

**CORK INSTITUTE OF TECHNOLOGY
INSTITIÚID TEICNEOLAÍOCHTA CHORCAÍ**

Semester 2 Autumn Examinations 2015/16

Module Title: SECR6002 Text Processing 2

Module Code: SECR6002

School: Business

Programme Title: Bachelor of Business in Business Administration

Programme Code: CR_BBADM_7_Yr1

External Examiner: Caroline Murphy

Internal Examiner(s): Mary Oldham
Sheila Cronin

Duration: 1 hour 10min + Speed Accuracy 2x10min = 1hr 30min

Sitting: Semester 2 Autumn 2016

Instructions:

Speed Accuracy (2x10min)

Assessment 1:

- Please read the question carefully and follow all instructions given.
- Save the file as Assessment 1.
- Upload the saved file to Text Processing 2 on Blackboard.

Assessment 2:

- Please read the question carefully and follow all instructions given.
- Save the file as Assessment 2.
- Upload the saved file to Text Processing 2 on Blackboard.

Assignment 1

ASSIGNMENT 1

Type a corrected copy of the following table, rule as shown, centre horizontally on page.

SEA FISHERIES *main heading, spaced capitals, enlarge and embolden*

Figures relate to sea fish landed by Irish registered vessels during 2010 and 2011.

Centre and embolden headings

Species	Quantity		Value	
	9 months ended September		9 months ended September	
	2010		2011	
DEMERSAL	Tonnes	Tonnes	£	€
<u>Flat Fish</u>				
Brill	80	111	61,117	46,688
Dabs	245	208	37,051	27,271
Turbot	1,163	1,320	555,867	451,527
Soles	177	180	299,451	279,535
Plaice	134	107	135,659	93,727
<u>Round Fish</u>				
Cod	3,706	4,641	1,373,314	1,042,949
Haddock	641	1,066	206,415	185,743
Hake	96	135	45,294	36,558
Whiting	5,858	7,714	1,255,701	726,860
Ray and Skate	1,018	1,241	264,623	273,305
Total Demersal	13,149	16,692	4,234,492	3,164,163
<u>pelagic</u>				
HERRING	12,107	13,239	3,026,439	1,583,859
Sprats	2,722	35,114	115,889	1,760
Mackerel	5,490	2,713	443,204	148,360
Total Pelagic	20,319	17,712	3,585,532	1,767,333

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ASSIGNMENT 2

Type the circular letter in single-line spacing, for Carisma Holidays and Tours Ltd, typing the heading as shown. Insert today's date and reference S2/A2. Use the salutation as shown and leave 8 clear lines for the address. Alan Prendergast, Sales Manager will sign the letter.

CARISMA HOLIDAYS AND TOURS LTD
100 Dawson Street
Dublin 4

telephone: 01 8044884
email: carismaholidays.ie

Dear Client

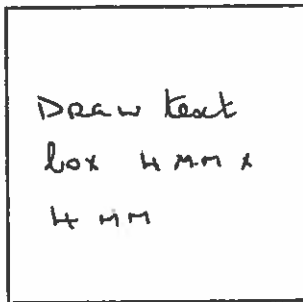
HOLIDAYS WITH A DIFFERENCE *use spaced capitals*

Thank you for enquiring about Carisma Holidays and Tours. We hope that you will enjoy brochure. Here are a few of the features we offer to all our clients:

our latest

1. CREATE YOUR OWN HOLIDAY

Embolden all shoulder headings



brochures
Although our catalogues offer a wide range of holidays, we can arrange a customized holiday for you and your family. You can extend the length of your stay at the hotel of your choice, or you can combine two destinations for a two-centre holiday. Let us know your preference and we will quote on all-inclusive price.

use 1.5 spacing for this section

2. ACCOMMODATION ONLY

If you prefer to make your own travel plans, perhaps taking *account* advantage of points gained through a Frequent Flyer programme, we can arrange your accommodation in any of the hotels listed in the brochure at preferential rates.

start

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4. ESCORTED COACH TOURS

We offer a wide range of escorted tours to most European countries.

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Numbers on board our luxury air-conditioned coaches are restricted to 36, allowing for for greater convenience and comfort.

TRS

3. MOTORING HOLIDAYS

If you wish to take your own car with you, we can arrange your Channel crossings by ferry or train. Our special car insurance is also available with this service.

5. REPRESENTATIVES

a) All holidays include the services of a specially selected representative who has an \searrow of the language of the local area.

excellent knowledge

b) A representative will escort you on tours or, in the case of holidays by air, collect you from the airport and visit you at your hotel.

6. HELPFUL HINTS FOR TRAVELLERS

a) Please arrive \searrow at least two hours prior to departure.

at the airport

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6) Check that you have all necessary documentation to hand.

- i) Ensure that all baggage is clearly labelled.
- ii) Please do not exceed the limits.
- iii) Only take one piece of luggage on the plane.

student bullet list

- • Telephone for an application ~~form~~ ^{form.}
- Complete the form clearly.
- Enclose your cheque.

All our hotels are located centrally. All rooms have private facilities.

Speed Test One

The Bishopstown Campus is the main centre, and is the location for courses in the fields of Business & Humanities, Science, Engineering and Technology. Also located here are Student Services, Administration, Research Centres and Industry Support Centres. The campus has been expanded and it now covers over eighty acres. It is equipped with lecture theatres, computer suites, laboratories, workshops, studios and classrooms. Several major building projects have been completed in recent years, transforming the whole campus environment.

The Student Centre includes all the services you could hope for, such as common room, restaurant, hairdressers, meeting rooms, supermarket and banks. The Student Centre also includes a medical clinic, a contemplative space, Students' Union offices, the careers and counselling service, sports and recreation service and a bookshop. The clubs and societies offices and many other services are also based in the Student Centre. The award-winning Library and Information Technology Centre has Computer Laboratories, Seminar Rooms, and open access computer stations for hundreds of students.

For sports lovers, there are extensive playing fields and sports facilities available. These include outdoor pitches, a championship standard athletics track, tennis courts and a synthetic all-weather pitch. Indoor sports and training are accommodated in a large and well-equipped sports hall and gym, centrally located on campus.

The Crawford College of Art and Design is located in Sharman Crawford Street, CIT⁺. It is a self-contained campus of CIT. It is situated within walking distance of the city centre and about ten minutes drive from the Bishopstown Campus of the Institute.

It offers well-recognised courses in many areas.

SMEs spend their innovation vouchers in higher education institutes in exchange for innovative solutions to small business challenges. There is also the option for groups of up to ten companies to apply for a 'pooled innovation voucher' up to the value of fifty thousand euros to spend with one research team. If you would like to work on an Innovation Voucher project to deliver a technical solution to a business challenge, you should find out who is the dedicated 'Knowledge Provider contact' in your institute and let them know you are interested. Full details of the Innovation Voucher programme and contact details for the Knowledge Provider in your institute are available on the Innovation Vouchers website.

This programme supports collaborative research projects between Irish higher education institutes and companies. The financial support in this case is provided to the college. The proposal process and administration of the project is managed by the participating institute.

Researchers participating in an Innovation Partnership will benefit from the opportunity to work with companies to solve real technical challenges and new product / service development.

The Enterprise Ireland Commercialisation Fund Programme aims to convert the outputs of state funded research into innovative new products, services and companies. The Programme supports researchers in Higher Education Institutions and Research Performing Organisations to undertake research that has the potential to result in the commercialisation of new technologies by way of licenses to improve the competitiveness of Irish Industry or through the spin out of new start-up ventures. Under the Commercialisation Fund, you can apply for a Commercial Case Feasibility Grant.