Weaknesses

Some candidates typed the words page x of y directly into the document. Others typed the page numbers directly as page 1 of 1 or page 1 of 2 while others typed page 1 of 2 and page 2 of 2. some ignored the question altogether.

Expected Response

The candidates were expected to insert page numbers using the insert page numbers option and not through typing the page numbers directly into the document. While inserting, they should have selected the alignment of the page numbers as centre and placed at the bottom of the page. The page numbers are inserted through the insert menu.

Advice to teachers.

This is a basic skill which is expected to have been used by candidates during their project typing. Teachers should teach the importance and how to insert page numbers.

Question 1(e)

Insert the following as footnotes against the terms internet, floor and ceiling from the passage using the roman numbering i, ii, iii as follows:

(i)   Internet is an interconnection of networks globally
(ii)   The floor of 3.13 is 3
(iii)   The ceiling of 3.13 is 4.   (6 marks)

Candidates were expected to insert footnotes using the numbering style i, ii, iii.

Weaknesses

Some candidates typed the footnotes directly into the passage as part of the main text.

Expected Response

Candidates were supposed to trace the terms and then invoke the insert footnotes option so as to place the footnotes in their correct place. The numbering style is also available in the insert footnotes option.

Advice to Teachers

Teachers should prepare their candidates properly and cover word processing in detail.

In general, teachers should advise candidates to pay keen attention to the features used in the text. They should also prepare their candidates for the examination using software which is easy to use and with a variety of features.