitle</b>	serif	18	left	underline	single	0	0
<b>TW-subhead</b>	serif	14	centre	bold, underline	single	0	6
<b>TW-body</b>	sans-serif	10	justified	none	single	0	6
<b>TW-table</b>	sans-serif	11	centre	italic	single	0	0

#### EVIDENCE 2

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

[3]

- 4 • The style name *TW-title* has already been created, stored and applied to the title text.  
 • Modify the *TW-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>TW-title</i>	serif	32	right	bold, italic	single	0	0

#### EVIDENCE 3

Take a screenshot of the style settings for the *TW-title* style to show that these have been changed. Place this in your Evidence Document.

[2]

- 5 • Display these custom style names as a list in the style manager/organiser. Provide screenshot evidence of this list.

#### EVIDENCE 4

Place this screenshot in your Evidence Document.

[1]

- 6 • Below the title add the subtitle:  
**Report edited by:** and add your name. [1]
- 7 • Apply the *TW-subtitle* style to this text. [1]
- 8 • Apply the *TW-body* style to the rest of the document. [1]
- 9 • Change the page layout so that only the text from:  
the subheading *History*  
to the end of the paragraph ending...*Libya, Rwanda and Tunisia.*  
is displayed in **two** columns of equal width with a **2** centimetre space between the columns. [2]
- 10 • Identify the 6 subheadings in the document and apply the *TW-subhead* style to each one. [1]
- 11 • Import the image **J219GENDER.jpg** and place this below the subheading *The Gender Gap* [1]
- 12 • Rotate the image 180 degrees. [1]
- 13 • Format the image so that:
  - it is aligned to the right margin and the top of the paragraph starting *There is little or no...*
  - the text wraps around the image.
- It should look like this:



[1]

- 14 • Apply bullets to the list from the text:

*adult from 76% to 85%...*

to

*... of the older cohort to 90%*

- Make sure that:
  - the bullets are indented **2** centimetres from 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.

[2]

- 15 • Locate the *Adult Literacy Progress* table in the document.

Insert a new column as the third column in the table and enter the data shown in bold into this new column:

<i>Adult Literacy Progress</i>	
<i>World Region</i>	<b>2000</b>
<i>Arab States</i>	<b>68%</b>
<i>Central and Eastern Europe</i>	<b>97%</b>
<i>Central Asia</i>	<b>99%</b>
<i>East Asia and the Pacific</i>	<b>92%</b>
<i>Latin America and the Caribbean</i>	<b>90%</b>
<i>South and West Asia</i>	<b>59%</b>
<i>Sub-Saharan Africa</i>	<b>57%</b>

[2]

- 16 • Apply the *TW-table* style to the table.

- Make sure that:
  - no text is wrapped within the table
  - an outside border only with no internal gridlines is displayed when printed
  - the border and all data fit within the column width
  - there is a 6 point space after the table.

[3]

- 17 • Format the first row of the table to be:

- bold and italic
- centre aligned over the four columns.

[2]

- 18 • Apply superscript formatting to only the text *Education 2030* in the last paragraph.

[1]

- 19
- Spell check and proofread the document.
  - Make sure that:
    - lists and tables are not split over columns or pages
    - there are no widows or orphans
    - there are no blank pages
    - the house style specification has been followed and the correct styles applied as instructed
    - 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 report.

[1]