

Text for Word Processing Task – The Lady Sophie**FILE NAME: SOPHIE1**

Set up a file on disk called **SOPHIE1** that contains the following data. Set left and right margins of 25 mm. Use a font size of 12 point and a ragged right margin.

THE LADY SOPHIE

Today the Lady Sophie is a luxurious barge restaurant on which we offer delicious food in a unique setting. She is a full 70ft long and has been renovated to include the following features:

- a small but well stocked bar;
- an exterior decorated in traditional style with polished brasses;
- central heating to ensure passenger comfort on cooler evenings.

Enjoy a cruise on this beautiful barge through the countryside along the Lancaster Canal as we serve yore four-course dinner or a buffet.

Cruises can be booked all year round and last about 3 hours departing from the marina.

The first canal to open in Britain was the Bridgewater Canal in 1761 and was built to transport coal from mines in Worsley, owned by the Duke of Bridgewater, to Manchester. The working boats off the canals were the barges. These were usually about seven feet wide and seventy feet long and, before the invention of the diesel engine, horses pulled them.

Text for WP Task – The Lady Sophie (insert)**FILE NAME: SOPHIE2**

Set up a file on disk called **SOPHIE2** that contains the following data. Set left and right margins of 25 mm. Use a font size of 12 point.

On warm summer evenings there is the opportunity to sit on the open well deck where there are cushioned seats

Word Processing Task – The Lady Sophie

SCENARIO

A friend, Alan Weeks, has established a marina, called Weeks Marina, on a local canal. Part of his income comes from a floating restaurant, The Lady Sophie. He has asked you to make some alterations to a publicity handout advertising this service.

Total for this question: 15 marks

Recall the file **SOPHIE1** and make the changes shown below, correcting any errors.

- Follow the handwritten instructions.
- Replace the word **barge** with **narrow boat** wherever it appears in the document.
- Insert the file **SOPHIE2** at **A**
- Proofread your work and save it under the filename **LSOPHIE**.
- Print a hard copy in **double line spacing**.

THE LADY SOPHIE

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a small but well stocked bar;

an exterior decorated in traditional style with polished brasses;
central heating to ensure passenger comfort on cooler evenings.

} *Highlight these
four lines with
bullet points*

Enjoy a cruise on this beautiful barge through the countryside along the Lancaster Canal as we serve you four-course dinner or a buffet.

Cruises can be booked all year round and last about 3 hours departing from the marina. **A**

The first canal to open in Britain was the Bridgewater Canal in 1761 and was built to transport coal from mines in Worsley, owned by the Duke of Bridgewater, to Manchester. The working boats on the canals were the barges. These were usually about seven feet wide and seventy feet long and, before the invention of the diesel engine, horses pulled them.

Seating for up to 40 people at tables or 45 people for buffets;

Insert as last paragraph

During the months of June to August there are also regular cruises from the marina in the afternoon. Diners can enjoy a traditional Cream Tea including assorted sandwiches, hot scones with jam and cream, followed by a cup of tea. The duration of these cruises is approx 2 hours.

Word Processing Task – The Lady Sophie – Mark Scheme

	Marks
Recall file (1)	
Print double line spacing (1)	
	2
Move paragraph (1) with correct line spacing (1)	
Replace barge with narrow boat throughout (1)	
Correct error: been (1)	
Insert bullet points correctly (1)	
Insert new line in correct position (1)	
Correct error: your (1)	
Join paragraphs (1)	
Correctly insert file SOPHIE2 (1) and insert full stop (1)	
Extend abbreviation: approximately (1)	
	11
Accuracy – only in the 2 keyed in paragraphs	
Award 2 if no accuracy errors	
Award 1 if 1 accuracy error	
Award 0 if more than 1 accuracy error	
	2
TOTAL MARKS	15