

Traitement de Texte

Summary of the contest:

Typing a document according to a given MS-word sample.

Running of the contest:

The duration of the contest will be maximum 6 hours.

It consists in create a MS-word document (2007 or its last update).

The contest is composed of word processor practical exercises based on entering of data.

Main skills required:

Be able to:

- ✓ Create and modify a MS-word document
- ✓ Manage Microsoft Word Software (2007 or last update)
- ✓ Choose and apply font style, paragraph formats and layout functions
- ✓ Insert images, diagrams, tables and adjust to format
- ✓ Insert bookmarks and hypertext links

Rating criteria:

- ✓ Respect the guidelines and provided datas
- ✓ Overall aspect of the document and readability
- ✓ Use and management of Microsoft Word software and associated functions