World championship professional Word Processing 专业排版冠军赛比赛题 E

OPERATING SYSTEM 操作系统

WORD PROCESSING SOFTWARE 文字处理软件

COMPETITION-ID 赛号

Points

16

Instructions for participants 选手说明

- 打开草稿文件 **TOURISM**, 立即转存为 **TOURISMXXX.DOC 或 DOCX**, **其中 XXX 是您的 参赛号**(competition **ID)。** 尽可能专业、高效地执行下列任务。
- 为了能够预览显示出页边距以外的图形元素,建议使用 PDF 打印驱动程序(如 PDFCreator)。

Α

任务 A-1

设置文件的页边距:

■ 左、右页边距: 4 cm ■上边距: 2 cm ■下边距: 1 cm

以特殊标志开始的段落,需要特别注意。 这些特殊标志代表标题或段落的层级,在文件的其他地方不会出现。

开始标志	1级标题:
1_	■ 标题另起一页:
_	■ 标题字体字号 Arial 16 pt 加粗,紫色 (RGB: 112 – 48 - 160);
	■ 标题文字从左侧页边距开始;
	■ 标题段后间距 48 pt;
	■ 标题编号: 样式如下, 进入左侧页边距内 1.5 厘米。
	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 the structure of institutions and here the related to the structure of the str
T //	
开始标志	2 级标题:
2_	■ 字体: Arial 11 pt 加粗,紫色 (RGB: 112 – 48 – 160);
	■ 段前间距 12 pt ,段后间距 5 pt ;
	■ 如下图(第二行标题为 2 级),标题编号从左侧页边距开始。标题文字缩进 1
	厘米,折行也同样缩进1厘米。
	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.
	level 2 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
T. #44年十	Titles level 2.
开始标志	Titles level 3:
3_	■ 字体: Arial 10 pt 加粗,小型大写字母,紫色 (RGB: 112 – 48 – 160);
	■ 段前及段后间距 5 pt;
	■ 如上图(第一行标题为 3 级),标题编号从左侧页边距开始,标题文字缩进 1
	厘米。

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•	
开始标志	以此标志开始的段落为列表:
***	■ 列表以紫色符号 口 开始,(字体: Wingdings); ■ 文字从左侧页边距缩进 0.5 厘米。(如图所示) 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.

最后删除所有的开始标志: 1_, 2_, 3_ 和 ***

任务 正文:

A-2 • 今休今早

■ 字体字号: Arial 10 pt

- 段落间距 5 pt
- 行距 1.1 倍

任务A3 加粗显示所有代表年份的数字(总是 4 位数,以 20 开始)。

任务 如下图,将2级标题结尾的空白用引导点充满到右侧页边距。

A-4

3.1 The position of tourism in development policies and

programmes

Tourism is increasinally being recognised as a powerful sector capable of

and prosperity.

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

The importance of improving the reliability, accessibility and transparency of

任务 在文件开始插入封面页,紧着一页空白页。

A-5 使用图片 **COVER.JPG** 从左上角开始充满整个首页。

绘制如右图的形状(尺寸 27 x 5 厘米), 距离页顶端 1.5 厘米, 从页的左边缘开始, 背景色: 浅紫色(RGB: 189-146-222), 没有边框。

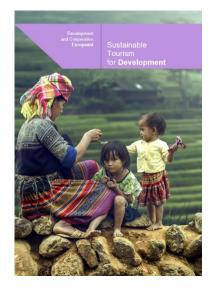
紫色竖线五,宽度 1 ½ pt,距离左侧页边缘 9.7 厘米,精确匹配图形的宽度,颜色:紫色(RGB:112-48-160)。

左侧文字 "Development and Cooperation **Europeaid"** (Arial 14 pt,白色,如图分为 3 行,居右排列)。

右侧文字: "Sustainable Tourism for **Development"**

(Arial 24 pt, 白色,如图分为 3 行,居左排列)。

文字的位置: 大概如图, 没有精确的位置



Points 3

Points

5

Points

6

Points 8

任务

A-6

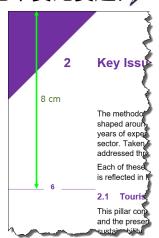
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任务 A-5 之前的每一页(不包括最前面的两页),进行如下设置:

■ 一条紫色水平线, 距上边缘 8 厘米, 自动充满外侧页边空白处(如果空 白处的宽度发生变化,水平线的长度也随着变化)。(如右图和下一页 的图片所示)

- 这条水平线的中间被页号"冲断"0.8 厘米(字体 Arial 9 pt, 加粗, 紫 色),页号在外侧页边居中。(如右图和下一页图片所示)
- 在页脚, 重复显示该页的 1 级标题文字, (字体 Arial 8 pt, 紫色, 段前 间距 6 pt), 文字从左页边距开始。(如下图所示)
- 一条紫色水平线, 贯穿整个页面, 垂直居中于页面的下边距。(如下图 所示)

此外,在所有含1级标题的页面的左上角,安排紫色三角形,无边框, (尺寸4x4厘米)。(如右图所示)



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

Tourism is a major contributor to world trade, accounting for 5% of direct global GDP and over 30% of the world's exports of services (52% for LDCs). For many, to developing countries it is one of the main sources of foreign exchange incomes in the the only major service seed or in which developing countries have consideredly recorded rade supruses relate the time test of the world. In early half of the world's LDCs thursen ranks among the top three export sectors. However, for those countries that are dependent on this level of that be the filter and build on their position and for other countries to be able to export bursen in their excomments. The conditions must be right for only any interestment and business growth, while ensuring that its most the principles of sustainable tourism attituding a several or in the countries.

ancusated eleveners in this obscinent. If fourties is going to play its still part in economic growth it must be given proper recognition and support in the design of trade, investment and business development policies. This means that data on business and its contribution to the economy must be robusted and contributing. This is also reviewed projecting the growth of the sector, keeping abreast of performance and adapting policy where required.

required.

For tourism to succeed as a development tool the sector must be competitive. Above all, the products and experiences that a quarity office must be relevant to infernational markets, while also receipting the gravering opportunities in represented and and admistist markets. The countries and their products must be presented and promoted effectively, frough veil filtering the market opportunities in represented and promoted effectively, frough veil filtering the market opportunities and the private sector.

by governments and the private sector. The World Economic Forum companes the competitiveness of destination countries in travel and tourism using a set of 79 variables. These span a wide spectrum of factors from the policy and regulative evironments to the accessibility and safety of the country, its infrastructure and its natural and cultural resources. The resulting index provides a valuable integrit for developing countries in considering, manifolding and companing that tourism competitiveness against each other and against developed economies. Different variables in the index, although not covered competencesled or in detail in this document, relate variously to each of the five pillurs. In this section, on Pillur 2, particular attention is paid to matters relating to the business environment.

Four sub-pillars are identified for assessment

☐ Measuring tourism and its contribution to the econ

se availability of fourism data and the need for improvement in how it is colle-gether with the use of established processes for understanding the economi-lus of the sector through supply and demand side measures and the use of forest accounts.

The context for stimulating trade and investment through the inclusion of sourism in international negotiations 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.

Brand, marketing and product positioning

The clarity of a country's destination brand and the coherence and execution of its marketing plan, backed up by a set of products that are able to deliver the quality and deversty recorded by identified farget markets.

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

4.1 Measuring touriem and its contribution to the economy.
The importance of impriving the reliability, accessibility and transparency of statistics as a vital tool to guide economic development is increasingly recognised inferentiational forms and individual countries. An action pain for fully integrated restartion in decision making, promoting open access to statistics and increasing restatistics in decision making, promoting open access to statistics and increasing not ALT Effectiveness in 2011. Amongst protries identified were the need to ensure with mational and regional statistical statistics in statistics in and synchronous increases the recoverage and activities and explanations of the contribution of the requires an active introducement and condition between key players, including the Ministry of Touriem, National Statistics Office and other bookse that care provide and as for engage in its collection such as the Central Bank, outdoors authorises and but immitted in a fundamental requirement of all aspects of the Statistics and Statistics.

and private data of engage in the detection can be demanded and administer and business between associations.

Robust fourtiers date is a functionmental requirement of all association for undergraphic production. It is a support of a country to compatible position it is many an expension of a country to compatible position it is manifest of establishments calenting for sixtees, global manked share, and performance with respect to different source markets. Core data specifies to the business sector relate to visitor flows, expenditure and the structure of the sector. Regular and consistent calection of data is required on international visitors. This information may be collected traciple to the country of the sector of the country o

particularly important for poverty reduction. Statistical inflammation in busines multiple facets is pivalal in advancing knowledge of the sector, monitoring progress, promoting results-flocused management, and highlighting statelegic issues for policy decisions. In 2011, at an effort to boost the international comparability of business data whitsel engagement of the progress from countries and complies in the Compendium of Tourism Statistic. The Compendium provides statistical data and indicators in Statistical data and dismissible business, see which in the compendium of Tourism Statistic. The Compendium provides statistical data and indicators on indoorud, outcome and dismissible business, see which is making the progress of the number and byse of fourism indicator related to international tourism.

reason or retrievable to such information, and inevitably based on it, UNWTO-advances the Tourism Satisfile Account (TSA) as the way to measure the economic contribution of fourism. This involves the use of dats from the demand side (the acquisition of goods and services while on a fourism trip) and from the

Points 9

任务

A-7

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在文件末尾,增加新的一页,并添加一个1级标题,标题内容为: Acronyms (中文意思为缩写)。 标题编号不显示,文字从左侧页边距开始。

在文件 ACRONYMS 中,有一个相关列表,将其插入这个页面中,格式如下(如下图):

字体: Arial 9 pt, 先是紫色的缩写内容,然后是其解释内容。缩写内容宽度 2 厘米,解释内容宽度 11 厘米。

每一个缩写内容之间用紫色的水平线隔开,线下面空 0.1 厘米 cm。

整个缩写列表要求放在一页内!

Acron	yms	
2 cm	11 cm	
ATF	Aid for Trade	_
CO2	Carbon Dioxide	_
DC	Developing Country	_
DMO	Destination Management Organization	_
DTIS	Diagnostic Trade Integration Studies	_
EIA	Environmental Impact Assessment	_
EU	European Union	
FDI	Foreign Direct Investment	
GATS	General Agreement on Trade in Services	

任务 在文件末尾,增加新的一页,并添加一个1级标题,标题内容为: Table of Contents。

A-8 标题编号不显示,文字从左侧页边距开始。

添加目录,包含两级标题,如下图,格式如下:

■ **1 级:字体** Arial 10 pt,紫色 (RGB: 112 – 48 - 160),加粗。 标号从左侧页边距开始,用引导点和标题文字连接。标题文字左侧缩进 0.8 厘米段前空: 10 pt,段后空: 5 pt。

页号放在右侧页边距,中间充满引导点。

■ 2 级: 字体 Arial 9 pt

单倍行距,没有额外的行间空白。

标题编号从左侧页边距缩进 0.8 厘米,标题文字从左侧页边距缩进 1.6 厘米。

页号放在右侧页边距,没有引导点。



10

Points

Points

8

23 July 2017 - Berlin (Germany) ■ 中文 ZH 第 4 页

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别忘记保存好 word 文件,文件名为: TOURISMXXX

同时保存一个 PDF 格式的文件, 文件名为: TOURISMXXX.PDF

B

B-1

任务 打开文件 INVESTBANK 保存为 INVESTBANKXXX.

文件包括若干表格,含有财务数据。我们仅仅关注所有的以符号 € 结尾的数值,范围从 0 € 到 99,999,999 €.如下图

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 €	41,315,991 €	9,162,412 €
United Missadow				7

- 去掉所有数值中的逗号如: 88,780,693 € 变为 88780693 €.
- 在这些数值前放置 € 符号并加一个空格如: 88789693 € 变为 € 88789693.

结果如下图所示

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
Vnited Madom	~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~	A EAROSEPA	€ 37446240	~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~

将结果保存为文件 INVESTBANKXXX

Points 10

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C

任务

C-1

文件 QUESTIONS 包括一个关于"questions(问题)"的列表,属于不同的"categories(类别)"如下:

Points 25

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
√~~	Who the second wild a second with the second will be second wi	Cub Cub	~

以此为基础,按下图所示从新制作,每个问题包含 4 行点线答案区域,棕色: RGB 131 - 60 - 11.

Identify four de	fining characteristics of sustainable tourism.
0,4 cm	15,8 cm
	ca. 15,3 cm
0,6 cm	
	
‡ 0,4 cm	
🗘 0,4 cm	
The topic of sus	tainable tourism has great potential in education for a sustainable future. List
four points that	you would include in a rationale for including sustainable tourism in the
	,
our rourdin	
	0,4 cm 0,6 cm 0,4 cm 0,4 cm The topic of sus four points that curriculum.

- 新建一个文件,页面 A4,所有页边距: 2厘米
- 基础字体: Calibri 11 pt, 段落前后无空白间距
- 问题编号 (Qnr) 水平垂直居中,棕色背景,字体: Calibri 14 pt 加粗, 白色。棕色"盒子"的高度取决于问题内容的长度, 其宽度为 1.2 厘米
- 问题文字设置:字体 Calibri 11 pt 浅灰色背景如图,文字在单元格内垂直居中,单元格宽度 15.8 厘米 cm
- 问题编号下的单元格放置问题分类(category)的内容 (字体 Calibri 11 pt, 棕色, 小型大写字母), 向左 90° 旋转. 水平与垂直居中.
- 右边的 4 行点线设置: 宽度 1 pt , 棕色, 用于撰写答案. 行高: 0.6 厘米. 这个 4 行的点线区域上下各有 0.4 cm 高的空白. 点线左侧和问题文字左侧对其,右侧不要碰到边框,点线宽度 15.3 厘米,如下图

Q1	Name one place in your country and one in another country where the four types of tourists, are likely to visit.	
J.	ca. 15,3 cm	
INAB		

- 整个问题区域外围边框棕色, 宽度 1pt
- 每两个区域之间有 0.4 厘米的空白间距
- 同一个问题区域不能跨页排版
- 每页顶端放置文字: **TEACHING AND LEARNING FOR A SUSTAINABLE FUTURE** 字体: Calibri 12 pt 小型大写字母, 棕色。如下图

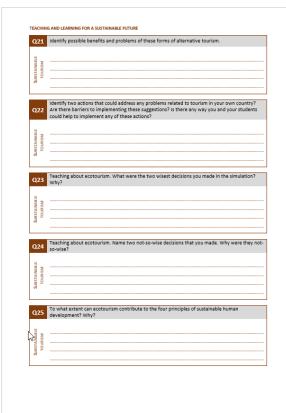
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■ 原始表格中 *Online 列* 的内容如果是 *yes* ,则代表可以在线搜索后作答.请将文字: *Online search allowed* 放在点线的第一行,如下图

Q2	Which of these four kinds of tourists might have the least harmful impact on the cultures and environments of the places they visit? Why?
Ĭ.	Online search allowed
NAE	

■ 将最终的基本文件保存为 QUESTIONS_BASIC. 制作好一个包括所有问题的最后的文件,保存为 QUESTIONS_ALL ,同时,制作一个仅仅包含所有分类为 " climate change " 的问题的文件,保存为 QUESTIONS_CLIMATE (文件排版如下图)



SM	
TOURISM	
27	The topic of sustainable tourism has great potential in education for a sustainable future. List four points that you would include in a rationale for including sustainable tourism in the curriculum.
>	
TOURISM	
11	Many people see globalisation as something to do with international finance and trade, multinational compales the Internet, Hollywood and Boolywood movies and other threats to local identity and culture. Why do you think Robert Muller's World Core Curriculum seems to be much wider than this?
NO	
GLOBAL SATION	
5	
	Describe a school program you teach – or maybe studied as a student – that was based upon the concentric circles approach.
NOL	
GLOBALSATION	
9	
13	What do you think were its advantages and disadvantages of the concentric circles approach?
NOL	
GLOBALSATION	
5	