CANDIDATE – PLEASE NOTE!

PRINT your name on the line below and return this booklet with your answer sheet. Failure to do so may result in disqualification.

_____

FORM TEST CODE

CARIBBEAN EXAMINATIONS COUNCIL

CARIBBEAN SECONDARY EDUCATION CERTIFICATE® EXAMINATION

ELECTRONIC DOCUMENT PREPARATION AND MANAGEMENT

Paper 01 – General Proficiency

1 hour 30 minutes

02 JUNE 2017 (a.m.)

READ THE FOLLOWING INSTRUCTIONS CAREFULLY.

1. This test consists of 60 items. You will have 1 hour and 30 minutes to answer them.

2. In addition to this test booklet, you should have an answer sheet.

3. Each item in this test has four suggested answers lettered (A), (B), (C), (D). Read each item you are about to answer and decide which choice is best.

4. On your answer sheet, find the number which corresponds to your item and shade the space having the same letter as the answer you have chosen. Look at the sample item below.

   Sample Item

   The MOST appropriate salutation for a business letter is

   (A) Hi James
   (B) Dear Mrs Ali
   (C) My Dear Solomon
   (D) To All Staff Members

   Sample Answer

   The best answer to this item is "Dear Mrs Ali", so (B) has been shaded.

5. If you want to change your answer, erase it completely before you fill in your new choice.

6. When you are told to begin, turn the page and work as quickly and as carefully as you can. If you cannot answer an item, go on to the next one. You may return to that item later.

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

Copyright © 2016 Caribbean Examinations Council
All rights reserved.

Items 1–3

Some of the following sentences contain errors of punctuation or capitalization. Some of them are correct. Select the letter (A), (B) or (C) to identify the error. Select (D) if there is no error.

1. Several boys participated in the boat race, Stephen, Amir, Raoul **and** James. NO ERROR
(A) (B) (C) (D)

2. The final stop on the itinerary is port of Spain, Trinidad **and** Tobago. NO ERROR
(A) (B) (C) (D)

3. "Why **can't** you come to the fair**?**" she asked. NO ERROR
(A) (B)(C) (D)

Items 4 – 10 refer to the following incomplete sentences. Choose the word or words to BEST complete EACH sentence.

4. Although students are being reminded on several occasions, ... are still a few students who still bring ..... phones into the examination room.

(A) their, they
(B) they, their
(C) there, their
(D) they, there

5. Last week, Samud and I ..... our birthdays with a visit to the museum.

(A) celebrate
(B) celebrated
(C) celebrates
(D) celebrating

6. After the concert, the students could not remember ..... the school bus was parked.

(A) ware
(B) wear
(C) whare
(D) where

7. Everyone was ..... when Mr Richards announced that the practical examination was postponed.

(A) releved
(B) relieved
(C) releived
(D) releeved

8. The students in Mrs Roberts' class were pleased with their ..... on the Mathematics test.

(A) achevements
(B) achievments
(C) achievements
(D) acheivements

9. Makada wrote ..... headings for each column.

(A) separate
(B) seperate
(C) seperete
(D) separete

10. Bus ..... for physically challenged students is subsidized by the government.

(A) fear
(B) fair
(C) fare
(D) feer

11. Which of the following abbreviations may be used in a manuscript to represent the word 'necessary'?

(A) necy
(B) neccy
(C) necry
(D) nesry

12. Which of the following words is represented by the abbreviation 'sh' in a manscript?

(A) shall
(B) shell
(C) should
(D) shout

13. In which of the following components can the CPU, ROM and RAM be found?

(A) Hard drive
(B) Hard board
(C) Motherboard
(D) Memory stick

14. Which of the following is NOT a peripheral device?

(A) Mouse
(B) Speaker
(C) Keyboard
(D) Floppy disk

15. Which of the following devices may be classified as BOTH input and output?

(A) Mouse
(B) Webcam
(C) Keyboard
(D) Headphones

16. Which of the following printers is MOST suitable for producing monthly bills in duplicate for a company which has more than 5000 customers?

(A) Laser
(B) Inkjet
(C) Thermal
(D) Dot matrix

17. Which of the following devices is used to read pencil or pen marks on a multiple-choice answer sheet?

(A) POS
(B) OMR
(C) OCR
(D) MICR

18. Which of the following storage media **normally** requires a USB connector?

(A) Flash drive
(B) Cloud drive
(C) Compact disk
(D) Memory card

19. Which of the following software is used to boot a computer?

(A) Utility
(B) System
(C) Firmware
(D) Application

20. Mary is producing an electronic presentation for the CEO who will be travelling shortly and wishes to take the presentation with him.

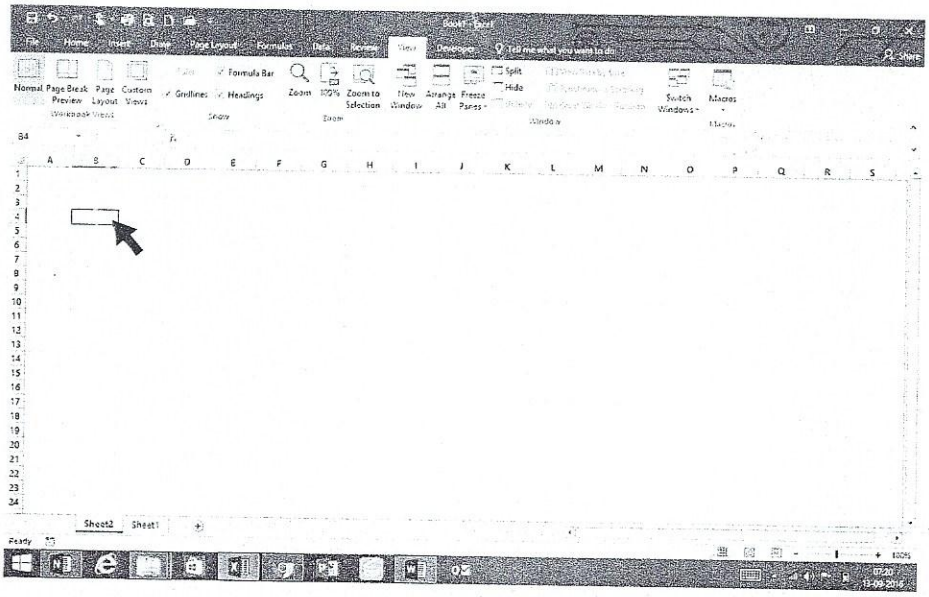
What is the MOST appropriate media for Mary to store the presentation on?

(A) Compact disk
(B) Floppy disk
(C) Hard drive
(D) Flash drive

21. Repetitive strain injury may be avoided by

(A) typing with an ergonomic keyboard
(B) changing the location of the computer
(C) covering the CPU after use
(D) using a screensaver

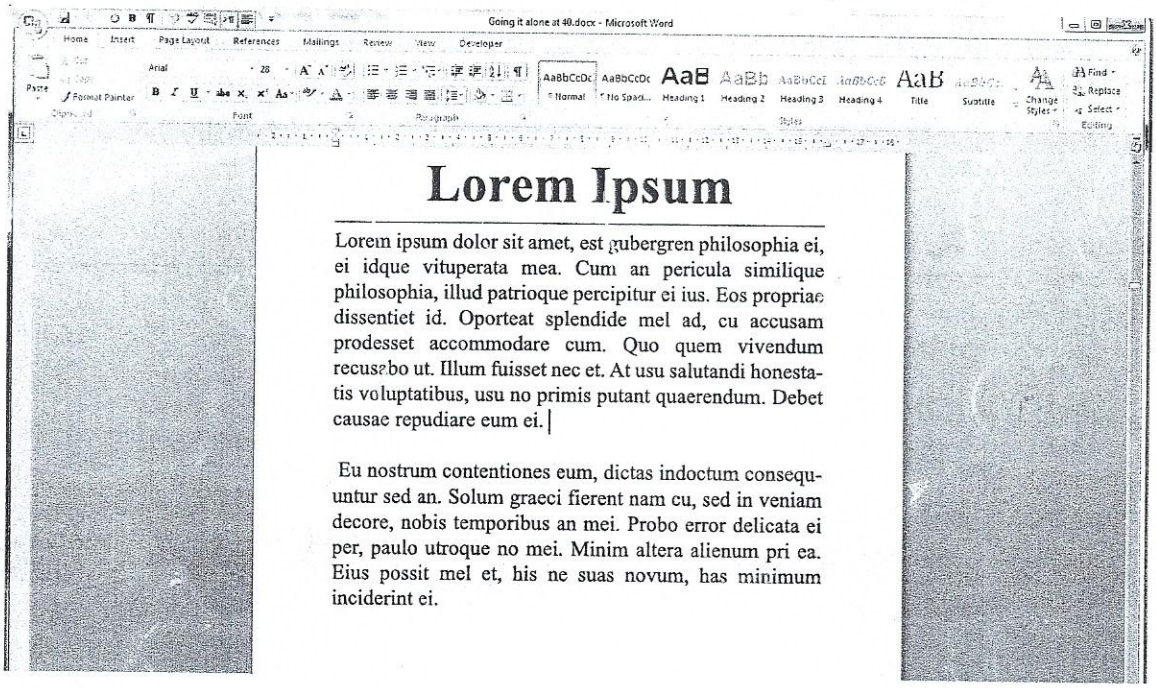
Item **22** refers to the following screenshot.



22. The correct term for the rectangle indicated by the arrow is

(A) active cell
(B) name box
(C) status bar
(D) formula bar

Items 23–24 refer to the following screenshot.



23. The vertical line at the end of paragraph 1 indicates

(A) the last character that was typed
(B) the end of the first paragraph typed
(C) where the next character to be typed will go
(D) the paragraph that has been selected

24. Which paragraph alignment has been applied?

(A) Left
(B) Right
(C) Centre
(D) Justified

25. The cell reference A10:A13 refers to cells located in

(A) column A, namely A10 and A13
(B) row A, columns 10 to 13, inclusive
(C) column A, rows 10 to 13, inclusive
(D) column A, rows 1 to 10 and 10 to 13

26. The purpose of the freeze panes feature of a spreadsheet is to

(A) hide the row or column
(B) keep the row or column headings visible
(C) insert the absolute value of formulas
(D) keep the font size of a value in a field constant

27. Which of the following will determine the special effects seen as a screen changes from one slide to another?

(A) Outlines
(B) Animations
(C) Transitions
(D) Pointer options

28. Which of the following features is used to create a presentation with a consistent appearance on all slides?

(A) Animation
(B) Slide master
(C) Design template
(D) Auto correct wizard

29. At the end of a business letter, five blank lines are inserted before the writer's name for the

(A) salutation
(B) typist's initials
(C) writer's signature
(D) enclosure notation

30. Which of the following is the correct formula to subtract the value in cell G1 from the value in cell C2?

(A) =C2−G1
(B) =G1−C2
(C) =SUB(G1:C2)
(D) =DIFF(G1:C2)

31. The preprinted contact information on a company's business stationery is called the

(A) footer
(B) header
(C) template
(D) letterhead

32. The minutes of a meeting

(A) give notice of an upcoming meeting
(B) list the decisions taken at the meeting
(C) list items to be discussed at the meeting
(D) summarize what has taken place at the meeting

33. Which of the following is MOST appropriate for a secretary to use to transmit a message to members of staff about a social event?

(A) Fax
(B) Letter
(C) Notice
(D) Agenda

34. An advantage of using the Internet for research is that

(A) the data have been written by experts in the field
(B) it is readily available and users can access the latest research
(C) the data are always reliable and available to multiple users
(D) it is up-to-date and the data can be saved by copying and pasting

35. The abbreviation WWW represents

(A) Word Wild Web
(B) Word Wide Web
(C) World Wide Web
(D) World Wild Web

36. In the URL http://www.toys.com, the phrase 'toys.com' represents the

(A) extension
(B) domain name
(C) company name
(D) Internet company

37. Electronic mail may be transmitted using a

(A) printer
(B) telephone
(C) computer
(D) fax machine

38. Telecommuting can be BEST described as

(A) using telephones to market products
(B) travelling between home and the traditional office
(C) establishing a communication link between companies
(D) working from a remote location outside of a traditional office

39. An electronic mail (e-mail) was sent with the addresses of Joe and Paula in the CC field and Maria in the BCC field. The individual receiving the e-mail knows that it was sent to

(A) Joe, Paula and Maria
(B) Joe but not Paula and Maria
(C) Joe and Paula but not Maria
(D) Maria but not Joe and Paula

40. Which of the following are advantages of using electronic mail (e-mail) instead of postal mail?

I. Speed of delivery
II. Access from any location
III. Receipt of bulk mail from unknown sources

(A) I and II only
(B) I and III only
(C) II and III only
(D) I, II and III

41. Which of the following factors should be considered when sending communication about a pending storm?

(A) Location
(B) Efficiency
(C) Degree of urgency
(D) Level of confidentiality

42. The MAIN difference between a blog and a traditional website is that a blog

(A) is updated frequently
(B) can be used for marketing
(C) has more up-to-date content
(D) can only be accessed by a single user

43. Which of the following is an advantage of an electronic filing system compared with a manual filing system?

(A) It takes up less space.
(B) It is cumbersome to work with.
(C) It can be accessed if there is no electricity.
(D) It is time-consuming to search for a document.

44. Which of the following storage systems would be MOST suitable for a client register in a large organization?

(A) Electronic
(B) Microfilm
(C) Image based
(D) Paper based

45. Which of the following strategies would BEST reduce the risk of invasion to privacy over the Internet?

(A) Set the browser to disallow cookies.
(B) Use encryption techniques during transmission.
(C) Change the Internet service provider regularly.
(D) Increase the level of security settings on the browser.

46. In document management, a retention schedule details

(A) the way a document is created, filed and maintained
(B) how the original document is to be created and stored
(C) any activity that needs to be scheduled ahead of the time of destruction
(D) the length of time each document will be kept as an active record

47. Which of the following would BEST guard computers against viruses?

(A) Installing anti-virus programs
(B) Installing computer security devices
(C) Servicing the computer devices regularly
(D) Hiring an expert to search for viruses on the system

48. Which of the following should be used to keep track of different versions of a document?

(A) Track change
(B) Track control
(C) Version control
(D) Version manager

49. Which of the following features is MOST appropriate for sorting files in a folder to identify the latest versions?

(A) Size
(B) Date
(C) Type
(D) Name

50. Which of the following is located at the LOWEST level of the file structure in an electronic filing system?

(A) File
(B) Drive
(C) Folder
(D) Sub-folder

51. The document which is used as a guide to destroy the original hard copy content of a file after scanning is called a

(A) service contract
(B) vendor contract
(C) retention schedule
(D) disposal schedule

52. Which of the following is an example of a literary work?

(A) Poem
(B) Dance
(C) Movie
(D) Painting

53. Using someone else's idea or words without properly documenting the original source is known as

(A) editing
(B) copyright
(C) plagiarism
(D) misquoting

54. Which of the following is the correct APA style referencing format when the information is sourced from a book?

(A) Last Name, Initial (year). Title of Book, Publication Data.
(B) Publication Data. Title of Book. (year). Last Name, Initial.
(C) (Year). Title of Book. Last Name. Initial. Publication Data.
(D) Title of Book. (Year). Publication Data. Last Name, Initial

55. Which of the following lists is placed at the end of a research paper and includes information on the titles of sources and their authors, and publication data?

(A) Citation
(B) Quotation
(C) Summary
(D) Bibliography

56. Which of the following characteristics is NOT considered a work ethic?

(A) Posture
(B) Attitude
(C) Integrity
(D) Behaviour

57. Which of the following practices is NOT a desired habit in the workplace?

(A) Recognizing diversity
(B) Respecting the rights of others
(C) Wearing the appropriate attire
(D) Sharing confidential information

58. Johan comes to work on time every day and is only absent from work with permission. Under which of the following categories could Johan be awarded?

(A) Punctuality and regularity
(B) Productivity and regularity
(C) Attendance and obedience
(D) Cooperation and punctuality

59. Which of the following are NOT protected by copyright?

(A) Films
(B) Books
(C) Inventions
(D) Broadcasts

60. Which of the following symbols indicates that a literary work is protected by copyright?

(A) 

(B) 

(C) 

(D) 

END OF TEST

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