2001 HIGHER SCHOOL CERTIFICATE EXAMINATION

Information Technology

Section II

35 marks
Attempt Questions 16–19
Allow about 45 minutes for this section

Answer the questions in the spaces provided.

Question 16 (7 marks)

(a) Define the following: **3**

Style guide style guid is a format and software which in within document for style (fonts, size)

Template Belongs within the mother drive it: include memory of saving and storing.

Macro A macro is a small divice within the Tower (hard drive) with directs duties the user is wanting.

Question 16 continues on page 10

Marks

Question 16 (continued)

Use the material below to answer part (b). Both documents use 12 point text.

Raw Document

```
The 'qualified assessor' may consist of an assessment
team in which one partner has assessor qualifications
and knowledge and the other has technical competence
in information technology.

The Information Technology Training Package is
accompanied by a non-endorsed component. This resource
contains suggested delivery strategies, including case
studies and sample assessment instruments. In
addition, the non-endorsed component of the training
package includes a resource database. Non-endorsed
components of the training package are available from
Australian Training Products.
```

Finished Document

The 'qualified assessor' may consist of an **assessment team** in which one partner has assessor qualifications and knowledge and the other has technical competence in information technology.

The Information Technology Training Package is accompanied by a non-endorsed component. This resource contains suggested delivery strategies, including case studies and sample assessment instruments. In addition, the non-endorsed component of the training package includes a resource database. Non-endorsed components of the training package are available from Australian Training Products.

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(b) List FOUR formatting changes needed to convert the raw document to the finished document. **4**

- Font has changed to a font which is easy to read.
- specific words such as "assessment team" have been changed to a "BOLD" font which is eyecatching.
- Font is smaller
- A footer has been insearted

End of Question 16