COMPUTER SETTING GUIDELINES

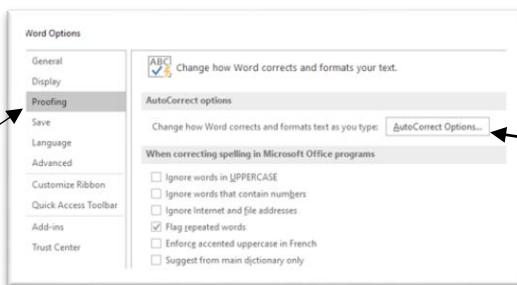# for

MICROSOFT OFFICE

SETTING UP COMPUTER ROOMS FOR EXAMINATIONS

1.   MICROSOFT WORD

Click on **File** tab
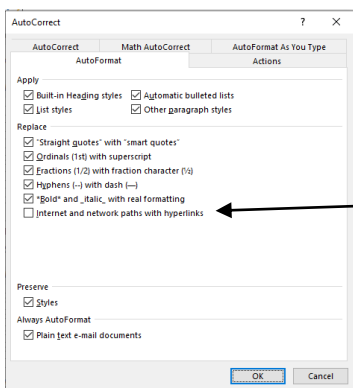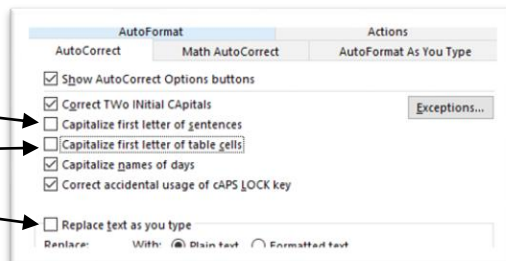Click on **Options**

Click on proofing

Click on AutoCorrect Options
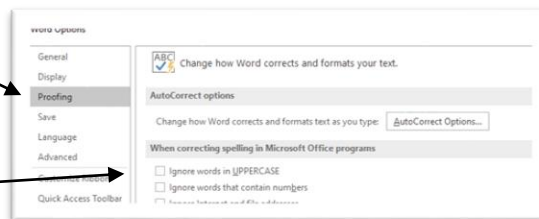
1.1 AutoCorrect

- <u>Untick</u> the **Capitalise first letter of sentences**
- <u>Untick</u> the **Capitalise first letter of table cells**
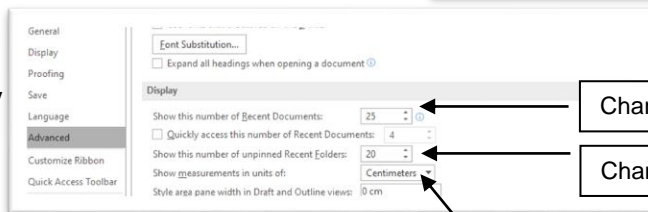- <u>Untick</u> the **replace text as you type**

Untick **internet and network paths with hyperlinks**

Click on **proofing**

<u>Untick</u> Ignore words in UPPERCASE

- Click on **Advanced**
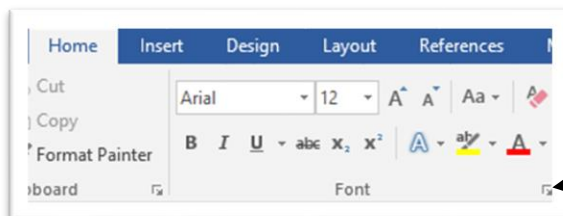- Scroll down to **display**

Change to 0

Change to 0

Change to **centimetres**

- Click on **OK**

1.2 Font default:

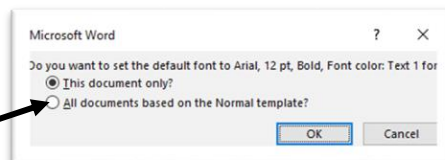Click on **Home** tab, select font

Click on drop

Change the font to: **COURIER NEW 12 pt**

Click on **set as default**
Select **All documents based on the Normal template?**
Click on **OK**.

1.3 Line spacing

On the **home** tab, click on the **paragraph** drop down

Change spacing to 0 pt

Click on **set as Default**

Line spacing must be on **single**

Click on **all documents....**

Click on **OK**

1.4   Numbering

- select the numbering **drop down**

Select **Define New Multilevel list**

Click on **level 1**

Make sure it's 1.

Text aligned at: 1 cm

Click on **font,** change to **Courier New, regular 12 pt.**

Aligned at: 0 cm

Level 2:   intent text at 1,2 cm
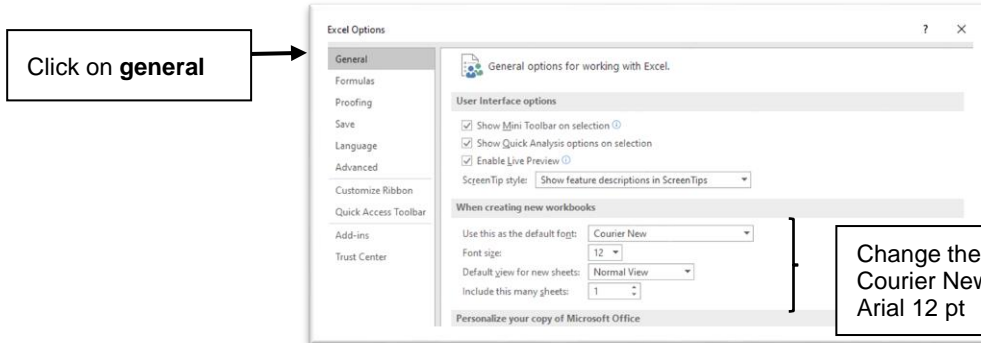
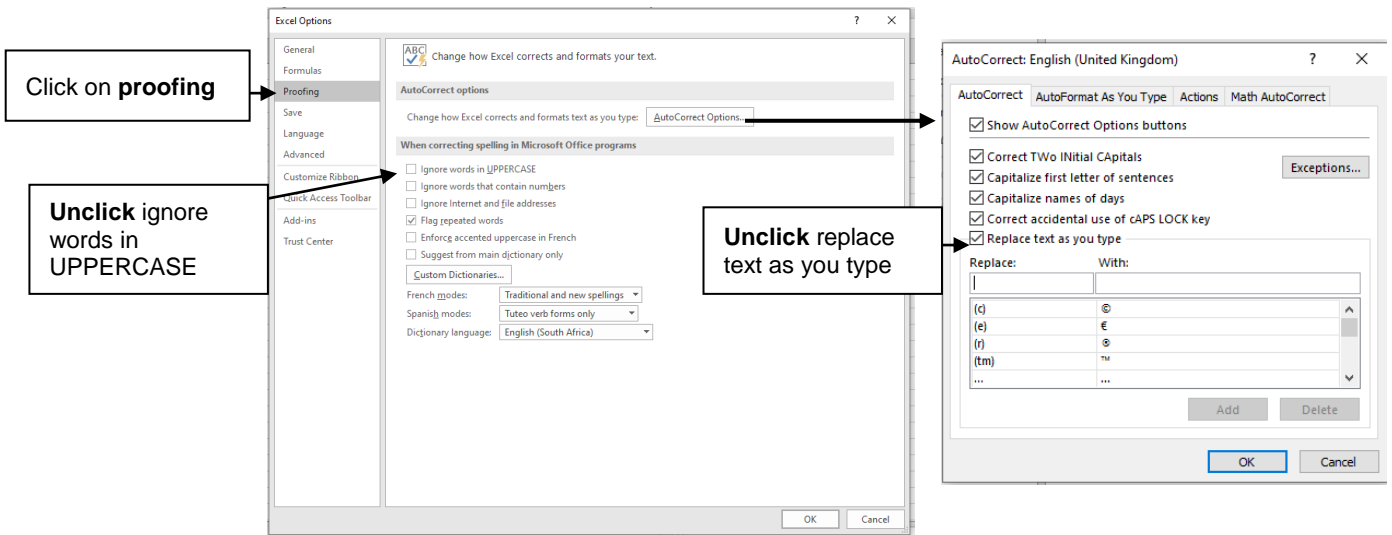**Level 3:**   indent text at 1,5 cm

Click on **OK**

2. MICROSOFT EXCEL
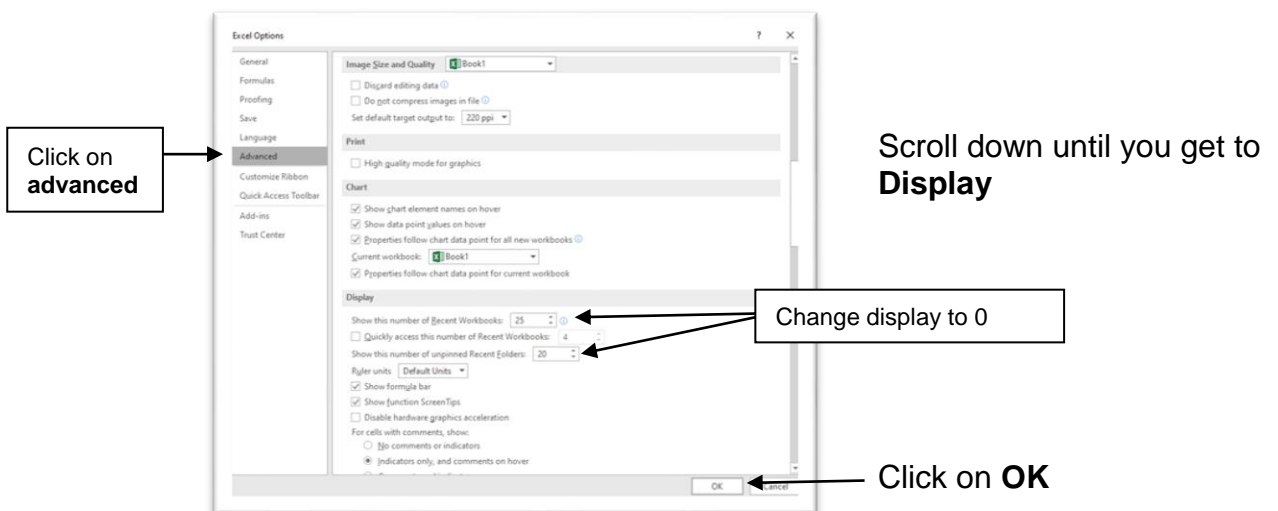
Open excel, Click on **file**, **options, general**

2.1 Font:

Click on **general**

Change the font to either:
Courier New 12 pt or
Arial 12 pt

2.2 Auto Correct

Click on **proofing**

Unclick ignore words in UPPERCASE

Unclick replace text as you type

2.3 Advanced settings: Display

Click on **advanced**

Scroll down until you get to **Display**

Change display to 0

Click on **OK**

For the changes to effected you will need to close the programme and open it again.