



- Instructions for participants
- Open the draft document **TRANSPORT.DOC**, save immediately to **TRANSPORTXXX.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

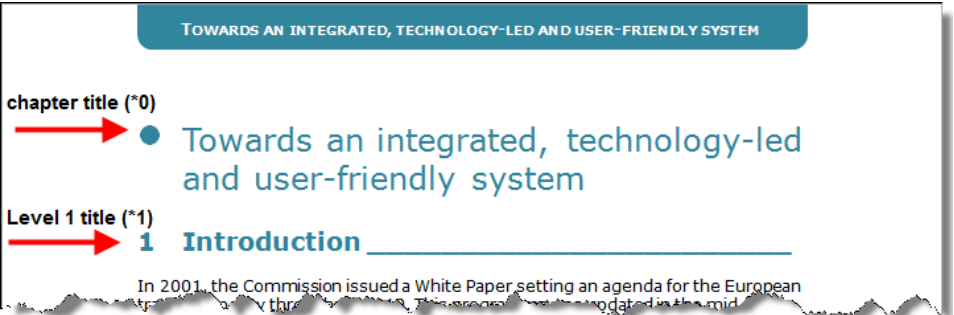

Task
A-1

Apply the following general margins to your document:


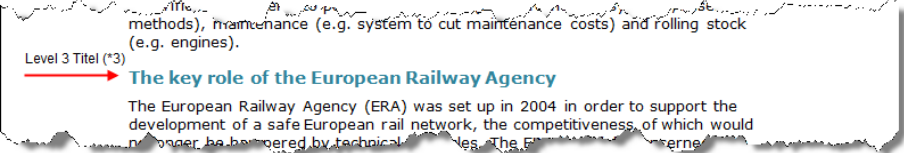
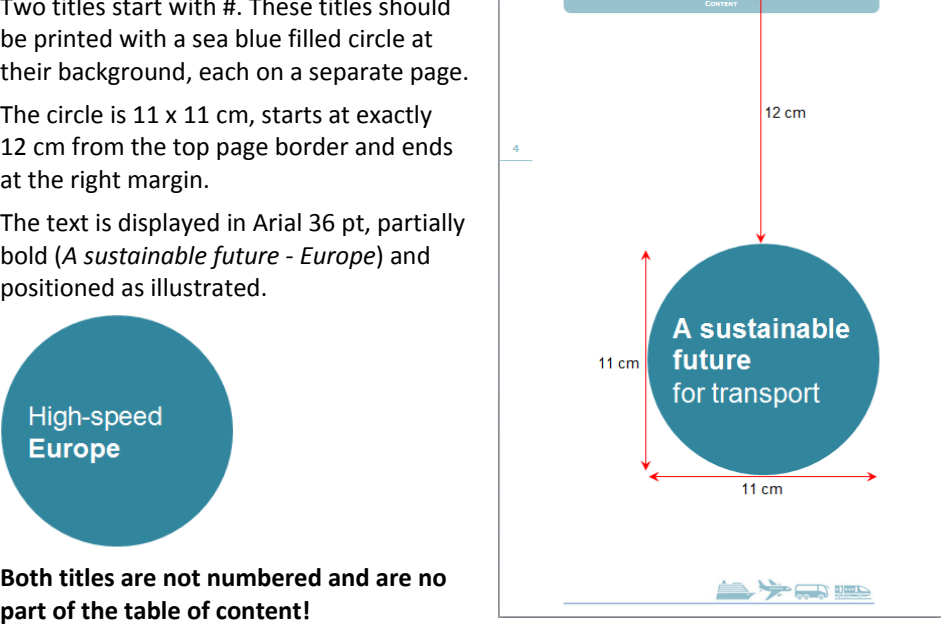
- Left and right: 3 cm
- Top and bottom: 2 cm

Points
16

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 *0</p>	<p>Chapter titles:</p> <ul style="list-style-type: none"> start with a bullet (36 pt, sea blue color) at the left margin. followed by text in Verdana 20 pt sea blue color (RGB: 49-133-156). Text is indented 1 cm to the left margin. Text is followed by 18 pt free space below. 
<p>starting with *1</p>	<p>Level 1 numbered titles:</p>  <ul style="list-style-type: none"> all text has to be changed into lower case, except a starting capital, eg. EUROPEAN TRANSPORT POLICY... > European transport policy... font: Verdana 16 pt bold, sea blue color. preceded by 18 pt free space above and followed by 12 point free space below. text is followed by a horizontal line that ends at the right margin. juridical numbering starts at the left margin. Title text is indented 1 cm. Numbering restarts at 1 at the beginning of each chapter.



<p>starting with *2</p>	<p>Level 2 numbered titles:</p>  <ul style="list-style-type: none"> font: Verdana 13pt bold, sea blue color. preceded by 12 pt free space above and followed by 6 point free space below. juridical numbering starts at the left margin. Title text is indented 1 cm.
<p>starting with *3</p>	<p>Level 3 titles:</p> <ul style="list-style-type: none"> font: Verdana 11pt bold, sea blue color preceded by 10 pt free space above and followed by 6 point free space below. title text starts at the left margin. No numbering of these titles. 
<p>starting with #</p>	<p>Two titles start with #. These titles should be printed with a sea blue filled circle at their background, each on a separate page.</p> <p>The circle is 11 x 11 cm, starts at exactly 12 cm from the top page border and ends at the right margin.</p> <p>The text is displayed in Arial 36 pt, partially bold (<i>A sustainable future - Europe</i>) and positioned as illustrated.</p>  <p>Both titles are not numbered and are no part of the table of content!</p>

Finally delete all indications #, *0, *1, *2 and *3 at the beginning of all paragraphs.

Task A-2

- Body text:
- Verdana 10 pt
 - paragraphs followed by 6 point white distance
 - single line spacing

Points 3

Task A-3

A lot of percentages are mentioned in the text by using the %-sign, preceded by a space. Update the document so, that a %-sign cannot start at the beginning of a line if it doesn't fit at the end of a preceding line. In that case, also the number, belonging to the %-sign, should be transferred to the beginning of the next line.

Points 3

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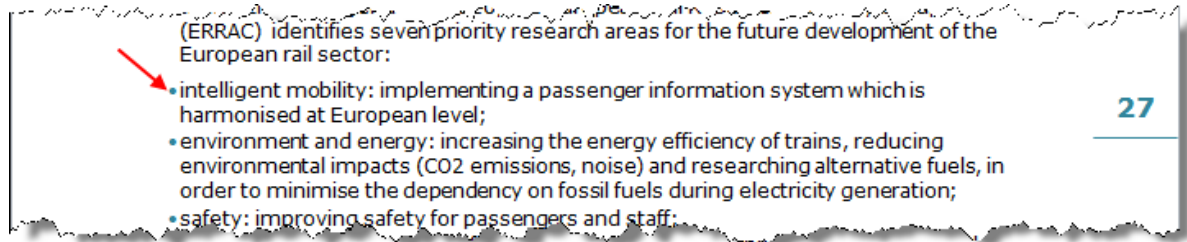
Task
A-4

All paragraphs beginning with a *X-sign are elements of an enumeration.

Use a • sign as bullet for enumeration. The • is outdented 0,2 cm into the left margin and is sea blue colored.

Text of the enumeration is aligned to the left margin. 2 pt free space is left between the items of the enumeration.

Points
4

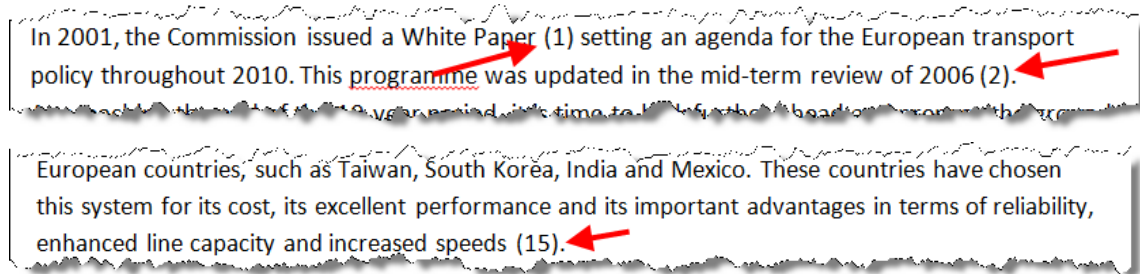


Don't forget to delete all *X-indications.

Task
A-5

The document contains a lot of numbered references: numbers between round brackets, going from 1 to maximum 99. Delete all those references, inclusive the round brackets. Mind the spaces!

Points
6



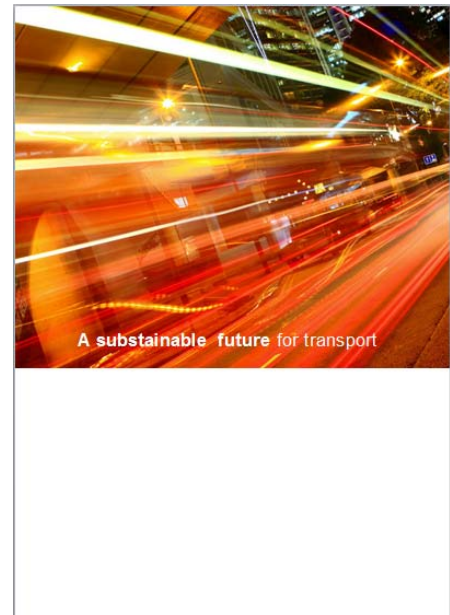
Task
A-6

Insert a new, blank page at the beginning of the document.

Insert the figure COVER.JPG at the top of that page, keeping its original size, covering the full width from page edge to page edge (as illustrated). Some parts of the figure are even running off the page and are not shown because the figure is too wide in its 100 % normal width. Don't mind!

At the bottom of the figure, the text **A sustainable future for transport** is added in Arial 26 pt, white color. The first three words are bold.

The last character of the text is aligned **exactly** to the right margin.

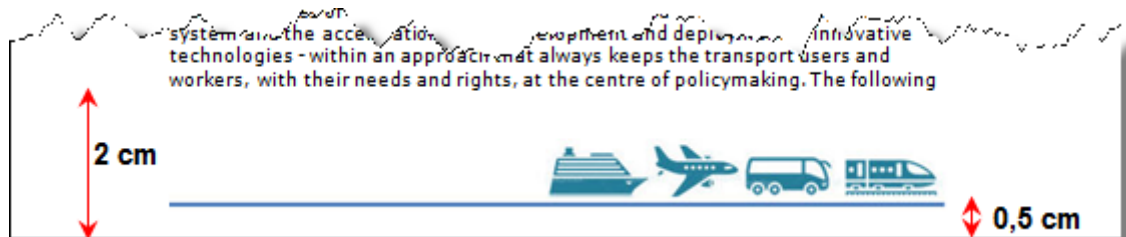


Points
4

Task
A-7

At the bottom of each page, except the first title page, the figure ICONS.JPG is positioned, ending at 0,5 cm from the bottom page border.

Points
3



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Task
A-8

Immediately after the title page, the table of content is showing up.

Type 'Content' as title, printed in chapter title lay-out.

The table of content contains the following levels:

- the 'chapter titles', starting with a sea blue colored bullet at the left margin, text indented 0,5 cm to the left margin and leaving 1 cm free to the right margin. Followed by 18 pt free space.
Font: Verdana 14 pt sea blue, not bold.
Pagenumber is aligned to the right margin, preceded by a dotted guide line.
- the 'numbered titles level 1'. The number is outdented 1 cm in the left margin. Text starts at the left margin, leaving 1 cm free to the right margin. Preceded by 12 pt free space above and followed by 6 pt free space below.
Font: Verdana 10 pt sea blue, bold.
Pagenumber: is aligned to the right margin, preceded by a dotted guide line.
- the 'numbered titles level 2'. The number starts at the left margin. Text is indented 1 cm, leaving 1 cm free to the right margin. 2 pt of free space between the items.
Font: Verdana 10 pt.
Pagenumber: is aligned to the right margin, preceded by a dotted guide line.

Points
8

CONTENT	
●	Content
●	Content 1
●	Towards an integrated, technology-led and user-friendly system 5
2	1 Introduction 5
	2 European transport policy in the first decade of the 21st century..... 5
	3 Trends and challenges..... 7
	3.1 Ageing.....7
	3.2 Migration and internal mobility.....8
	3.3 Environmental challenges8
	3.4 Increasing scarcity of fossil fuels.....8

Task
A-9

At the top of each page, except the first title page, the text of the current 'chapter title' is repeated in Verdana 10 pt, bold, white color, small caps, horizontally centered between left and right margin.

The chapter title is printed on a graphic element with rounded corners with sea blue background fill. The element is positioned at the page top, 1 cm visible height. The width covers dynamically exactly all space between left and right margin.

Position yourself the text onto the sea blue background element vertically. The text changes from chapter to chapter.

Points
8



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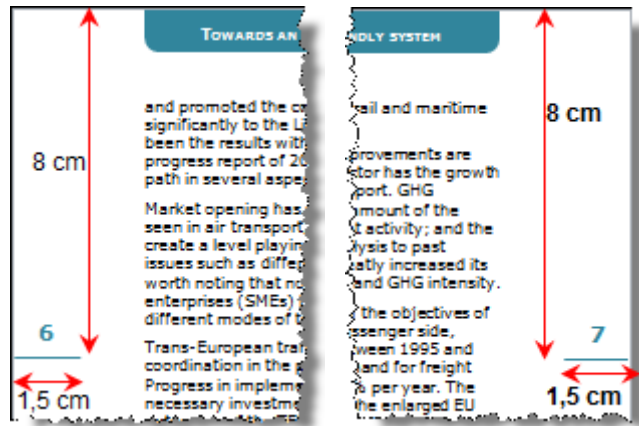
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Task
A-10

Page numbering:

- Pages are numbered at the left (even pages) and right (odd pages) page border.
- At exactly 8 cm from the top of the page a horizontal line of 1,5 cm width is positioned to the page border. Color: sea blue. Thickness of the line: 3/4 point.
- The pagenumber is printed in Verdana 14 pt bold, situated about 3 mm on top of the horizontal line, horizontally centered to the width of the horizontal line.



Points
6

Task
A-11

Insert the information out of **TEN-T.DOC** into your actual document **TRANSPORTXXX.DOC** just before the title *Growing demand*.

- Put the title **TEN-T axes and priority projects relating wholly or partly to HSLs** in bold.
- Foresee two columns **Axis** and **Title** (white letters on sea blue, dark background).
- The Axis-column has 1,4 cm width. The Title-column has 13,6 cm width.
- Information is printed in Verdana 10 pt standard color, with 2 pt free space above and below. Information is printed on a light sea blue background, left and right 1 mm distance to the background edge.
- Between the columns and rows 1 mm free white space is kept (see illustration below).

Points
8

into the European network. Just a few examples of TEN-T projects supported by the European Union. The development of the European Rail Traffic Management System (ERTMS) is also one of the projects that receives serious funding as part of the implementation of the TEN-T.

21

TEN-T axes and priority projects relating wholly or partly to HSLs

Axis	Title
1	Railway axis Berlin–Verona/Milan–Bologna–Naples–Messina–Palermo
2	High-speed railway axis Paris–Brussels–Cologne–Amsterdam–London
3	High-speed railway axis of south-west Europe
4	High-speed railway axis east
6	Railway axis Lyon–Trieste–Divača/Koper–Divača–Ljubljana–Budapest–Ukrainian border
12	Nordic Triangle railway/road axis
14	West coast main line
16	Freight railway axis Sines/Algeciras–Madrid–Paris
17	Railway axis Paris–Strasbourg–Stuttgart–Vienna–Bratislava
19	High-speed rail interoperability in the Iberian peninsula
20	Railway axis Fehmarn belt
22	Railway axis Athens–Sofia–Budapest–Vienna–Prague–Nuremberg/Dresden
24	Railway axis Lyon/Genoa–Basel–Duisburg–Rotterdam/Antwerp
28	Eurocaprail on the Brussels–Luxembourg–Strasbourg railway axis

2.3 Growing demand

Since high-speed lines were introduced, the number of passengers opting for this mode of transport has constantly increased. The number of passengers on all



Task
A-12

The paragraph above the title *The key role of the European Railway Agency* should be displayed as illustrated below: white colored characters on a dark sea blue background.

Points
6

The background element takes horizontally 50 % of the normal text width and is positioned exactly in the lower right part of the page, ending at the right and bottom margin. The height is determined by the content.

At all sides, 2 mm free space is left between text and background edge.

The information is always displayed at the bottom margin and right margin of the page containing the title *The key role of the European Railway Agency*.

...the European rail network of tomorrow.

Interoperability also concerns the synergy between HSLs and conventional networks. European rolling stock manufacturers have had to call on all their know-how and technical expertise in order to design high-speed trains that can run on conventional tracks. Some Spanish HSTs (Alaria, Alvia, Talgo) and all French HSTs are able to operate on conventional lines. In Germany and Italy, the network is totally compatible. All categories of trains are able to use HSLs and conventional lines indiscriminately.

3.4 Intermodality and co-modality

Intermodality means the use of several means of transport during a single journey. This concept applies to both passenger and freight transport and includes rail, road, air and urban transport.

The environmental impact of aircraft and saturation of the major European airports is leading towards limitations on air traffic within the Union. This creates a favourable situation for fostering synergies between the rail and air networks. Airlines can therefore make use of HSL networks to channel

ERTMS

The ERTMS rail traffic management system is one of the tools co-financed by the European Union to meet the demand for interoperability. The ERTMS comprises the wireless global system for mobile communications - railways (GSM-R) and the European train control system (ETCS) and has been designed and implemented under the aegis of the European Railway Agency (ERA, see box on page 14). This unique system helps to make European HSLs interoperable and optimise rail traffic management along international corridors. Rollout of the ERTMS started in 2005 on various HSLs (Rome-Naples, followed by Madrid-Lerida). In time, the ERTMS will be deployed over the entire European network, thereby reducing significantly the costs generated by multiple management and signalling systems.

Don't forget to save your document TRANSPORTXXX.DOC/DOCX before closing it!

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B

Task B-1

Open the document **PERSONS.DOC**. You find a three-column list, the second column representing a date and the third column representing a code.

Points 10

- change all dates in the second column – now in format month/day/year – to the ISO 8601 date format: **yyyy-mm-dd**. So 05/27/2011 becomes 2011-05-27 (27th May 2011).
- the code in the third column consists of 7 digits and 2 capital characters. Change all codes so that the 2 capitals come at the third and fourth position: 2 digits – 2 capitals – 5 digits. E.g. 7630946UK becomes 76UK30946.

original file	>final result
Aiache, Adrien E. 05/27/2011 7630946UK	Aiache, Adrien E. 2011-05-27 76UK30946
Akhigbe, Ehigiator O. 12/17/2010 7579005SP	Akhigbe, Ehigiator O. 2010-12-17 75SP79005
Albanese, Anthony W. 11/23/2009 7461151TA	Albanese, Anthony W. 2009-11-23 74TA61151
Anthony, James Michael 11/07/1997 6260249KG	Anthony, James Michael 1997-11-07 62KG60249
Azeem, Mohammed 04/26/1993 5821982EM	Azeem, Mohammed 1993-04-26 58EM21982

original file

>final result

Save your final result as **PERSONSXXX.DOC/DOCX**, where XXX is your competition ID.

C

Task C-1

In **UNOMEMBERS.DOC** you find the list of all UNO member states: flag, country name, admission date and Unicef. This last column contains 2013 for those states that form the Unicef-Board in 2013.

Points 15

Flag	Country	Admission	Unicef
	Afghanistan	1946-11-19	
	Albania	1955-12-14	2013
	Algeria	1962-10-08	
	Andorra	1993-07-28	

Prepare in a technical good way the result below:

- use A4 landscape paper format with 2 cm top margin and 1 cm left/right/bottom margin.
- Font: Calibri 11 pt or Arial 10 pt if Calibri is not available.
- Information on each country is showing up as illustrated below: country, admission, flag, two countries horizontally on the same row, separated by 1,5 cm free space. **Second country is next to the first one...**
- Column widths: country (9,5 cm) – Admission (2,5 cm) – Flag (1 cm).
- For countries being Board-members of Unicef in 2013, '(Unicef Board)' is mentioned after the country name. Don't forget a space between country and (Unicef Board).

Country	Admission	Flag	Country	Admission	Flag
Afghanistan	1946-11-19		Albania (Unicef Board)	1955-12-14	
Algeria	1962-10-08		Andorra	1993-07-28	
Angola	1976-12-01		Antigua and Barbuda (Unicef Board)	1981-11-11	
Argentina	1945-10-24		Armenia	1992-03-02	
Australia	1945-11-01		Austria	1955-12-14	
Azerbaijan	1992-03-02		Bahamas	1973-09-18	
Bahrain	1971-09-21		Bangladesh	1974-09-17	

- Information is followed by a horizontal line and row height is 55 mm.
- At 1 cm of the page top the titles *Country*, *Admission*, *Flag* are repeated on each page. Lay-out as illustrated.

Country	Admission	Flag	Country
Afghanistan	1946-11-19		Albania
Algeria	1962-10-08		Andorra
Angola	1976-12-01		Antigua

Save the final result under **UNOMEMBERS FINAL LIST XXX.DOC/DOCX**. Eventually help files can be saved under the names you choose in your competition folder.