



Instructions for participants

- Open the draft document **WINDENERGY.DOC**, save immediately to **WINDENERGYXXX.DOC** or **DOCX**, where **XXX** is your competition ID. Execute all of the following tasks as professional and efficient as possible.
- Use, by preference, a PDF-printer driver (like PDFCreator) so you can display graphic elements outside the margins up to the page borders.

A

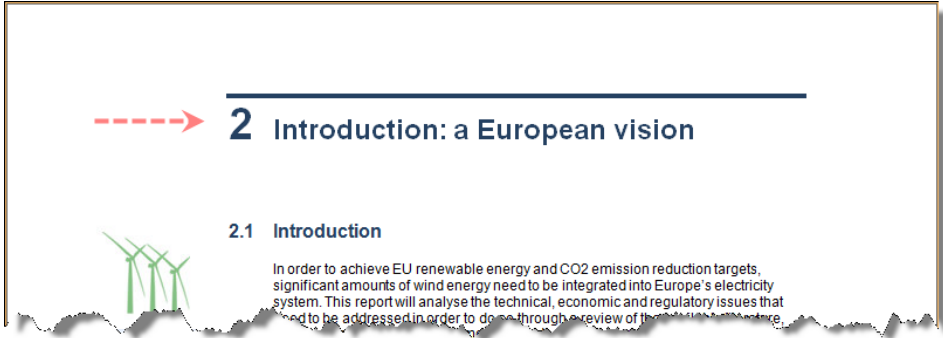
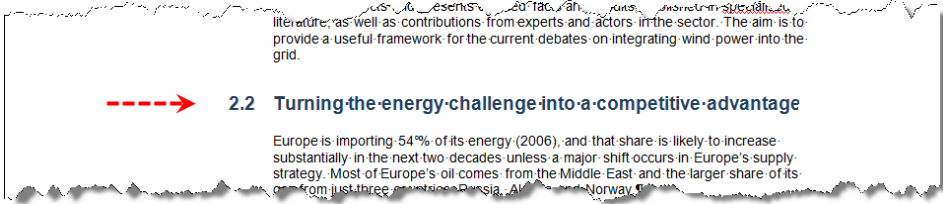
Task
A-1

Apply the following general margins to your document:

- Left: 6 cm Right: 3 cm
- Top: 2 cm Bottom: 2 cm

Points
12

Paragraphs starting with special signs require special attention. The special signs mark the level of the titles in the hierarchy of the document and do not occur on other places in the document.

<p>starting with #-sign (hash)</p>	<p>Level 1 titles:</p> <ul style="list-style-type: none"> font: Arial 18 pt bold, dark blue color always starting at the top of a new page followed by 48 point blank space accentuated with a horizontal line above (dark blue color, 3 pt thick) that starts above the title number and ends at the right margin. title text starts at left margin. Juridical numbering. The number is outdented 1 cm in the left margin, 28 pt size, bold, dark blue. 
<p>starting with *-sign (asterisk)</p>	<p>Level 2 titles:</p> <ul style="list-style-type: none"> Arial 12 point bold, dark blue color 18 pt distance before and 12 pt distance after title title cannot be the last paragraph of a page title text starts at the left margin. Juridical numbering (e.g. 1.1) is outdented 1 cm in the left margin. 
<p>starting with _-sign (underscore)</p>	<p>Level 3 titles:</p> <ul style="list-style-type: none"> Arial 10 point bold, dark blue color 12 pt distance before and 6 pt distance after title title cannot be the last paragraph of a page title text starts at the left margin. Juridical numbering (e.g. 1.1.1) is outdented 1 cm in the left margin.



	<p style="text-align: center;">3.2 Wind power plants Wind power plant characteristics</p> <p>In this section, the essential technical characteristics of wind power plants are described to facilitate understanding of their interaction with the electricity grid. This discussion is further divided into the wind turbine concept itself and the concepts used for wind power plants.</p> <p style="text-align: center;">-----> 3.2.1 Wind turbine electrical concepts</p> <p>Grid connected wind turbines have gradually evolved over the last 30 years from simple constant speed turbines to fully variable speed systems that enable active output control. In much of the older generation technology, the wind turbine rotor</p>
<p>starting with >-sign</p>	<p>Level 4 titles:</p> <ul style="list-style-type: none"> ▪ Arial 9 point bold, dark blue color ▪ 6 pt distance before and 6 pt distance after title ▪ title cannot be the last paragraph of a page ▪ title text starts at the left margin. No numbering. <p>existing transmission lines are utilized to the maximum, which is important given the public's reluctance to accept additional power lines, and the long-term project implementation which is normally associated with reinforcement of transmission systems.</p> <p>Technologies that can help implement new network operation strategies</p> <p>An assessment of the online dynamic network security by Wide Area Monitoring (WAMS) may substantially reduce traditional conservative assumptions about operational conditions, and thus increase the actual transfer capability of a power system. WAMS may also provide base surveillance tools available to the</p>

Finally delete all indications #, *, _ and > at the beginning of all paragraphs.

Task A-2

Body text:

- Arial 9 pt
- paragraphs followed by 6 point white distance
- single line spacing

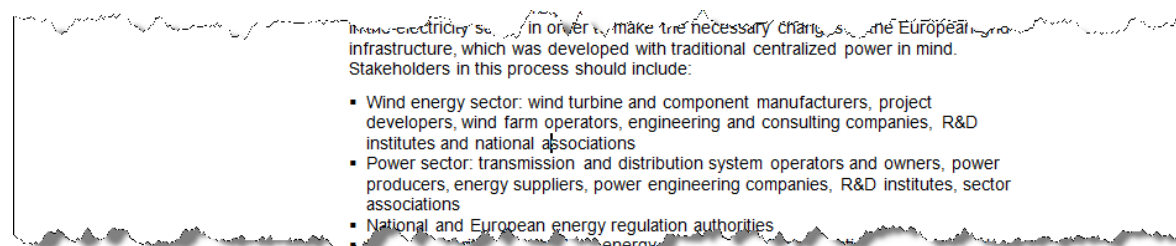
Points 3

Task A-3

All paragraphs beginning with a @-sign (at sign) are elements of an enumeration. In the document the @-sign is only used to indicate an element of an enumeration.

Use a square ■ sign for enumeration. The ■ is aligned to the left margin and the text of the enumerations is indented 0,3 cm. No white space between the elements of an enumeration.

Don't forget to delete all @-signs.



Points 4

Task A-4

In the document the %-sign is used frequently but unfortunately the spacing is not consequent. Sometimes the %-sign is preceded by a space, sometimes not. E.g. 12 % and 12% might both occur in the document.

Update the document so that always one space precedes the % sign. Take care that the number/value and the percent sign are always kept on the same line so a new line could never starts with the %-sign.

Points 5

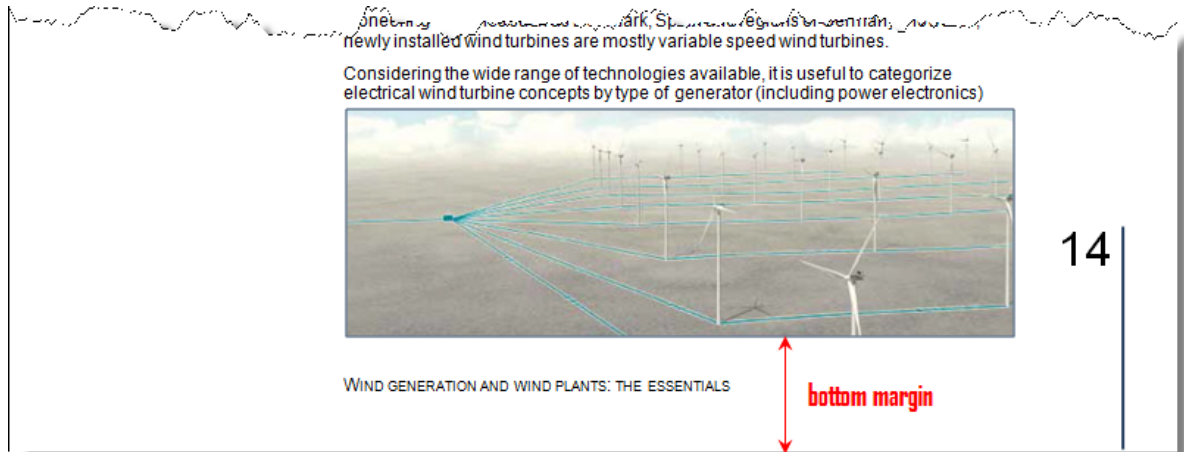
Task A-5

Add the illustration GRID.JPG to the page containing the level 2 title *Wind power plant characteristics*.

The illustration should always be positioned to the bottom margin of the page containing the mentioned title, whatever changes in content of lay-out are made in the document. The illustration width is 12 cm.

(see illustration on next page)

Points 4

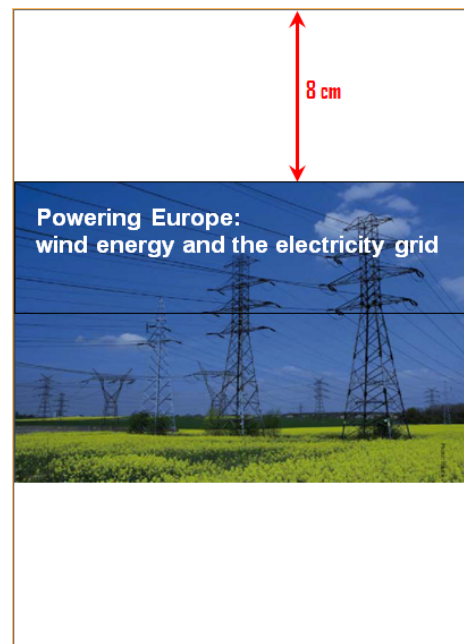


Task A-6

Insert a new title page at the start of the document. Add the illustration **ELECTRICITY.JPG** to the page. Position the illustration at 8 cm to the page top border. The illustration should cover the whole page width.

At 1 cm from the left and top edge of the illustration, the title *Powering Europe: wind energy and the electricity grid* is mentioned and positioned in the illustration.

The title font is Arial 32 pt, bold, white characters. 6 pt white space between the two title lines.



Points 6

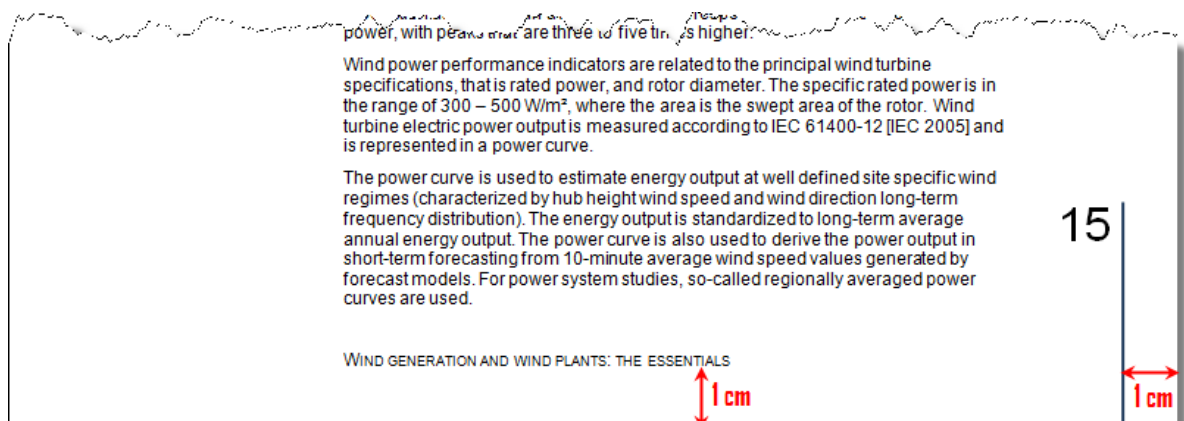
Task A-7

At the bottom of each page, except the first title page, the level one title that is active on that page is printed. Lay-out: Arial 9 pt, small caps, at exactly 1 cm of the bottom page border, starting at the left margin.

At 1 cm from the right page border, a 4 cm vertical line is printed. The line is 1 ½ pt thick and ends at the bottom page border.

Left to the line, at the top of the line, the page number is printed in Arial 24 pt font. The page number is right aligned and ends at exactly 0,2 cm from the vertical line.

Points 8

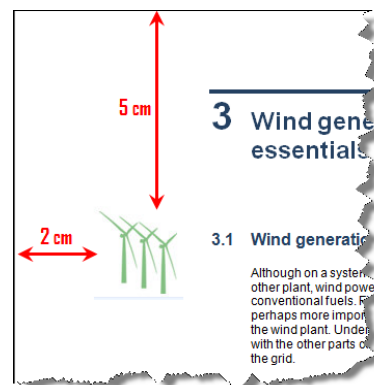




Task A-8

Insert the image WINDENERGY.JPG in your document. This image should be printed on each page, except the first title page.

Position the image exact at 5 cm from the page top border and at 2 cm from the page left border.



Points 3

Task A-9

In the document a comma is used as separation for thousands in numbers/amounts, eg. 1,240 MW is thousand two hundred and forty MW. Replace in all numbers/amounts those comma's by hard spaces.

Points 6

Task A-10

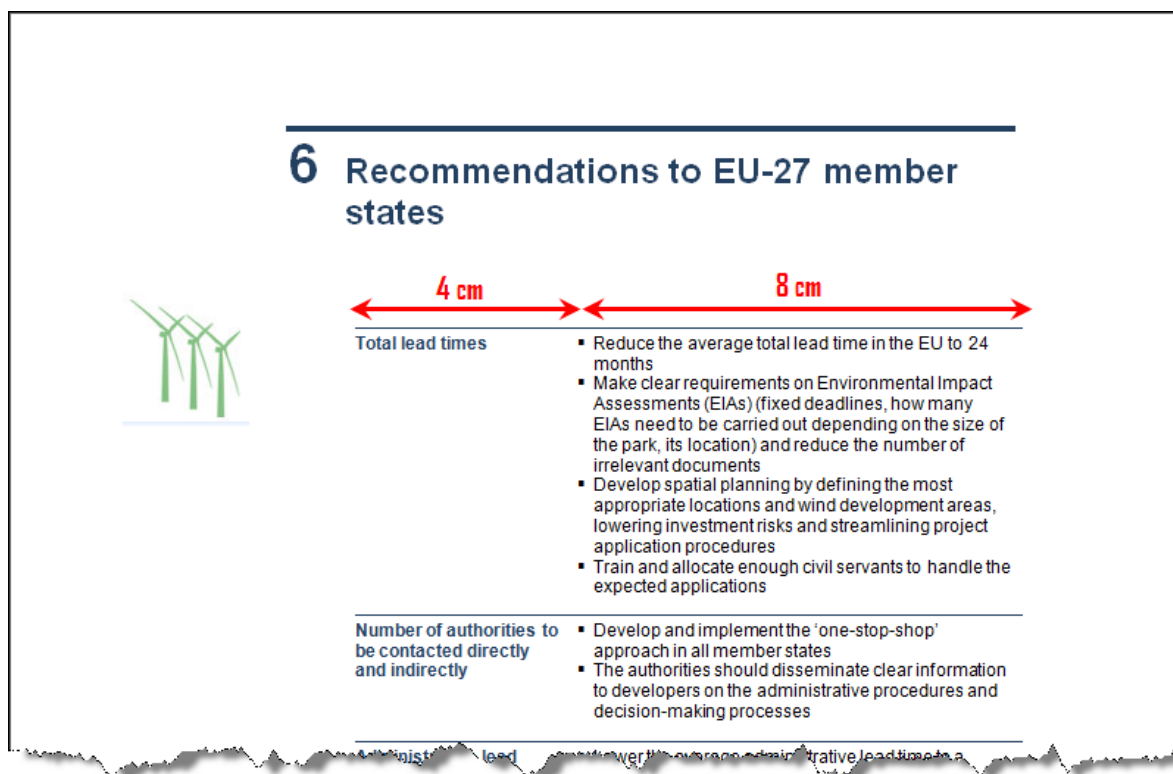
The information under the level 1 title *Recommendations to EU-27 member states* needs to be restructured as illustrated below.

Points 8

All level 4 titles are positioned to the left margin within max. 4 cm width. The enumerated text is shifted to the right side, as illustrated below, within max. 8 cm.

Above each level 4 title, a horizontal line separates the information. Between the line and the text 0,1 cm white space is to be foreseen. Above the line 6 pt whitespace is left, which is the normal space that follows a paragraph.

Mind that also between lines and level 4 titles only 0,1 cm white space is left and that titles start at the beginning of the line!





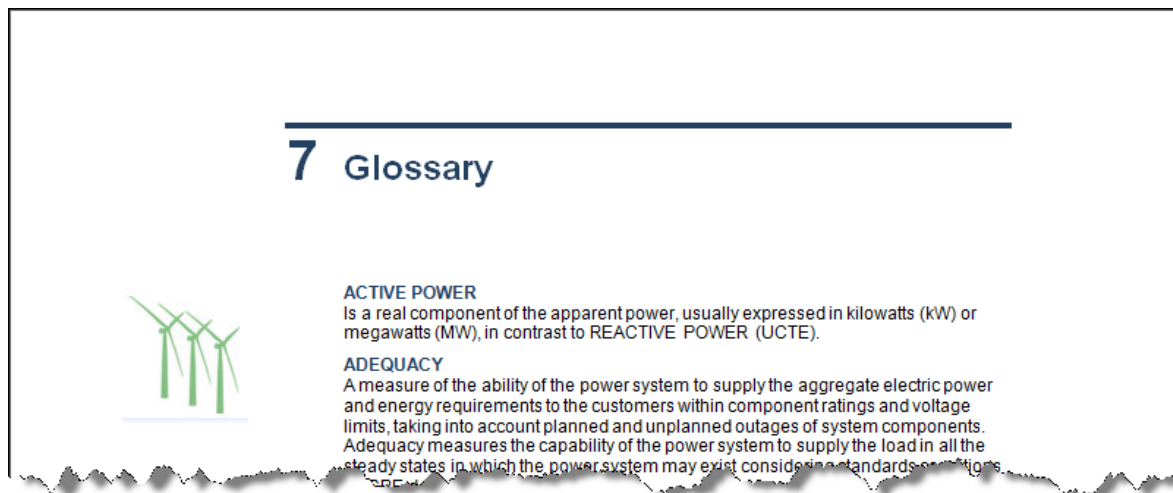
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Task
A-11

Look for **ACTIVE POWER** (in upper case). This is the first item of a glossary. Add the level 1 title *Glossary* before this first term.

Points
7

All terms are shown in upper case and are followed by one paragraph of explanation. Update the document so that all glossary terms are mentioned in darkblue, bold. A glossary term cannot be separated from its explanation over two pages, even if changes in content and/or lay-out are made!

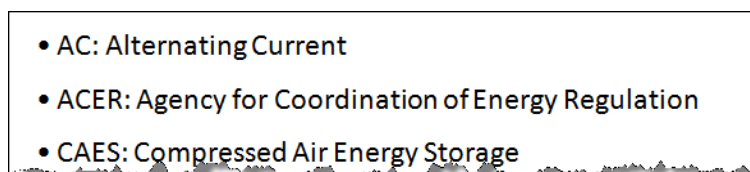


Task
A-12

The last two pages in the document contain a list of used abbreviations. Add the level one title *Abbreviations* at the top, before the first abbreviation *AC*.

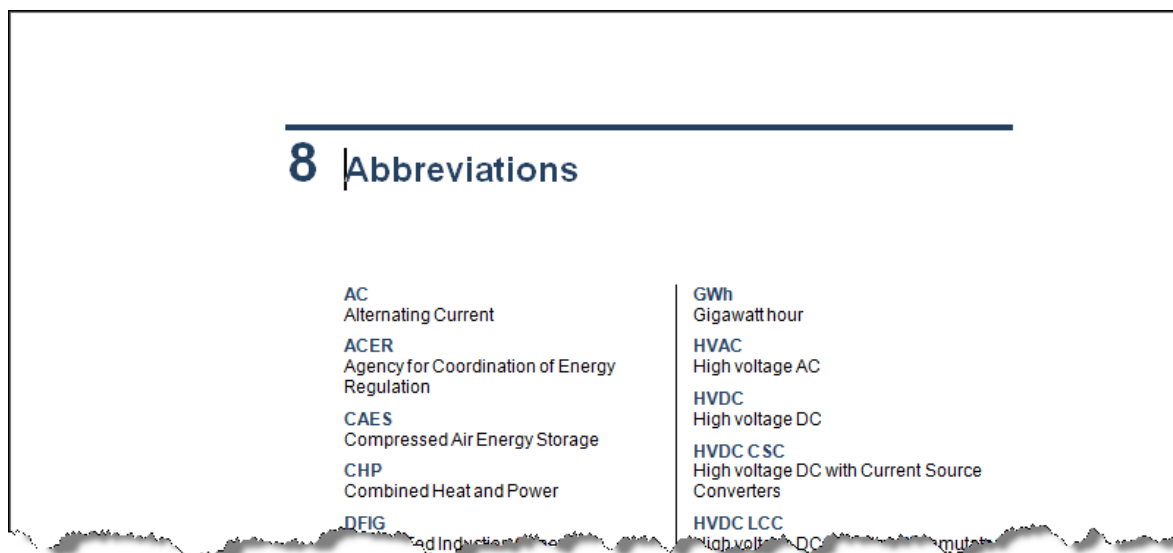
Points
7

All abbreviations start with a bullet + space. Each abbreviation is always separated from its explanation by a colon (:). Each abbreviation is in total one paragraph.



Update the abbreviation list as illustrated below:

- delete the bullet and space before each abbreviation
- the abbreviation has the same lay-out as the glossary terms.
- the explanation of the abbreviation follows on a new paragraph. No white space between abbreviation and explanation!
- the abbreviations are shown in two columns, 0,6 cm space between the two columns, separated by a vertical line.





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Task
A-13

After the title page, a new page with the level 1 title *Table of content* should be added.

The table of content contains the first two level titles.

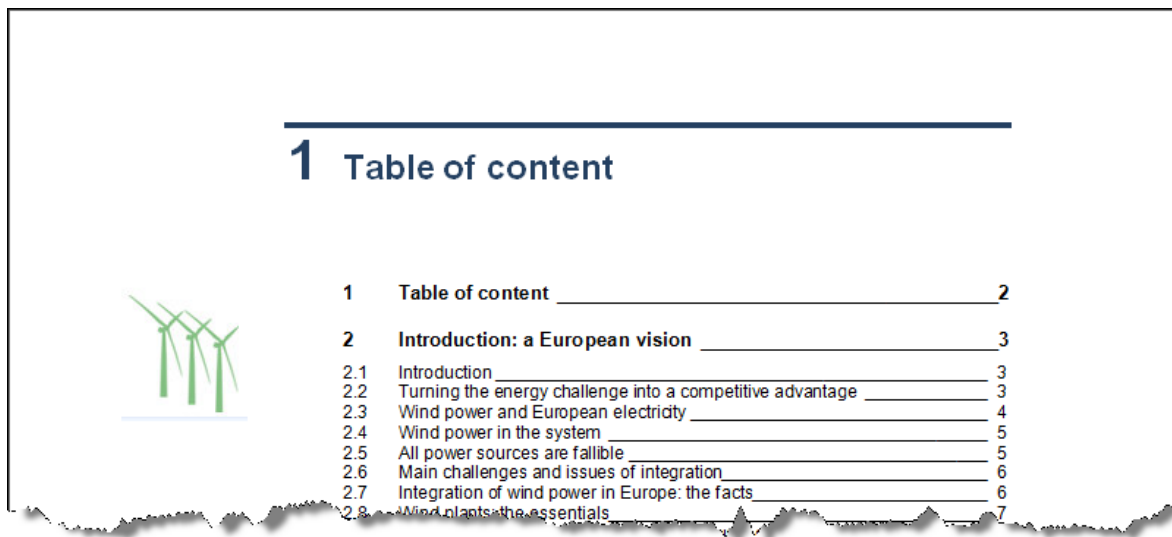
Level 1: Arial 10 pt bold, preceded by 12 pt white space, followed by 6 pt white space.

Level 2: Arial 9 pt, no white space between items.

In both levels the title number is positioned at the left margin and the title text is indented 1 cm. The page number is aligned at the right margin, preceded by a solid guiding line.

Points

7



Don't forget to save your document WINDENERGYXXX.DOC before closing it!

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B

Task
B-1

The document **SCENARIOS.DOC** contains a table with technical information on wind energy for the EU countries. Use this information as basis for the document you have to work out.

Points
20

Country	MW2008	MW2020Low	MW2020High	AvgMWLow	AvgMWHigh	TWh2008	TWh2020low	TWh2020high
France	3404	23000	26000	1633	1883	8.1	62.4	72.3
Cyprus		300	500	25	42	0.0	0.6	1.0
UK	3241	26000	34000	1897	2563	9.3	83.9	112.5
Denmark	3180	6000	6500	235	277	7.7	17	18.5
Hungary	127	900	1200	64	89	0.3	2.1	2.8
Bulgaria	158	500	600	60	44	0.8	1.2	1.5

This information finally has to be displayed as illustrated below, taking into account all instructions that follow.

<p style="text-align: center; color: red;">7 cm</p> <p>Austria</p> <p>2008: 995 MW 2020 (low/high): 3500/4000 MW Avg annual 2009-2020 (low/high): 209/250</p> <hr/> <p>2008 TWh (%): 2.0 TWh 2020 TWh (low/high): 7.5/8.6 TWh</p> <p style="text-align: right; color: grey;">MW TWh</p>	<p style="text-align: center; color: red;">2 cm</p> <p>France</p> <p>2008: 3404 MW 2020 (low/high): 23000/26000 MW Avg annual 2009-2020 (low/high): 1633/1883</p> <hr/> <p>2008 TWh (%): 8.1 TWh 2020 TWh (low/high): 62.4/72.3 TWh</p> <p style="text-align: right; color: grey;">MW TWh</p>
<p>Belgium</p> <p>2008: 384 MW 2020 (low/high): 3900/4500 MW Avg annual 2009-2020 (low/high): 293/343</p> <hr/> <p>2008 TWh (%): 0.8 TWh 2020 TWh (low/high): 11.3/13.0 TWh</p> <p style="text-align: right; color: grey;">MW TWh</p>	<p style="text-align: center; color: red;">7 cm</p> <p>Germany</p> <p>2008: 23903 MW 2020 (low/high): 49000/52000 MW Avg annual 2009-2020 (low/high): 2091/2341</p> <hr/> <p>2008 TWh (%): 42.9 TWh 2020 TWh (low/high): 106.8/116.2 TWh</p> <p style="text-align: right; color: grey;">MW TWh</p>
<p>Bulgaria</p> <p>2008: 158 MW 2020 (low/high): 500/600 MW Avg annual 2009-2020 (low/high): 60/44</p> <hr/> <p>2008 TWh (%): 0.8 TWh 2020 TWh (low/high): 1.2/1.5 TWh</p> <p style="text-align: right; color: grey;">MW TWh</p>	<p style="text-align: center; color: red;">2 cm</p> <p>Greece</p> <p>2008: 985 MW 2020 (low/high): 500/700 MW Avg annual 2009-2020 (low/high): 42/58</p> <hr/> <p>2008 TWh (%): 0.0 TWh 2020 TWh (low/high): 1.1/1.6 TWh</p> <p style="text-align: right; color: grey;">MW TWh</p>

- all page margins: 1 cm.
- country names: Arial 12 pt bold.
- all other information: Arial 9 pt, no white space between paragraphs.
- a left, dark blue vertical line, 6 pt thick, borders the information.
- a horizontal line, about 1 pt thick separates the information MW (megawatt) from TWh (terawatt hour). Above and below that line 0,1 cm free space is left.
- an empty paragraph, followed by 4 pt white space, separates the information of two countries.
- The units 'MW' and 'TWh' are printed in Arial 18 pt grey color as illustrated.
- for each country the following fixed text/structure is used, where **XXX** represents the variable country information (see left below)

<p>XXX</p> <p>2008: XXX MW 2020 (low/high): XXX/XXX MW Avg annual 2009-2020 (low/high): XXX/XXX</p> <hr/> <p>2008 TWh (%): XXX TWh 2020 TWh (low/high): XXX/XXX TWh</p> <p style="text-align: right; color: grey;">MW TWh</p>	<p style="text-align: center; color: red;">7 cm</p> <p>Slovenia</p> <p>2008: --- 2020 (low/high): 500/700 MW Avg annual 2009-2020 (low/high): 42/58</p> <hr/> <p>2008 TWh (%): 0.0 TWh 2020 TWh (low/high): 1.1/1.6 TWh</p> <p style="text-align: right; color: grey;">MW TWh</p>
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- for some countries no value is entered for MW 2008. In that case three dashes or hyphens (- - -) are shown without the unit 'MW' (see right above)
- the information is finally displayed in two columns, 0,8 cm white space between the columns. At the last page, the information is (almost) equally spread over both columns.
- information on one country may never be split over two columns!
- countries are listed in alphabetic order!

Save your final end result, including all countries, as **SCENARIOALLCOUNTRIES.DOC** or **SCENARIOALLCOUNTRIES.DOCX**. Save eventually other used (help)files and choose those file names yourself.

Good luck!