**You need to make sure that you can do the following: Can you do it?**

1. **Opening the webpage** [**http://www**](http://www)**............................... And**

**Download and save the files in your work area**

Open the web page and RIGHT CLICK and click on SAVE TARGET as to save in your work area.

IF IT IS A **ZIP FILE**, DO NOT FORGET TO right click on the ZIP folder and select **EXTRACT ALL** in to the work folder!!!



1. **Showing in your evidence document that you have saved the files in your work area.**

Screen shot your folder list.

1. **Making sure that your name, Centre number and candidate number will appear on every page of the document**

Enter in HEADER/FOOTER

Be careful with ALLIGNMENT!!!

1. **Insert Date, Page no, File name, File Path in Header / Footer**

Use Quick Part icon and Select FIELD option



 **Can you do it?**

1. **Add an email address (e.g. Farid@cie.org.uk ) to your email contacts/address book with a name (e.g. Project Manager)**

Enter BODY TEXT

Add COPY (CC: ) and BLIND CARBON COPY (BCC: )

Add SUBJECT LINE

ATTACH FILE(s)

1. **Showing evidence as a screen shot**

Make sure that you crop the image so it is readable.

 Make sure what you are asked to show evidence of is shown in the screen shot!!!

Resize the image by dragging it from the corners to keep to ASPECT RATIO.

1. **Opening the file XXX.RTF**

.RTF is a word processing document, so OPEN IT IN MS WORD and SAVE IT AS **.DOC** document.

1. **Setting the page size to A4**
2. **Setting the page orientation to PORTRAIT / LANDSCAPE**
3. **Setting the top, bottom, left and right margins**
4. **Inserting PAGE BREAK**
5. **Insert heading at the start of the document (e.g.Tawara Star Approved Sales)**

Make sure you enter the text exactly as shown.

BE CAREFUL WITH CAPITALS AND SPELLING!

1. **Aligning / Justifying text (e.g. left, right, center and full)**
2. **Setting the font size**

 **Can you do it?**

1. **Formatting text (e.g. Underline, embold / bold, italic)**
2. **Setting the text to SERIF and SAN-SERIF font.**

Serif – Times New Roman

San-Serif - Arial

1. **Formatting the text to equally spaced columns and setting the gap between the columns**
2. **COPYING / MOVING text / paragraph**
3. **Changing BULLETED LIST to automatically lettered list OR numbered list**
4. **Formatting LINE SPACING**
5. **Inserting a table in to the document**

You may also be asked to ENTER data to a table and/or DELETE data from a table.

Make sure that you enter the data EXACTLY AS IT IS SHOWN!!!

1. **Formatting table (e.g. show borders, aligne text in certain row / column, merge cells, apply shade, fit within the column width)**
2. **INSERTING or DELETING ROWs / COLUMNs**
3. **Inserting IMAGE and FORMATTING (e.g. align, resize maintaining ASPECT RATIO and TEXT WRAPPING around an image)**
4. **Inserting CHART/GRAPH from Excel**

You may be asked to create a chart from a table that is in the Word document:

* Copy table to Excel
* Select the columns (that are probably not next to each other) using CONTROL key
* Then click on CHART icon

You may also be asked to LABEL the chart with:

• a title

• category axis labels displayed in full

• axis titles

* no legend

 **Can you do it?**

1. **In the STYLESHEET EXCERPT, amending the style for heading 1 so that the colour is pure blue (with no green or red components). Changing the hexadecimal code so that this is correct.**

e.g. BELOW IS A STYLE SHEET EXPERT that may be included in the Word document

p {color: #ff00ff; font-family: arial, helvetica; font-size: 10px}

li {color: #00bfff; font-family: times, “times new roman”; font-size: smaller}

h1 {color: #000000; font-family: times, “times new roman”; font-size: largest}

**THIS WILL BE CHANGED AS REQUESTED as shown below:**

**p {color: #ff00ff; font-family: arial, helvetica; font-size: 10px}**

**li {color: #00bfff; font-family: times, “times new roman”; font-size: smaller}**

**h1 {color: #00FF00; font-family: times, “times new roman”; font-size: largest}**

**PS:**

 **To set the text in style h1 to be centre aligned, the code needed is:**

**h1 {text‐align: center}**

**To set the text in style h1 to be centre aligned, 16 points high and bold:**

**h1 {text‐align: center;**

**Font‐size: 16pt;**

**Font‐weight: bold**

**Font-style: italic}**

**If a value within a style contains more than one word, it must be placed in speech marks:**

**h2 {font‐family: “Times New Roman”, serif}**

 **Can you do it?**

 **Colour in HTML can be defined in two ways:**

1. **Use colour names e.g. black, blue, green....**

**(There are currently 16 colour names accepted as web standards in HTML.**

1. **Hexadecimal codes**

**Hexadecimal is a counting system, where counting is done in 16s rather than in the 10s used in the decimal system.**

**All colour codes have six characters, the first two being red, the next two green and the final two blue.**

**e.g. Hex code for red is #FF0000 where green and blue are off (0).**



**Stylesheets are saved with a .css format.**

1. **Spell Check**
2. **Proof-read your document to make sure that:**

**• it has consistent line spacing**

**• it has consistent paragraph spacing**

**• tables do not overlap two columns or pages**

**• there are no widows or orphans**

**WIDOW:** paragraph **ending line** in the next page

**ORPHAN:** paragraph **opening line** at the bottom of the page

**• there are no blank pages**

**• it is complete.**