

Answer all questions.

Question 1

Time: 25 minutes

Type the reservations request form below, on A4 paper, following all instructions. Use the following margins: 1.5" (3.81 cm) left; 1" (2.54 cm) right; 1" (2.54 cm) top and bottom.

All caps and underscore

Space caps and bold Paradise Resort Hotel

The following reservations are requested:

Number of rooms _____

Number of beds _____

From _____ To _____
Day/Month/Year Day/Month/Year

Transportation will/will not be required from the airport.

Time of arrival _____ a.m./p.m.

Number of adults _____

Number of children under 12 _____

On arrival I/we will require:

Name _____

Address _____

Signature _____

Date Day/Month/Year

Breakfast	<input type="checkbox"/>
Lunch	<input type="checkbox"/>
Dinner	<input type="checkbox"/>

Please tick in box, meal required on arrival

(15 marks)

Question 2

Time: 35 minutes

Create Table 1 below, using a spreadsheet programme. Show ALL vertical lines, but show horizontal lines ONLY where indicated. Use double line spacing throughout the document.

TABLE 1

Spaced Caps & bold → BUDGET PROJECTION FOR JANUARY 2005 *Insert # at head of columns*

Budget Items	Details	Debtors	Creditors	Fixed Assets	Raw Materials	Depreciation	Bank
	balances brought forward	4000	3000	8250	4000	5000	7250
Sales	Projected Sales	8000					
	Estimated Income	8000 -6000					
Materials Expenses	Projected Purchases				7000		
	Estimated Payments				-5000		
Selling and Distribution	Projected Payments						-2000
	Depreciation (Fix tures, etc)					-1500	
Factory Expenses	Projected Payments						-5000
	Depreciation (Plant)					2500	
Labour Expenses	Projected Payments						-7500
		6000	3000	8250	6000	6000	-21750

(25 marks)

Question 3

Time: 20 minutes

Type the following document in double line spacing, using margins of 1.5" (3.81 cm) left and 1" (2.54 cm) right.

INSTRUCTIONS FOR MANUSCRIPT

Type the following document in double line spacing using margins of 1.5" (3.81cm) and 1" (2.54cm)

(Webquests) Blocked Caps.

≡ A webquest is defined as "an inquiry-oriented activity in which some or all of the information that learners interact with comes from resources on the internet." It is a great model for teachers searching for ways to incorporate the internet into the classroom on both short-term and long-term bases. ~~The~~ end result will be a Webquest document that will engage students in pursuit of information and understanding for one or two class periods. ~~The~~ instructional goal of a short-term Webquest is knowledge acquisition and

Stat: NP

Question 3 cont'd

and integration. The learner deals with a significant amount of new information and makes sense of it. In a short-term webquest, the teacher will locate stand organize existing Web Sites on a specific topic and design an interesting topic around these sites.

NOTE:

Insert paragraph 3 before paragraph 2.

(25 marks)

GO ON TO THE NEXT PAGE

Page 4 - Use tabular form and
DOUBLE Space BETWEEN HEADINGS (Times New Roman font)

Bridal Party		centre	cap and bold all headings
BRIDESMAIDS	GROOMSMEN		
MAID OF HONOUR CHRISTINE HOWELL	BEST MAN MARK CARR		

JESSICA WATSON	CALVIN BURNETT
TANDY PARKER	JASON SMITH
LAUREL ANDERSON	JAMES JUNIOR
CARMEN LONDON	KENAN LONDON

FLOWER GIRLS	RING BEARER
KWANA CARTER	CHRIS HOWELL
KIANA CARTER	

PAGE 2

PROGRAMME	— ALL CENTRED
PROCESSIONAL	— CENTRED
PRAYER	
EXCHANGE OF VOWS	
	← EXCHANGE OF RINGS
INTRODUCTION OF MR & MRS	