



51st INTERSTENO Congress Berlin 2017



INSTRUCTIONS WORD PROCESSING Instructions pour le traitement de texte professionnel

1	Registration and control of the participation data when entering the competition room.
2	Distribution of the USB-stick with the files to use in <i>.doc</i> and <i>.rtf</i> format. Make a folder with the name WPXXXX on your hard disk and copy the delivered files in that folder. All documents have to be saved in this folder.
3	Distribution of instructions and control of the text quality.
4	After distribution jury assistants sit down. Attention - Start will follow.
5	During 15 minutes – Study time The candidate reads these instructions without using his computer but handwritten notes are allowed.
6	During 75 minutes - Contest is running Working out - The candidate has to fulfill a maximum of the tasks given in the instructions.
7	End of the competition – Please go back with your chair and wait for the jury assistant. Save your documents in folder WPxxxx . Copy folder on USB provided by the jury.
8	Break - Leave the classroom without your computer. Control USB-keys by the jury.
9	End of the competition. You may take your computer. Thank you for your participation.

xxxx is your personal competitor number received with the registration confirmation.

As soon as correction will be done, your competition results will be published on your personal page (access with your password received with registration confirmation).