You have been supplied with the following source files:

J2121ATHLETE.csv
J2121CERT.rtf
J2121CHEER.wav
J2121DATA.csv
J2121EVENTS.csv
J2121EVIDENCE.rtf
J2121PARTAKE.csv
J2121RESULTS.csv
J2121SWIM.png
J2121TRI.rtf
J2121TRIATHLON.rtf

Task 1 – Evidence Document

Open the file **J2121EVIDENCE.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 **J2121EVIDENCE** followed by your candidate number, for example, J2121EVIDENCE9999

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

Task 2 – Document

You are going to edit a document to help organise a triathlon. A corporate house style must be used. Three paragraph styles have already been created. An additional paragraph style must be created and applied to the document as instructed.

1   Open the file **J2121TRIATHLON.rtf**

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

The *TN-body* style has been created, stored and applied to the body text in the document. Do **not** make any changes to this.

Save the document in your work area, in the format of the software you are using, with the file name **EVPACK**

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

[1]

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

3 Place in the header your name, centre number and candidate number right aligned.

Place in the footer automated page numbers centre aligned.

Make sure that:
- the header alignment matches the page margin
- no other text or placeholders are included in the header or footer areas
- headers and footers are displayed on all pages.

[2]

4 At the start of the document enter the title:

Triathlon Event Pack

[1]

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

Style name	Font style	Font size (points)	Alignment	Enhancement	Line spacing	Space before (points)	Space after (points)
TN-title	serif	34	centre	bold, italic	single	0	0

Apply the *TN-title* style to the title text entered in step 4.

> **EVIDENCE 2**
> Place in your Evidence Document a screenshot to show that the style settings have been defined for the *TN-title* style. Make sure this style is based on the default paragraph style.

[3]

6 Select the subheading *General* and the following text up to and including the paragraph ending … *competitors in each category*.

Change the page layout so that only this text is displayed in **two** columns of equal width with a **1.5** centimetre space between them.

[2]

7 Apply bullets to the text from

　　　swim: 60 minutes …

　　　to

　　　… 1 hour 20 minutes

Make sure that:
- the bullets are indented **1.5** centimetres from the left margin
- the list is in single line spacing with no space before or after each line
- there is a 6 point space after the last item in the list.

[2]

8 The style name *TN-subhead* has already been created, stored and applied to the six subheadings.

Modify the *TN-subhead* 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)
TN-subhead	serif	18	centre	italic, all capitals	single	0	9

> **EVIDENCE 3**
> Place in your Evidence Document a screenshot of the amended settings for the *TN-subhead* style.

[2]

9 Format the paragraph that starts *This is an important part* … so that it:

- is indented **1** centimetre from both the left and right hand margins
- displays an external **3** to **4** point black border.

[2]

10 Locate the table in the document.

Delete the entire column and contents with the heading *Distance* [1]

11 Format the table so that the left column looks like this:

Swim Wave Details

[4]

12 Make sure that:

- the *TN-table* style is applied to all the data in columns 2, 3 and 4
- text in columns 2, 3 and 4 displays on one line
- the table borders and all data fit within the column width
- 1 point black internal and external gridlines are displayed when printed
- there is a **6** point space after the table.

[3]

13 Import the image **J2121SWIM.png** and place it in the paragraph beginning *Please follow the Race Director's* …

Reflect (flip) the image so the hand is on the left.

Format the image so that:

- it is resized to a width of **2.5** centimetres with aspect ratio maintained

- it is aligned to the right of the column and top of the paragraph starting *Please follow the Race Director's* …

- the text wraps around the image.

[4]

14 Spell check and proofread the document.

Make sure that:

- the list, table and indented paragraph with the border are **not** split over columns or pages

- there are no widows or orphans

- there are no blank pages

- 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.

> **PRINTOUT 1**
> Make sure your **name**, **centre number** and **candidate number** are on your document.

[2]

[Total: 30]