

## 1. Knowledge

Prepare the question sheet of a knowledge test based on the source text in accordance with the description. The unformatted text is located in file *muv\_forras.txt* and the portrait is located in file *darwin.gif*.

1. Open file *muv\_forras.txt* using the word processing program. Save your work in the own format of the program as *muv\_kesz*.
2. The default page setup of the page should be used with left and right margins of 3 cm, top and bottom margins of 1.6 cm. Use a left indent of 0.63 cm throughout the document.
3. The knowledge test consists of ten questions. Complete the text by adding the imperative sentence “Mark it!” to the line of each question, after the question mark. (You can accelerate your work by using the replace procedure.)
4. The text of the questions should be highlighted by a font size of 14 points, a font style of bold, a spacing of 12 points (0.42 cm) before and 6 points (0.21 cm) after the question.
5. The font style of the quotation belonging to the first question should be italics, aligned left and line “translated by György Faludi” at the end should be aligned right.
6. On the question sheet, apply an indent of 1.25 cm and a line spacing of 1.5 lines for the possible answers.
7. Insert Charles Darwin’s portrait, file *darwin.gif* to the fourth question. Align the picture right and reduce it proportionally so that it does not break the text but it is still well-visible.
8. The footer should include the page number aligned right on the odd pages and aligned left on the even pages throughout the document. A horizontal line should be inserted between the page number and the far margin as shown in the example. The line should not underline the number!
9. After Question 10, instead of the blank line the solutions should appear on a new page. The text “Solutions” should be in small capitals, bold, in italics, of font size 16 points, aligned right and underlined in the complete width of the page.
10. The answers should form a numbered list. Set a distance of 5 to 6 cm between the number and the answer in the list using one tab. Set double line spacing for the answers.

**40 marks**

Example:

*SOLUTIONS*

1. Edgar Allan Poe: The Raven
2. Fernando Magellan
3. trinevitus
4. Charles Darwin
5. Persian
6. Dante Aligheri
7. Pablo Picasso
8. Africa

10. What is the area of the square with side length 1000 m?

8 million square meters

10 million square meters

13 million square meters

800 thousand square meters

900 thousand square meters

1. Whose poem do the following lines belong to?

*"Egykor, egy kislány állt a szomszédoknál, s a szomszédoknál állt a szomszédoknál, hogy valaki ki is ottan, s a kislányt is megfogták - és mit szóltak hozzá?"*

Edgar Allan Poe: The Raven

Francis Villon: Ballad on the Death of a Simpleton

Charles Baudelaire: The Flowers of Evil

Federico García Lorca: The Gypsy Song

2. Who was the first person to circumnavigate the Earth? Mark it!

Sir Francis Drake

Fernando Magellan

Hernán Cortés

Francisco Pizarro

3. Which word would you use for the alliance of three people? Mark it!