

Margins 2.5cm
(approx) 1" all
around

My Computer Pre Entry Test

Heading Arial 20pt,
bold, centred, border,
15% shading

Why do a test in the first place?

Minor headings,
Arial, 12 pt, bold.

Computers and word processing play a major role in my life. I know it is important that any potential applicant should have a better than average ability in Microsoft Word. Highly qualified computer Instructors at the Academy will quickly pick up on my existing skills but time constraints do not allow for them to teach me the basics.

Text, normal,
Times New
Roman, 12 pt,
left aligned

It is not enough for me to say "*I work with computers every day*" when preparing for the computer exam.

Those who take this attitude frequently fail, waste time and delay the selection process.

Text all Times
New Roman,
centred, with
Italics, bold
highlights, and
simple box line
border, no
shading

I should look at the list of Computer competencies distributed by Police Recruiting and Training & T Training Unit, to determine extra skills required for Policing that I don't regularly use.

What sort of test will I get?

Part 1 will consist of a 10 minute test on my knowledge of Windows XP.

I will be asked to open, switch between, maximise, minimise and close multiple commonly used programs. I will need to know how to open, copy, move, create, rename and delete new sub folders and files.

Times New Roman,
12pt, with underlining

Part 2 relates to my knowledge of Microsoft Word 2003.

I will be required to open an existing unformatted (read only) document from a network connected folder. I will have 30 minutes to reformat and change this unstructured text into a formatted document to match a printed copy they will give me.

I will be required to address such issues as

- The size of the paper,
- The margins around the outside of the document,
- The alignment of the text,
- The font, size and font style.

Bullet points,
1.5 x spacing,
left aligned

How will I do it?

1. If I am methodical in my approach, it should be an easy matter to select the correct paper size, change the margins, highlight all text and change the alignment to a common side.

Text, justified,
single spacing,
indented, bullet
numbered, with
some ARIAL
words, bolding,
underlining,
and Caps
changes

I should convert all text to the most appropriate overall style, usually, normal, Times New Roman or Arial 12 pts.

I should then cut and paste, or drag and drop text into the appropriate order.

4. Finally all that is required is for me to use Toolbars and menu items to make appropriate changes to Font, style, size, paragraph alignment, borders, shading, bullet points, numbered paragraphs, hanging indents to highlight and improve the look of the text.

5. I should be able to determine whether paragraphs are single, 1.5 or double line spaced. **I should not under any circumstances insert paragraphs breaks to wrap long paragraphs** but allow the word processor to do the work for me. I must proofread my work and I may be required to manually type in missing words.
6. Using the built in spell checker to change misspelt words saves me valuable time. Short cut keys such as Shift F3 allow the rapid cycling of CASE in Words and SENTENCES.

How will I be assessed?

I will be required to print out and save my work back onto the network folder under my SURNAME. Assessors will examine the disk and printed versions to compare them to the exam copy. Points will be deducted for inaccuracies.

Paragraph right aligned

If I don't obtain the pass mark of 16/20 or 80% I will be deemed to have failed.

- **The police are not looking for computer gurus, but people who have a good working knowledge of Windows and Word.**
- **Having this knowledge allows me to use the computer as a tool as opposed to a task in itself.**
- **I can then have more time to do other things and enjoy the social interaction of the Academy.**

Arial, bold, Bullet pointed, justified, indented, double spaced, with line border

Name correctly inserted, right aligned, underlined, italics, brackets removed, date inserted as updating field

(Insert name) then remove brackets
insert date as an updating field