给选手的说明

- 打开草稿文件 **YEAROFLIGHT**, 立即另存为 **YEAROFLIGHTXXX.DOC** or **DOCX**, **XXX 是你的参赛号**。尽快完成下面的所有任务
- 推荐使用 PDF 打印驱动观看自己的排版效果包括位于页边距的内容

任务 A 排版要求

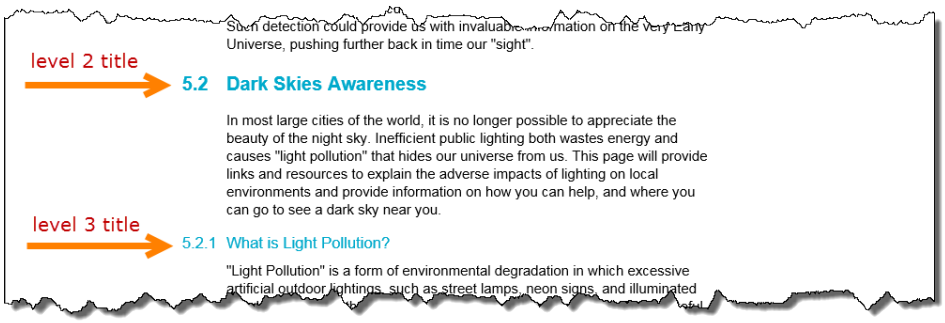
任务 A-1

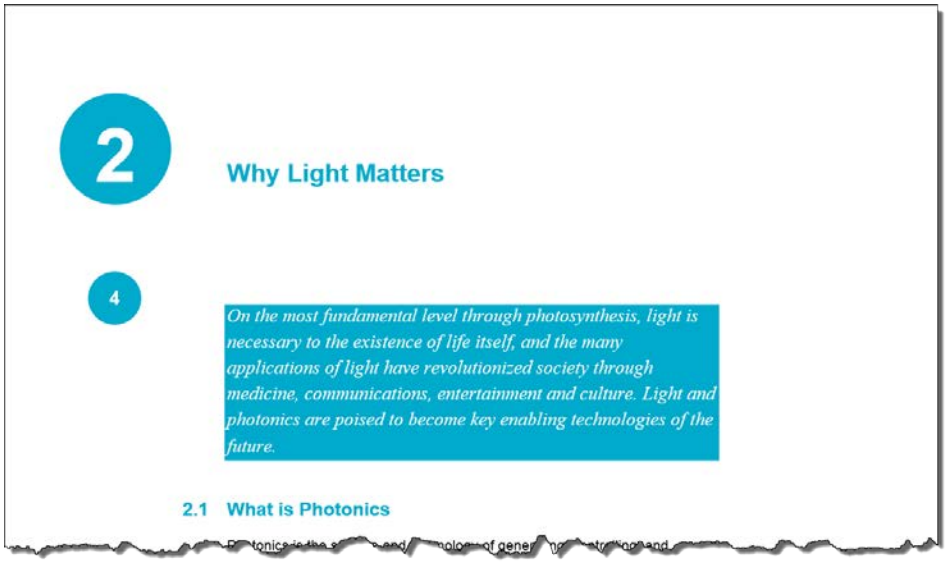
页面设置：

得分点 18

- 左右页边距 5 cm
- 上下 页边距 2 cm

以特殊的开始标记开头的段落表明标题/段落的层级，这些开始标记不会出现在文件的其他地方

开始标记 1&	章标题（1 级标题） ▪ 另起一页 ▪ 字体号 Arial 16 pt 加粗, 蓝色 (色值 RGB: 0 – 170 - 204). ▪ 标题居左 ▪ 段前 18 pt ▪ 段后 72 pt ▪ 标题编号形式如图，字体号 Arial 48 pt 加粗，圆形蓝色背景 2,5 x 2,5 cm， 圆形从上边距开始，在左页边距内水平居中 标题编号在圆形中水平居中 
开始标记 2&	**2 级标题**  ▪ 字体号 Arial 12 pt 加粗，蓝色 (色值 RGB: 0 – 170 – 204). ▪ 段前 12 pt， 段后 10 pt ▪ 标题编号如图，进入左侧页边距中 1 cm

开始标记 3&	**3 级标题** ▪ 字体号 Arial 10 pt 加粗，蓝色 (色值 RGB: 0 – 170 – 204). ▪ 段前 9 pt，段后 6 pt ▪ 标题编号如图，进入左侧页边距 1 cm
开始标记 4&	**4 级标题** ▪ 字体号 Arial 9 pt 加粗，灰色 (色值 RGB: 118 – 113 – 113). ▪ 段前段后均 6 pt ▪ 没有标题编号
开始标记 5&	**5 级标题:** ▪ 字体号 Arial 9 pt 加粗，斜体，灰色 (色值 RGB: 118 – 113 – 113). ▪ 段前段后均 6 pt ▪ 没有标题编号
开始标记 ===	这是每章的介绍段落 字体号 Times New Roman 12 pt,斜体 ▪ 白色文字，蓝色背景(色值 RGB 0 – 170 – 204) ▪ 行间距 1,2 ▪ 段前段后均 24 pt 

最后删除这些开始标记 “1&, 2&, 3&, 4&, 5&” 及 “ ===”

任务 A-2 正文 得分点 5

- 字体号 Arial 9 pt
- 段间 6 pt
- 行间距 1,1

任务 A-3 每个逗号后面加一空格。目前的一些逗号后面没有空格，经过处理后，确保每个逗号后面有且仅有一个空格 得分点 5

任务 以冒号结尾的段落后面的列表内容排版如下： 得分点

A-4

- 方形项目编号 (大小 12 pt，蓝色，色值 RGB 0 – 170 – 204) 从左侧页边距开始
- 文字距离左侧页边距缩进 0,3 cm
- 项目列表段落间没有多余的空白

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helped to solidify a basis for our knowledge of the Universe today.

5.4.1 What Is Galileoscope?

The Galileoscope is:

- An advanced educational telescope kit designed by a team of experts.
- An educational program to accompany the kit.
- A professional-development program for teachers.
- A Cornerstone Project of the International Year of Astronomy 2009, a worldwide effort in more than 145 countries, led by the U.S. Galileoscope team.

5.4.2 What can you see with the Galileoscope?

The best views are of the key objects that Galileo observed and that

任务 A-5

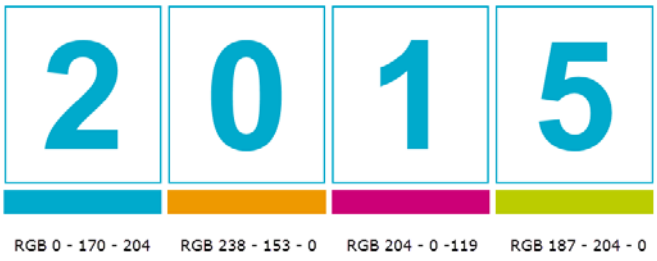
总标题“ *About the Year of Light* ”在首页的顶端，字体号 Calibri light 36 pt,段后 72 pt

图片“ **IYL2015_HEADER.JPG** ”**放在首页底部，左右称满**

无论本页的文字内容增加减少，图片自始至终都在页面的底部

将“2015”放在 4 个不同的方框中，蓝色边框,字体号 Arial 72 pt 加粗，水平居中如图

方框之间空 1 mm，方框宽度 2,75 cm，方框下面的线条色快高度 0,4 cm.色值如图



得分点 10

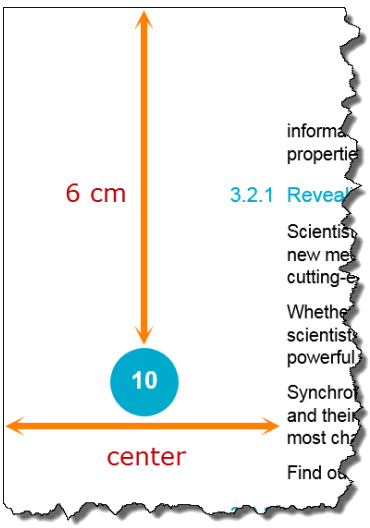
排版时注意细节

任务 A-6

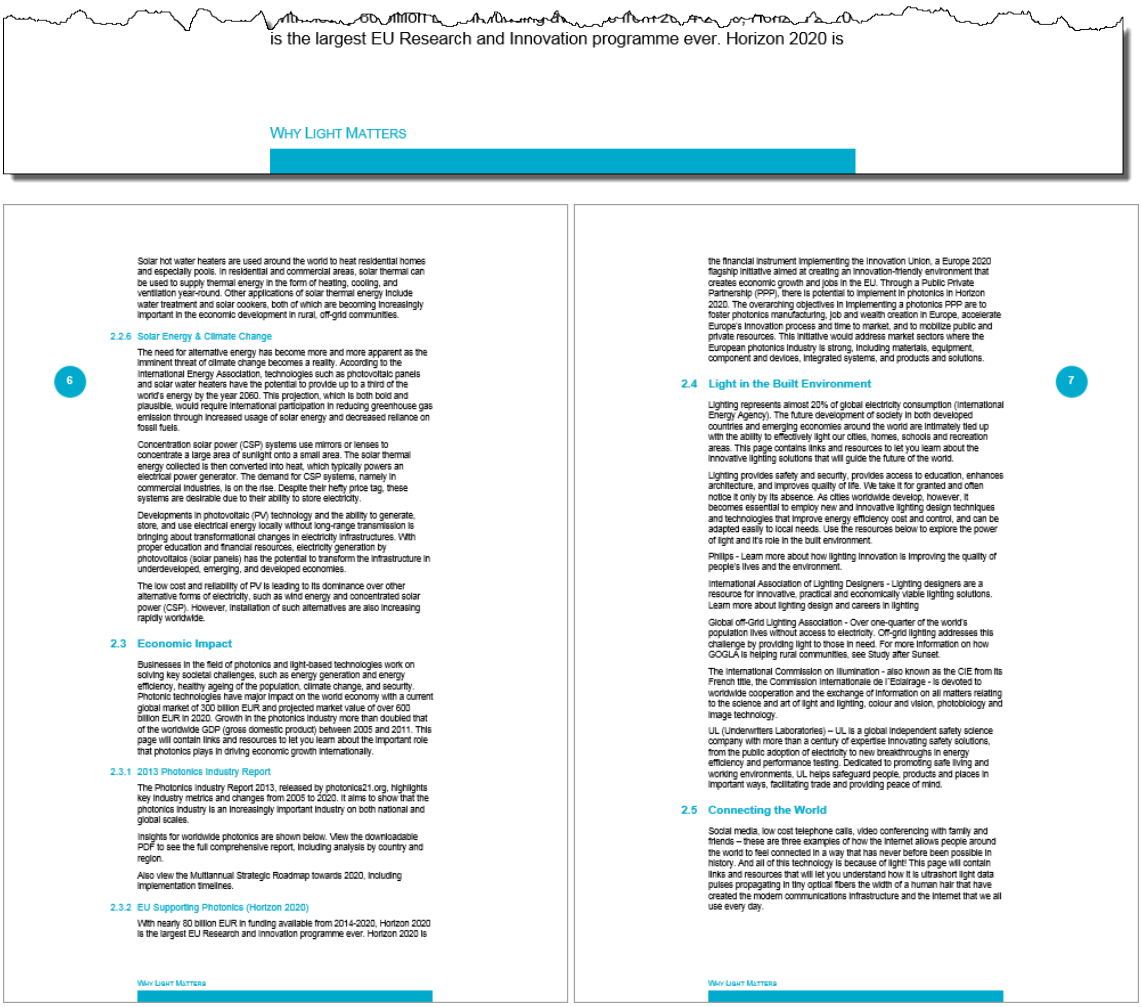
除“任务 5”所说的首页外，其余各页排版如下：

- 页码字体号 Arial 12 pt 加粗，文字白色，蓝色圆形背景直径 1,2 cm, (色值 RGB 0 – 170 – 204).
- 圆形位于页边界中的位置如图中所标记的数值，偶数页码在左边奇数页码在右边
- 页码数字精确地水平居中，尽量垂直居中
- 每页底边蓝色方框高度 0,5 cm，如图称满
- 方框的左上方（无论奇偶数页）放置本章标题文字，字体号 Arial 8 pt, 小型大写字母，蓝色 (色值 RGB 0 – 170 – 204)，与方框之间空 1 mm

如图所示：



得分点 8


is the largest EU Research and Innovation programme ever. Horizon 2020 is

WHY LIGHT MATTERS

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Solar hot water heaters are used around the world to heat residential homes and especially pools. In residential and commercial areas, solar thermal can be used to supply thermal energy in the form of heating, cooling, and ventilation year-round. Other applications of solar thermal energy include water treatment and solar cookers, both of which are becoming increasingly important in the economic development in rural, off-grid communities.

2.2.6 Solar Energy & Climate Change

The need for alternative energy has become more and more apparent as the imminent threat of climate change becomes a reality. According to the International Energy Association, technologies such as photovoltaic panels and solar water heaters have the potential to provide up to a third of the world's energy by the year 2060. This projection, which is both bold and plausible, would require international participation in reducing greenhouse gas emission through increased usage of solar energy and decreased reliance on fossil fuels.

Concentration solar power (CSP) systems use mirrors or lenses to concentrate a large area of sunlight onto a small area. The solar thermal energy collected is then converted into heat, which typically powers an electrical power generator. The demand for CSP systems, namely in commercial industries, is on the rise. Despite their hefty price tag, these systems are desirable due to their ability to store electricity.

Developments in photovoltaic (PV) technology and the ability to generate, store, and use electrical energy locally without long-range transmission is bringing about transformational changes in electricity infrastructures. With proper education and financial resources, electricity generation by photovoltaics (solar panels) has the potential to transform the infrastructure in underdeveloped, emerging, and developed economies.

The low cost and reliability of PV is leading to its dominance over other alternative forms of electricity, such as wind energy and concentrated solar power (CSP). However, installation of such alternatives are also increasing rapidly worldwide.

2.3 Economic Impact

Businesses in the field of photonics and light-based technologies work on solving key societal challenges, such as energy generation and energy efficiency, healthy ageing of the population, climate change, and security. Photonic technologies have major impact on the world economy with a current global market of 300 billion EUR and projected market value of over 600 billion EUR in 2020. Growth in the photonics industry more than doubled that of the worldwide GDP (gross domestic product) between 2008 and 2011. This page will contain links and resources to let you learn about the important role that photonics plays in driving economic growth internationally.

2.3.1 2013 Photonics Industry Report

The Photonics Industry Report 2013, released by photonics21.org, highlights key industry metrics and changes from 2005 to 2020. It aims to show that the photonics industry is an increasingly important industry on both national and global scales.

Insights for worldwide photonics are shown below. View the downloadable PDF to see the full comprehensive report, including analysis by country and region.

Also view the Multiannual Strategic Roadmap towards 2020, including implementation timelines.

2.3.2 EU Supporting Photonics (Horizon 2020)

With nearly 80 billion EUR in funding available from 2014-2020, Horizon 2020 is the largest EU Research and Innovation programme ever. Horizon 2020 is

WHY LIGHT MATTERS

the financial instrument implementing the Innovation Union, a Europe 2020 flagship initiative aimed at creating an innovation-friendly environment that creates economic growth and jobs in the EU. Through a Public Private Partnership (PPP), there is potential to implement in photonics in Horizon 2020. The overarching objectives in implementing a photonics PPP are to foster photonics manufacturing, job and wealth creation in Europe, accelerate Europe's innovation process and time to market, and to mobilize public and private resources. This initiative would address market sectors where the European photonics industry is strong, including materials, equipment, component and devices, integrated systems, and products and solutions.

2.4 Light in the Built Environment

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Lighting represents almost 20% of global electricity consumption (International Energy Agency). The future development of society in both developed countries and emerging economies around the world are intimately tied up with the ability to effectively light our cities, homes, schools and recreation areas. This page contains links and resources to let you learn about the innovative lighting solutions that will guide the future of the world.

Lighting provides safety and security, provides access to education, enhances architecture, and improves quality of life. We take it for granted and often notice it only by its absence. As cities worldwide develop, however, it becomes essential to employ new and innovative lighting design techniques and technologies that improve energy efficiency cost and control, and can be adapted easily to local needs. Use the resources below to explore the power of light and it's role in the built environment.

Philips - Learn more about how lighting innovation is improving the quality of people's lives and the environment.

International Association of Lighting Designers - Lighting designers are a resource for innovative, practical and economically viable lighting solutions. Learn more about lighting design and careers in lighting

Global off-Grid Lighting Association - Over one-quarter of the world's population lives without access to electricity. Off-grid lighting addresses this challenge by providing light to those in need. For more information on how GOGLA is helping rural communities, see Study after Sunset.

The International Commission on Illumination - also known as the CIE from its French title, the Commission Internationale de l'Eclairage - is devoted to worldwide cooperation and the exchange of information on all matters relating to the science and art of light and lighting, colour and vision, photobiology and image technology.

UL (Underwriters Laboratories) – UL is a global independent safety science company with more than a century of expertise innovating safety solutions, from the public adoption of electricity to new breakthroughs in energy efficiency and performance testing. Dedicated to promoting safe living and working environments, UL helps safeguard people, products and places in important ways, facilitating trade and providing peace of mind.

2.5 Connecting the World

Social media, low cost telephone calls, video conferencing with family and friends – these are three examples of how the Internet allows people around the world to feel connected in a way that has never before been possible in history. And all of this technology is because of light! This page will contain links and resources that will let you understand how it is ultrashort light data pulses propagating in tiny optical fibers the width of a human hair that have created the modern communications infrastructure and the Internet that we all use every day.

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任务 A-7

在第一页后插入一页，录入标题 *Table of contents* (样式为章标题).

如图所示制作目录，各级标题在目录中的排版设置如下：

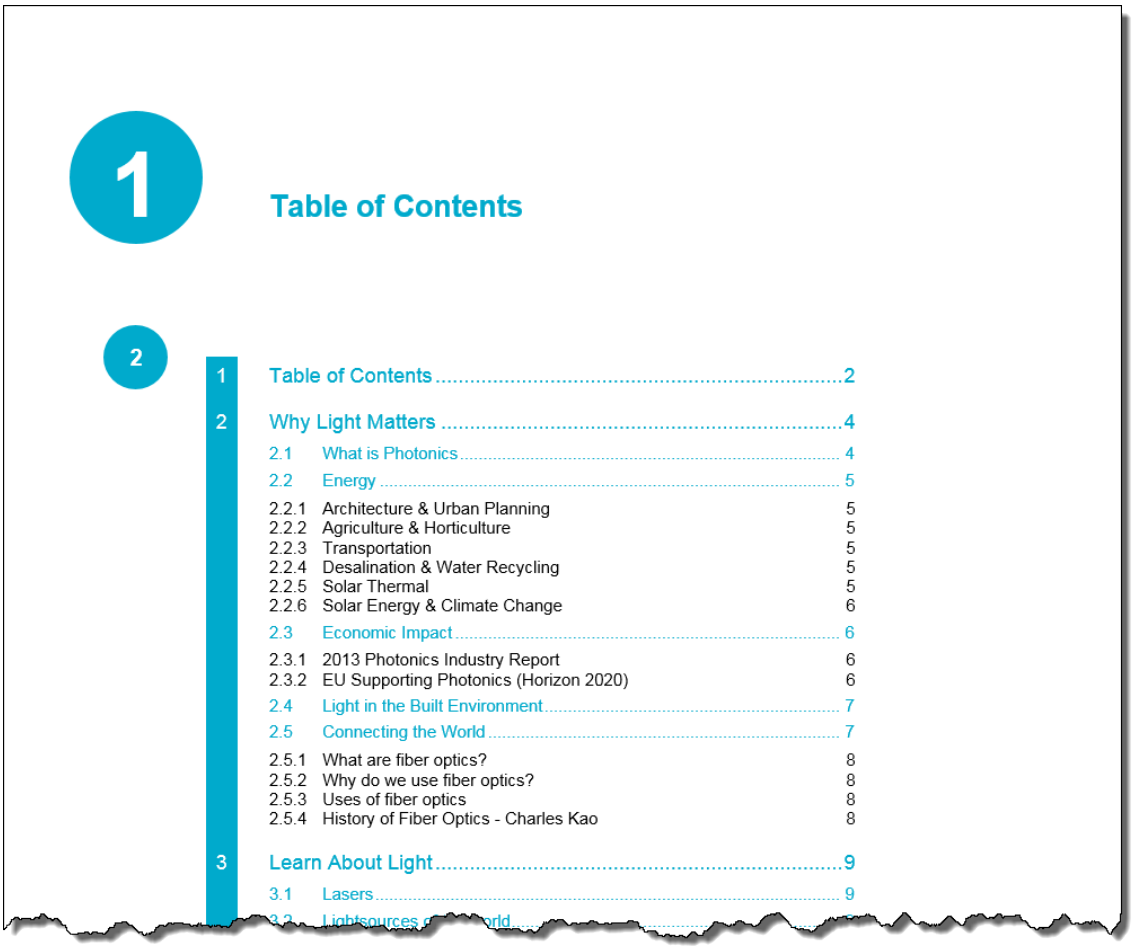
得分点 10

- **Level 1:一级标题（章标题）字体号** Arial 11 pt，蓝色 (色值 RGB 0 – 170 – 204)，居左，标题编号进入页边界 1 cm 白色（正常情况下暂时不可见）
  段前 12 pt.，段后 6 pt.
  一级标题不应该出现在一页的最后一段
  页码居右，前导符如图。
- **Level 2: 二级标题字体号** Arial 9 pt，蓝色 (色值 RGB 0 – 170 – 204).
  段前段后 4 pt free space.
  标题编号居左，标题文字缩进 1 cm
  页码居右，前导符如图。
- **Level 3: 三级标题字体号** Arial 9 pt, 黑色
  段前段后没有额外空白
  标题编号居左，标题文字缩进 1 cm
  页码居右，无前导符。

目录左侧放置一蓝色长方形 (色值 RGB 0 – 170 – 204), 宽度 0,6 cm。长方形开始于进入左侧页边界 1,2 cm，正好为一级标题（章标题）的编号做背景使其可见。

如图：该长方形与目录列表高度相等

对所有的目录页都做相同的排版



1

Table of Contents

2

请务必用文件名 YEAROFLIGHTXXX 保存你做好的文件，然后再关闭文件

任务 B 排版要求

任务 B-1

打开文件 **OLYMPICGAMES** 另存为文件 **OLYMPICGAMESXXX**. 文件包括 10 000 名参加伦敦奥运会运动员的信息，如下左图，包括：

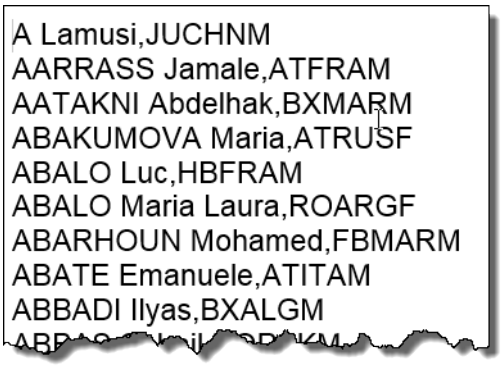
得分点 12

- 运动员姓名，“逗号”
- 后面是一个 6 位编码，含义如下：

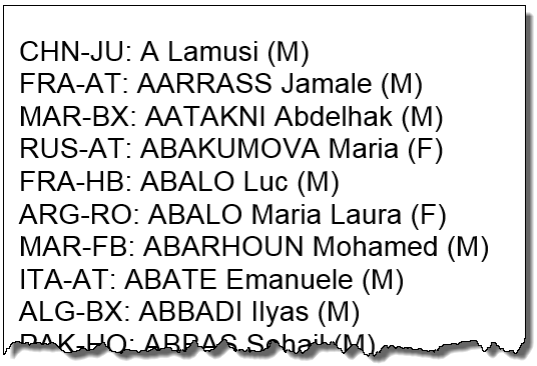
- 前 2 位是运动项目缩写
- 中间 3 位是国家缩写
- 最后 1 位表示性别，M 代表男子，F 代表女子

请按如下右图排版：

- 3 位国家编码和减号“-”
- 2 位运动项目编码和冒号“:”
- 姓名
- 在括号内放性别字母



排版前效果



排版后效果

请务必将排版好的结果保存为文件 **OLYMPICGAMESXXX**!

任务 C 排版要求

任务 C-1

文件 **WOMENINPARLIAMENT** 包含女议员数量信息，有下院 *lower house* (LH) 和上院 *upper house* (UH).

得分点 25

信息如下图显示：

- 位次 Rank: 数字
- 国家: 国家名称
- LH_Date: 在下院的月份 (1 to 12)和年，月份和选举年用斜杠分开
- LH_Seats:下院席位总数
- LH_Women: 下院女性席位总数
- LH_Perc: 下院女性席位比例
- UH_Date: 在上院的月份 (1 to 12)和年，月份和选举年用斜杠分开
- UH_Seats: 上院席位总数
- UH_Women: 上院女性席位总数
- UH_Perc: 下院女性席位比例

Rank	Country	LH_Date	LH_Seats	LH_Women	LH_Perc	UH_Date	UH_Seats	UH_Women	UH_Perc
1	Rwanda	9/2013	80	51	63,8	9/2011	26	10	38,5
2	Bolivia	10/2014	130	69	53,1	10/2014	36	17	47,2
3	Andorra	4/2011	28	14	50,0	---	---	---	---

按如下图对上述信息进行重新排版：

3,6 cm | 1 cm | 1 cm | 1 cm | 2 cm

Afghanistan	House	Year	Seats	Women
39	Lower	2010	249	69 (27,7 %)
	Upper	2015	102	18 (17,6 %)

Albania	House	Year	Seats	Women
64	Lower	2013	140	29 (20,7 %)
	Upper	---	---	---

Algeria	House	Year	Seats	Women
27	Lower	2012	462	146 (31,6 %)
	Upper	2012	144	10 (6,9 %)

Andorra	House	Year	Seats	Women
3	Lower	2011	28	14 (50,0 %)
	Upper	---	---	---

Belarus	House	Year	Seats	Women
41	Lower	2012	110	30 (27,3 %)
	Upper	2012	58	19 (32,8 %)

Belgium	House	Year	Seats	Women
14	Lower	2014	150	59 (39,3 %)
	Upper	2014	60	30 (50,0 %)

Belize	House	Year	Seats	Women
132	Lower	2012	32	1 (3,1 %)
	Upper	2012	13	5 (38,5 %)

Benin	House	Year	Seats	Women
122	Lower	2011	83	7 (8,4 %)
	Upper	---	---	---

- 纸张大小 A4-portrait， 上边距 0,9 cm, bottom 下边距 0,8 cm,左右边距 1 cm.
- 字体号 Arial Narrow 9 pt.
- 国家名称用白色，蓝色背景(宽度 3,6 cm)
- 表头包括：*House*, *Year*, *Seats* and *Women*. 显示在国家名称旁边，各列宽度如图
- 信息 *Lower* and *Upper:*
- Year 年: 年份信息，删除所有的月份信息
- Seats 席位: 填写席位的总数
- Women 女性:填写女性席位数量和比例（在括号中，包括%）
- 位次 *Rank* 信息填写在国家名下面
- 信息按国家名字母顺序纵向排列
- 两栏，栏间隔 0,5 cm
- 如果没有相应的数字，用三个减号代替
- 数据在方框内，距离方框 0.5 毫米，边框之间距离 0.5 毫米
- 每个国家的信息之间距离 0.5cm
- 一个国家的信息不可以跨页

请务必将结果文件保存为 **WOMEN_ALL**.最终将基础/帮助文件保存为 **WOMEN_BASIC**.