be outdated. Many authors have therefore resorted to writing about the present and the past rather than about the future of computers.

Candidates were expected to type the text shown as it is.

Weaknesses

Some candidates could not create a text box or insert text into a rectangular shape as in the passage. Others could not insert the floor and ceiling symbols appropriately. Some resorted to putting the square brackets while others drew the symbols using line draw option. Some candidates also experienced formatting problems when they could not format 6 and 12 to subscript as in the formula $C_6 H_{12} O_6$.

There were also weaknesses in formatting text to strikethrough and in the choice of underline style. Poor selection of text to be formatted was also noted, Inserting line numbers was also not well done by a number of candidates.

Expected Responses

Though the expected response is as per the passage, the following may be helpful to prevent similar weaknesses.

- ❖ The rectangular shape could have been drawn or inserted as a textbox.
- ❖ The floor and ceiling symbols are available among other symbols that can be inserted in a word processing document.
- ❖ To convert 6, 12 and 6 to subscript in the formula $C_6 H_{12} O_6$ one needs to type the entire formula the normal way i.e. C6H12O6 and then select each number at a time converting them to subscript. The subscript option is available in word processing formatting features.
- ❖ The numbered text also required that, each line is typed, then highlighted to format it to the required format e.g. the statement labeled (i) is formatted to strikethrough which is available under formatting features in all word processing software.
- ❖ The numbering style and format is also available as a formatting feature.

Question 1(d)

Paginate the whole document using the format *page x of y* to the bottom centre of the page.   (6 marks)

The candidates were required to insert page numbers using the format page x of y to the bottom centre of the page.