

## 1. First aid


In order to increase traffic safety, drivers should learn to provide first aid. The introductory part of the written form of the related teaching material is available in file *firstsource.txt*, which is ISO 8859-2-encoded, and the image of a warning sign in file *attention.png*. Create the document according the given example and the description.

Do not use multiple spaces and empty paragraphs for laying out the text.

1. Create a document named *firstaid* in the default format of the word processor, which contains the text from file *firstsource.txt*.
2. The default font format of the text is Times New Roman (Nimbus Roman) with size 13 points. Apply a spacing of 6 points after the paragraphs.
3. In the document set the left and right margins to 2.4 cm, the top margin to 3 cm and the bottom margin to 2 cm.
4. The font size of the title is 24 points, the font style is bold, aligned centered and the spacing after it is 12 points.
5. To the left of the title there is a red cross symbol. Create it using the cross and square shapes of the program according to the followings:
  - a. the line and the filling colour of the cross are red
  - b. its height and width are both 1.8 cm
  - c. it is surrounded by a red square whose line width is 1.5 points
  - d. the sides of the square are 2.2 cm and the red cross is located inside it
  - e. the two shapes are aligned centered relative to each other in each direction
  - f. the whole drawing is rotated to the left through 15°
6. Three paragraphs of the text should be highlighted by being placed into a text box of width 100% (16.2 cm) and light grey shading.
7. Set the style of the paragraph in the first text box to bold and italics and the spacings before and after it to 12 points.
8. Regarding the content, the text can be divided into four chapters. The font format of the chapter titles should be small caps.
9. The chapter title "***ON A MOTORWAY***" should be placed on a new page using a page break.
10. Convert the paragraphs of the first chapter into a numbered list, the paragraphs of the third and fourth chapters into a bulleted one.
11. Type in the text of the second and third text boxes. Apply Courier New (Courier) font type of size 13 points and bold font style. Place picture *attention.png* before the text and resize it proportionally so that its height becomes 4 cm. Align the content of the text boxes according to the example. The spacings before and after the paragraphs should be 0 points.
12. In the footer of the document text "Instructions to drivers" should appear on each page on the right with a font size of 8 points, Courier New (Courier) font type and underlined font style.

40 marks

**Example:**



### First aid in the case of a road accident


*The basis of first aid should be known by everyone. The following pieces of advice will help you to provide help in the case of a road accident. Naturally, in order to perform these tasks you have to practice continuously, so you are advised to find a professional to guide your practice.*

**WHAT SHOULD BE DONE IN THE CASE OF AN ACCIDENT?**

1. Protect yourself. First observe the scene of the accident from a safe distance. In the case of fire pay attention to have the wind at your back.
2. Secure the scene of the accident from oncoming traffic. Switch on your emergency blinker and place the emergency reflective triangle at a suitable distance.
3. Call help on the helpline (call the police: 112 or 107).
4. Prevent the risk of fire. Turn off the engines of the cars involved in the accident. Do not smoke and do not allow anyone to smoke.
5. Assess the seriousness of the injuries. In the case of unconsciousness check the breathing, conscience and pulse of the casualties. Stem the bleeding. Stay calm. Do not move the casualties unless they are in danger, for example in the case of a fire. Do not move struck casualties because you risk making their wounds more serious. Do not allow anyone suffering from shock to leave the scene.
6. Do not move the vehicles involved in the accident unless they put a danger to the traffic. Protect yourself during the removal of the vehicles.

**Fast action is essential in the scene of the accident, this way you can save human lives.**

**SAFETY IN THE SCENE OF THE ACCIDENT**  
Fast action is essential, this way a mass accident can be prevented.




**Warn the traffic of the danger ahead to avoid further accidents and call the police.**

**ON A MOTORWAY**

- Warn the traffic of the danger ahead. Use bright light or switch on the emergency blinker of the vehicle and take care to ensure the good visibility of the scene of the accident. If the accident happened in the emergency lane, then place the emergency reflective triangle at least 150 m ahead of the scene of the accident.
- Call the police (112 or 107) on the closest emergency phone. Depending on the accident, the police will send an emergency car or fire fighters to the scene as well.

**ON A TWO-LANE ROAD**

- Warn the traffic of the danger ahead, switch on the emergency blinker of the vehicles. If possible, place the emergency reflective triangle approximately 50 m ahead of the scene of the accident.
- Call number 112 or 107. Inform them about the accident, state the number of casualties and whether there is a risk of fire or intoxication.



**Warn the traffic of the danger ahead to avoid further accidents and call the police.**