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 guide is the form of fronts that are, eg: bold, plain text, underline.

Template ..... is a short recorde of document.

Macro ..... is programe that links other programs togethes.

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.

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

1. The fronts of the document has changed.
2. 'assessment team' is in bold.
3. The page is numbered '32'
4. There is a footer 'Information technology Curriculum Framework Stage 6 Syllabus'

End of Question 16