



CARIBBEAN EXAMINATIONS COUNCIL

SECONDARY EDUCATION CERTIFICATE  
EXAMINATION

ELECTRONIC DOCUMENT PREPARATION AND MANAGEMENT

Paper 02 – General Proficiency

2 hours 20 minutes

04 MAY 2012 (a.m.)

READ THE FOLLOWING INSTRUCTIONS CAREFULLY.

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. The first 20 minutes of the 2 hours 20 minutes allocated for this examination should be used as follows:
  - 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 your folder any time lost. The Invigilator 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 credited unless otherwise instructed.

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



2065

Answer ALL questions.

Question 1

Time: 30 minutes

- (a) Create a suitable letterhead for the following company and insert an appropriate logo.  
Island Property Inc, Prospect, St Peter, Barbados, Telephone (246) 402 4566,  
Fax (246) 402 3978, E-mail: IPN@propsurf.com.
- (b) On the letterhead created, type the following letter in blocked style to:  
Miss Charmaine McClean, 2 Belvedere Crescent, Castries, St Lucia.
- (c) Mark the letter CONFIDENTIAL. The reference is RO31/MS/(your initials).
- (d) Save as "letter" and print.

Many people dream of home ownership but most are unaware of the considerable effort from them it requires to make their dream a reality. How can they be sure they are not biting off more than they can chew? It is after all the biggest decision financial they may make in their lives!

NP ~~Not to mention~~ yet for the majority - whether buying or building - the process is fraught with stress. To avoid disappointment when buying a home it is important that u become an informed buyer. One of the things you must do is to make a checklist.

NP Our "Step-by-Step guide" which will help you navigate the maze of ~~legal work and negotiations~~, negotiations and find the best mortgage terms. is

I enclosed a copy of

In it you will find out:

u.c.  
- this will greatly increase your chances of success

GO ON TO THE NEXT PAGE

Question 1 cont'd

l.c. How to calculate your price range; how much you shd. borrow. This will depend on your deposit and how much you earn; and about the legal and administrative work (conveyance) associated with transferring ownership to you.

make this the last para.

If, after you hv carefully reviewed our Guide, you wd. like a personal consultation with one of our agents please do not hesitate to telephone me. I look fwd. to a mutually rewarding business relationship.

Typist:  
set these 3 topics out as a bulleted list, please.

X further

In addition, if u are planning to build yr. dream house there is are sections devoted to 'building a house', 'house building tips' and 'how to find a contractor'. You will find these invaluable. Take note of the general tips on choosing the right building materials and how to ensure that your electrical installations are conveniently placed.

Question 1 cont'd

T,  
After the words "chances of success"  
on the previous page insert the following:

Be especially aware of gazumping. <sup>This</sup> ~~It~~  
can be emotionally and financially  
devastating. <sup>to</sup> where the seller accepts  
an offer from you but then accepts  
a higher price from another buyer.

Yrs. sincerely

Marcus Senhouse - caps  
Managing Director

The subject hdg.  
is:

Buying a <sup>Home</sup> ~~House~~

Total 27 marks

Question 2

Time: 24 minutes

- (a) Type the following information in a spreadsheet, following all instructions.
- (b) Use landscape orientation.
- (c) Create a pie chart to show the commission from commercial sales. Insert the pie chart on the same page as the spreadsheet in (a) (i) above.
- (d) Save the document as "spreadsheet" and print.

Use formulas to enter commission figures and totals.

show grid lines

Income for the Month Ending 31 March 2012.		
Property Ref.	Description	Commission (20%)
<u>Residential</u>		
CO1	Condominium Apartment (1 bedroom)	\$315,200.00
SD3	3-bedroom Bungalow	\$450,600
DES	5-bedroom 2-storey House	\$915,000
CO2	Condominium (2 bedrooms)	558,100
DX1	Duplex	650,350
TN4	2-bedroom Townhouse	358,000
OU2	Owner-Occupied 2-unit House	675,200
<u>Total Residential</u>		\$
<u>Commercial</u>		
OF #2	Office Building	750,350
M15	Nursing Home	860,000.00
ST6	Warehouse/Distribution Complex	299,990.00
OF3	High-rise Office Block	1,250,000.00
STM	Mobile Storage Unit	\$80,990
TRI	Hotel	2800,990
<u>Total commercial</u>		\$
<u>Total sales and Commission</u>		\$

Highlight the "total residential" and "total commercial" rows.

Vertical direction

Total 24 marks

GO ON TO THE NEXT PAGE

Question 3

Time: 18 minutes

- (a) Display the following form using equal left and right margins of 1" (2.54 cm).
- (b) Type **FormR1/1/10** as a footer at the left margin and **June 2012** at the right margin.
- (c) Save as "form" and print.

Island Property Management Services - caps  
 Registration form - spaced caps  
 Short-term Rental - initial caps  
 1 June - 31 August 2012 & bold

Please complete this form and return it with your deposit of \$..... to the address below:  
 (insert address)

Please give names of all occupants of the unit\*.

Surname	Christian Name	Title (Mr/Mrs/Miss/Master)	Age

\*The first name stated shd. be head of the family. (italicise this sentence)

Address of head of family \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_ Telephone No \_\_\_\_\_

Type of pet  dog  
 cat  
 other (please specify) \_\_\_\_\_

Address: Island Property Management Services  
 Belgrade House, 101 Garrison Road,  
 Bridgetown, Barbados

Total 19 marks

GO ON TO THE NEXT PAGE

Question 4

Time: 36 minutes

Type the following newsletter using the instructions below.

- (a) Use equal left and right margins of 1" (2.54 cm) and equal top and bottom margins of 0.5" (1.27 cm).
- (b) Type the body of the newsletter in Times New Roman, font size 12.
- (c) Use dropped caps, dropped two lines, where indicated.
- (d) Type shoulder headings in 14 pt. and bold.
- (e) Insert a vertical line between the two columns.
- (f) Insert a page border to the edge of the paper.
- (g) The newsletter should fit on one page.
- (h) Save as "news" and print.

A.

Buying that dream <sup>home</sup> house can be a complex, scary process. Knowledge is power when it <sub>comes</sub> to negotiating the intricacies of home prices, interest rates and mortgage loans - the more information you can gather before <sup>bold</sup> you begin the better off you will be. Be prepared!

(last 2 words in caps)

Question 4 cont'd

ISLAND PROPERTY ← Use Algerian font size 28

# NEWSLETTER

 Use word Art

Editor: Hortensia Russell

Volume 1, Number 1 July 2012

Why Choose us?

Island Property is the fastest growing property management company in the Caribbean. We do not just specialize in short and long-term rental but we have some of the most exclusive property for sale throughout the region. We know where finance is available, and how you can get the best interest

NP rates. [Our free newsletter gives you details of new properties on the market and helpful advice about selling, buying, and renting.]

Quality Staff

Our professional team of support staff includes real estate agents, property managers, administrative and maintenance staff. We want to ensure that our clients get the optimum returns on their investments while, at the same time, receive excellent customer service.

investments

insert an appropriate clip art here

Whether you are buying or selling and whatever your price range, our expert staff can provide the quality service you deserve.

(leave 2 clear lines)

Tips for first time home buyers:

Insert paragraph (A) here

New on the market! u.c. Featured properties are available for immediate occupation. Arrange and inspection without obligation. us

- **Chateau D'Predine**  
Exclusive residence for the high-end investor, panoramic views, nearby golf course and secluded beach, Aruba.
- **Sherbourne Gardens**  
5-bedroom villa, Italian-designed kitchen, dramatic seaview, Antigua.
- **Pitons Heights**  
Charming property situated on elevated lot with a stunning view of the marina. The beach is within walking distance, St Lucia.

Look out for more properties of interest in our next issue.

interesting

How to contact us:  
Jennifer Woodhouse  
Tel: (246) 825 3972 534  
Fax: (246) 534 7829  
E-mail: IPN@propsurf.com

Total 30 marks

END OF TEST

IF YOU FINISH BEFORE TIME IS CALLED, CHECK YOUR WORK ON THIS TEST.