



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)
TW-subtitle	serif	18	left	underline	single	0	0
TW-subhead	serif	14	centre	bold, underline	single	0	6
TW-body	sans-serif	10	justified	none	single	0	6
TW-table	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)
TW-title	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]

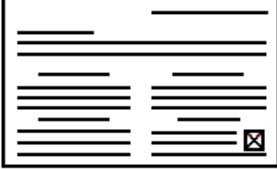
11 • Import the image **J219GENDER.jpg** and place this below the subheading *The Gender Gap* [1]

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

[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]