Word Processing Competition 2026 – Instructions for competitors

OPERATING SYSTEM	WORD PROCESSING SOFTWARE	COMPETITION-ID

Instructions for participants

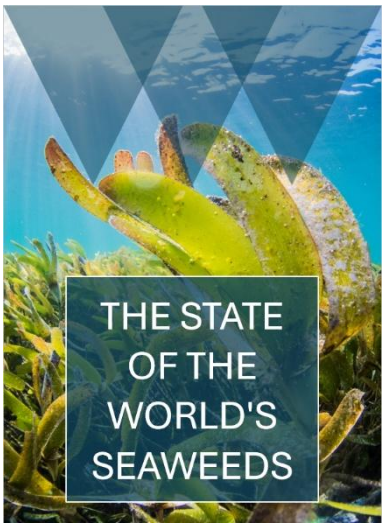
- Open the draft document **SEAWEED** (RTF) and save it immediately under the name **SEAWEED XXXX.DOCX** (Word), **where XXXX** is **your** competition **ID.** Execute all of the following tasks as **professional** and **efficient** as possible.
- Use by preference a PDF-printer driver (like PDFCreator) so you can display graphic elements outside the margins up to the page borders.

A [60 points basic]

Task A-1

Cover page *(direct formatting allowed)*

Points 6



- Insert a new page at the top of the document. Add the picture **SEAWEED1.JPG** as cover image. Adapt the format so that the picture covers the whole page and starts exactly in the upper left corner of the page.
- Add 3 graphic triangle objects, 10 x 10 cm, to the page, top down, fill color blue (RGB 16-72-98 or #104862), 50 % transparant. No border. The triangles start at the top of the page, the first one starts exactly at the left page edge, the second is horizontally centered in the page and the third one ends exactly at the right page edge.
- Add a rectangle object, 14 cm width, 12.5 cm height, starting at exactly 15 cm from the top of the page, horizontally centered between the margins. Blue background color #104862 RGB 16-72-98, 25% transparant, white border, 2¼pt thick.
- Take the first paragraph out of your text, convert it into capitals and add it to the rectangle object as illustrated: font Aptos 64pt, white color, capitals, single line spacing.
- The text is horizontally and vertically centered into the rectangle. Inside the rectangle, 0.5 cm free space is foreseen between border and content.
- Add an empty page after the cover page.

Task A-2

Superfluous text between standard round brackets (and)

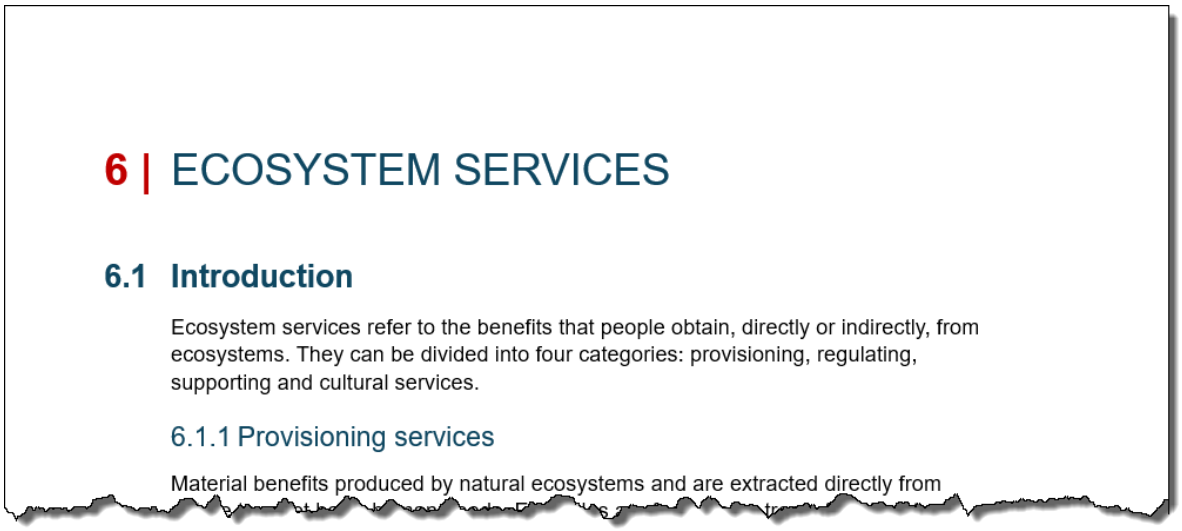
Points 6

- Remove in the whole document **all** text/content that is surrounded by standard round brackets (and). The open-bracket (is always preceded by a space that you need to remove too. Do this in one action!
- After that, remove in the whole document the second point where two points follow each other, eg **..** becomes **.** everywhere in the document.

Task A-3

Titles

Points 8



Level 1 titles

- Level 1 Title: Arial 22pt, colour #0F4761 (RGB 15-71-97), starting automatically at the top of the text area in the page. Followed by 30pt free space, always displayed in capital characters. Juridic number in dark red colour, bold, followed by a dark red bold **|** sign (pipe). The title number jumps out 1.2 cm in the left margin.

Level 2 titles

- Font: Arial 16pt, colour #0F4761 (RGB 15-71-97), bold. Preceded by 15pt free space. Followed by 9pt free space. Juridic number, jumps out 1.2 cm in the left margin. Title text starts at the left margin.

Level 3 titles

- Font: Arial 14pt, colour #0F4761 (RGB 15-71-97). Preceded by 12pt free space. Followed by 6pt free space.
  Juridic number starts at the left margin. Title text is indented 1.2 cm from the left margin, also an eventually second title line.
- Arrange that a level 3 title never can occur totally at the bottom/end of a page.

Task A-4

Body text

Points 4

- font: Arial 11pt.
- 8pt free space above and below paragraphs.
- line spacing 1.1.
- left text alignment.

Task
A-5

Illustration

Points
6

- Insert the illustration **SEAWEED5.JPG** into the page with the level 2 title *Common challenges*.
- Change the width of the illustration to 8 cm and then cut off the white space at the right (about 0.5 cm).
- The illustration has a fixed horizontal position at exactly the right margin and keeps that position at the right margin if the margin were to change.
- The illustration has a fixed vertical position in the middle of the page and keeps that position when text or lay-out changes. Guarantee that the illustration stays always on the page with the title *Common challenges*.
- Adapt the illustration in a way that the text follows the left contour of the illustration very closely, as illustrated.
- If – for whatever reason – the title *Common challenges* moves to another page, the illustration moves automatically to the vertical centre of that other page too.



feedstocks, is more space-efficient, and does not require the addition of fertilizers. For example, it is possible to grow about 26 tons of seaweed (dry weight) per hectare near-shore, compared to 2.3 tons soya and 5.1 tons corn per hectare of land (Bellona 2017). Due to these attributes, seaweed in many circumstances should be preferable to first- or second-generation feedstocks.

4.2 Common challenges

4.2.1 Supply availability

The availability of seaweed is currently a major challenge, especially for new and emerging market applications, which need the right volumes, consistent quality, and affordable price levels (see below). The challenge of low availability was found across all new and emerging market applications and is strongest where market value can be derived only from a specific species of seaweed, or one that is currently available only in small volumes. By contrast, some market applications – such as pet food, biostimulants, and animal feed additives – can potentially be derived from a multitude of different species and supply chains, and so have fewer challenges.

Volume

Seaweed sourcing for novel uses presents a challenge, as much of the existing seaweed volume is already destined for traditional markets such as food ingredients and fresh aquaculture feedstock. To add to the challenge, the production volumes of some major farmed seaweed species are in decline. To cater to markets such as animal feed, pet foods, alternative proteins, fabrics or bioplastics, compa-nies need to order thousands of tons of seaweed.

Seaweed consists of approximately 80–90 percent water, so large quantities are needed to produce significant volumes of dry materials. Shipping seaweed in its fresh state is typically uneconomical because of the weight of the water content. Consequently, most seaweed is pre-processed – typically dried – close to the farm site. This requires further resources and adds to the production costs.

Considering that commercial-scale quantities of seaweed are currently produced only in the major Asian producing countries, the availability of raw material can be a challenge to produce value-added seaweed products in other regions. It is often more efficient for companies to complete the primary processing near the farming locations. There are, of course, markets local to areas of production. However, production facilities will need to be widely distributed to tap into high-value markets elsewhere. Localized processing will enable shorter supply chains, avoiding logistical complexity and reducing costs.

Consistency of supply

Another challenge is the inconsistent availability of large quantities of seaweed because of its seasonality. Farmed, temperate seaweed species are generally harvested only in a few months of the year, and it is not possible to store them in an untreated state for long

18 EMERGING MARKET OPPORTUNITIES

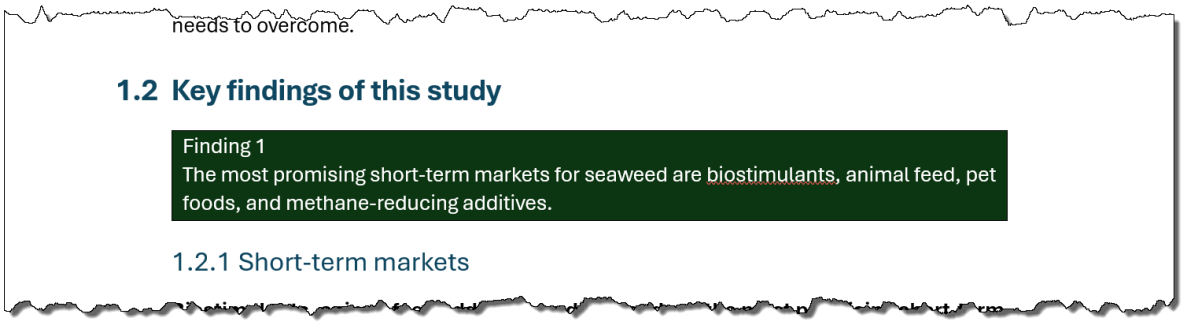
Task
A-6

Findings

Points
6

The document contains some *findings* that are numbered *Finding 1, Finding 2… Finding 6.* Each finding text is one paragraph.

- Change the structure so that after the *finding* number, a new line is taken in the paragraph as illustrated below. Remove excess punctuation and spaces.
- Findings are shown in white characters on dark blue (#0C3512, RGB 12-53-18) background. Adjust, so that the blue background starts at exactly the left margin of the document. Text is 0.2 cm indented at left/right side from the dark blue background
  Implement this in a way that you later can update the lay-out of all findings in one central action.



needs to overcome.

1.2 Key findings of this study

Finding 1
The most promising short-term markets for seaweed are biostimulants, animal feed, pet foods, and methane-reducing additives.

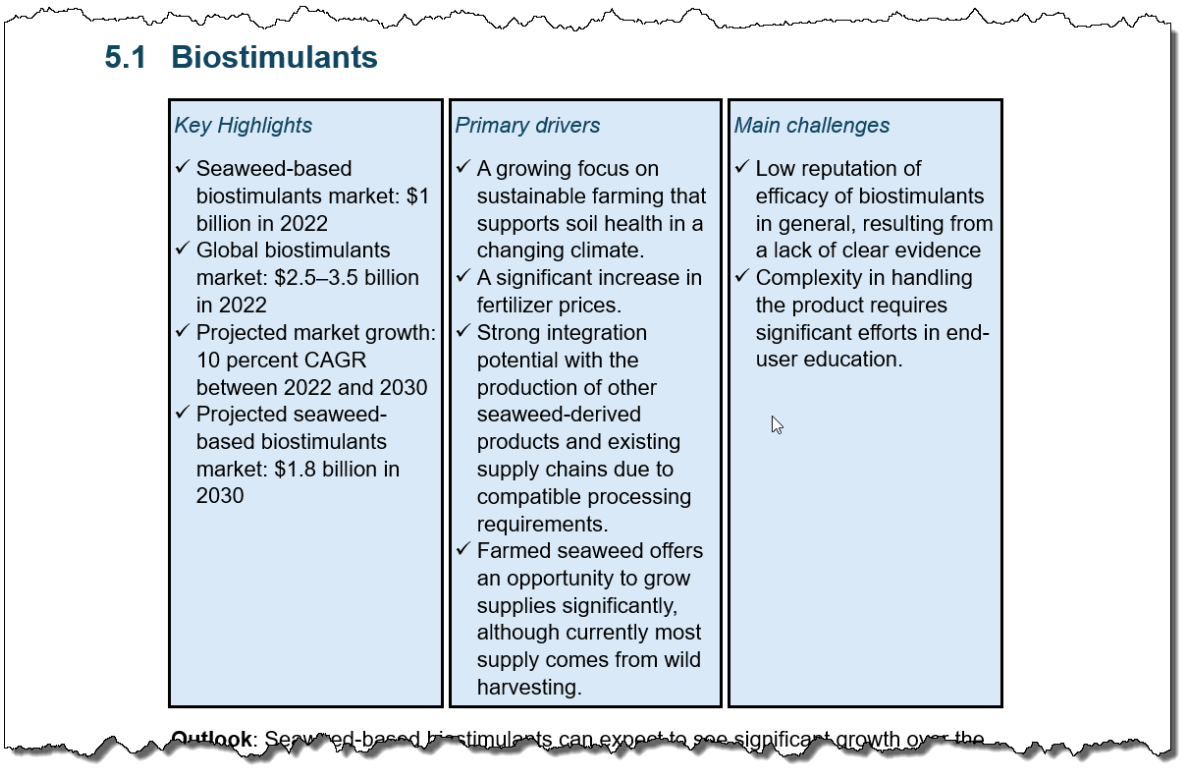
1.2.1 Short-term markets

Task A-7

Biostimulants

Points 6

- Look for the level 2 title *Biostimulants*. Organize the listed information into 3 *'boxes'* next to each other as illustrated.
- Each *box* has 5 cm width. The height is determined by the largest volume of content and automatically adjust to that content. The three *boxes* always have the same height.
- The *boxes* are filled with a light blue colour (#DAE9F7, RGB 218-233-247) and bordered with a border of 1½pt thickness.
- Distance between the *boxes*: 0.1 cm. 0.05 cm of free space within the *boxes* on all sides.
- Enumeration with ✓-sign. Text-indentation is 0.4 cm.
- 8pt of free space above the first element of the enumeration. No free space between the elements of the enumeration.
- The first *box* starts exactly at the left margin.



5.1 Biostimulants

Key Highlights	*Primary drivers*	*Main challenges*
✓ Seaweed-based biostimulants market: $1 billion in 2022 ✓ Global biostimulants market: $2.5–3.5 billion in 2022 ✓ Projected market growth: 10 percent CAGR between 2022 and 2030 ✓ Projected seaweed-based biostimulants market: $1.8 billion in 2030	✓ A growing focus on sustainable farming that supports soil health in a changing climate. ✓ A significant increase in fertilizer prices. ✓ Strong integration potential with the production of other seaweed-derived products and existing supply chains due to compatible processing requirements. ✓ Farmed seaweed offers an opportunity to grow supplies significantly, although currently most supply comes from wild harvesting.	✓ Low reputation of efficacy of biostimulants in general, resulting from a lack of clear evidence ✓ Complexity in handling the product requires significant efforts in end-user education.

Outlook: Seaweed-based biostimulants can expect to see significant growth over the

Task A-8

Bold text in paragraphs with the *Normal* style

Points 4

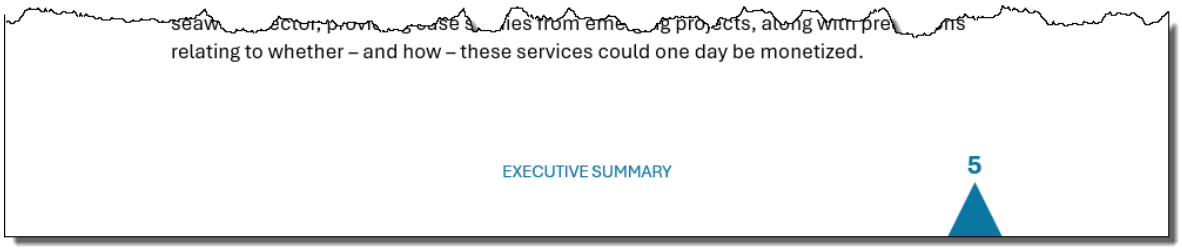
- Change the colour in all text formatted with the style *Normal* that is displayed bold into blue #0B769F (RGB 11-118-159). In the future it should be possible to update the lay-out of these text parts in one handling.

Task
A-9

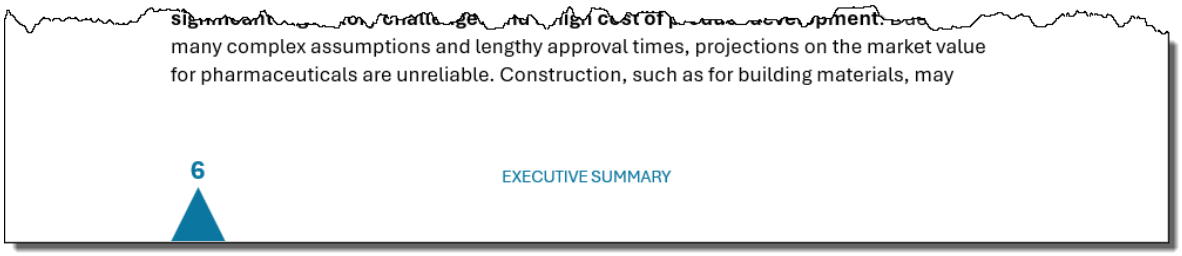
At the bottom of the pages

Points
8

Starting from the page with the *Executive summary* title, pages at the bottom look like illustrated:

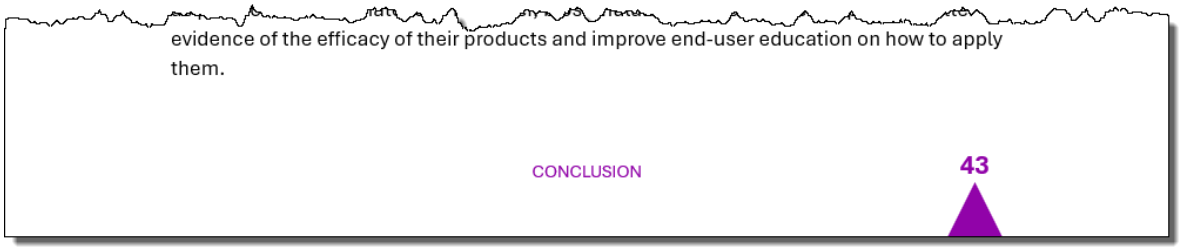


Odd pages



Even pages

- Horizontally centered between the margins, you repeat the most actual level 1 title on the page, Arial 9pt, small caps, color: #0B76A0 (RGB 11-118-160).
- Adjacent to the left margin on even pages and the right margin on odd pages, a triangle-object is positioned, 1 x 1 cm, exactly ending at the page bottom.
- Above the triangle, the page number is printed, horizontally centered at the top of the triangle, Aptos 14pt, #0B76A0 (RGB 11-118-160), bold.
- From the page with the level 1 title *Conclusion* the color of text, page number and triangle on both, even and odd pages changes from blue #0B76A0 (RGB 11-118-160) to purple #9103A9 (RGB 145-3-169). The use of direct formatting is accepted here.



Task
A-10

Table of Contents

Points
6

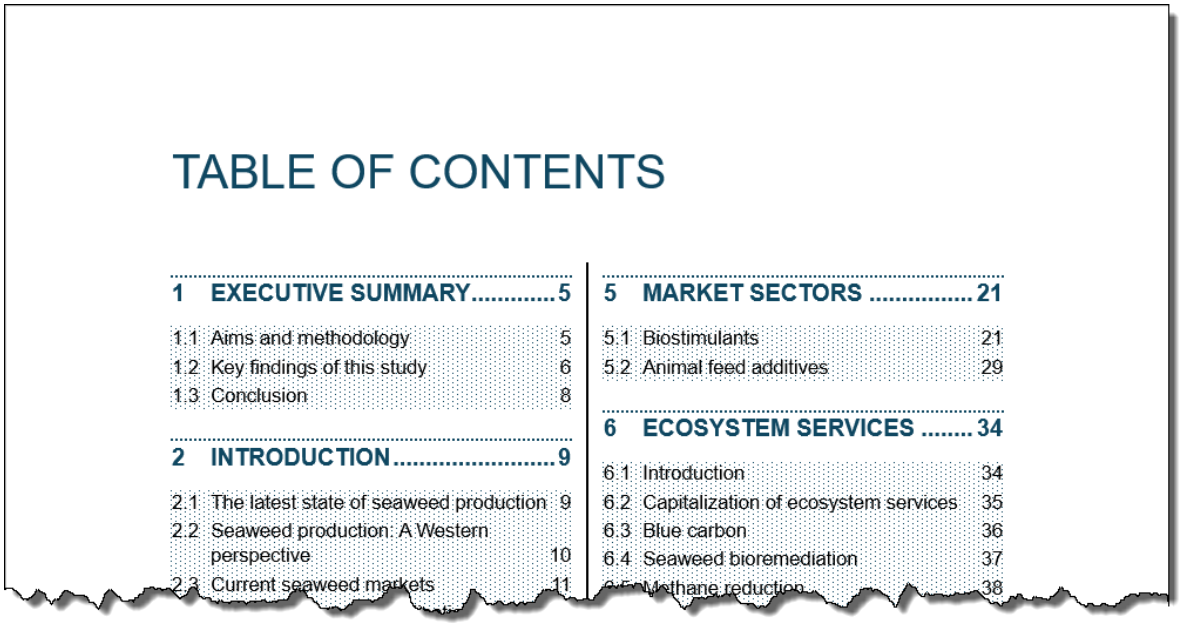


TABLE OF CONTENTS

1 EXECUTIVE SUMMARY 5
1.1 Aims and methodology 5
1.2 Key findings of this study 6
1.3 Conclusion 8

2 INTRODUCTION 9
2.1 The latest state of seaweed production 9
2.2 Seaweed production: A Western perspective 10
2.3 Current seaweed markets 11

5 MARKET SECTORS 21
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5.2 Animal feed additives 29

6 ECOSYSTEM SERVICES 34
6.1 Introduction 34
6.2 Capitalization of ecosystem services 35
6.3 Blue carbon 36
6.4 Seaweed bioremediation 37
6.5 Methane reduction 38

- Add the title *Table of Contents* in the third page of the document, after the cover page and an empty page. The title has the lay-out of a level 1 title, but is not numbered and not displayed in the Table of Contents.
- The Table of Contents is presented in 2 columns, 0.6 cm distance between the columns, vertical lign as separator between the columns.
  Force that the title *5 Market sectors* starts the second column and adjust the white space above the title (directed formatting allowed for that).
- The Table of Contents contains 2 levels of titles.
- Level 1 titles. Arial 12pt, color #0F4761 (RGB 15-71-97), bold, preceded by 15pt free space, followed by 9pt free space. Title number at left margin. Text is 0.7 cm indented, also the eventually second line.
  The page number is aligned at the right margin and preceded by preliminary points.
- Level 2 titles. Arial 10pt, preceded and followed by 2pt free space. Title number at left margin. Title text is 0.7 cm indented, also the eventually second line.
  The page number is aligned at the right margin without preliminary points.
  Background pattern in #0F4761 (RGB 15-71-97), 12.5% dotted.

Save your document as **SEAWEED XXXX.DOCX** in Word before closing it!
Save also a copy in **PDF-format** as **SEAWEED XXXX.PDF.**

B [5 points basic / 5 points advanced]

Half of the points achieved go to the basic points, the other half goes to the advanced points.

Open **GLOSSARY** and save the document as **GLOSSARY XXXX.**

Task B-1

Points 5

ADVANCED 5

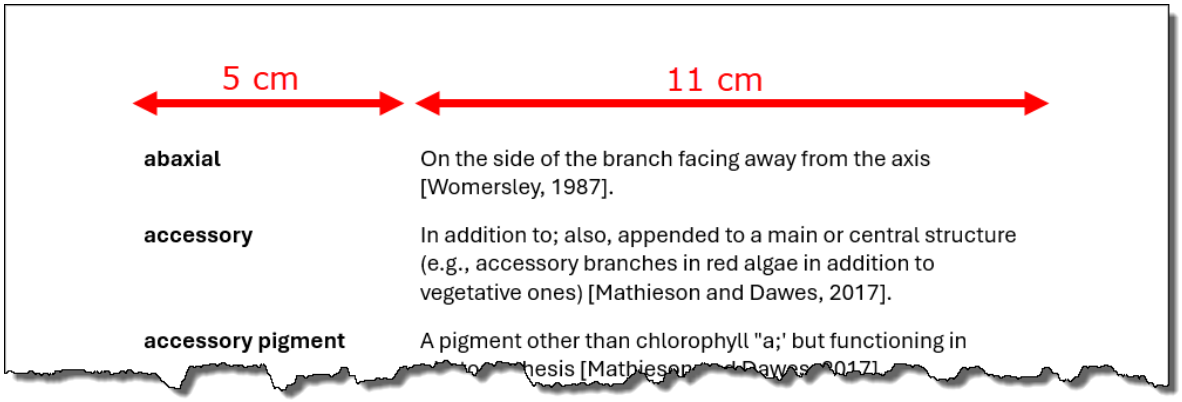
Glossary

The glossary contains for each entry:

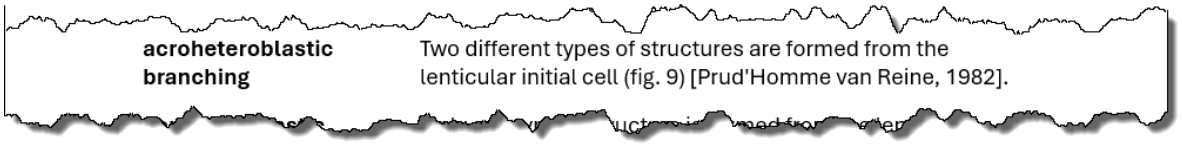
- a paragraph with a term
- and another one paragraph with its explanation/definition.

Change the lay-out in an efficient way:

- Each term starts at the exact left margin. 5 cm from that left margin starts the explanation, as illustrated, 11 cm width.
- Under each explanation a free space of 10pt has to be added.



- A longer term that doesn't fit within the 5 cm width, is split over two lines:



- Most of the explanations end with a reference between square brackets. The reference starts with a year, followed by space dash space (-) and a source, eg
  [2017 - Mathieson and Dawes].

  Transform all references in the format
  [Mathieson and Dawes, 2017]

  so starting with the source and ending with the year, preceded by comma and space. Handle this in one action.
- Save your final result as **GLOSSARY XXXX.DOCX**

C [15 points basic / 5 points advanced]

Task C-1

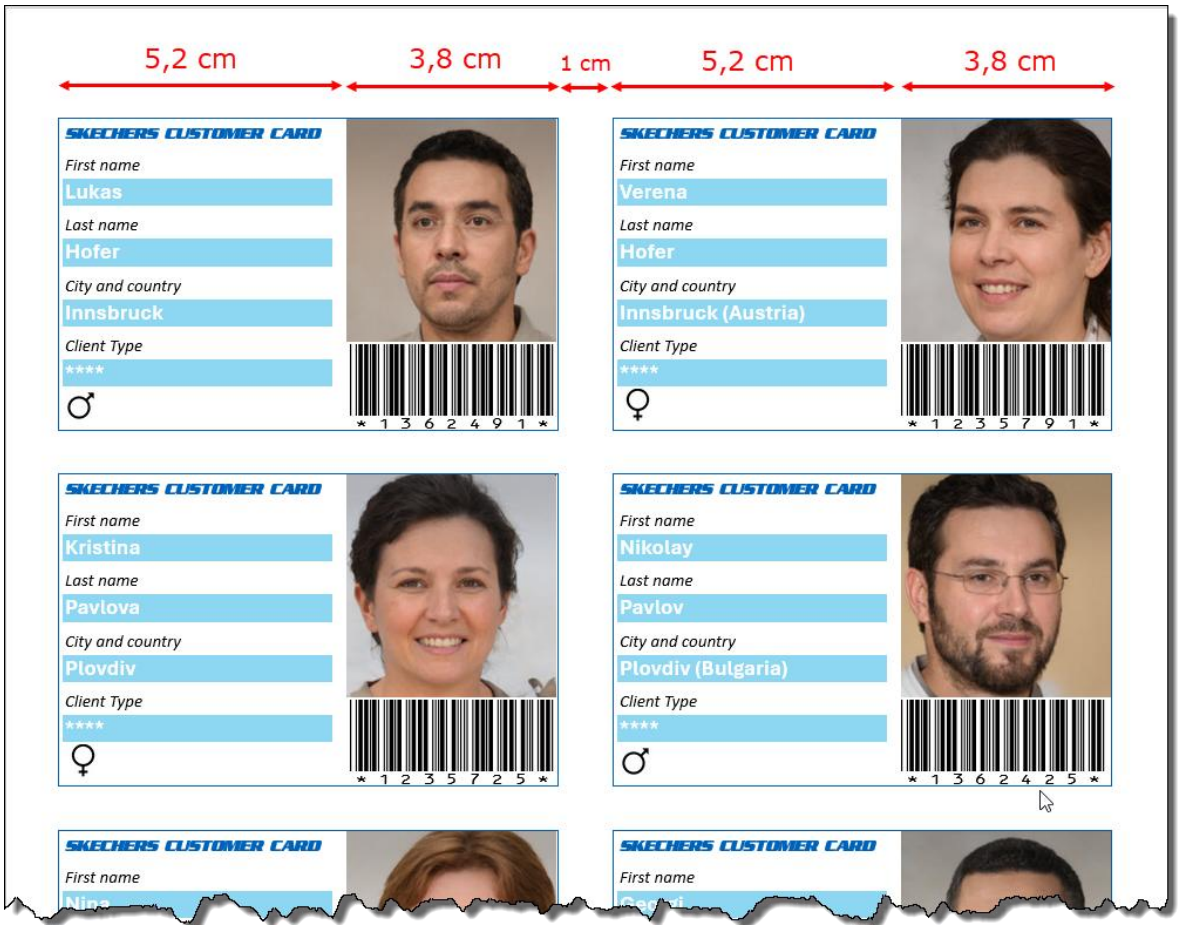
Points 15 ADVANCED 5

In **SKECHERS.XLSX** you find the data of important international clients.

	A	B	C	D	E	F	G	H	I
1	**ClientID**	**FirstName**	**LastName**	**SortName**	**City**	**ISO**	**Country**	**Sexe**	**Type**
2	1235765	Sonja	Hansen	hansensonja	Odense	DK	Denmark	Female	Privileged
3	1235792	Cristina	Matei	mateicristina	Focșani	RO	Romania	Female	Privileged
4	1235733	Agnieszka	Mazur	mazuragnieszk	Katowice	PL	Poland	Female	VIP
5	1362477	Enrico	Monti	montienrico	Lecco	IT	Italy	Male	Privileged

In this task, you prepare **Skechers Customer cards** for these clients, that look as follows, 8 cards on each A4-page. Follow all instructions as precise as possible.

- Use the **SKECHERS BASIC** document. This document contains already some basic formatting. All other formatting can be done by direct formatting.
- Used fonts: *Straczynski* and *IDAutomatcionHC39M free version*.



- Title **SKECHERS CUSTOMER CARD**: Straczynski, 8.5pt, bold, colour: #0063BA (RGB 0-99-186), followed by 2pt free space.
- Titles *First name, Last name, City and country, Client Type:* Calibri 9pt, italic, preceded by 3pt free space.
- Blue input boxes: 5 cm width, background-colour: #8DD7F2 (RGB 141-215-242). Text in input boxes: Calibri 11pt, bold, white colour. In the input boxes: 0.05 cm free space left/right. Between the boxes: 0.06 cm free space.
- *City and country*: country between round brackets (). In some cases no country is available: avoid the appearance of empty brackets () in these cases.
- *Client Type*: show 4 stars for Privileged clients and 5 stars for VIP clients.

- *Sexe*: use the icon **MALE.JPG** for male clients and **FEMALE.JPG** for female clients. ♂ ♀
- Each customer card is bordered in blue, #0063BA (RGB 0-99-186), ¾pt thick.
- Customer cards are separated, horizontally by 1 cm and vertically by 0.8 cm.

Save your basic document in the correct file format as **SKECHERS BASIC XXXX.**

- Produce all final customer cards, sorted ascending by ISO-country code. Within the same country, use the SortName field to sort further in ascending direction. Customer cards from **Romania** are **not** included in the final list of customer cards.
- Save your final result as **SKECHERS CUSTOMER CARDS XXXX**, both in Word-format and in PDF-format.

ADVANCED

- Place for every customer his/her passport photo, 3.8 cm width.
- Under the passport photo the clientID is shown in barcode font and surrounded by *-characters: e.g. clientID 1235765 is *1235765*, font *IDAutomatcionHC39M free version,* 11pt, horizontally centred.



D [10 points advanced]

ADVANCED

Task D-1

Points ADVANCED 10

Open the document **SEAWEED MACRO** but **don't** save it.

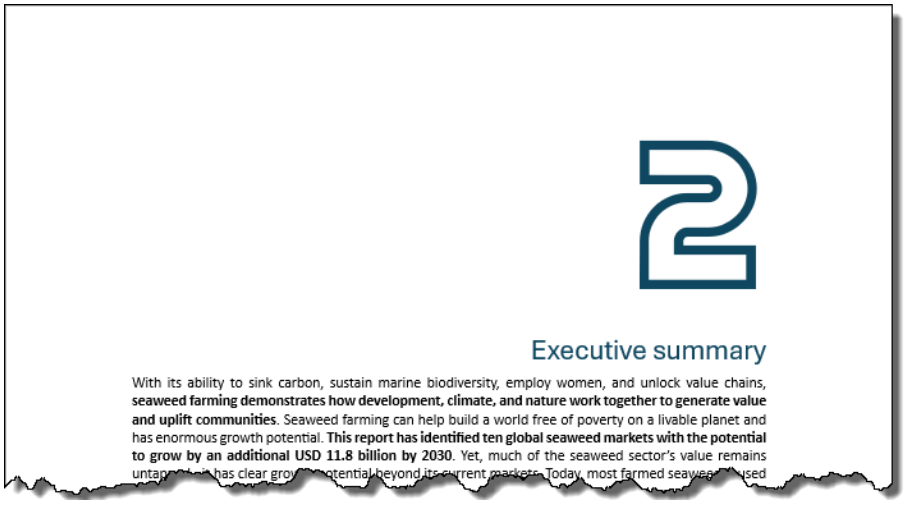
This basic document contains several chapters, all starting with a chapter title, formatted with the "Heading 1" style. Another style *chapternumber* is available in the document.

The *chapternumber* style formats the chapternumber that you still have to add: font Avalon 144pt, colour #0F4761 (RGB 15-71-97), right aligned, always starting at the top of a new page.

Automate this case by using the styles. By executing your macro/script at the top of the document:

- each level 1 title becomes automatically preceded by a correct chapternumber, starting at a new page, formatted as described and illustrated.
- The macro/script stops automatic after the last level 1 title.

ONSITE EVALUATION



Save your macro/script code in a Word-document **SEAWEED CODE XXXX**.

You can use the documents **SEAWEED MACRO, SEAWEED MACRO1** and **SEAWEED MACRO2** to test, without saving the document! The evaluation is foreseen **on site**, at the end of the competition.

Documents to upload for the jury

A	Seaweed XXXX (Word) Seaweed XXXX (PDF)
B	Glossary XXXX (Word)
C	Skechers basic XXXX (Word) Skechers Customer Cards XXXX (Word) Skechers Customer Cards XXXX (PDF)
D	ADVANCED – ON SITE EVALUATION Seaweed Code XXXX (Word)