OPERATING SYSTEM	WORD PROCESSING SOFTWARE	COMPETITION-ID

A

Task A-1	Apply the following general margins to your document:	Points 20

- Left and right: 3 cm ▪ Top and bottom: 2 cm

Paragraphs starting with special signs require special attention. The special signs mark the level of the titles/paragraphs in the hierarchy of the document or the kind of paragraph (e.g. enumeration) and do not occur on other places in the document.

starting with /1/	**Level 1 titles**: - start always at the top of a new page. - title text in Calibri Light 20 pt bold, italic, white text color. - blue background (RGB: 47 – 84 - 150) that runs from left to right margin. - title followed by 60 pt free space below. - title numbered as *Section X* at the left margin. Title text: 3 cm indentation.

Section 6   Who will make and sell cars in the future?

Imagine a new automotive ecosphere in which manufacturing is no longer a core competency and consumer demand for the newest technology is as avid as demand for the latest, greatest video console or smart phone. Who will make and sell cars? Who will get left behind? What kinds of strategic alliances, joint ventures, or mergers will reshape the competitive landscape? Will new consumer products companies enter the market? In pondering these questions, we've identified four potential new business models.

Incumbent players rarely do well when industries disrupt.

6 - 1   The Branded Integrated Life-Style Model

It's a sleekly designed experience, riding in this self-driving car. As elegantly designed as the sleekest smart phone. You use an app on your phone to summon your car when you need it or...

starting with /2/	**Titles level 2:** ▪ font: Calibri Light 14 pt bold, blue (RGB: 47 – 84 - 150). ▪ preceded by 12 pt free space and followed by 6 pt free space. ▪ numbering starts at left margin. Levels are separated by a **-** sign (dash) preceded and followed by space, eg. **6 - 1** (section 6, point 1). ▪ Title text is 1,5 cm indented from left margin; also the second line indents in case the title text would be longer than one line.
starting with /3/	**Titles level 3:** ▪ font: Calibri Light 12 pt bold, blue (RGB: 47 – 84 - 150). ▪ preceded and followed by 6 pt free space. ▪ No numbering. Text starts at left margin.
starting with &&	Paragraphs starting with && are elements of an enumeration: ▪ items start with ▪-symbol in orange color (RGB 255 – 140 – 0). ▪ enumeration text is indented 0,5 cm to left margin. ▪ The first word(s) of all enumeration item, inclusive the **:**-sign that follows these word(s) are emphasized: color orange (RGB 255 – 140 – 0), bold. The findings are outlined in four sections: ▪ **Market dynamics:** examines the market dynamics and the social, economic, and environmental forces that are making change inevitable. ▪ **Convergence:** discusses the ongoing convergence of the key enabling technologies ▪ **Adoption:** focuses on the path to widespread adoption of advanced automated driving solutions, which we believe will take place in stages, leading over time, to reliance on
starting with //	Paragraphs starting with // are quotes that should jump out: ▪ font: Lucida handwriting (or similar font or your choice), 18 pt, italic, orange color (RGB 255 – 140 – 0) ▪ text indent: 1 cm left and right. ▪ preceded and followed by 12 pt free space. ▪ Line spacing: 1,2. manageable learning curve. The guided learning curve might take the form of new driver education requirements and perhaps specific permits to operate different levels of self-driving vehicles. *When people can see what the car can see, they are convinced.* **4 - 4 Enabling the Network Effect** ▪ **Achieving Critical Mass:** To work well, connected vehicle technology requires a large network of vehicles equipped with similar, or at least interoperable, communication systems. With high degrees of vehicle autonomy comes the need for higher degrees of cooperation

Finally delete all indications /1/, /2/, /3/, && and // indications at the start of paragraphs.

Task A-2	Body text: ▪ font: Arial 10 pt. ▪ 6 pt free space between paragraphs. ▪ single line spacing.	Points 2

Task A-3	Change all numbers and amounts in the document into European standards: ▪ separation between integer and decimal part should be done by a comma, not by a point. ▪ separation between thousands should be done by a hard space, not by a comma. ▪ the $ valuta-sign should **always** be followed by **one** space. $-sign and amount should always be kept on the same line and cannot be split over 2 lines. eg. **$3,400.75** should be **$ 3 400,75**	Points 8

Task A-4	Apply the enumeration lay-out, earlier explained, to the 6 items illustrated below and split them in 2 columns. No need to emphasize the first words here as in task A-1 was asked.	Points 2

provides all of the following:

- Fast network acquisition
- Low latency
- High reliability

- Priority for safety applications
- Interoperability
- Security and privacy

These features are especially important for active safety applications, because safety-critical communication must be reliable, immediate, network and device "agnostic," and secure.


Task A-5	Insert a cover page at the top of your document.	Points 6

Use the figure **COVER.JPG** as cover image to cover the whole first page from the top left. Adapt the height of the image to 30 cm.

Add the graphic shape as illustrated (14,5 x 16 cm), starting at top left edge of the page Fill color: blue, (RGB: 47 – 84 - 150), 50% transparant. No border.

Hint: one of the possible shapes you could use:
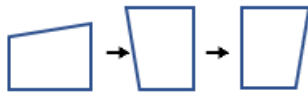
Logo: **KPMG.JPG**, 5 cm width, positioned in the left upper corner of the page text area.

Title text to type yourself: *Self-driving cars: The next revolution*, split over 2 lines as illustrated
Font: Trebuchet MS or similar font, 28 pt, white color.
Text starts at the left margin at exactly 5 cm from the top of the page.

Task A-6	On each page, **except the first page (cover) and the last page (glossary of terms),** the following information shows up:	Points 10

- on **even pages**
  - in the horizontal middle of the left margin, a vertical line (dotted, blue, 1pt thick) goes from top to bottom of the page.
    If margin width changes, the vertical line remains in the horizontal middle of the left margin.
  - the page number (Arial 12 pt, bold) is centered in a hexagon (1x1 cm). The hexagon starts exactly at 27,7 cm from the top of the page and is horizontally centered in the left margin. The hexagon has a dotted outline, 1pt thick, and covers the vertical line.

- The on that page active section title (level 1) is aligned to the right margin and is displayed in orange color, bold.
  Next line, same paragraph, aligned to the right too, the text *Self-driving cars: The next revolution* is displayed in italic. This line ends at exactly 1 cm to the bottom of the page.
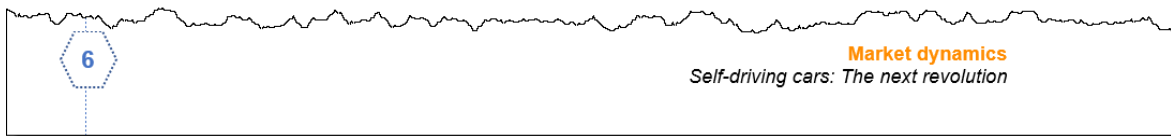
- on **odd pages**
  - in the horizontal middle of the right margin, a vertical line (dotted, blue, 1pt thick) goes from top to bottom of the page.
    If margin width changes, the vertical line remains in the horizontal middle of the right margin.
  - the page number (Arial 12 pt, bold) is centered in a hexagon (1x1 cm). The hexagon starts exactly at 27,7 cm from the top of the page and is horizontally centered in the right margin. The hexagon has a dotted outline, 1pt thick, and covers the vertical line.
  - The on that page active section title (level 1) starts at the left margin, displayed in orange color, bold.
    Next line, same paragraph, aligned to the left margin too, the text *Self-driving cars: The next revolution* is displayed in italic. This line ends at exactly 1 cm to the bottom of the page.
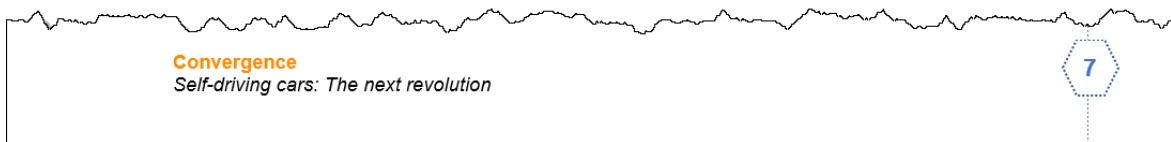
| Task		Points
A-7	Add the image **CAR.PNG** at the bottom of the page containing the title *Conclusions.* • Width of the image: 21 cm. • The image should always be displayed on the page containing the mentioned title, fixed at the bottom of the page. This means that the image keeps its position at the bottom of the page when changes in content or lay-out happen. • The running text never can cover the image or be covered by the image. Paging and footer are covered by the image.	4

Task A-8	The last page contains a *Glossary of terms.* Each paragraph contains a term (abbreviation, always one word) and its explanation.	Points 6

Terms are displayed in orange, bold and start exactly at the left margin. Explanation follows at 2 cm from that left margin.

The terms are separated by a horizontal dotted line, color orange, 1 pt thick. 4 pt white space between the horizontal line and the text that follows on the next line.
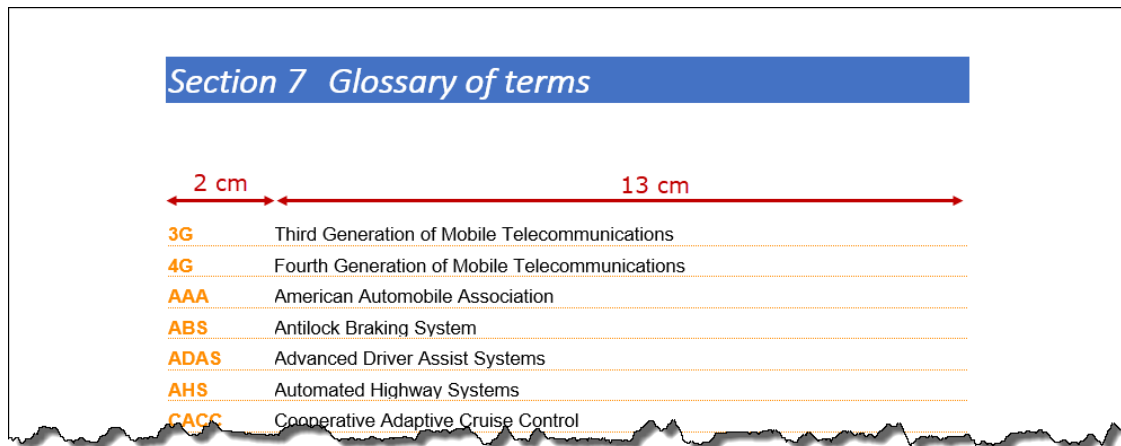
Task A-9	Add an extra level 1 title *Table of contents* on a new page, immediately after the cover page.	Points 7

The title number is not displayed and the text of the title starts at the left margin.

Add a table of contents containing 2 levels of titles, according to the screenshot.

- **Level 1:** Arial 10 pt, blue (RGB: 47 – 84 - 150), bold. Section number starts at the left margin.
  Title text starts at 2 cm from left margin.
  Free space above title: 12 pt. Free space below title: 6 pt.
  Page number is aligned to the right margin, preceded by a dotted guide line.
- **Level 2:** Arial 10 pt
  Single line space. No extra/free space between lines.
  Title number starts at the left margin and title text is indented 2 cm from that left margin.
  Page number is aligned to the right margin. No guidelines.
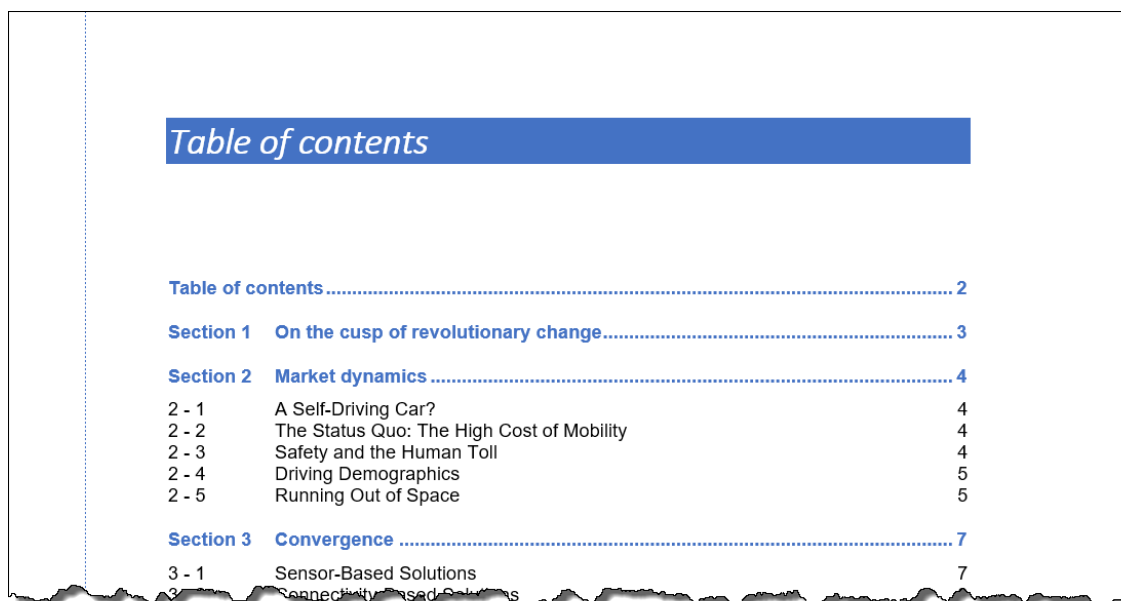
Don't forget to **save** your document as SELF-DRIVING CARS XXX in Word before closing it!
Save also a copy in **PDF-format** as SELF-DRIVING CARS XXX.PDF.

B

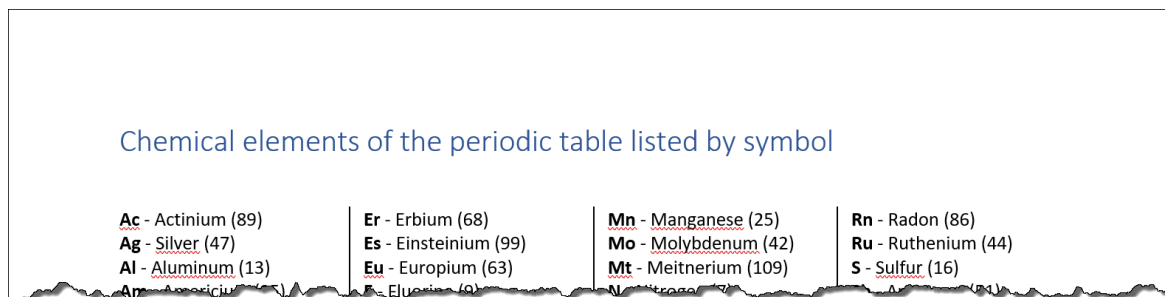Open **PERIODIC ELEMENTS** and save it as **PERIODIC ELEMENTS FINAL**.

This document contains a list of the chemical periodic elements, structured as follows:

- First the number of the element, followed by : and space (:␣)   *␣ represents a space*
- The full name of the element, followed by comma and space (,␣)
- The abbreviation of the element, followed by space slash space (␣/␣)

<div style="border:1px solid">

Chemical elements of the periodic table listed by symbol

1: Hydrogen, H / 10: Neon, Ne / 100: Fermium, Fm / 101: Mendelevium, Md / 102: Nobelium, No / 103: Lawrencium, Lr / 104: Rutherfordium, Rf / 105: Dubnium, Db / 106: Seaborgium, Sg / 107: Bohrium, Bh / 108: Hassium, Hs / 109: Meitnerium, Mt / 11: Sodium, Na / 110: Darmstadtium, Ds / 111: Roentgenium, Rg / 112: Copernicium, Cn / 113: Nihonium, Nh / 114: Flerovium, Fl / 115: Moscovium, Mc / 116: Livermorium, Lv / 117: Tennessine, Ts / 118:

</div>

Convert this information in the list you see below in the screenshot:

- Start with the abbreviation, followed by space dash space (␣-␣)   *␣ represents a space*
- Now follows the full name, followed by a space
- Finally end with the element number between brackets
- Each element has its own paragraph
- The elements are sorted on their abbreviation.
- The information is spread over 4 columns. 0,5 cm distance between columns. Columns are separated by a vertical line.
- Elements are (almost) equally spread over the 4 columns, so columns have about the same length.
- The abbreviations are shown in bold.
- Lay-out can be kept from the original document: margins of 2 cm. Font-size: 10 pt. Single line space, no white space between the elements. Keep the document title as it is.

<div style="border:1px solid">

Chemical elements of the periodic table listed by symbol

Ac - Actinium (89)	**Er** - Erbium (68)	**Mn** - Manganese (25)	**Rn** - Radon (86)
Ag - Silver (47)	**Es** - Einsteinium (99)	**Mo** - Molybdenum (42)	**Ru** - Ruthenium (44)
Al - Aluminum (13)	**Eu** - Europium (63)	**Mt** - Meitnerium (109)	**S** - Sulfur (16)
Am - Americium	**F** - Fluorine (9)	**N** - Nitrogen	**A** - (51)

</div>

Save your result as **PERIODIC ELEMENTS FINAL**!

C

In **DATA.XLSX** you find the data of fictive competitors at the world championship in keyboarding.

	A	B	C	D	E	F	G	H	I
1	ID	Lastname	Firstname	Sexe	Country	Language	TPID	Row	Table
2	1305	Stanley	Graham	Male	Italy	Italian	TP1305	25	122
3	1446	Chase	Guy	Male	Netherlands	English			
4	1008	Whitaker	Kelly	Female	Hungary	Hungarian	TP1008	23	115
5	1412	Holcomb	Erica	Female	Turkey	Turkish	TP1412	29	142
6	1178	Fletcher	Carol	Female	Belgium	French	TP1178	7	34
7	1018	Glover	Sybill	Female	Belgium	French	TP1018	7	35

You prepare a table plan as illustrated below, 5 competitors sitting on a row.

- Paper: A4, landscape, margins: 1 cm. Eventually slightly adjust the page margins when needed.
- Each page contains 6 rows of 5 tables.
- Basic font: Arial 9 pt.
- No free space before and after paragraphs.
- Single line spacing.
- Each row starts at the left with a row number (Arial 32 pt bold). The row number is centered horizontally and vertically in front of the row. Foreseen space for row number has 2 cm width.

- Each table has 4,6 cm width and starts with a table number: Arial 16 pt bold, centered, white color on blue background, as illustrated. Variant of blue color at your choice.
- 4 lines of information follow in a 'bordered box'.
  Inside the 'box': half a mm (0,05 cm) free space from the border.
  Around/outside the 'box': 1 mm free space.
- The information is horizontally centered:
  - Line1: competition number (TPID), printed in bold.
  - Line 2: first name, preceded by Mr. (male) or Ms. (female), depending on the sexe.
  - Line 3: last name, presented in upper case and bold.
  - Line 4: Country, followed by language between brackets. For some participants information on the language is missing in the data. In that case no empty brackets are shown.
- Distance between 'tables': horizontally 0,4 cm approximately; vertically about 0,4 to 0,6 cm.
- Save your eventually basic file as **TABLE PLAN BASIC**.
- Work out the full table plan. Only people having a TPID are shown in the table plan. Of course the tables are ordered ascending.
- Save the full table plan as **TABLE PLAN FINAL**.