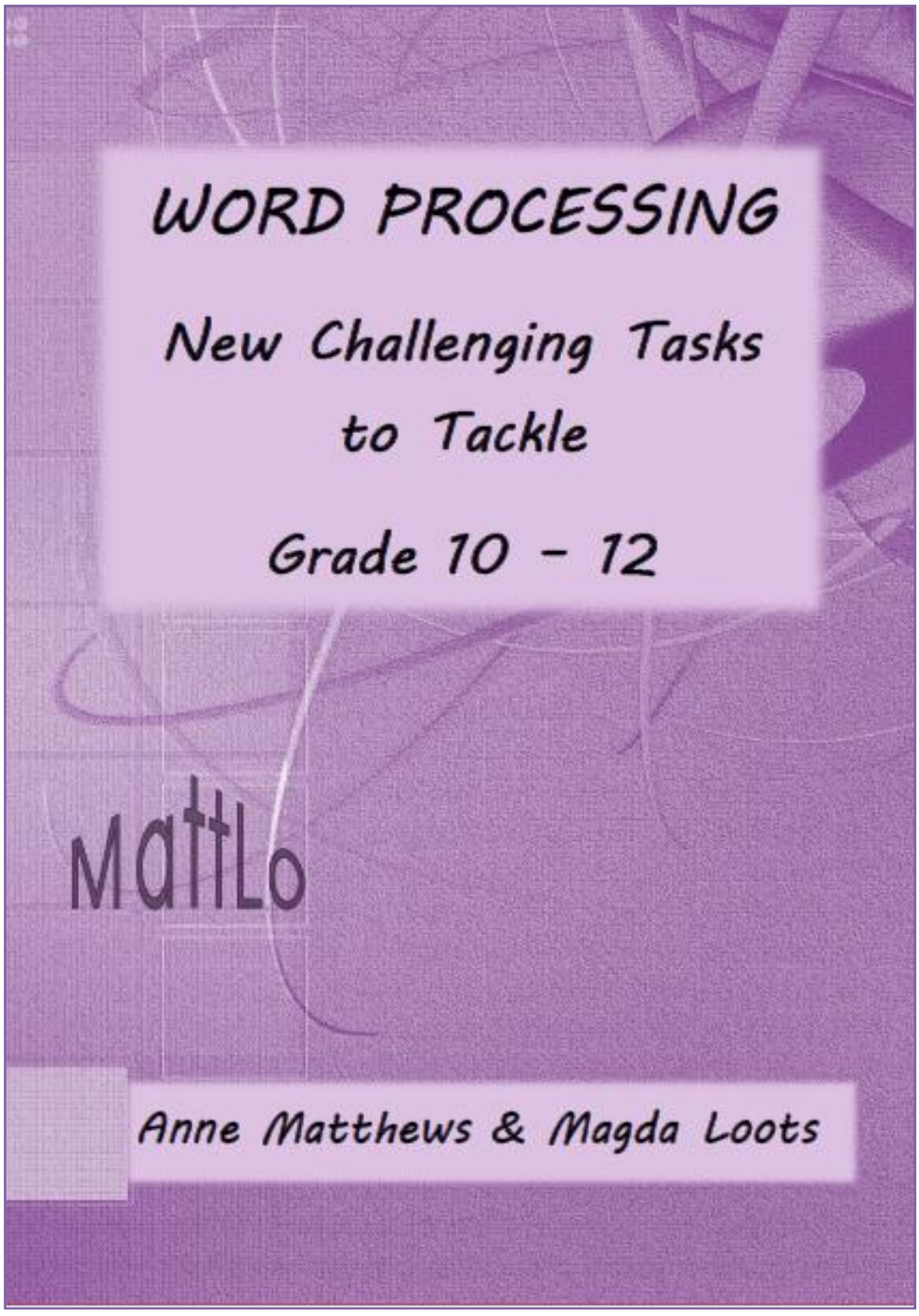

WORD PROCESSING
New Challenging Tasks to Tackle
Grade 10 - 12
MattLo
Anne Matthews & Magda Loots

Grade 10

Grade 10 (SmartArt) **20 marks**

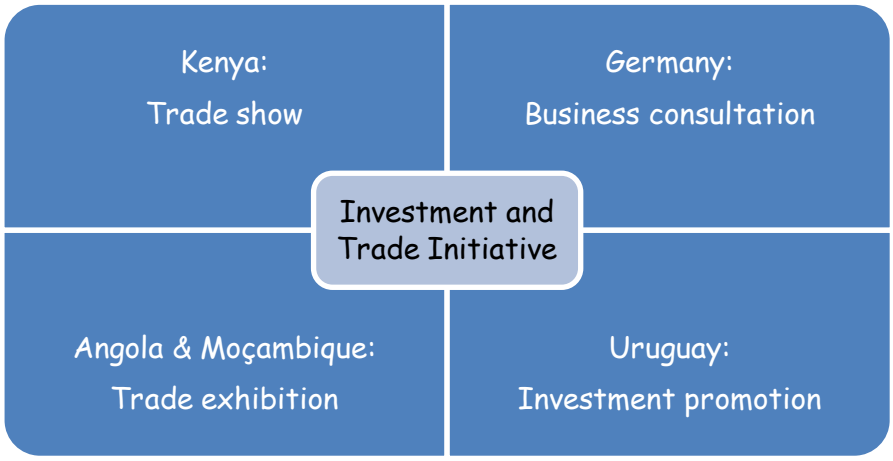
Retrieve the file named **Task 31 (Investments)** and make the changes as indicated in the instructions. Save the file as **Investments.**

1. Add a main heading [GAUTENG INVESTMENTS] – font Comic Sans, 16 pt.
2. Change the font of the rest of the text to Comic Sans, 12 pt.
3. Frame the text only (not the whole line) of the main heading with a double line border.
4. Shade the whole line containing the sub-heading [INVESTMENT AND TRADE INITIATIVE PROGRAMME 20xx] with a light green shading.

INVESTMENT AND TRADE INITIATIVE PROGRAMME 20xx

Entrepreneurs investigating business opportunities abroad, are invited to join any of the following missions planned for the year. A business profile, audited financial statements and tax certificates should be submitted.

5. Change the line spacing of the paragraph to 1.15 and justify. Add 12 pt of space before the paragraph.
6. Also use Comic Sans for the text when you create a SmartArt graphic as shown below. Use the 'Titled Matrix' option. Use any colour variation or theme colour for the SmartArt (click on SmartArt Tools > Design, and in the SmartArt Styles group you will find the 'Change Colors' command with different theme colours).



7. Make a screenshot/screen clipping of the SmartArt. Resize the image/ graphic to ± 2.25 cm x 3.75 cm and centre it in the document footer.
8. Protect the file using any appropriate password. Remember that passwords are case sensitive.

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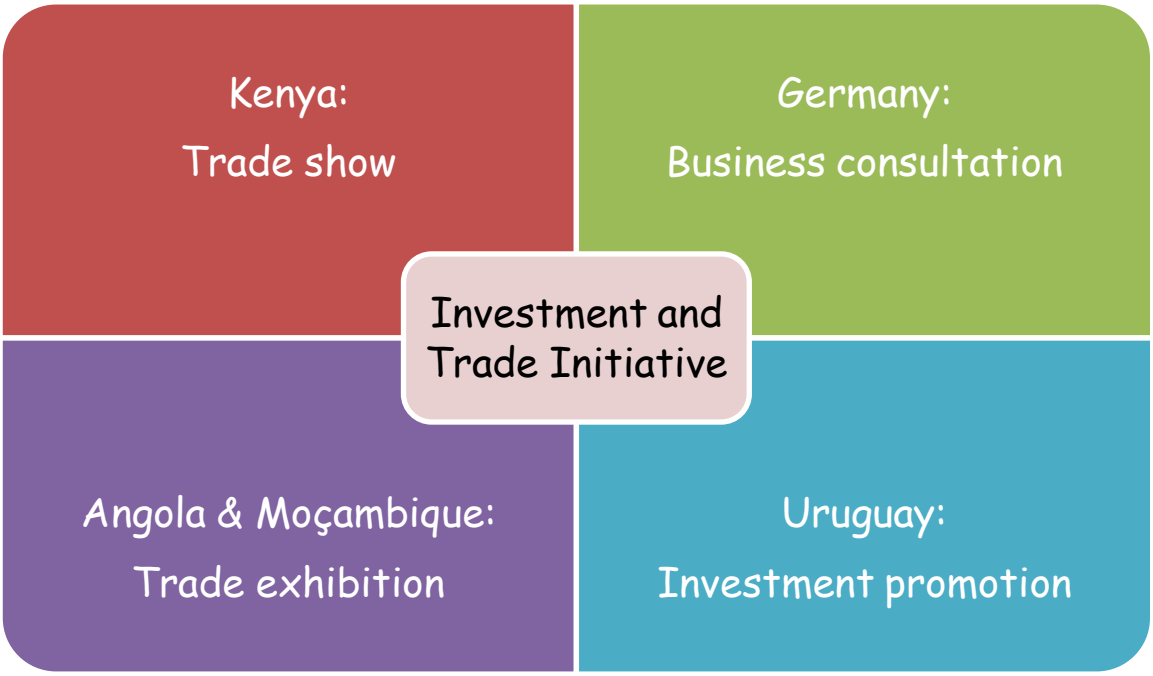
SOLUTION – SMARTART

GAUTENG INVESTMENTS

INVESTMENT AND TRADE INITIATIVE PROGRAMME 20xx

Entrepreneurs investigating business opportunities abroad are invited to join any of the following missions planned for the year. A business profile, audited financial statements and tax certificates should be submitted.

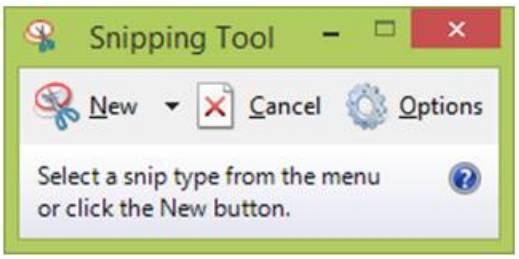


SOLUTION – MARKING GRID

No.	Action/function	Max	Mark
1	Font of the main heading: Comic Sans MS, 16 pt	1	
2	Main heading framed (text only) with a double line border	1	
3	Rest of the text Comic Sans, 12 pt	1	
6	Line spacing of the paragraph = 1.15	1	
7	Paragraph justified, 12 pt before	1	
4	Whole line containing sub-heading shaded with a light green shading	2	
8	SmartArt: 'Titled Matrix' option	1	
9	SmartArt: Any colour variation or theme	1	
10	SmartArt: Comic Sans	1	
11	SmartArt text: Format	1	
12	SmartArt text: Accuracy (18 words inserted) [Shortcut for '**ç**' in Moçambique = Ctrl + comma + c]	3	
13	Screenshot made of the SmartArt (see note below)	2	
14	Image/graphic resized to ± 2.25 cm x 3.75 cm and placed in footer, centred	2	
15	Document protected (any password) – solution not protected	2	
	Total	**20**	

Note: The screenshot can be made in a number of ways:

- ✧ Use the Print Screen function and crop the screenshot to display only the SmartArt.
- ✧ Use the Screen Clipping option that can be made available on the Quick Access Toolbar in Word 2010.
- ✧ Use the Snipping Tool (see screenshot right), which is available in Windows 7 and Windows 8, to capture a screenshot of anything on your screen. (This tool is not available in all versions of Windows 7 & 8.)



- ✧ Use OneNote to 'clip' the SmartArt and create a new graphic.
- ✧ To save the image, copy the SmartArt graphic/screenshot, then paste into Paint and save as a *.bmp or *.jpg file.

Grade 11

Grade 11 (Columns & HTML) 35 marks

Retrieve the file named **Task 50 (Teenagers)** and edit the article for the school magazine as set out below. Save the file as **Teenagers**.

1. Change the font style to Arial 12 pt, except for the main heading that must be changed to Arial 18 pt.
2. Centre the main heading.
3. The first paragraph of the article is saved in the file **Task 50 (Par 1~Teenagers)**. It is a *.txt file.
4. Use any method to insert this text into Task 50 (Teenagers), just below the heading (leave one open line after the heading).
5. If necessary, justify the first paragraph and change the line spacing to single spacing.
6. The first letter in the paragraph (**T**), of the word *The* must be changed to a 'Drop cap' dropping 2 lines in the paragraph.
7. Insert the picture that you will find in the file called **Task 50 (Picture)** immediately below the first paragraph. Use any method to insert the picture and be consistent with the line spacing before and after the picture.
8. Change the size of the picture to ± 5 cm x 5 cm and centre.
9. Frame the picture with a thin single line.
10. Text below the picture must be formatted into two newspaper style columns of equal length and width.
11. The space between the columns must be 1.25 cm with a vertical line between the columns.
12. Add any type of bullets to the paragraphs, align left.
13. Leave one open line between the bulleted items in this column section.
14. Align the columns left – hyphenate where necessary.
15. Check the spelling of the document an correct where necessary.
16. Find the word clever and replace with responsible.
17. Format the text in the file called **Task 50 (Teen hints).txt** so that these hints can be uploaded to the school's website. Save the file as an HTML file and check whether it displays properly when you open it in an Internet browser.
    - The main heading [TEENAGERS AND…] must be a level 2 heading; font Lucida Sans Unicode. The necessary tag for the font type is:
       [text]
    - Insert a horizontal line below the heading.
    - The items must appear in a bulleted list with open space between the items.

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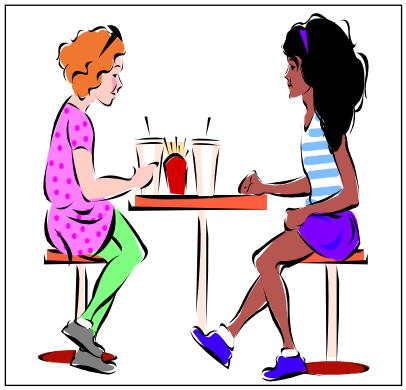
SOLUTION - COLUMNS

TEENAGERS AND A HEALTHY LIFE STYLE

The Ministers of Health and Education seriously called upon curriculum committees and responsible bodies to include the following information in educational programs. The request follows after thorough investigation had been done at the University of Limpopo, and showed that the life style of many teenagers in the RSA is not as healthy as has been hoped for. Because teenagers are the future leaders and will have to be responsible citizens, this becomes a serious matter and needs urgent attention. Teenagers and young adults should be thoroughly informed on the following.



- Teenagers should take responsibility for their personal hygiene and become more aware of proper skin care.

- Do teenagers know the effects of smoking, excessive alcohol consumption and experimenting with illegal drugs? Do they know what to do if approached by dealers or peers?

- Fast foods with high fat content and fizzy drinks have disrupting effects on the body and the blood sugar levels. A food supplement with high levels of zinc should be taken on a regular basis.

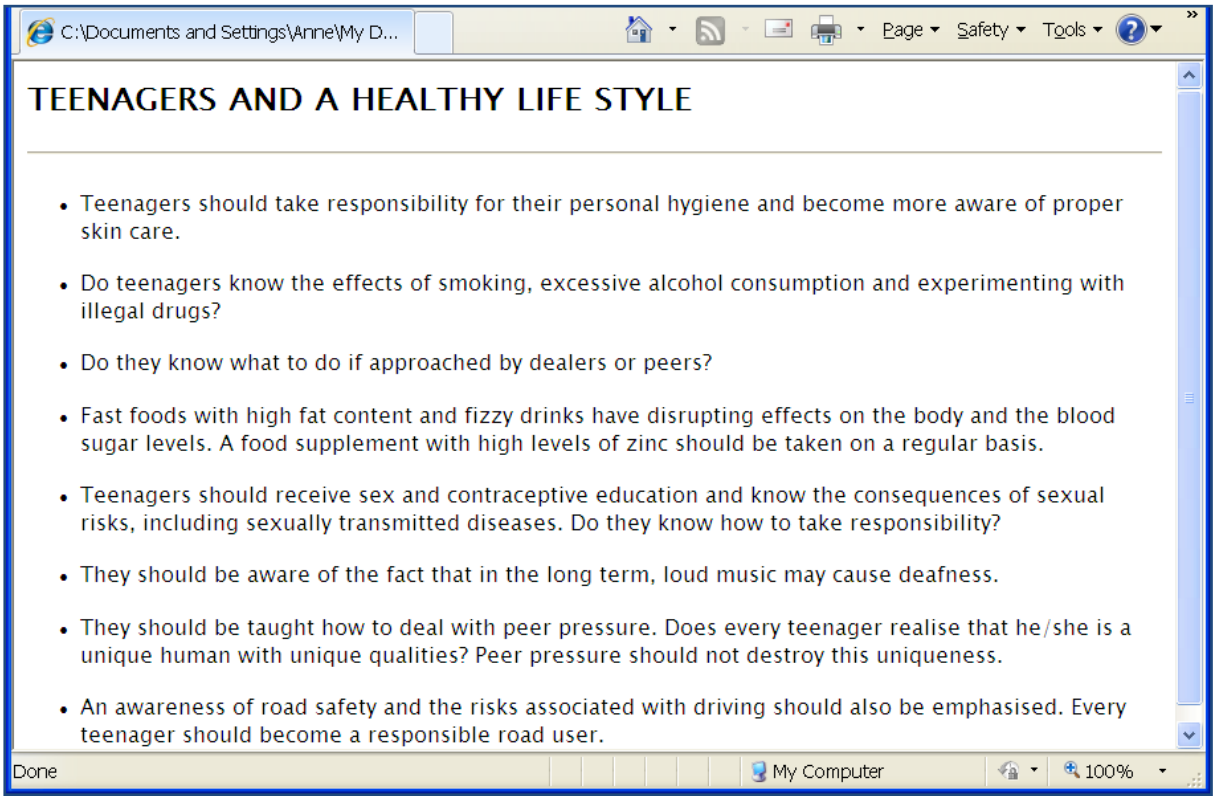
- Teenagers should receive sex and contraceptive education and know the consequences of sexual risks, including sexually transmitted diseases. Do they know how to take responsibility?

- They should be aware of the fact that in the long term, loud music may cause deafness.

- They should be taught how to deal with peer pressure. Does every teenager realise that he/she is a unique human with unique qualities? Peer pressure should not destroy this uniqueness.

- An awareness of road safety and the risks associated with driving should also be emphasised. Every teenager should become a responsible road user.

SOLUTION - HTML



SOLUTION – MARKING GRID

No.	Action/function	Max	Mark
1	Font: Arial 12 pt (except for heading)	1	
2	Main heading in Arial 18 pt	1	
3	Main heading centred	1	
4	Text (par. 1) inserted from *.txt file, one open line after heading	2	
5	Par. 1 justified, s/s	1	
6	Drop cap: First letter (T), drop 2 lines	3	
7	One open line before and after picture	1	
8	Picture inserted immediately below introductory par.	3	
9	Size of picture ± 5 cm x 5 cm and centred	2	
10	Picture framed with thin single line	1	
11	Text below picture formatted in two columns of equal length and width	2	
12	Line between columns and space of 1.25 cm	2	
13	Columns left-aligned	1	
14	Hyphenation at right-hand margin	1	
15	Bullets at each par. – alignment left against margin	2	
16	One open line between bulleted paragraphs	1	
17	Spelling checked and changed [*approached*, bulleted item 2], [*awareness* – last line]	2	
18	Find and replace clever with responsible (3x)	3	
19	HTML file: Level 2 <h2> heading, font Lucida	2	
20	Horizontal line inserted after heading	1	
21	Items in unordered (bulleted) list,	2	
	Total	**35**	

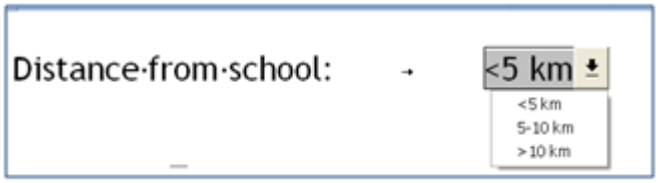
Grade 12

Grade 12 (Forms & Templates) 25 marks

Ms Maluleke has asked you to help with the collection of data from a survey over transport to school. Your first task is to finalise the form template. Open the Word template **Task 73 (Transport survey).dotx**. See below for further instructions.

1. Save a copy of the file, also as a *.dotx template, using an appropriate name.
2. Change the heading to [Transport Survey]. Use the existing format (small caps, bold, outline, dark blue highlight, white text).
3. Make sure that the Developer tab is on the ribbon. Click on the tab to show the groups and commands.
4. Use the Legacy Tools commands in the Controls group to carry out the following instructions:
   - Add a text form field at the tab stop after [Name and surname].
   - Add a text form field at the tab stop after [Cell number]. Maximum length = 10 characters. Add help text to the status bar and the help key (F1): "Number only, no spaces".
   - Add a check box form field as shown below. (The box must be selected for 'Yes'.)

     I use public transport to get to school. ☐
   - Add the following options to the Mode of transport drop-down list: Motorbike, Train, Bus. There should now be seven options. Make sure the list is in alphabetical order.
   - Add new text [Distance from school:] between the Mode of transport and Grade headings; and a new field with the options as shown (<5 km, 5-10 km, >10 km). Copy the new text and field to the second form on the bottom half of the page.

   - Add the following options in a drop-down list at the tab stop after the Grade heading: 8, 9, 10, 11, 12.
5. Copy the page/forms so that you have three pages with two forms on each page.
6. Protect the file by restricting the editing to filling in of forms only.
7. Save the template with a password. Make a note of what it is so that you will be able to open the file again later.

This task is copyright-free and may be freely used for educational purposes.

SOLUTION – FORMS & TEMPLATES

TRANSPORT SURVEY

Name and surname:

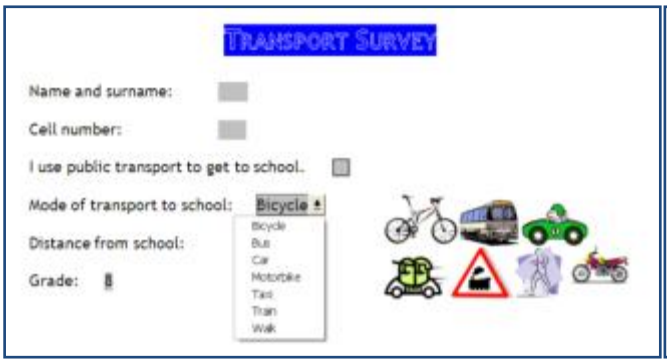
Cell number:

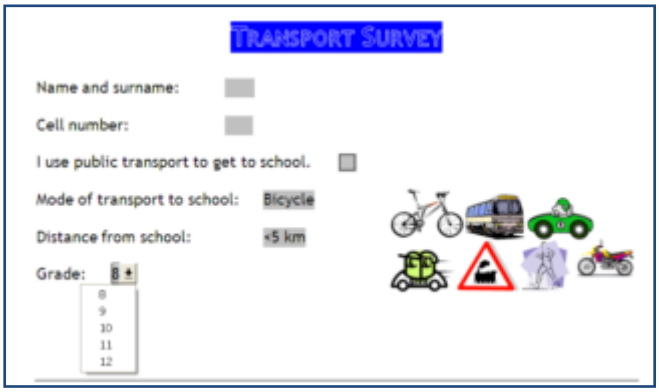
I use public transport to get to school. ☐

Mode of transport to school: Bicycle

Distance from school: <5 km

Grade: 8





SOLUTION – MARKING GRID

No.	Action/function	Max	Mark
1	Copy made of template, appropriate name	1	
2	Heading changed to TRANSPORT SURVEY, format retained	1	
3	Text form field added for Name and surname	2	
4	Text form field added for cell number	2	
5	Maximum length of cell number field = 10	1	
6	Help text added (x2)	2	
7	Check box form field added	2	
8	Any form of help text added to check box form field (no specific instruction)	2	
9	Three options added to mode of transport list; alpha order	2	
10	New text and new field with options added	3	
11	New text and field options copied to second form	1	
12	Grade drop-down list added	2	
13	Forms copied so that there are 3 x 2 forms	1	
14	Editing restricted	1	
15	File protected (learner to supply password) (see note below)	2	
	Total	**25**	