FORM TP 2016062

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MAY/JUNE 2016

CARIBBEAN EXAMINATIONS COUNCIL

CARIBBEAN SECONDARY EDUCATION CERTIFICATE®
EXAMINATION

ELECTRONIC DOCUMENT PREPARATION AND MANAGEMENT

Paper 01 – General Proficiency

THEORY

1 hour

READ THE FOLLOWING INSTRUCTIONS CAREFULLY.

1. This paper consists of TEN questions.
2. Attempt ALL questions.
3. Write your answers in the spaces provided in this answer booklet.
4. Number each answer correctly.
5. Do NOT write in the margins.

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

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Answer ALL questions.

1. Read the passage below and then answer the questions which follow.

Mary, a high school student, needed to purchase an electronic device for storing and processing (a)
data. She was uncertain whether to purchase a small portable microcomputer with a screen that (b)
closes over the keyboard or a device that has a screen on which the user can write using a stylus. (c)
One major requirement was that it should have a high-capacity, self-contained storage device. (d)

In the spaces below, indicate ONE word which may be used to replace EACH of the underlined phrases.

(a) .....

(b) .....

(c) .....

(d) .....

Total 4 marks

2. (a) Define the term 'cloud storage'.

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.....

.....

(1 mark)

(b) Identify ONE portable storage medium.

.....

.....

(1 mark)

Total 2 marks

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3. State ONE situation where EACH of the following features is used in a document.

(a) Header

.....

.....

(1 mark)

(b) Footnote

.....

.....

(1 mark)

Total 2 marks

4. Read the following passage carefully and then answer the questions which follow.

Jason had an assignment for school. The day before the assignment was due, he realized that he had not done it. Jason knew his brother had done a similar assignment two years previously. Jason found his brother's assignment, made a few minor adjustments and submitted it as his own.

(a) What is the term used to describe what Jason did?

.....

.....

(1 mark)

(b) List TWO guidelines that Jason should have followed to avoid this.

(i) .....

.....

(ii) .....

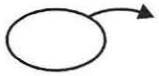
.....

(2 marks)

Total 3 marks

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5. (a) What is meant by EACH of the following symbols used in document preparation?

	Symbol	Meaning
(i)		
(ii)		
(iii)		
(iv)	π	

(4 marks)

(b) Expand EACH of the following abbreviations.

	Abbreviation	Expansion
(i)	shd	
(ii)	wl	
(iii)	a/c	
(iv)	bn	

(4 marks)

Total 8 marks

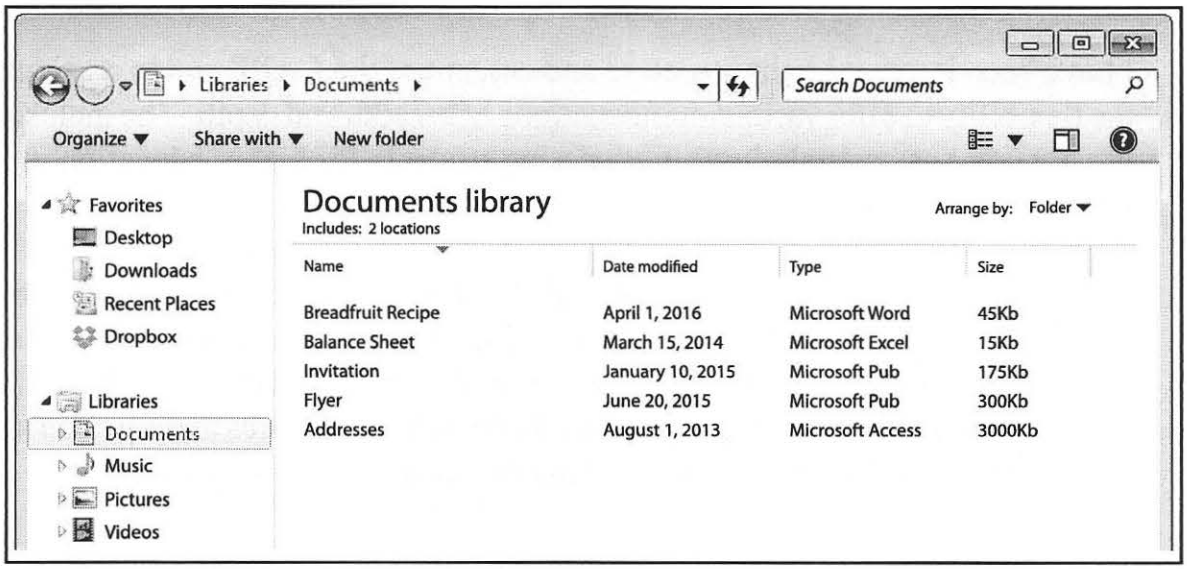


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6. Carefully examine the diagram below and then answer the questions which follow.



(a) List the files shown in the diagram above in chronological order based on the metadata, *date modified*.

.....

.....

.....

.....

.....

(4 marks)

(b) List FOUR types of metadata other than *date modified*.

(i) .....

(ii) .....

(iii) .....

(iv) .....

(4 marks)

Total 8 marks

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7. There are spelling errors in the passage below. Read the passage carefully and then answer the questions which follow.

I have been imprest by the structure and content of the CAPE and in particular the flexibility to offer various combanations of breadth and depth. The inclusion of core courses is also helpful in preparing students for higher education in an international context.

In examining the syllabus content and duration of CAPE courses, we have concluded that the qualifications resulting from two-subjick courses are comparable to GCE Advanced levell i.e. in Accounting, Biology, Chemistry, French, History, Literatures in English, Mathematics, Physics and Spanish and should be acceptible entry qualifications for most degree programes.

(a) Circle the errors in the passage above. **(5 marks)**

(b) Write the corrected version for EACH of the errors circled in (a) above. One example has been completed for you.

Error	Correction
levell	level

(5 marks)

Total 10 marks

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8. (a) State TWO examples of EACH of the following types of software.

(i) Application software

.....

.....

(2 marks)

(ii) Operating systems software

.....

.....

(2 marks)

(b) Explain the difference between application software and operating systems software.

.....

.....

.....

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.....

.....

(2 marks)

Total 6 marks

9. Identify TWO types of documents used in data processing.

.....

.....

(2 marks)

Total 2 marks

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10. In the table below, indicate what type of display should be used to produce EACH task. The first one has been completed for you.

	Document	Simple Display	Advanced Display
	Invitation	√	
(a)	Flowchart		
(b)	Menu		
(c)	Newsletter		
(d)	Leaflet		
(e)	Columnar		

(5 marks)

Total 5 marks

END OF TEST

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

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