

CARIBBEAN EXAMINATIONS COUNCIL

SECONDARY EDUCATION CERTIFICATE
EXAMINATION

ELECTRONIC DOCUMENT PREPARATION AND MANAGEMENT

PAPER 02 - General Proficiency

Specimen Paper
2 hours

INSTRUCTIONS TO CANDIDATES

1. *This examination consists of FOUR tasks which you should file on the storage medium for printing out later. The invigilator will give you instructions about arrangements for printing out your documents.*
 2. *Attempt ALL questions*
 3. *Read all instructions carefully before attempting 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:

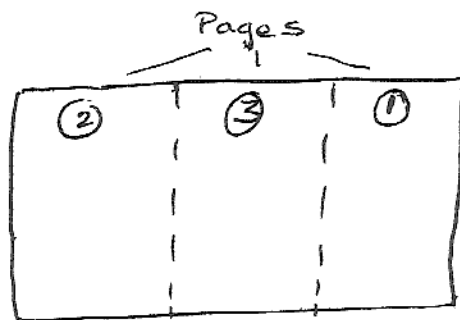
10 minutes - warm-up on the computer followed by
10 minutes - reading time.*
 5. *Report any defect in the machine to the Invigilator who will make the appropriate notation and indicate on the candidate's folder any time lost. He/She will also record this information on the Supervisors' Irregularity 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 heavily penalized.
 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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Time 25 minutes

- 1. On a full sheet of A4 paper, folded three times to form a brochure, display the following, as shown.



(Cover page on Page 1)

appropriate
 Insert [^] Clip Art Use ^{Use} Insert Word Art

Paradise Chain of Hotels Inc.

Bold & Centre

Welcomes you to the peaceful West

Looking for Sunshine

We've got it!

Looking for the Beach

We've got it!

Come and Get it → Centre & Bold

Looking for Serenity

We've got it!

email address } Place in footnote
 hotet@hoya.com }

stet Restaurants and Bar

Creole

King Cow Heel ~~Soup~~

Fish Delight
Joy's Fish Place
Beachfront Cafe

Chinese
Chin Orin
Chan's Restaurant & Bar
Lunkin Oriental Restaurant

Fast Food

KVC Fried Chicken
outlets in Murl
Sand Point and Sheville

← Tours (Sight)

Package 1

Devil's Wood Yard

Tour includes transportation, entrance fee
& lunch - \$ 35.00 per person.

Mama's Coal Pot

Package # 2

Wild Life Trust

Tour includes transportation, entrance fee and
dinner - \$ 75.00 per person

Use footer feature

All prices are quoted in US\$

Page 3

Emergency Numbers

Fire	1133	} CENTRE
Police	1122	
Hospital	1155	
Ambulance	1144	

Place in
Text
Box

Published by
Adams, King & Thomas
Stratford, London
Debbie Chase Street

Taxi Services

King taxi	2253	} Layout in Alphabetical order
Thomas cabs	3694	
Adams Limos	5555	

GO ON TO THE NEXT PAGE

Time 20 minutes

2. Type the table below, using a spreadsheet. List the hotels in alphabetical order. Align figures in the columns and show all lines in the table.

HOTEL	ROOM RATES*			
	SINGLE	DOUBLE	SUPER DELUXE	SUITE
	US\$	US\$	US\$	US\$
Beacon Beach House	25.00	36.00	75.00 50.00	75.00
Penguin Hotel	30.00	55-	75 -	100.0
Beacon Hotel	33.00	50.00	75.00	150.00 145.00
Coconut Cave Hotel	35.00	50.00	75.00	100.00 125.00
Sand Silver Hotel	35.00	60.00	75.00	150.00
Netherfun Guest House	20.00 40.00	65.00	90.00 80.00	140.00
Pegasus Hotel	75.00	⁵ 89 .00	95.00	175.00

Please insert

* - VAT not included

THIS TABLE SHOULD be exported
to the letter after ^{the second} paragraph 1

GO ON TO THE NEXT PAGE

Time 25 minutes

Type the following letter to Mr Stephen Farrell, the manager of Travelspan, 4400 Golden Court, Arima. Insert today's date, using the date and time feature.

Dear Mr Farrell, use fully blocked style

As you have noticed, we continue to maintain ^{low} good prices and a high standards that you and customers have come ~~acc~~ to expect from our company

Brochure → We are pleased to send our latest brochure and schedule of hotel accommodations and rates for the summer 2004.

Please ~~us~~ send your expected schedule ~~of~~ of cruise ships that will be docking in our region during the upcoming season, so that we can offer you even better rates - a ^{new} ~~revised~~ package

→ INSERT TABLE from Spread sheet
 As you have noticed, it will be very difficult for any of our clients ~~customers~~ competitors to offer better rates, while maintaining the

GO ON TO THE NEXT PAGE

high standard. Our chain of hotels offer a wide range of services including tour packages, ^{care child} free ~~baby~~ services, pool and spa facilities and ^{award} not to mention our winning golf _{NP} course. We promise that all visitors will experience a once in a life time opportunity

Yours truly, Winter Brown-shoes,
Marketing Manager

Ref: WBS/mt — Place before date:

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Question No 2.

Candidate No.

PARADISE CHAIN OF HOTELS INC
HEAD OFFICE HAROLD LINE
SAN CHURCH
BARBADOS
TELEPHONE# 555-1166, FAX# 555-1177
E-mail hotel@hoya.com

GO ON TO THE NEXT PAGE

Time 30 minutes

3. Instructions for Manuscript

Type the following document in double line spacing, using margins of 1.5" and 1".

A golden wonder or a fruit to be
careful of? } blocked
caps

GRAPEFRUIT

Grapefruits are among the most popular citrus fruits in the Caribbean region.

They are commonly eaten by many people and are considered a good source of vitamin C and other ^{vitamins and} ~~protein~~ minerals. Thousands of people drink grapefruit juice with meals as a healthy thirst drink quencher. However, events of the recent months mean that persons taking certain ^{ation} ~~use~~ medication needed to be careful about their intake of grapefruit juice, because of the possibility of drug food interaction.

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drug-food interactions. Age, nutrition diseases and other factors also affect this drug metabolism. This may have serious implications for some patients, well beyond an increase or decrease in effectiveness of the drugs involved.

MINIMIZING YOUR RISK

Take the following precaution to minimize your risk of adverse effects when consuming grapefruit or its juice.

- x 2. Avoid taking any ^{drug} ~~medicine~~ with grapefruit until you have talked to your Doctor or Pharmacist. Fruits and ^{fruit} ~~veg.~~ juices, other than grapefruit such as ~~or~~

ie Apple juice, can be consumed instead

7/11 →

1. If you are taking medication for any of the conditions listed thus far, do not drink grapefruit juice or eat in any form until you communicate with your doctor and your pharmacist about the potential for ^{adverse} reaction

3. Read the labels on foods and natural health products to make sure they Do Not contain grapefruit or its juice or Seville oranges. ie

{ Take the following precautions to minimize your risk of adverse effects when consuming grapefruit or its juice }

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Time 20 minutes

4. You are required to produce an invitation to an Opening Ceremony with the following information.

The Manager and Staff
Of Rocky High Hotel
Request the company of
To their Opening Ceremony
On Thursday 6 March 2003 at 6 p.m.
At Boredon Street, Basseterre
RSVP: 466-7148

- (a) Open a new document file with the name 'INVITE'.
- (b) Format the document to two-columns with landscape orientation for A4 paper and set the right and left margins to ½" or 2.0 cms.
- (c) Format the text to Times New Roman in Italics.
- (d) Create and center the invitation in Column 2 of your document.
- (e) Use right-alignment for, 'RSVP: 466-7148'.
- (f) Place 3 line spaces between 'the company of' and 'to their Opening Ceremony'.
- (g) Name the Document 'INVITE 1'.
- (h) To run a mail merge, create a data file containing FOUR records and name the file 'INVITE 2'. Enter the first record as Ms Joan Wright and add three other names of your choice to the other records.
- (i) Merge the files to produce invitations for the four names in your data file. Save this final document as 'INVITE 3'.

NOTE: The files 'INVITE 1, INVITE 2 AND INVITE 3', must be printed at the end of the examination.

(15 marks)

END OF TEST