

Sample Exercise for the File Management and Word Processing Component of the CIL Exam

Use this exercise to practice your skills and to learn what to expect on the File Management and Word Processing component of the CIL exam. The format of this exercise and the types of skills you'll be asked to demonstrate are very similar to the exam. Use the [detailed scoring rubric](#) to see how points are assigned for each task you'll be asked to complete.

- During the exam, you'll be given a printed set of instructions with checkboxes. Below, we've provided a checklist you can print out. Use the checkboxes to help you remember to complete each step.
- Always take the time to read through the instructions before you begin. Doing so can save you time and prevent you from making some mistakes.
- This exercise is not timed. When you take the File Management and Word Processing component of the CIL exam, you will be given 2 hours to finish. You may want to time yourself as you do this exercise to find out if you can complete it within 2 hours.
- During the exam, complete as many of the listed tasks as you can. If you can't complete a task, skip it and move on to the next instruction. If time permits, return to uncompleted tasks later.
- Save your work often.
- During the exam, you will be allowed to use the Operating system's and word processing program's help menus, but you will not be permitted to get assistance from another person in completing the exam.

Scenario

You have been assigned to write a research paper for an art appreciation class about a particular painting and its painter. You've done the research and written the report. You now need to add a few things, correct some errors, and format your paper to hand in. (You can view a completed sample document by opening the file [samplmoment.pdf](#) located here on the CIL Website. You may refer to it to help you understand the directions and to compare your work).

File Management	
<input type="checkbox"/>	<p>1. Create a new subfolder/subdirectory called CILpractice on a thumb drive.</p> <p><i>Note: You'll be asked to do this on the exam in order to demonstrate your ability to navigate to particular drive and to create a new folder/directory. Create a new folder</i></p>

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		<i>on the Desktop if you don't have access to a thumb drive.</i>	
<input type="checkbox"/>	2.	<p><u>Right-click here to download the file moment.doc</u> and save it into the CILpractice subfolder (subdirectory) on your thumb drive.</p>	<p><u>Mac: Option-click here to download the file moment.doc</u> and save it into the CILpractice subfolder (subdirectory) on your thumb drive.</p>
		<i>Note: While you won't download files during the exam, this is the only way for you to obtain the materials for this practice exercise.</i>	
<input type="checkbox"/>	3.	<p><u>Right-click here to download the file momentextras.doc</u> and save it onto your thumb drive. Open the file in your word processing program.</p>	<p><u>Mac: Option-click here to download the file momentextras.doc</u> and save it onto your thumb drive. Open the file in your word processing program.</p>
		This file contains text and a graphic you'll insert into the main document.	
<input type="checkbox"/>	4.	<p>Use the Find, Search, Advanced Search utility to locate the file moment.doc you just downloaded, and open it in your word processing application.</p>	
		<p><i>Note: On the exam, you'll be asked to use the find or search utility to locate a file. Even if you know where the file you just downloaded is, take the time to make sure you can find it with the search utility.</i></p>	
Formatting a Word Document			
<input type="checkbox"/>	5.	<p>On the exam, you'll demonstrate your ability to insert new text and a field, and to format them. For this exercise, add your name and the date to the document:</p> <ul style="list-style-type: none"> <input type="checkbox"/> On the first line, above the text, type your full name. <input type="checkbox"/> On the second line, above the text, type today's date using the following format: 8 August 2008 	
<input type="checkbox"/>	6.	<p>Add a title to the document. On a new line below the date, create the following title for the paper:</p> <p style="text-align: center;">Moment of Beauty: William Rush and His Model</p> <p>Format the title so that it:</p> <ul style="list-style-type: none"> <input type="checkbox"/> is on its own line, and <input type="checkbox"/> is centered horizontally on the page 	

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<input type="checkbox"/>	7.	<p>Format each of the <i>regular</i> paragraphs of text within the body of the document so that:</p> <ul style="list-style-type: none"><input type="checkbox"/> The paragraphs are left-aligned.<input type="checkbox"/> The first line of each regular paragraph is indented 1/2 inch <p><i>Note: Your name, the date, the title, the heading "Timeline," and the heading "Works Cited" should not be indented.</i></p>
<input type="checkbox"/>	8.	<p>The paper would flow better if one of the paragraphs were moved. Find the second-to-the-last paragraph, which begins with</p> <p>"Most notoriously..."</p> <p>This paragraph would be better placed just before the paragraph above it that begins with</p> <p>"Defending the use of male models, he asked..."</p> <p>Move the paragraph beginning with "Most notoriously..." from its original position and relocate it to display before the paragraph beginning with "Defending the use. . ."</p>
<input type="checkbox"/>	9.	<p>Find the paragraph that begins with "For some years there had been considerable..."</p> <p>This is a quotation from a book on the artist Eakins. According to the MLA Style format, when you use a direct quotation that longer than four lines, you should indent the whole quotation from the left margin by one inch (1"). Also, because this quotes only part of a single paragraph in the original source, the first line should NOT be indented more than the others.</p> <ul style="list-style-type: none"><input type="checkbox"/> Remove indentation on the first line of this paragraph, but then<input type="checkbox"/> indent the <i>entire paragraph</i> 1 inch from the left margin.
<input type="checkbox"/>	10.	<p>You'll now need to add the list of cited sources to your paper. These are already typed in the momentextras.doc document.</p> <ul style="list-style-type: none"><input type="checkbox"/> Switch to the momentextras.doc document and Copy the citations that are there.

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		<input type="checkbox"/> Switch back to insert them at the end of the moment.doc document below the words "Works Cited." <input type="checkbox"/> Center heading: "Works Cited." <input type="checkbox"/> Format the citations so they have a hanging indent of one half inch (.5 inch).
<input type="checkbox"/>	11.	Format the document so that it has a one-inch margin on all sides.
<input type="checkbox"/>	12.	Select all the text in the document and format it so that: <ul style="list-style-type: none"> <input type="checkbox"/> it is in either the Times <i>or</i> Times New Roman font <input type="checkbox"/> the font size is 12 <input type="checkbox"/> it is double spaced
<input type="checkbox"/>	13.	You'll now need to put your last name and the page number on every page. <ul style="list-style-type: none"> <input type="checkbox"/> Place this information in the header <input type="checkbox"/> Type your last name, a space, and then insert a page number field. <input type="checkbox"/> This line should not include any other text <input type="checkbox"/> Align your name and page number to the right side of the page. <p>Note: For Word 2007 users, it is permissible to use the page number template Accent Bar 2 or Plain Number 3.</p>
<input type="checkbox"/>	14.	The bibliography of cited references should be printed on a separate page, and the heading should be centered. <ul style="list-style-type: none"> <input type="checkbox"/> Insert a page break before the words "Works Cited" so that the bibliography starts on a new page. <input type="checkbox"/> Center the heading "Works Cited"
<input type="checkbox"/>	15.	Examine your document closely. If needed, insert page breaks where the document's appearance would be improved. <i>In particular</i> , make sure your document: <ul style="list-style-type: none"> <input type="checkbox"/> has no widows or orphans <input type="checkbox"/> doesn't break a table between two pages
<input type="checkbox"/>	16.	Search for and correct all spelling errors. Note that the names of authors are correctly spelled, as are the titles of the paintings and the artist's name.

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<input type="checkbox"/>	17.	There are several instances in which the British spelling " <i>grey</i> " is used instead of the American "gray". Use the Find and Replace feature to locate each instance of the word " <i>grey</i> " and replace it with the standard American spelling "gray."								
<input type="checkbox"/>	18.	Italicize the painting titles: "William Rush Carving his Allegorical Statue of the Schuylkill" and "William Rush and His Model"								
<input type="checkbox"/>	19.	The addition of a table will help your reader understand when each of the mentioned works of art were painted. Insert a table with 2-columns and 4-rows just after the line that says: "Timeline:"								
<input type="checkbox"/>	20.	<p>Fill in the table cells with the following information:</p> <table border="1" style="margin-left: 40px; border-collapse: collapse; width: 60%;"> <thead> <tr> <th style="text-align: left;">Painting</th> <th style="text-align: left;">Completed</th> </tr> </thead> <tbody> <tr> <td>William Rush Carving his Allegorical Statue of the Schuylkill</td> <td>1877</td> </tr> <tr> <td>William Rush Carving his Allegorical Statue of the Schuylkill</td> <td>1908</td> </tr> <tr> <td>William Rush and His Model</td> <td>1908</td> </tr> </tbody> </table>	Painting	Completed	William Rush Carving his Allegorical Statue of the Schuylkill	1877	William Rush Carving his Allegorical Statue of the Schuylkill	1908	William Rush and His Model	1908
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<input type="checkbox"/>	21.	<p>Format the table so that:</p> <ul style="list-style-type: none"> <input type="checkbox"/> the words in the first row of cells are bold and centered, <input type="checkbox"/> the words in the remaining three rows of cells are aligned to the left, <input type="checkbox"/> the text in the table is single spaced, <input type="checkbox"/> the text size is 9 points <input type="checkbox"/> the text is in Arial or Helvetica font <input type="checkbox"/> each column is exactly the right width to fit its contents (use the AutoFit feature), and <input type="checkbox"/> it is centered horizontally on the page <p>The table should look something like this:</p> <table border="1" style="margin-left: 40px; border-collapse: collapse; width: 60%; text-align: center;"> <thead> <tr> <th style="text-align: left;">Painting</th> <th style="text-align: left;">Completed</th> </tr> </thead> <tbody> <tr> <td style="text-align: left;">William Rush Carving his Allegorical Statue of the Schuylkill</td> <td style="text-align: left;">1877</td> </tr> <tr> <td style="text-align: left;">William Rush Carving his Allegorical Statue of the Schuylkill</td> <td style="text-align: left;">1908</td> </tr> <tr> <td style="text-align: left;">William Rush and his Model</td> <td style="text-align: left;">1908</td> </tr> </tbody> </table>	Painting	Completed	William Rush Carving his Allegorical Statue of the Schuylkill	1877	William Rush Carving his Allegorical Statue of the Schuylkill	1908	William Rush and his Model	1908
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<input type="checkbox"/>	22.	Center the word "Timeline."
<input type="checkbox"/>	23.	<p>A graphic would help the reader appreciate the works of art under discussion.</p> <p><input type="checkbox"/> Insert a blank line after the table.</p> <p><input type="checkbox"/> Copy the graphic found in the document momentextras.doc and insert it into moment.doc just after the table you created.</p>
<input type="checkbox"/>	24.	<p>Format the image so that it is:</p> <p><input type="checkbox"/> Centered horizontally on the page.</p>
<input type="checkbox"/>	25.	Use the Print Preview option to view your document. Make sure the spaces between paragraphs are correct and that your document looks like the example document. (You can view the sample document by opening the file samplmoment.pdf located here on the CIL Website)
<input type="checkbox"/>	26.	Print your paper. Use it to check over your work. If needed, make corrections and reprint. During the Exam, you'll hand your final printed document to the test monitor.
Saving and Backing Up Your File		
<input type="checkbox"/>	27.	<p>In our hypothetical scenario, you'll later be emailing this document to your teacher. You should make sure she can easily tell your file from everyone else's by its file name. Also, to ensure she can open the file, even if she has different software, you should save it in Rich Text Format.</p> <p>Use the Save As... option to save your document into your CIL practice folder (directory) on the thumb drive again, but add your first and last name to the beginning of the file name, like this:</p> <p>FirstnameLastnamemoment.rtf</p> <p>(As an example: Harry Potter would save his file as "HarryPottermoment.rtf").</p>
<input type="checkbox"/>	28.	Close the document and the word processing program, and navigate to your CIL practice folder on your thumb drive using the file management system of your computer.
<input type="checkbox"/>	29.	To be on the safe side, make a backup copy of your document on your

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thumb drive:

- Copy** (duplicate) the file "FirstnameLastnamemoment.rtf",
- Paste** the copy into the same folder (directory) as the original, then
- rename** the copied document "FirstnameLastnamemoment2.rtf" (adding a number **2** just before **.rtf**)

(For example, Harry Potter's file would be renamed "HarryPottermoment2.rtf")

Congratulations! You're finished with the exercise.

If you have questions about this material, please contact Bryan Shon at bshon@hawaii.edu, or call 236-9243.