INTERSTENO 2017 Berlin World championship professional Word Processing



Points

16

OPERATING SYSTEM WORD PROCESSING SOFTWARE COMPETITION-ID

Instructions for participants

- Open the draft document **TOURISM**, save/convert immediately to **TOURISMXXX.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: 4 cm

■ Top: 2 cm

■ Bottom: 1 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 and do not occur on other places in the document.

starting with	Level 1 titles:			
1_	start always at the top of a new page.			
	■ title text in Arial 16 pt bold, purple (RGB: 112 – 48 - 160).			
	■ title text starts at the left margin.			
	• followed by 48 pt free space below the title.			
	title number: juridical numbering, outdented 1,5 cm in the left margin.			
	2 Key Issues for Sustainable Tourism			
	The methodological framework (Part 2 Methodology) followed in this study is shaped around five pillars. These have been identified by UNWTO from many years of experience in working on the sustainable development of the tourism sector. Taken together, these pillars cover the thematic areas which could be addressed through future projects and interventions.			
	Each of these pillars is strongly related to the aims of sustainable tourism and this is reflected in how they are treated in the Methodology in Part 2.			
	2.1 Tourism policy and governance			
	This pillar concerns the recognition of tourism in sustainable development policies and the presence and implementation of a clear tourism strategy that embraces sustainability principles. It looks at tourism governance structures, including tourism print institutions and hore the relationship ages agovernment.			
starting with	Titles level 2:			
2_	■ font: Arial 11 pt bold, purple (RGB: 112 – 48 – 160).			
	 preceded by 12 pt free space and followed by 5 pt free space. 			
	■ juridical numbering starts at left margin. Title text is 1 cm indented, also the second			
	line in case the title text is longer than one line.			
	The Decent Work Agenda rests on four main pillars: 1) Job creation; 2) Rights at work; 3) Social protection; and 4) Social dialogue.			
	5.1.3 HUMAN RESOURCE DEVELOPMENT (HRD)			
	This covers the needs of employees in terms of skills and development in order to achieve their goals and those of the sector, and how these can be met through learning and training. While this is covered separately under sub-pillar 3.2, the subject and related actions should be included in the HR-plan.			
	5.2 Skills assessment and the provision of training			
	As a multi-faceted industry with complex employment patterns and levels, tourism requires a wide range of jobs from senior management and high tech to the			
starting with	Titles level 3:			
3_	■ font: Arial 10 pt bold, small caps, purple (RGB: 112 – 48 – 160).			
	preceded and followed by 5 pt free space.			
	juridical numbering starts at left margin. Title text is 1 cm indented.			

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starting with ***	Paragraphs starting with *** are elements of an enumeration: ■ enumeration starts with □-symbol in purple color (Wingdings font) ■ enumeration text is indented 0,5 cm to left margin.
	5.1.2 EMPLOYEE RIGHTS AND DECENT WORK HR policies and plans should commit to these principles and address how they can be secured across the tourism sector. ILO defines Decent Work as "work that is productive and that delivers:
	□ a fair income □ workplace security and social protection for families □ better prospects for personal development and social integration □ freedom for people to express their concerns, organize and participate in decisions that affect their lives □ equality of opportunity and treatment for all women and men."
	The Decent Work Agenda rests on four main pillars: 1) Job creation; 2) Rights at work: 3) Social protection; and 4) Social dialogue.

Finally delete all indications 1_, 2_, 3_ and *** at the start of paragraphs.

Task Body text:

A-2 • Arial 10 pt

Task

A-3

Task

A-4

Task

A-5

5 pt free space between paragraphs

■ line space 1,1

Display all numbers that refer to a year (always 4 digits, starting with 20) in **bold**.

Extend all titles of level 2 with guided dots that end at the right margin.

3.1 The position of tourism in development policies and programmes......

Tourism is increasingly being recognised as a powerful sector capable of

Titten van exten var, systrenger ing its reliability, and prosperity.

The importance of improving the reliability, accessibility and transparency of

4.1 Measuring tourism and its contribution to the economy.....

Insert a cover page at the top of your document, followed by a blank

page.
Use the figure **COVER.JPG** as cover illustration to cover the whole first

page from (about) the top left.

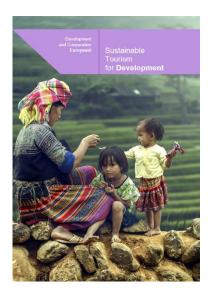
Add the graphic shape as illustrated (27 x 5 cm), starting at 1,5 cm from the top of the page and at the left page edge. Background-color: light purple (RGB: 189 – 146 – 222). No border.

Verticle purple line, 1 % pt thick, at about 9,7 cm from left page edge, exactly covering the light purple shape. Color: purple (112 - 48 - 160).

Text left: "Development and Cooperation **Europeaid**" (Arial 14 pt, white color, split in 3 lines as illustrated, right aligned)

Text right: "Sustainable Tourism for **Development**" (Arial 24 pt, white color, split in 3 lines as illustrated, left aligned)

Position of the text: approximately as illustrated. No exact position.



Points 6

Points

Points

Points 8

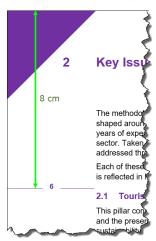
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Task A-6 On each page, except the first two pages, discussed in task A-5 above, the following information shows up:

- a horizontal purple line that dynamically* covers the whole outside margin is put at 8 cm from the top of the page.
 - *if margin width changes, the width of the line changes automatically too.
- this horizontal line is 'interrupted' by 0,8 cm for the page number (Arial 9 pt, bold, purple) that is centered in the outside margin.
- at the bottom of the pages, the on that page actual level 1 title is repeated (Arial 8 pt, purple, preceded by 6 pt free space), starting at the left margin.
- a horizontal purple line, covering the whole page, is put vertical in the middle of the bottom margin.

Further, in the top left corner of all pages that start with a level 1 title, a purple triangle without border is illustrated (4 x 4 cm).



Pillar 4 addresses aim 2 Local Prosperity, aim 4 Social Equity, aim 6 Local Control and aim 7 Community Wellbeing.

Key Issues for Sustainable Tourism

PILLAR 2 Economic Performance, Investment and Competitiveness

For fourism to succeed as a development tool the sector must be competitive. Above all, the products and experiences that a country offers must be retirent to international mantels, which also neognified the promising opportunities in regional and domestic markets. The countries and their products must be presented and promoted effectively. Prough well stepled marketingplans implemented in tander by governments and the private suctor.

by governments and the private sector. The World Economic Forum compenses the competitiveness of destination countries in travel and fouriers using a set of 79 variables. These span a wide spectrum of factors from the policy and regulatory environments to the accessibility and safety of the country, its inflatativicities and its natural and cultural resources. The resulting modes provides a suitable insight for developing countries in considering, and application of the control of the countries of the countries of accessible of the countries of the countries of the countries of accessible of the countries of the countries of accessible of the countries of the countries of accessible value of a

☐ Trade, investment and the business environment

The cortext for stimulating trade and investment through the inclusion of sourism in infermational regotiations and agreements. Factors for assessment also include levels of investment, an understanding of barriers to growth and the provision of a business environment conductive to the needs of the tourism sector.

□ Resilience and risk management

The afferfion paid to avoiding and managing shocks to the tourism sector from internal and external sources, so strengthening its reliability as a source of income and presperity.

4.1 Measuring fourism and its contribution to the economy.

The importance of impriving the reliability, accessibility and immagnency of statistics as a state tool to glade commit development is increasingly recognis in infamiliary interesting the committee of the statistics and existence in advision making, promoting open access to statistics and increasing resources for statistical systems was agreed by the Pourth High Level Forum or resources for statistical systems are agreed by the Pourth High Level Forum or that the development of sectors alone in 64th promotion of the statistics of the sta

performance with respect to different source markets.

Core data specific to the hourism sector relate to vision flows, expenditure and the structure of the sector. Regular and consistent colection of data is required on international visions (predeminantly bloom, that also authornal) and obmestic visitors (both same-day and overnight visitors). This information may be collected through surveys all points of ently, accommodation establishments or other locations as well as finough household surveys on visitor activity and expenditure or business registers. Key data from the supply set of, co. on those insulations supplying to visitors) includes the number and sitce of tourism businesses, fiver commercial activities, and levels of employment and pay, Where possible data should seek to measure both the formal and informal sector, as the latter is particularly improvide for povery reduction.

Statistical information for powerly reduction. Statistical information on business and multiple facets is private in advancing knowledge of the sector, mornitoring oppress, promoting results-facused management, and highlighting strategic issues for policy decisions, in 2011, as paid on effort to booth the international comparability of business data white organiza-countries in correlationing a wider spectrum of (defertimes, available) fourtime data, UWIYTO significantly expanded the amount of statistical data and indicates it requests from countries and complete in the Compandium of Tourism Statistics.

As a complement to such information, and inevitably based on it, UNWTO-advances the Tourism Satellite Account (TSA) as the way to measure the economic contribution of tourism. This involves the use of data from the demans side (the acquisition of goods and services while on a tourism trip) and from the

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Task A-7 Add an extra level 1 title Acronyms on a new page at the end of your document.

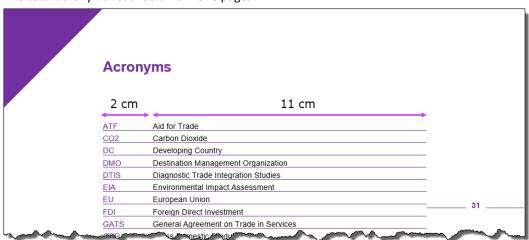
The title number is not displayed and the text of the title starts at the left margin.

In the document **ACRONYMS** you find a list of acronyms that you insert in the new page. Transform the data into the illustrated screenshot below.

The acronyms list is displayed in **Arial 9 pt**, starting with the acronym in purple color and followed by the explanation. Respect the width of 2 cm for the acronyms and 11 cm for explanation.

The acronyms are separated by a horizontal purple line. 0,1 cm white space under the purple line.

The total acronyms list should fit in one page!



Task A-8 Add an extra level 1 title *Table of Contents* on a new page at the end of your document.

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. Follow these instructions:

■ Level 1: Arial 10 pt, purple (RGB: 112 – 48 - 160), bold. Number starts at the left margin and is connected to the title text with a dotted guideline. Title text starts at 0,8 cm from left margin.

Free space above title: 10 pt. Free space below title: 5 pt.

Page number is aligned to the right margin, preceded by a dotted guide line.

Level 2: Arial 9 pt

Single line space. No extra/free space between lines.

Title number starts at 0,8 cm from the left margin and title text is indented 1,6 cm from the left margin. Page number is aligned to the right margin. No guidelines.



Don't forget to **save** your document under the name **TOURISMXXX** in Word before closing it! Save also a copy in **PDF-format** as **TOURISMXXX.PDF.**

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В

Task B-1

Open INVESTBANK and save it as INVESTBANKXXX.

This document contains several tables with financial data. We focus only on all valuta amounts followed by the €-symbol. Amounts can go from 0 € to 99,999,999 €.

Country	Loans	Loans granted	Disbursed	Undisbursed
Spain	769	88,780,693 €	82,861,913 €	5,918,780 €
Italy	739	67,653,144 €	58,503,420 €	9,149,724€
France	519	54,314,688 €	40,814,816 €	13,499,872 €
Germany	433	5 <u>0,47</u> 8,403 €	41,31 <u>5,991</u> €	9,162,412€

- remove all comma's in these euro-amounts: eg. 88,780,693 € changes into 88780693 €.
- put all €-symbols before their amount and change the space before the €-symbol into a space after the €-symbol: eg. 88789693 € changes into € 88789693.

The result should look like

The result should look like					
Country	Loans	Loans granted	Disbursed	Undisbursed	
Spain	769	€ 88780693	€ 82861913	€ 5918780	
Italy	739	€ 67653144	€ 58503420	€ 9149724	
France	519	€ 54314688	€ 40814816	€ 13499872	
Germany	433	€ 50478403	€ 41315991	€ 9162412	
Voited Madom	J-4	A EAROSEP	€374462·°	10762245	

Save your result as INVESTBANKXXX!

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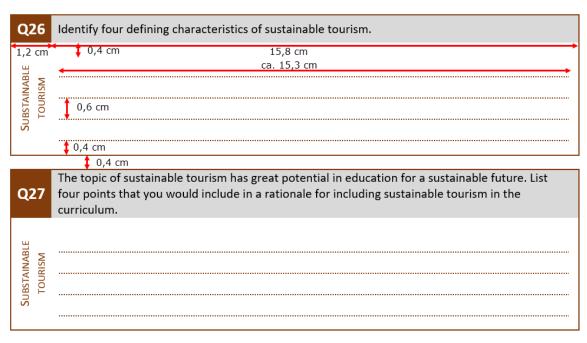
C

Task C-1

The document **QUESTIONS** contains a list of questions, split up in different categories:

Qnr	Question	Category	online
Q1	Name one place in your country and one in another country where the four types of tourists, are likely to visit.	Substainable tourism	
Q2	Which of these four kinds of tourists might have the least harmful impact on the cultures and environments of	Substainable tourism	yes
	the places they visit? Why?		
Q3	Which category would you like to visit your community for a holiday? Why?	Substainable tourism	
Q4	What criteria did you use to evaluate the effects of mass tourism in the interaction.	Substainable tourism	yes
-	A Land Committee of the	C. I.M. M M	

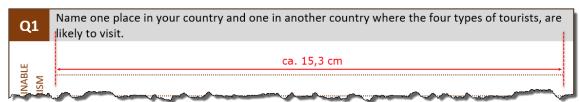
Based on that list, you present a survey as illustrated, each question with 4 dotted lines as answer zone. Brown color: RGB 131 - 60 - 11.



- Start an A4-page, all margins 2 cm.
- Basic font: Calibri 11 pt, no free space before and after paragraphs.
- The question number (Qnr) is both horizontally and vertically centered on a brown background. Calibri 14 pt bold, white color. The height of the brown 'box' depends on the length of the question. Width: 1,2 cm.
- The question is shown in Calibri 11 pt on a light grey background, as shown. The question is vertically centered in the light grey background area.

Width: 15,8 cm

- The area under the question number shows the category of the question (Calibri 11 pt, brown, small caps), 90° rotated to the left. Horizontally and vertically centered.
- On the right, 4 dotted lines, 1 pt thick, brown color, invite to write down the answers.
 Height to write: 0,6 cm. This answer area is preceded and followed by a 0,4 cm height free area.
 Dotted lines start exactly at the position where the question text starts and do not touch the box border at their end (15,3 cm width)



- The total question box is surrounded by a brown, 1pt thick border.
- 0,4 cm free space between the questions.
- A question may never be split over two pages.
- At the top of each page the text TEACHING AND LEARNING FOR A SUSTAINABLE FUTURE should be printed in Calibri 12 pt small caps, brown color.

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• Questions where the column Online contains yes, can be answered after online search. In these questions you print Online search allowed on the first line to fill out.



Save your eventually basic file as QUESTIONS_BASIC. Work out a final document containing all questions, and save it as QUESTIONS_ALL and another document containing only the questions in the category climate change. Save this document as QUESTIONS_CLIMATE.

