FORM TP 2020061

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.

TEST CODE **01251010**

MAY/JUNE 2020

CARIBBEAN EXAMINATIONS COUNCIL

CARIBBEAN SECONDARY EDUCATION CERTIFICATE® EXAMINATION

ELECTRONIC DOCUMENT PREPARATION AND MANAGEMENT

Paper 01 – General Proficiency

1 hour 30 minutes

29 MAY 2020 (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.

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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. "I am going to live with my father in Jamaica;" Kasia whispered, "and I won't come back
(A) (B) (C)
here." NO ERROR
(D)

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

3. "Although we read the book." said Alice, we were still confused on the test. NO ERROR
(A) (B) (C) (D)

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

4. The principal ..... the students to walk with their own water.

(A) advice
(B) advise
(C) advised
(D) adviced

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

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

6. Sharie and her assistant prefer to type the letters .....

(A) theirself
(B) themself
(C) theirselves
(D) themselves

7. Nathan who recently won a ..... gave an inspiring speech at the graduation .....

(A) scholarship, cermony
(B) scholarship, ceronmy
(C) scholarship, ceremony
(D) schoolarship, ceremony

8. Since the students ..... themselves, they were rewarded.

(A) behave
(B) behaves
(C) behaved
(D) behaving

9. All the students who sat the History exam last week and ..... a passing grade were ..... by their teacher.

(A) received, congratlated
(B) received, congratulated
(C) received, congratuated
(D) received, cangratulated

10. The Caribbean Kite Festival was postponed due to the inclement ..... conditions.

(A) whether
(B) waether
(C) weather
(D) wheather

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 'ffly' in a manuscript?

(A) fulfil
(B) fulfiling
(C) fearfully
(D) faithfully

13. A visual display unit is BEST categorized as

(A) input
(B) output
(C) backup
(D) storage

14. Which of the following is NOT an operating system?

(A) Linux
(B) Mac OS
(C) Windows
(D) MS Office

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

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

16. Which of the following should be given the MOST consideration if a company is desirous of designing an office that is ergonomically efficient?

(A) Employees' personal attire
(B) Employees' personal desire
(C) Types of office furniture being used
(D) Types of office equipment being used

17. Prolonged viewing of a computer monitor may result in health problems. Which one of the following would MOST likely prevent this injury?

(A) A screen flicker
(B) An anti-glare screen
(C) An ergonomic foot rest
(D) An ergonomic keyboard

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

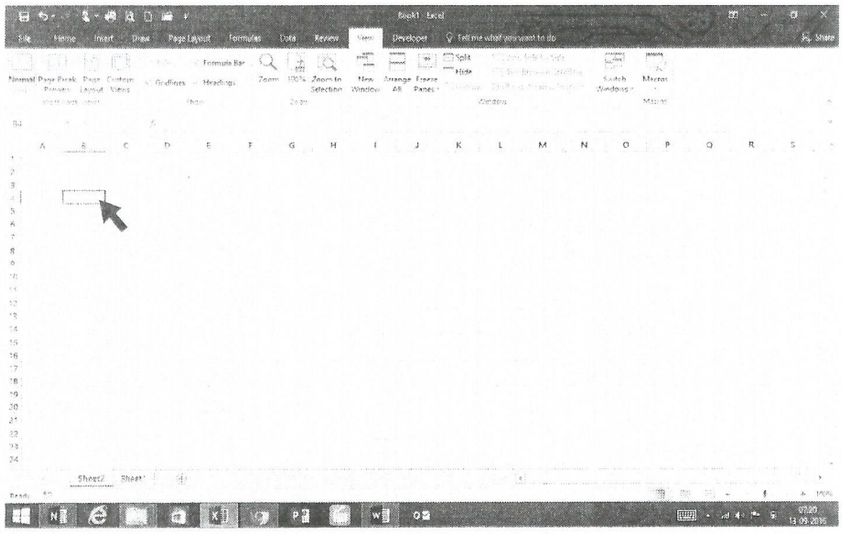
20. Computer software is BEST defined as

(A) the process of executing the functions of the computer
(B) the process of performing calculations and electronic communication
(C) a set of instructions that perform a specific task when executed by a computer
(D) a set of instructions that accepts, processes and stores data for later use

21. Repetitive strain injury may be avoided by

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

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



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

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

Items 23–24 refer to the following diagram.



23. Which of the following devices is used to read the data?

(A) Mouse
(B) Scanner
(C) Joy stick
(D) Keyboard

24. Which of the following gives a distinct ADVANTAGE to this data capture method?

(A) Automatically shows which options have been chosen
(B) Automatically processes information
(C) Enables automatic coding of manufactured products
(D Enables automatic itemized billing of items purchased

25. What does the proofreader's mark ( ) denote?

(A) Close up
(B) New heading
(C) Insert a number
(D) Leave a space

Item 26 refers to the following extract from a document.

The Staff Welfare Committee meeting will be held on Monday the 22nd November, at 10.30 a.m. ~~or Monday the 27th November, at 2.30 p.m.~~ All the members will be informed by email about the exact date and time of the meeting.

26. Which of the following manuscript signs should be used in extract above?

(A) Trs.
(B) Stet.
(C) ^/
(D) #

27. Which of the following is the MOST efficient input device that can be used to capture data electronically?

(A) Barcode reader
(B) Trackball
(C) Keyboard
(D) Mouse

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

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30. Which of the following shows the correct order for the headings in a memorandum?

(A) To, From, Subject, Date
(B) To, From, Date, Subject
(C) From, Subject, Date, To
(D) From, Signature, Date, To

31. Which of the following fields would be the BEST choice for the key field of a student's performance record system in a school?

(A) Surname
(B) Date of birth
(C) Telephone number
(D) Admission number

32. The minutes of a meeting are required to

(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. The document stating what is to be accomplished during a meeting is the

(A) agenda
(B) schedule
(C) memorandum
(D) attendance sheet

34. In which of the following letter styles should the layout of ALL components start at the left margin?

(A) Blocked
(B) Indented
(C) Semi-blocked
(D) Modified blocked

35. Which of the following items are normally located on a firm's letterhead?

I. Name and address of the firm
II. Telephone and fax number
III. Salutation of the recipient

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

36. Which of the following is NOT a legal document?

(A) Will
(B) Lease
(C) Agreement
(D) Specification

37. Electronic mail is transmitted using a

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

38. A website-to-website connection normally uses a

(A) modem
(B) monitor
(C) hyperlink
(D) hypertext

39. Which of following is NOT a form of electronic communication?

(A) Weblogs
(B) Facsimile
(C) Courier mail
(D) Teleconferencing

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40. Which of the following are normally used when sending an electronic mail?

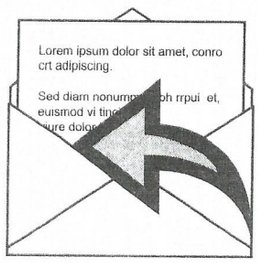
I. Reference
II. Subject
III. To

(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

Item **42** refers to the following icon.



42. Which of the following activities is associated with the email icon above?

(A) Send a file
(B) Create a file
(C) Forward a mail
(D) Reply to a mail

43. A document that is used for the initial recording of data relating to business transactions is called a

(A) source document
(B) template document
(C) turnaround document
(D) machine-readable document

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

(A) Electronic
(B) Microfiche
(C) Paper-based
(D) Magnetic tape

45. Which of the following strategies would BEST reduce the risk of invasion of 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. The BEST mechanism to secure files against corruption and uncontrolled access is

(A) a virus
(B) a password
(C) encryption
(D) restricted retrieval

47. Which of the following gives a distinct ADVANTAGE of electronic filing?

(A) Duplication of data
(B) Excessive maintenance
(C) Increased efficiency and speed
(D) Increased staff and technologies

48. Which of the following devices is BEST used to capture responses directly from a questionnaire?

(A) Data reader
(B) Document reader
(C) Information reader
(D) Transforming reader

49. Which of the following is used as a guide in scheduling when the content of a file should be destroyed?

(A) Filing
(B) Service
(C) Retention
(D) Destruction

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

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

51. Which of the following include(s) characteristics such as honesty, trustworthiness and having strong moral principles?

(A) Skills
(B) Beliefs
(C) Integrity
(D) Attributes

52. Which of the following 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

53. Which of the following actions would be illegal under the Copyright Act?

(A) Asking the owner permission to use one of his photographs in a book you are writing
(B) Citing a quotation in an assignment
(C) Purchasing an original movie and making a copy for a friend
(D) Preparing a bibliography of books that you used in an assignment

54. Which of the following is the correct APA 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

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56. Which of the following is an example of literary work?

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

57. To prevent plagiarism researchers should

I. obtain approval for using another person's work
II. copy and paste information from the Internet
III. cite the work in a bibliography

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

Item **58** refers to the following extract.

The way in which employees interact with customers and demonstrate the ability to treat others politely and professionally.

58. Which elements of a desirable work approach are described in the extract?

(A) Personal integrity and willingness
(B) Respect for others and courtesy
(C) Respect for others and willingness
(D) Courtesy and cooperation

59. The illegal copying, distribution or sale of proprietary software is known as

(A) computer fraud
(B) computer theft
(C) software fraud
(D) software piracy

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.