



**CARIBBEAN EXAMINATIONS COUNCIL**

**SECONDARY EDUCATION CERTIFICATE  
EXAMINATION**

**ELECTRONIC DOCUMENT PREPARATION AND MANAGEMENT**

**PAPER 02 – General Proficiency**

*2 hours*

**04 MAY 2010 (a.m.)**

**INSTRUCTIONS TO CANDIDATES**

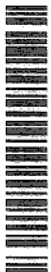
1. This examination consists of **FOUR** tasks which you should file on the storage medium for printing. The Invigilator will give you instructions about arrangements for printing your documents.
2. Answer **ALL** questions.
3. Read all instructions carefully before answering each question.
4. In addition to the 2 hours allocated for this examination, candidates are allowed 20 minutes prior to the official start of the examination:  
  
10 minutes – warm-up on the keyboard followed by  
10 minutes – reading time.
5. Any defect in the machine should be reported to the Invigilator who will make the appropriate notation and indicate on the candidate's folder any time lost. He/she will also record this information on the Supervisors' Irregularity Report.

1. An adequate amount of stationery will be supplied. Select the appropriate paper for each answer.
2. Begin each answer on a separate sheet.
3. Print on one side of the paper only, unless otherwise instructed.
4. Key your candidate number in the upper right-hand corner of each sheet of paper.
5. Uncorrected errors will be penalised.
6. Any accepted method of display consistently used in letters and/or tabular exercises will be accepted unless otherwise instructed.

**DO NOT TURN THIS PAGE UNTIL YOU ARE TOLD TO DO SO.**

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All documents on this paper should be typed using the following margins: 1.5" (3.81 cm) left, 1" (2.54 cm) right, 1" (2.54 cm) top and bottom.

Question 1

Time: 25 minutes

- (a) (i) Type the letter shown below, following all instructions.
- (ii) Type the letterhead as a header.
- (iii) Save the document as **Draft**.
- (iv) Print **Draft**.

Use fully blocked style

Dear Resident During 2009,  
The dept experienced many challenges in connection with garbage collection in the city of Kingston. As a result of this, the collection schedule has been revised and reviewed in order to improve our service to the various communities, <sup>UC</sup> the revised <sup>UC</sup> schedule is shown below. <sup>UC</sup> We are asking residents to be mindful of ~~the~~ this revised schedule.

Please ensure that garbage is easily accessible by the collection crews. Garbage ~~was~~ must be

Question 1 (a) cont'd

placed in plastic bags <sup>and premises</sup> and not left scattered around the ~~place~~.  
 Remember - garbage left inside entrance gates will not be collected.  
 Let's continue to uphold our civic ~~civic~~ pride as we endeavour to serve you better.

or in bins

Italico and Inall Last Sentence

Sincerely  
 Basil Young  
~~Manager~~  
 Manager  
 GARBAGE COLLECTION  
 DEPARTMENT

National Solid Waste  
 Agency  
 Kingston, Jamaica, WI  
 Telephone: (876) 978-9856  
 Fax: (876) 978-2367  
 Insert Date

GO ON TO THE NEXT PAGE

Question 1 cont'd

Time: 15 minutes

- (b) (i) Type the document below using a spreadsheet program.
- (ii) Save the spreadsheet as **Sheet1**.
- (iii) Print **Sheet1**.
- (iv) Insert **Sheet1** into the letter after the first paragraph.
- (v) Save the new document as **Final**.
- (vi) Print **Final**.

DAY	TRUCK NUMBER	COMMUNITY	TIME
Monday	10	Vineyard Town	6:30 a.m.
		Cross Roads	9:00 a.m.
Tuesday	7	Wellington Road	6:00 a.m.
		Mona	8:00 a.m.
Thursday	2	Papine	6:00 a.m.
		August Town	8:30 a.m.
Wednesday	21	Barbican	5:00 a.m.
		Liguanea	7:30 a.m.
Friday	18	Jacks Hill	5:30 a.m.
		Hope Pastures	8:00 a.m.
Saturday	15	Sandhurst	6:00 a.m.
		Half Way Tree	8:30 a.m.

*Bold column headings.*

Total 27 marks

GO ON TO THE NEXT PAGE

Question 2

Time: 20 minutes

- (a) Type the invoice below.
- (b) Insert an appropriate logo in the invoice head.
- (c) Bold all headings.
- (d) Bold and centre the column headings.

*Invoice*

*Insert appropriate logo*  
*Bold headings*

THE OFFICE DEPOT  
32 HIGH STREET  
CASTRIES, ST LUCIA  
TELEPHONE: (758) 234-9876  
FAX: (758) 245-4356

Date: \_\_\_\_\_

Mr James Oliver  
M & M Biscuit Co. Ltd  
Castries, St. Lucia  
telephone (758) 321 2568

*Bold and Centre Column heads*

Quantity	DESCRIPTION	UNIT PRICE \$	TOTAL \$
20	Reams <sup>Printer</sup> A4 Paper	18.00	360.00
6	Stapling machines	9.50	57.00
30	A4 Manilla folders	2.40	72.00
12	Boxes paper clips	2.75	33.00
24	A4 size notepads	3.50	84.00
6	Boxes black ballpoint pens	5.70	34.20
6	Boxes blue " "	5.70	34.20
6	Boxes #2 pencils	3.10	18.60
12	Inkjet printer cartridges (Black)	68.00	816.00
12	Inkjet " (colour)	82.00	984.00
<i>Total</i>			2,493.00

*ONLY Show Border lines*

*Print*

Total 21 marks

GO ON TO THE NEXT PAGE

Question 3

Time: 30 minutes

Type the manuscript below in double line spacing, following all instructions.

**The Effects of Migration**  
→ Migration ~~to~~

Bold  
Caps  
Centre

Type in DS

Use appropriate  
font size for  
heading

Since the 1950s, migration has by no means been on a small scale. The main reason people from the Caribbean migrate is to make a better life for themselves and their families. Many sacrifices are made when West Indians leave their homelands for foreign lands. Migration has disrupted the family structure.

While parents are away trying to make a living and sending home remittances, guardians are expected to fulfill the role of one or both spouses parents.

Question 3 cont'd

However, this is not always the <sup>case</sup> ~~case~~, since some children are able to complete studies successfully and become worthwhile citizens.

Although they may be financially better off, the absence of a parent biological could lead to delinquent behaviour. NP/K

In fact, some ~~migrant~~ migrants are able to send for their families to join them in their adopted countries.

This is an <sup>very</sup> exciting time in the life of the family and is regarded as a new adventure. Once settled, they realize how different the country and lifestyles are & they are forced to adjust quickly.

Question 3 cont'd

Once fully adjusted to the lifestyle, new some people no longer yearn for "back home" but make new friends and get on with their ~~new~~ lives. —

Others, especially the older people, continue to yearn for the lifestyle they once <sup>had</sup> "back home" and make plans to return home on regular vacations. These vacations, ~~been~~ <sup>being</sup> the focal point of their lives, are enjoyed to the maximum as persons returning bringing gifts for relatives and friends. The stories and experiences shared entice other West Indians to want to migrate.

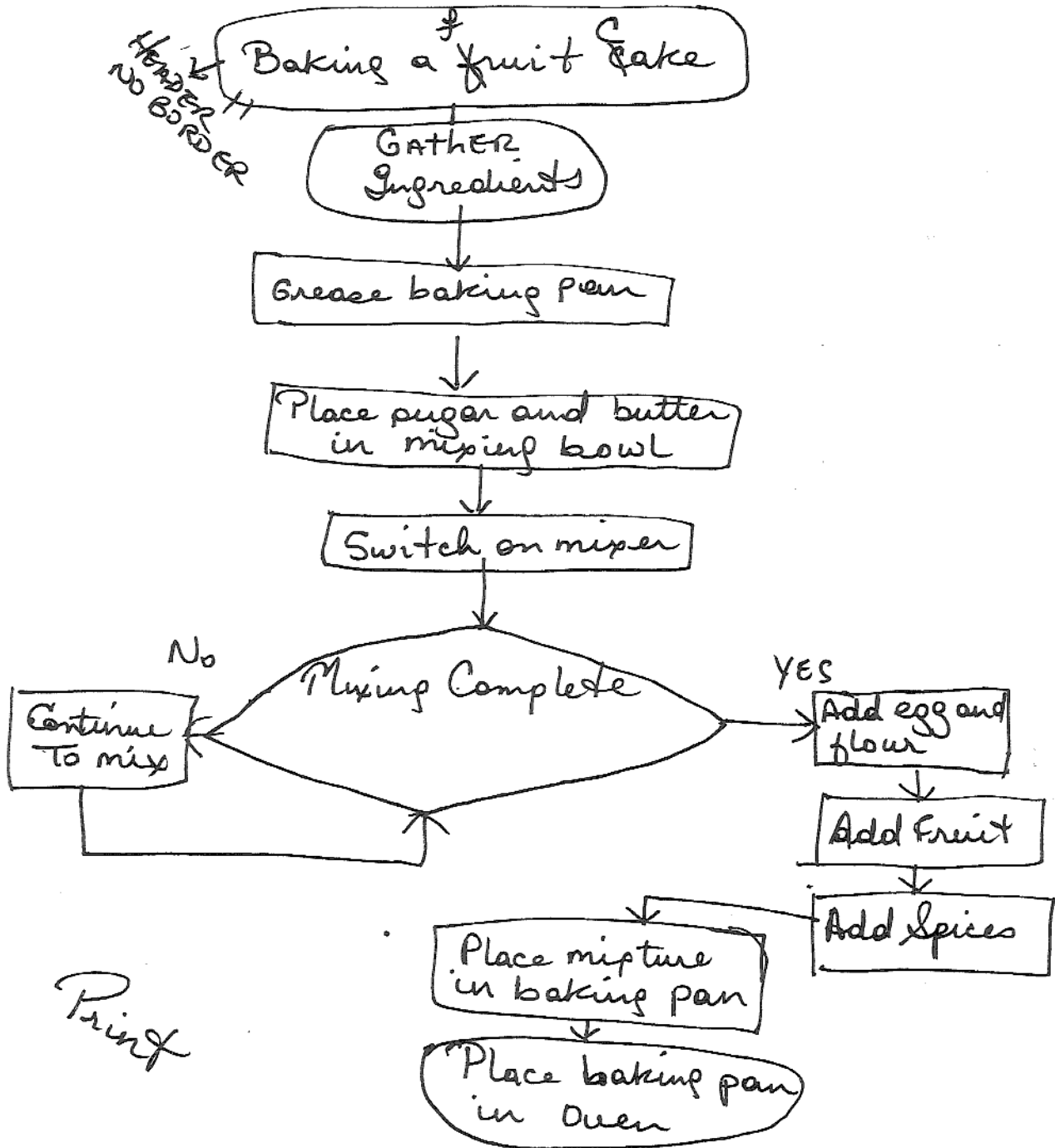
Total 26 marks



Question 4

Time: 30 minutes

Type the flowchart below, following all instructions.



END OF TEST

Total 26 marks