

1. [June/2023/Paper_0417/13/No.11](#)

Many books contain a gutter margin.

Explain what is meant by a gutter margin.

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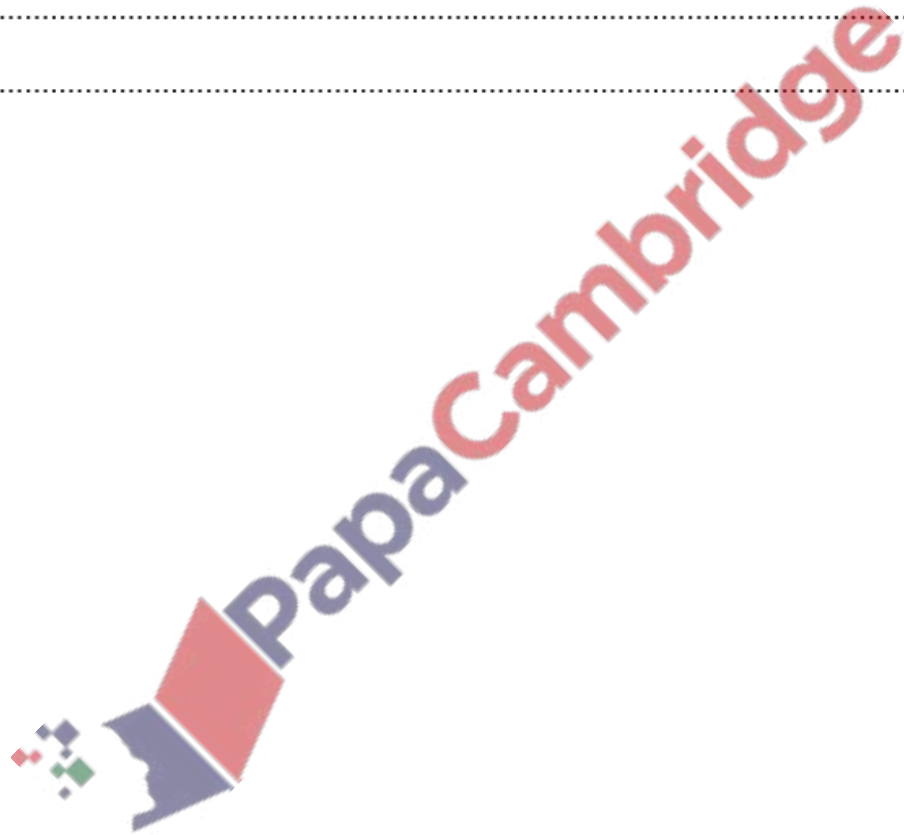
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[3]



A student has produced some work for a school project. A page of the work is shown.

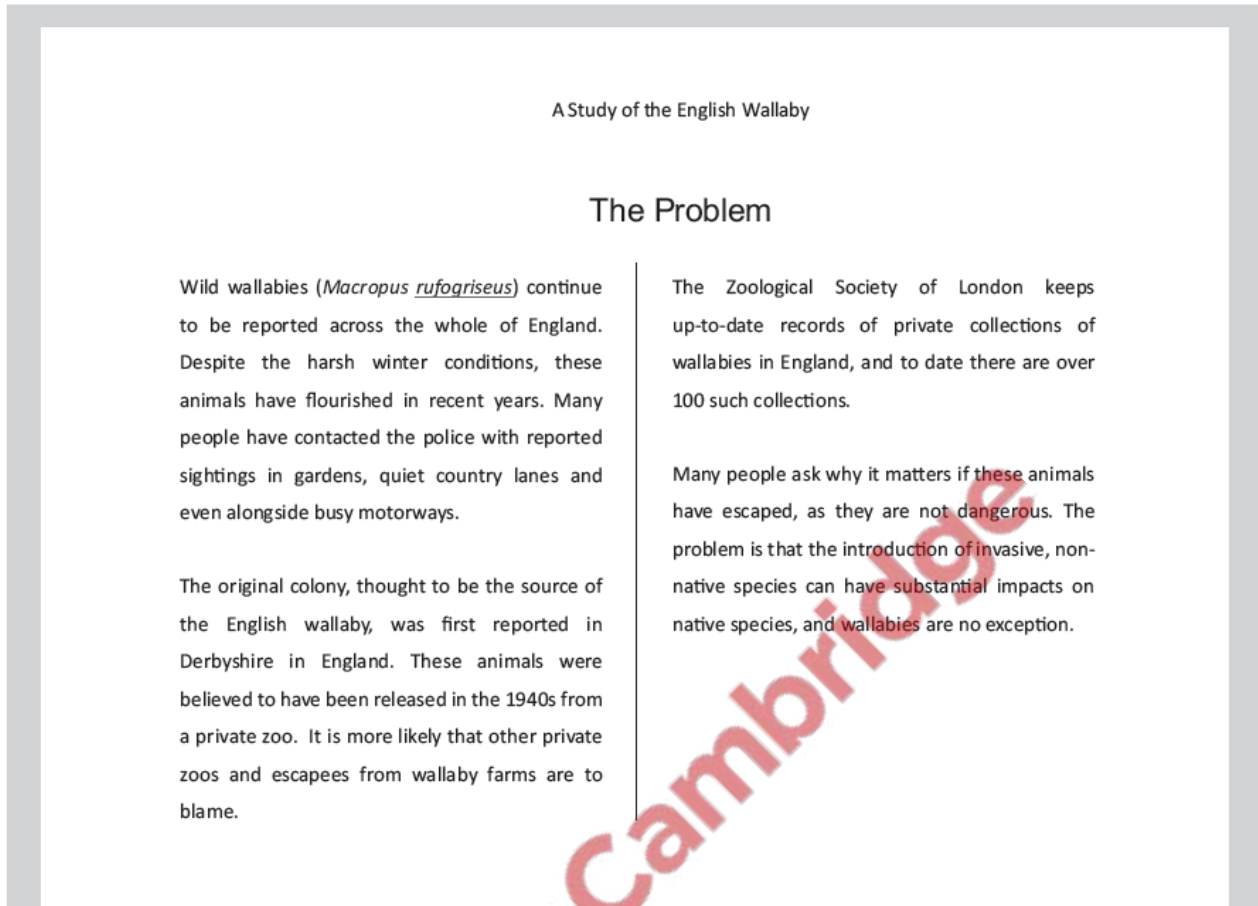


Fig. 12.1

(a) The student has placed a column break in his document.

Explain the purpose of setting a column break.

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[2]

(b) After running a spell check and proofreading his document the student notices that one word is still showing an error.

Explain why this word has caused an error and how the student could ensure that the error does not reappear when this word is used in future.

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[2]

3. Nov/2023/Paper_0417/12/No.12

The manager of a sports club is designing an online form for members to enter their personal details. The form must be accessible to all members of the club.

(a) State **four** characteristics of a good form design.

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[4]

(b) State **two** characteristics of good form design that would help users with visual impairment to enter their data.

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[2]

4. Nov/2023/Paper_0417/13/No.2(a)

A student has created a document with images for her geography project.

- (a) The layout of page one is portrait orientation. The student needs to set page two as landscape orientation. Before she can set the landscape orientation she needs to insert a break.

State the type of break that is needed.

..... [1]

