



Participant's information: \_\_\_\_\_

### Instructions

To begin with, read the entire task carefully. While performing the tasks, you may use handbooks, notes and help-functions.

The test files are found in:

\_\_\_\_\_

Save all the test files to:

\_\_\_\_\_

Save all files as **filename\_lastname**. The filename is given in the task; "lastname" is replaced by your own last name.

Finally, make sure that you have completed each task and that you have saved your work to the correct folder. When finished, please return all papers to the supervisor.

**The examination time is 45 minutes.**

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### Task 1

Search the Internet for a **pdf**-document on copyrights.

- Save the document you found as **Copyrights\_lastname**
- Use a word processing programme of your choice to write a description on how you used search engines and search options.
- Save your answer as **Description\_lastname**.

### Task 2

Answer the following questions; type your answer with a word processing programme and save it as **Answers\_lastname**. Choose such saving type that the document will open with any word processing programme.

1. You send work related files as e-mail attachments to another company. What are the facts you need to consider when sending these e-mail messages?
  2. You are going to your customer's facilities to give a presentation. You have PowerPoint 2013 –version of your presentation saved in an USB memory. How do you make sure that you are able to show your presentation with the customer's equipment?
  3. Explain **Desktop publishing**. Search the Internet for an example of a desktop publishing programme and write down the name and supplier of this programme.
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