

## Document Production Full Test

*You are now going to edit a document about the sales of tea and coffee.*

1. Using a suitable software package, load the file **J8ICTCO.RTF**
2. Set the page size to **A4**
3. Set the page orientation to landscape.
4. Set the top, bottom, left and right margins to **4** centimetres.
5. Place in the header:
  - an automated file name left aligned
  - your Centre number and candidate number right aligned.

Place in the footer:

- your name left aligned
- today's date centre aligned
- an automated page number right aligned.

Make sure that all the alignments match the page orientation and margins.

Make sure that headers and footers are displayed on each page.

6. Format the entire document into two equally spaced columns, with a 10 mm gap and a line between the columns.
7. Set all of the text to a sans-serif font.
8. Set all of the text to **1.5** line spacing.
9. Make all the text fully justified.
10. Set all of the text to **10** point.
11. Insert a page break before the first paragraph.
12. Format **ONLY** the first page of the document as a single column.

13. Make this first page a title page by adding the heading **The International Coffee and Tea Company**
14. Make the heading centre aligned.
15. Set the font size of the heading to **26** point.
16. Make the heading underlined.
17. Add the text **Report by:** and add your name as a subheading and place this below the heading.
18. Set both the heading and subheading to the same serif font.
19. Set the font size of the subheading to **18** point.
20. Make the subheading italic.
21. Make the subheading left aligned.
22. Move the paragraph that starts *We offer flavour notes as a guide...* so that it becomes the third paragraph.
23. Change the bulleted list:
  - seek the finest products available
  - buy direct from known producers
  - build “Fair trade” relationships
  - allow customers to “try before you buy”
  - follow up feedback from customersto use a different bullet character.
24. Insert a table with three columns and four rows after the paragraph which ends: *I suggest that these people take responsibility for the links:*

25. Enter the following data into the table:

Hothouse Design	Role	ICT Co.
Joginder	Web Design	John
Jamal	Database Design	Sara
Mandy	On-line Security	Suresh

26. Format only the text in the heading row of this table to bold and underlined.

27. Place the image **J8TEAPOT.JPG** at the beginning of the sentence that starts  
*Our range of tea is chosen from...*

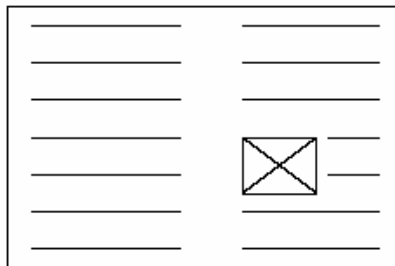
Align it with the top line of the paragraph and the left margin of the column.

28. Resize the image to **4** centimetres high and maintain the aspect ratio.

Flip the image horizontally.

Make sure the text wraps around and below the image.

It may look like this:



29. Place the image **J8COFFEE.JPG** at the beginning of the paragraph that starts  
*Our range of coffees is selected only from...*

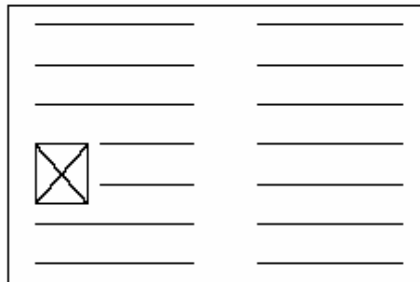
Align it with the top line of the paragraph and the left margin.

**30.** Crop the image so that only the cup is visible.

Resize the image to 3 centimetres high and maintain the aspect ratio.

Make sure the text wraps around and below the image.

It may look like this:



**31.** Import the data from the file **Summary Text** into your document as a table after the paragraph which ends: *...and also the quantity of stock we hold from each country:*

Make sure that all required fields and their labels are fully visible and that there is a blank line above and below the table.

**32.** You now need to open the data in file **Summary Graph Charting** in your charting package.

**33.** Using a lookup function replace each *Code* with *Country name* using the file **COUNTRIES.CSV**

**34.** Create a vertical bar chart showing only the *Country names* and the number of products for each country.

**35.** Add a title to the chart **Number of products in each country**

**36.** Label the category axis **Country** and the value axis **Number of products**. Include the country names (in full) as the category axis labels. Do not include a legend.

**37.** Save this chart in a form which can be imported into a text document.

**38.** Import this chart into your document. Insert this chart after the paragraph: *The number of products can be seen graphically*. Make sure that all labels are fully visible.

Make sure there is one blank line above and below the chart.

Resize the chart so that it fits exactly into a single column.

**39.** Spell-check and proof-read the document.

**40.** Place page breaks, if necessary, to ensure that:

- tables do not overlap two pages
- bulleted lists do not overlap two pages
- there are no widows
- there are no orphans
- there are no blank pages.

**41.** In the style sheet excerpt, amend the style for heading 3 so that the colour is pure blue. Change the hexadecimal code so that this is correct.

**42.** In the style sheet excerpt, amend the style for a paragraph so that the font size is 11 point. Change the style sheet so that this is correct.

**43.** In the style sheet excerpt, amend the style for a list so that the font size is 11 pixels. Change the style sheet so that this is correct.

**44.** In the style sheet excerpt, amend the style for heading 3 so that it is bold. Change the style sheet so that this is correct.

**45.** In the style sheet excerpt, amend the style for a list so that it is italic. Change the style sheet so that this is correct.

**46.** In the style sheet excerpt, amend the style for a paragraph so that it will accept any generic sans-serif font as well as the specified fonts. Change the style sheet so that this is correct.

**47.** In the style sheet excerpt, amend the style for a list so that it will accept any generic serif font as well as the specified fonts. Change the style sheet so that this is correct.

**48.** Save and print the document.