



UNIVERSITY OF CAMBRIDGE INTERNATIONAL EXAMINATIONS
Cambridge ICT Starters

CANDIDATE
NAME

CENTRE
NUMBER

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CANDIDATE
NUMBER

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INITIAL STEPS

4269/B

Stage 1: Starting with Text

2012

Maximum time allowed: 1 hour

No Additional Materials are required.

READ THESE INSTRUCTIONS FIRST

Write your Centre number, candidate number and name on all the work you hand in.



For Tutor Use		
Starting with Text		
Candidate was able to:	Pass/ Merit	Please tick
Enter simple words using keyboard or other input device	P	
Select and edit text	P	
Select basic icons (e.g. print, save or spellcheck) using the mouse	P	
Name, save and retrieve documents	M	
Use appropriate methods to check text is error free	M	
Tutors also need to complete and sign the Learning Objectives Record Sheet for each Candidate.		

This document consists of 3 printed pages.



Initial Steps – Stage 1 – Starting with Text

Section A

- 1 *Open* your word processing software. Type the following text:

The football club wanted some new young players. Jake and Mohammed practised very hard to get on the team. Every day after school they played football so that they would be picked for the team.

(LO1)

- 2 Delete the word **young**.
- 3 Move the words **after school** to before the word **so**.
- 4 Add this sentence after the end of the second sentence.

Both boys loved football and were quite good.

- 5 Change the word **after** to **before**. (LO2)
- 6 Type your name on the document.
- 7 Save your work using the filename **football.doc**
- 8 *Print* your work. (LO3)
- 9 *Close* your document **football.doc**

Initial Steps – Stage 1 – Starting with Text

Section B

- 1 Find and *open* your document **football.doc**
- 2 Jake and Mohammed both wanted to be picked for the team. Write **two or three** more sentences. Say whether each of the boys were picked for the team and why. (LO4)
- 3 Proof read, *spellcheck* and correct your document. (LO5)
- 4 Save your work as **football2.doc**
- 5 *Print* your work.

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