

1. June/2022/Paper_12/No.4

Many word processing packages have a number of formatting features.

The paragraph below shows some of the formatting features that can be used.

The Northshire Steam Railway (**NSR**) today approved the events programme for the Summer Steam Festival (**SSF**) 2022 to be held between June and August in Norton which will see **five** new steam engines join the existing twenty eight steam trains they have in stock. A special attraction for the Festival will be the *Teal Steam Crane*.

(a) Write down **four** of the formatting features that have been used in the paragraph shown.

- 1
- 2
- 3
- 4

[4]

2. June/2022/Paper_13/No.13

In a college library if a book is not available students can reserve the book. When the book becomes available the librarian needs to inform the student. He does this by typing a letter and printing it. He has a database of students and has decided that in future he will use mail merge to produce the letters.

Give **four** advantages of using mail merge instead of typing out the letter each time.

- 1
- 2
- 3
- 4

[4]

3. Nov/2022/Paper_11/No.1

Complete the following sentences using the most appropriate words from the list.

- | | | | | |
|--------|-------------------|-----------|--------|----------|
| centre | double line space | footer | gutter | hanging |
| header | indented | justified | left | wrapping |

(a) A margin between the main content of the page and the fold of a book is called a [1]

(b) An area at the top of a page is called a [1]

(c) Feature of word processing that causes text to flow around an image is called [1]

(d) When text is aligned along both the left and right margins this is called [1]

4. Nov/2022/Paper_11/No.11(a)

A receptionist in a medical centre is going to send out emails to patients about medical results. The receptionist will use the data from patients' medical and personal records and mail merge these. One of the disadvantages of this system is that the receptionist will have access to personal data.

(a) Describe **four** other disadvantages of using mail merge.

- 1
- 2
- 3
- 4

[4]

5. Nov/2022/Paper_12/No.1

Complete the following sentences using the most appropriate words from this list of word processing terms.

- | | | | | |
|-----------|-----------|--------|----------|--------|
| bullet | centred | gutter | hanging | header |
| justified | landscape | orphan | portrait | widow |

(a) The orientation of a page that is wider than it is high is called
..... [1]

(b) A symbol placed in front of each item in a list is called a
..... [1]

(c) The indentation of a paragraph where all the lines except the first are indented is called
..... [1]

(d) The last line of a paragraph that appears as the first line of the next page is called a
..... [1]

6. Nov/2022/Paper_13/No.1

Complete the following sentences using the most appropriate words from the list.

- | | | | | |
|-----------|-----------|-----------|----------|----------|
| centred | a footer | a gutter | a header | indented |
| justified | landscape | an orphan | portrait | a widow |

(a) The orientation of a page that is taller than it is wide is called
..... [1]

(b) An area at the bottom of a page is called
..... [1]

(c) The first line of a paragraph that appears as the last line of the previous page is called
..... [1]

(d) Text that is aligned horizontally in the middle of a line is called
..... [1]

7. Nov/2022/Paper_13/No.14

Explain why page, section and column breaks are used in documents.

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[3]

