

CARIBBEAN EXAMINATIONS COUNCIL
CARIBBEAN SECONDARY EDUCATION CERTIFICATE®
EXAMINATION

ELECTRONIC DOCUMENT PREPARATION AND MANAGEMENT

Paper 02 – General Proficiency

2 hours 20 minutes

08 MAY 2013 (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.



Answer ALL questions.

1. Question 1

Time: 35 minutes

- (a) Using the information below, create a datafile with the following fields: <Title>, <First Name>, <Last Name>, <Address 1>, <Address 2>, <Address 3>, <Course>, <Date>, <Fees>.
- (b) As a header, create a suitable letterhead with an appropriate logo for the following company:
Howells University College, Grenada Avenue, Kingston 10, Jamaica
Telephone: (907) 414 5555 Fax: (907) 414 8977 E-mail: Howells@Jam.org
- (c) Using the letterhead created, type the following standard letter in blocked style, using equal left and right margins of 2.54 cm (1").
- (d) Print a copy of the standard letter showing the fields.
- (e) Merge the datafile with the standard letter.

2. (f) Print the letters to Mr Ronaldo Morris and Mrs Silvia Finestre.

3. Mr Ronaldo Morris
5 Margate Gardens
Castries
St Lucia

INST

Sign
candi

Marketing

Tuesday, 30 July 2013

US\$5500

I her
the e:

Mrs Silvia Finestre
Bridge Road
Harmony
Antigua

Nursing

Thursday, 1 August 2013

US\$5000

GO ON TO THE NEXT PAGE

Question 1 cont'd

MLS/(your initials)

change times to
24-hour clock

Application for Entry ← caps

Thank you for applying to Howells University College. We have reviewed your application and are pleased to inform you that you have been accepted to study for a Bachelor's Degree NP in << >>. [Registration for this programme will take place in the Main Hall on << >> between 10 am and 12 noon and again from 2:00 pm to 4 pm. All fees should be paid before or on this date.

, as indicated
below,

	Course Fee	<< >>
	Registration "	JAM\$5500
	Student ID	JAM\$1900
uc	" <u>a</u> ccident policy	JAM\$3500

use
bullets

A medical form is enclosed which should be completed and submitted at registration.

do not
use
dittos

1.

Question 1 cont'd

INSERT (A) HERE

I wish also to remind you that all students entering the College are required to complete the following core courses - regardless of their ^{specialisation} ~~specialisation~~ - within the first year. caps

Course Code	Name of Course	Location	Day	Time	bold heading
LWS1	Language/Writing Skills	LA Auditorium	Mon.	9 am	
ECN4	Ethics and Citizenship	Room C105	Wed.	2 pm	
GPL5	Government and Politics	To be decided	Fri.	11:30 am 9 am	
CARC	Caribbean Culture	Room SE2	Tues.	10 am	

Please arrange this table in ~~day~~ order by day.

The College has a vibrant students' guild and we encourage you to become involved in the many extra-curricular activities that are available. Our placement² and counselling ³ staff will offer you ³ valuable advice on academic and other matters.

Question 1 cont'd

- (A) Orientation for all students will take place ~~at~~ on Friday 30 August 2013. Further details will be given to you once you have indicated yr. acceptance and all fees. ~~has been~~ (paid).

We look forward to welcoming you and hope that you have an enjoyable and rewarding experience at Howells.

Yours sincerely

Marsha L Sinckler (Mrs)
of ~~Dean~~ of Admissions Director

Total 30 marks

GO ON TO THE NEXT PAGE

Question 2

Time: 20 minutes

- (a) Type the following spreadsheet in landscape orientation. Follow all instructions.

Page 1 of 1 \leftarrow header align right

HOWELLS UNIVERSITY COLLEGE - Algerian font, size 14

Students' Grades - Semester 2 - Jan - May 2013
 - bold this line

Programme: Bachelor's Degree in Marketing

Subject Buyer Behaviour

Code: MKTG 101 u/s

Use 'output' cell style for headings

ID Number	Name	Status	Coursework Marks			Final
			Project 1	Project 2	Project 3	
12 285694	Claude Ambrose	R	70%	83%	95%	
12 578123	Ronnie Castagne	R	87%	89%	96%	
12 895213	Jacob Charv	R	78%	85%	92%	
12 745912	Paul Mayers	R	89%	87%	88%	
12 654321	Shanore Thomas	R	87%	94%	95%	
11 987654	Junior Venner	P	86%	75%	87%	

insert a formula calculate the average mark

Tutor's Signature

Insert today's date

(Centre as footer) - R: Regular DL: Day Release P: Repeat

GO ON TO THE NEXT PAGE

Question 2 cont'd

Time: 15 minutes

- (b) Type the following memorandum to The Registrar, Student Affairs. It is from the Dean of Faculty, Business Studies. Use reference MJC/(your initials) and today's date.

Student grades / course revision < initial caps bold.

As requested, you will find below the grades for those students taking the following course:

MKG101 Buyer Behaviour

COPY THE TABLE IN
THE SPREADSHEET FROM
QUESTION 2(a) HERE

You will notice that, of the Regular students, ? have achieved a final grade above 90%.

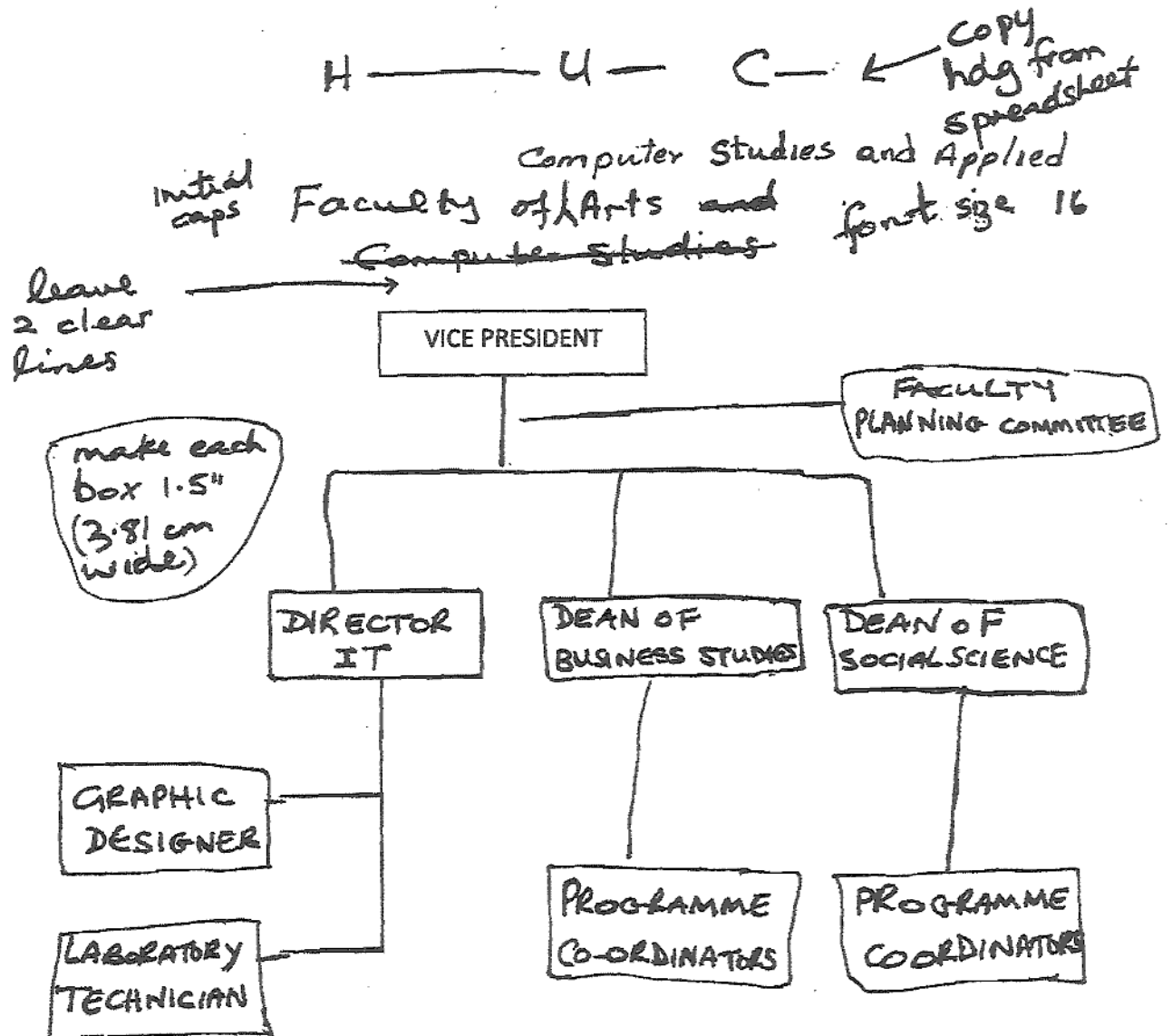
We would like to implement the new syllabus at the start of ~~the~~ January 2014.

Total 26 marks

Question 3

Time: 20 minutes

Display the following in landscape orientation.



Centre information
in boxes

italicise Prepared 30 April 2013

Total 20 marks

GO ON TO THE NEXT PAGE

Question 4

Time: 28 minutes

Complete the task below, following ALL instructions.

- (a) Set the margins at narrow or top: 0.5", bottom 0.5", left 0.5" and right 0.5".
- (b) Insert a text box.
- (c) Create two identical invitations, using the information and layout shown below.
- (d) Insert an appropriate graphic in the upper left hand corner under Ministry of Education. The graphic should have a single line border.
- (e) Ensure that both invitations are on the same side of the paper.
- (f) Save the document as invitation.
- (g) Print the invitations.

Information for the Invitation

The Ministry of Education

Font 24/Bold
All caps

ENTIRE
Document:-
Single line spacing
+ centred

Cordially invite(s) you to their annual teachers' day

Font 18/Bold
All caps

On Friday,

Cocktail reception and prize giving ceremony

Font 18/Bold
All caps

At

The Ministry of Education Recreation Centre

MOE

1 Avenue Of the Republic

October 15, 2013

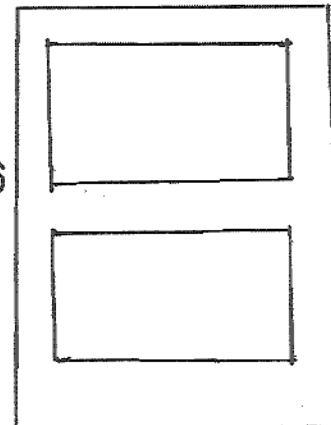
At

7:00 PM

RSVP: 223-2011 - Bold

Right align
on same line as
RSVP
Bold

Dress: Semi-formal



Total 24 marks

END OF TEST

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

01251020/F 2013