

GCSE BUSINESS AND COMMUNICATION SYSTEMS

WORD PROCESSING – COMPUTER APPLICATIONS

1. Proof read the text below. Identify any errors including spelling, punctuation and grammar. There are 9 errors.

Computer applications in the Business Environment.

Candidates should be able to demonstrate knowledge, understanding and skills in relation to applications of a computer in a business environment, with particular reference to wordprocessing and or desk top publishing packages, spreadsheets, databases charts and grafics. candidates should be encouraged to use their judgement to assess the effectiveness and appropriateness of processes and outcomes.

Candidates will be expected to select and use appropriate business software to capture and store data taking into account the need for retrieval and ease of analysis, design appropriate means of presenting data, using a variety of diagrams, graphs and text, which will meet the specific requirements of a given task

2. Retype the text with your corrections. Use the font 'Times New Roman', size 12. Save and print.
3. The first line is the title, so emphasise this by making it bold, underlining it, and changing the font size to 14.
4. Justify the main text. Save and Print
5. Insert a picture of a computer underneath the text.
6. Using the Find/Replace function, replace the word 'candidates' with the word 'pupils'.

Extract taken from AQA Specifications for
GCSE Business and Communication Systems