



Instructions for participants

- Open the draft document **YEAROFLIGHT**, save/convert immediately to **YEAROFLIGHTXXX.DOC** or **DOCX**, where **XXX** 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


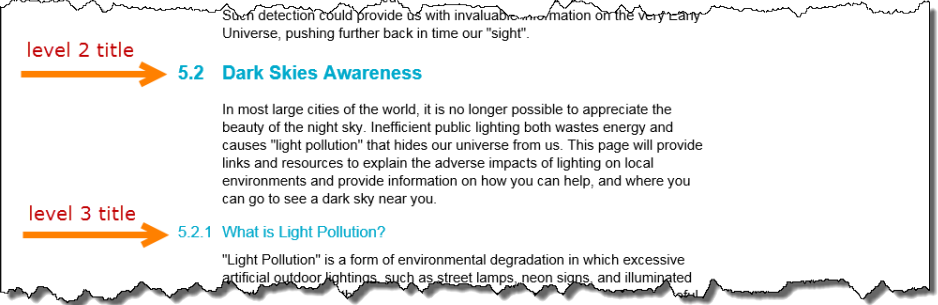
Task
A-1

Apply the following general margins to your document:

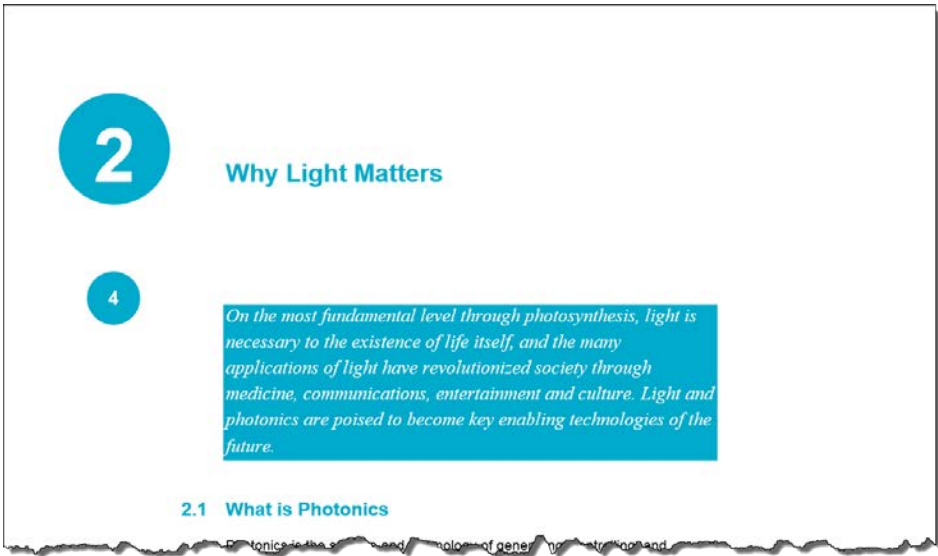
- Left and right: 5 cm
- Top and bottom: 2 cm

Points
18

Paragraphs starting with special signs require special attention. The special signs mark the level of the titles/paragraphs in the hierarchy of the document and do not occur on other places in the document.

<p>starting with 1&</p>	<p>Chapter titles:</p> <ul style="list-style-type: none"> ▪ start always at the top of a new page. ▪ title text in Arial 16 pt bold, blue (RGB: 0 – 170 - 204). ▪ title text starts at the left margin. ▪ preceded by 18 pt free space above the title. ▪ followed by 72 pt free space below the title. ▪ title number is part of the juridical numbering of the document: Arial 48 pt bold. The title number has a blue circle as background, 2,5 x 2,5 cm. The circle starts at the top margin and is horizontally centered in the left margin. The title number is horizontally centered in the blue circle. 
<p>starting with 2&</p>	<p>Titles level 2:</p>  <ul style="list-style-type: none"> ▪ font: Arial 12 pt bold, blue (RGB: 0 – 170 – 204). ▪ preceded by 12 pt free space and followed by 10 pt free space. ▪ juridical numbering, 1 cm outdented in the left margin.



starting with 3&	Titles level 3: <ul style="list-style-type: none"> font: Arial 10 pt bold, blue (RGB: 0 – 170 – 204). preceded by 9 pt free space and followed by 6 pt free space. juridical numbering, 1 cm outdented in the left margin.
starting with 4&	Titles level 4: <ul style="list-style-type: none"> font: Arial 9 pt bold, grey (RGB: 118 – 113 – 113). preceded and followed by 6 pt free space. no title numbering.
starting with 5&	Titles level 5: <ul style="list-style-type: none"> font: Arial 9 pt bold, italic, grey (RGB: 118 – 113 – 113). preceded and followed by 6 pt free space. no title numbering.
starting with ===	<p>Each chapter has an introduction paragraph, starting with three equal signs (===). These introduction paragraphs should be provided with the following lay-out:</p> <ul style="list-style-type: none"> font: Times New Roman 12 pt, italic. white characters on blue (RGB 0 – 170 – 204) background. line space 1,2 paragraph preceded and followed by 24 pt free space. 

Finally delete all indications 1&, 2&, 3&, 4&, 5& and === at the start of paragraphs.

- Task A-2 Body text: Points 5
- Arial 9 pt
 - 6 pt free space between paragraphs
 - line space 1,1
- Task A-3 Each comma should be followed by a space. After some comma's this space is missing now. Adapt the document so that each comma is followed by exactly one space. Points 5
- Task A-4 After paragraphs ending with a colon (:) follows always an enumeration up to the next title. These enumerations should have the following lay-out: Points 7
- square enumeration sign (12 pt, blue color RGB 0 – 170 – 204) that starts at the left margin.
 - enumeration text indents 0,3 cm from the left margin.
 - no free space between enumeration items.



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

Task
A-5

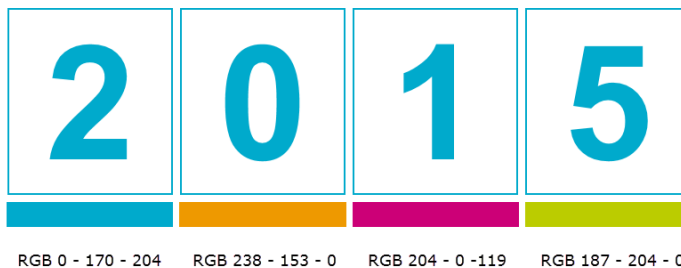
Head title *About the Year of Light* at the top of the first page: font Calibri light 36 pt, followed by 72 pt free space.

The illustration **IYL2015_HEADER.JPG** ends at the bottom margin of the first page. The width covers exactly the distance from left to right margin.

The illustration keeps ending at the bottom margin, even if paragraphs are added or deleted in the text above.

Under the head title comes the year 2015 in four different 'boxes', blue borders, Arial 72 pt bold, horizontally centered, as illustrated.

1 mm free space is left between the 'boxes'. Boxes have 2,75 cm width. Under the year digits four colored 'lines' appear, colors as indicated in the figure below. Height: 0,4 cm.



Work this out, taking care of details.

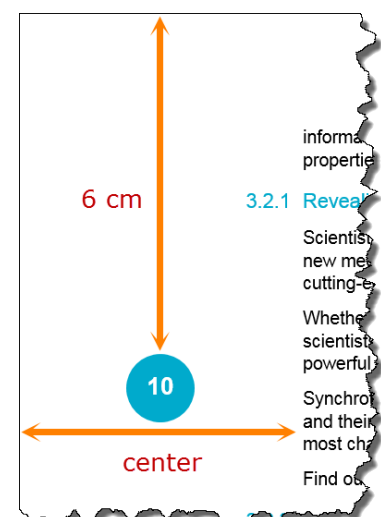
Task
A-6

On each page, **except the first page**, discussed in task A-5 above, the following information shows up:

- the page number in Arial 12 pt bold, white characters on a blue circle background, diameter 1,2 cm, (RGB 0 – 170 – 204).
 - the blue circle starts exactly at 6 cm from the top of the page.
 - the blue circle is dynamically centered in the middle of the margin: in the left margin for even pages, in the right margin for odd pages.
 - position the page number exactly horizontal in the middle of the blue circle and approximately vertical in the middle of the blue circle.
 - at the bottom of each page a blue box of 0,5 cm height is placed, covering dynamically the full width between the margins.
 - left on top of the box, the title of the actual chapter is displayed in Arial 8 pt, small caps, blue characters (RGB 0 – 170 – 204). Keep 1 mm free space between title and box.
- The title of the chapter always comes left, both on even and odd pages.



Points
10



Points
8

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Why LIGHT MATTERS

<p>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.</p> <p>2.2.6 Solar Energy & Climate Change</p> <p>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 2050. 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.</p> <p>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.</p> <p>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.</p> <p>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.</p> <p>2.3 Economic Impact</p> <p>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. Photonics 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 2005 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.</p> <p>2.3.1 2013 Photonics Industry Report</p> <p>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.</p> <p>Insights for worldwide photonics are shown below. View the downloadable PDF to see the full comprehensive report, including analysis by country and region.</p> <p>Also view the Multinational Strategic Roadmap towards 2020, including implementation timelines.</p> <p>2.3.2 EU Supporting Photonics (Horizon 2020)</p> <p>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</p>	<p>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 a 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.</p> <p>2.4 Light in the Built Environment</p> <p>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.</p> <p>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 its role in the built environment.</p> <p>Philips - Learn more about how lighting innovation is improving the quality of people's lives and the environment.</p> <p>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.</p> <p>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.</p> <p>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.</p> <p>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.</p> <p>2.5 Connecting the World</p> <p>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's ultraviolet 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.</p>
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Task
A-7

Insert a new page after the first page. Add the title *Table of contents* (lay-out as chapter title, level 1). Add a table of contents according to the illustration on next page and following the instructions:

Points
10

- **Level 1:** Arial 11 pt, blue characters (RGB 0 – 170 – 204). Title starts at the left margin. Title number is outdented 1 cm and shown in white color (temporary normally invisible). Free space above title: 12 pt. Free space below title: 6 pt. A level 1 title may not be displayed as last paragraph on the page. Page number is aligned to the right margin, preceded by a dotted guide line.
- **Level 2:** Arial 9 pt, blue characters (RGB 0 – 170 – 204). Titles are preceded and followed by 4 pt free space. Title number starts at the left margin and title text is indented 1 cm from the left margin. Page number is aligned to the right margin, preceded by a dotted guide line.
- **Level 3:** Arial 9 pt, standard font color (black). No free space above and below these titles. Title number starts at the left margin and title text is indented 1 cm from the left margin. Page number is aligned to the right margin, without guide line.

Provide to the left of the table of contents a blue rectangle (RGB 0 – 170 – 204), 0,6 cm width. The rectangle is positioned 1,2 cm outdented from the left margin so it forms a perfect background for the title numbers of the first level in your table of contents.

Adapt the height of the rectangle to the length of your table of contents.

Add this rectangle to all pages of the table of contents.



1

Table of Contents

2

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Don't forget to save your document under the name YEAROFLIGHTXXX before closing it!

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B

Task
B-1

Open **OLYMPICGAMES** and save/convert it into **OLYMPICGAMESXXX**. This document contains information on part of the more than 10 000 athletes that participated in the Olympic Games in London. Each paragraph contains information on one athlete, structured as follows (see left screenshot below):

Points
12

- last name (capitals) and first name of the athlete, followed by a comma
- a 6 character code composed as follows:
 - 2 characters as abbreviation of the sports discipline
 - 3 characters as abbreviation of the country, as used by the Olympic Committee
 - 1 character indicating the sexe: M for male and F for female.

Please restructure the data as follows, each athlete in one paragraph (screenshot at the right below):

- 3 characters country code, followed by a dash (-)
- 2 characters sports code, followed by a colon and a space (:)
- last name and first name of the athlete
- sexe indication M or F between round brackets

```
A Lamusi,JUCHNM
AARRASS Jamale,ATFRAM
AATAKNI Abdelhak,BXMARM
ABAKUMOVA Maria,ATRUSF
ABALO Luc,HBFRAM
ABALO Maria Laura,ROARGF
ABARHOUN Mohamed,FBMARM
ABATE Emanuele,ATITAM
ABBADI Ilyas,BXALGM
ABRAS Sahil,SPDKM
```

```
CHN-JU: A Lamusi (M)
FRA-AT: AARRASS Jamale (M)
MAR-BX: AATAKNI Abdelhak (M)
RUS-AT: ABAKUMOVA Maria (F)
FRA-HB: ABALO Luc (M)
ARG-RO: ABALO Maria Laura (F)
MAR-FB: ABARHOUN Mohamed (M)
ITA-AT: ABATE Emanuele (M)
ALG-BX: ABBADI Ilyas (M)
PAK-HO: ABRAS Sahil (M)
```

before – original document

after – final result

Don't forget to save your final result under **OLYMPICGAMESXXX**!

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C

Task
C-1

The document **WOMENINPARLIAMENT** contains a list of countries with the number of female representatives in the parliament, both *lower house* (LH) and *upper house* (UH). The information that is displayed:

Points
25

- Rank: the ranking number
- Country: the country
- LH_Date: month (1 to 12) and year of elections, separated by a slash (/) in the *lower house*
- LH_Seats: total number of seats in the *lower house*
- LH_Women: number of seats occupied by women in the *lower house*
- LH_Perc: percentage of seats occupied by women in the *lower house*
- UH_Date: month (1 to 12) and year of elections, separated by a slash (/) in the *upper house*
- UH_Seats: total number of seats in the *upper house*
- UH_Women: number of seats occupied by women in the *upper house*
- UH_Perc: percentage of seats occupied by women in the *upper house*

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	---	---	---	---

Work out the information in an overview as illustrated below, following all instructions:

Rank	Country	House	Year	Seats	Women
39	Afghanistan	Lower	2010	249	69 (27,7 %)
		Upper	2015	102	18 (17,6 %)
64	Albania	Lower	2013	140	29 (20,7 %)
		Upper	---	---	---
27	Algeria	Lower	2012	462	146 (31,6 %)
		Upper	2012	144	10 (6,9 %)
3	Andorra	Lower	2011	28	14 (50,0 %)
		Upper	---	---	---
41	Belarus	Lower	2012	110	30 (27,3 %)
		Upper	2012	58	19 (32,8 %)
14	Belgium	Lower	2014	150	59 (39,3 %)
		Upper	2014	60	30 (50,0 %)
132	Belize	Lower	2012	32	1 (3,1 %)
		Upper	2012	13	5 (38,5 %)
122	Benin	Lower	2011	83	7 (8,4 %)
		Upper	---	---	---

- A4-portrait page format, margins top 0,9 cm, bottom 0,8 cm, left and right 1 cm.
- Font: Arial Narrow 9 pt.
- Name of the country in white characters on blue background (ca. 3,6 cm width)
- Titles: *House*, *Year*, *Seats* and *Women*. The titles are displayed next to the name of the country. Width ca. 1 cm for *House*, *Year* and *Seats*; width *Women* ca. 2 cm.
- Information *Lower* and *Upper*:
 - Year: contains the year, without the month. Delete all months.
 - Seats: total number of seats.
 - Women: number of seats and percentage of seats between round brackets, inclusive %-sign.
- Under the name of the country comes the ranking (*Rank*)
- Information is alphabetically sorted on country: the second country comes under the first...
- Data come in two columns, with ca. 0,5 cm gap between the columns
- In some countries there is no *Upper House*. In that case three dashes (---) are printed. Take care that in the column *Women* the three dashes are printed only once, without rounded brackets and %-sign.
- The data come up in 'bordered boxes' with half a millimeter free space between the 'boxes'. Distance between the borders of the boxes and the content is also half a millimeter of free space.
- Free space between countries is about one line/row (ca. 0,5 cm).
- Data of a country should not be split over two columns/pages: each column starts with a new country.

Save your final result – an overview of all countries– as **WOMEN_ALL**. Eventually used basic/help file is saved as **WOMEN_BASIC**.