

You have been supplied with the following source files:

n2302evidence.rtf  
 n2302guide.rtf  
 n2302platforms.csv  
 n2302players.csv  
 n2302ratings.csv  
 n2302review.rtf  
 n2302vgames.csv

### Task 1 – Evidence Document

Open the file **n2302evidence.rtf**

Make sure that your name, centre number and candidate number will appear on every page of this document.

Save this document in your work area as **EVIDENCE** followed by your candidate number, for example EVIDENCE9999

You will need your Evidence Document during the examination to place screenshots when required.

### Task 2 – Document

*You are going to edit a report about Video Gaming. The company uses a corporate house style for all their documents. Paragraph styles must be created, modified and applied as instructed.*

1 Using suitable software, open the file **n2302review.rtf**

The page setup is set to A4, landscape orientation with 2.5-centimetre margins. Do **not** make any changes to these settings.

Three styles have already been created. Do **not** make any changes to these unless instructed.

Save the document in your work area with the file name **VGREVIEW**

Make sure that it is saved in the format of the software you are using.

Place in your Evidence Document a screenshot to show this file has been saved. Make sure that there is evidence of the file type. [1]

2 Remove any page breaks from the *VGREVIEW* document. [1]

3 Place in the header of the document automated page numbers left aligned.

Place in the footer the text **Market review by:** followed by a space and your name, centre number and candidate number right aligned.

Make sure that:

- all the alignments match the page margins
- no other text or placeholders are included in the header or footer areas
- headers and footers are displayed on all pages.

[3]

4 Select the subheading *Video Games* and the following text up to and including the paragraph ending ... *transactions and advertisements*.

Change the page layout so that only this text is displayed in two columns of equal width with a 2-centimetre space between them. [2]

- 5 Create and store the following style, basing it on the default/normal paragraph style:

| Style name        | Font style | Font size (points) | Alignment | Enhancement  | Line spacing | Space before (points) | Space after (points) |
|-------------------|------------|--------------------|-----------|--------------|--------------|-----------------------|----------------------|
| <b>VG-subhead</b> | sans-serif | 20                 | centre    | bold, italic | single       | 0                     | 0                    |

Take a screenshot to show that you have defined the settings for the *VG-subhead* style.

Make sure that there is evidence that you have based this on the default/normal paragraph style.

Place this in your Evidence Document. [2]

- 6 Identify the four subheadings in the document and apply the *VG-subhead* style to each one. [1]

- 7 Locate and move the paragraph:

*Aggressive competition between ... the video game industry.*

so that it appears as a new paragraph immediately after the paragraph ending ... *gamer controls the action.* [1]

- 8 Using the data in the file **n2302players.csv** create a vertical bar chart to show the worldwide distribution of online game players for the year 2022 only. [1]

- 9 Label the chart as follows:

- chart title **Global Online Players 2022 (millions)**
- category axis title **Region**

[2]

- 10 Display only the data values along the top of each bar.

Do **not** display a legend.

[1]

- 11 Format the value axis scale to display:

- a minimum value of **0**
- a maximum value of **1500**
- increments of **300**

[2]

- 12 Insert the chart after the paragraph ending ... *game players in 2022:*

Make sure that:

- the chart and all data fits within the column width
- all data labels are displayed in full with no overlap
- there is a 6-point space after the chart.

[1]

- 13 The style named *VG-list* has already been created, stored and applied to the five list items in the report.

Modify the *VG-list* style so only the following formatting is applied:

| Style name     | Font style | Font size (points) | Alignment              | Enhancement                                 | Line spacing | Space before (points) | Space after (points) |
|----------------|------------|--------------------|------------------------|---|--------------|-----------------------|----------------------|
| <i>VG-list</i> | sans-serif | 10                 | aligned left to margin | italic with numbered list, i.e. 1., 2., 3., | single       | 0                     | 0                    |

Place in your Evidence Document screenshots of the style settings for the *VG-list* style to show that you have changed these. Make sure that the screenshots show all the changes made to this style. [3]

- 14 Format the paragraph that starts *Mobile gaming is expected ...* so that it is indented 1.5 centimetres from both the left-hand and right-hand margins. [1]
- 15 Spell check and proofread the document.

Make sure that:

- the list is **not** split over two columns or pages
- there are no widows or orphans
- there are no blank pages
- original styles are maintained
- all styles are applied consistently
- spacing is consistent between all items.

Save the document, using the same file name and format used in Step 1.

Print the document.

[2]

[Total: 24]