

Word Processing pre-assessment

1. Open the Word Processing application software
2. Open the Word document file named Legislation (provided separately by your lecturer)
3. Format the normal style used within the document to have 12 pts before each paragraph
4. Throughout the document, use relevant style for anything marked (title), (h1 being main heading) and (h2 being sub-headings)
5. All green text must use bullet points for each item
6. All blue text must use numbering for each item
7. Locate the text within the GDPR section “Begin 2 Columns” and apply 2 columns to the text until the text “End of 2 columns” ensuring the text after this point returns to 1 column as it should prior to the 2-column section you apply
8. Within the 2-column section, ensure the (h2) “Scope, penalties, and key definitions” is at the top of the second column (use a column break)
9. Insert a page break to ensure the (h1) “People’s privacy rights” appears on the next page by itself at all times
10. Insert the picture named GDPR into your document, sizing to around 3 cm in width and text wrapping tight to the left of the text reading “Europe’s new data privacy and security law includes hundreds...” (the paragraph located after the main title of GDPR under the sub-heading of What is the GDPR)
11. At the end of the document, insert a table of 3 columns and 8 rows, inserting some main pointers to the legislation (from your learning), using a header row as follows:

[illegible]

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Word Processing

12. Save the file in a folder called Pre-assess on your local drive and backup onto OneDrive within a shared folder for your lecturer to view. Save the file as a Word document named: legislationWP
13. Make a copy of the file, save the copy as a Word document with protection for the opening of the file as follows:
File Name: legislationprotected
Password for protection: wcs
14. Exit the word processing application software

END OF WORD PROCESSING PRE-ASSESSMENT
Continue to the Spreadsheet pre-assessment