FORM TP 2021061

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 2021

CARIBBEAN EXAMINATIONS COUNCIL

CARIBBEAN SECONDARY EDUCATION CERTIFICATE® EXAMINATION

ELECTRONIC DOCUMENT PREPARATION AND MANAGEMENT

Paper 01 – General Proficiency

1 hour 30 minutes

28 MAY 2021 (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 may 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. When we heard the calypso "Senses", at the Penville Oval, we could not help but dance.
(A) (B) (C)
NO ERROR
(D)

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

3. After waiting for some time in the terminal, the old man asked, "what time is the bus to
(A) (B)
Bridgetown scheduled to arrive?" NO ERROR
(C) (D)

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

4. The tour guide ..... the students to walk with their own water.

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

5. There will be a ..... match at the stadium to determine who reigns supreme in netball this year.

(A) tantilizing
(B) tantillizing
(C) tantalizing
(D) tantallizing

6. There is little doubt that air travel plays a ..... role in the development of our Caribbean culture.

(A) vital
(B) strong
(C) partial
(D) serious

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. It really helped to drive home the message that young people were tired of being ..... by the marketing ploys of big tobacco companies.

(A) upset
(B) targeted
(C) subdued
(D) encouraged

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

(A) mtg
(B) mng
(C) mtn
(D) meg

12. Which of the following words is represented by the abbreviation 'recd' in a manuscript?

(A) Record
(B) Rescind
(C) Respond
(D) Received

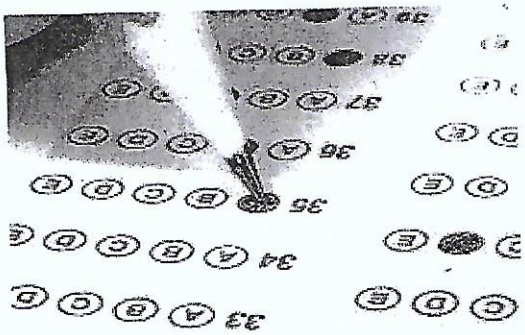
13. In which of the following components of a computer system can the CPU, ROM and RAM be found?

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

14. Which of the following groups represents ONLY output devices?

(A) Printer, monitor, keyboard
(B) Printer, monitor, scanner
(C) Mouse, printer, speaker
(D) Plotter, printer, speaker

Item 15 refers to the following diagram.



15. Which of the following data capture methods does the diagram represent?

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

16. Which of the following printers is MOST suitable for printing multi-form sheets?

(A) Laser
(B) Plotter
(C) Inkjet
(D) Dot-matrix

17. One way to avoid repetitive strains or injuries due to prolonged viewing of a computer monitor is to use

(A) a screen flicker
(B) an anti-glare screen
(C) an ergonomic mouse
(D) an ergonomic keyboard

18. Which of the following storage media can ONLY be used with a USB connector?

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

19. Which of the following types of 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 use to store the presentation?

(A) Compact disk
(B) Cloud storage
(C) Hard drive
(D) Flash drive

21. Private cloud storage may BEST be described as a service that is

(A) provided to many organizations at a high cost
(B) free of cost and available to many organizations over the internet
(C) dedicated to one organization and available to authorized persons
(D) less costly than traditional means and available only in certain regions

22. Not overloading electrical outlets in the office would be considered

(A) a health practice
(B) a safety practice
(C) an ergonomic factor
(D) general care of hardware

Item 23 refers to the following barcode?

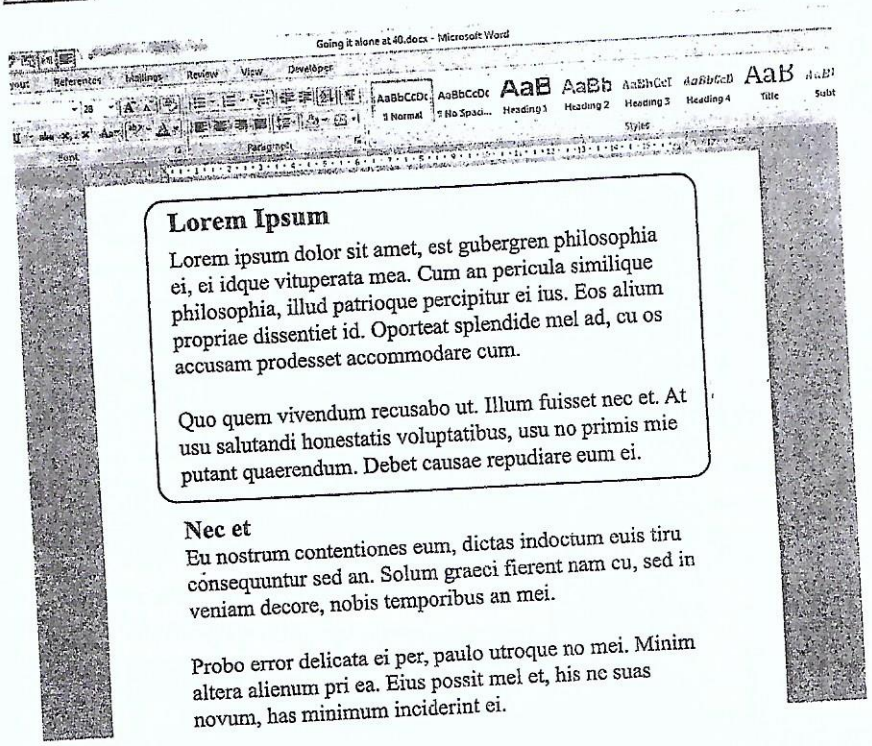


23. Which of the following BEST explains the use of the barcode?

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

GO ON TO THE NEXT PAGE

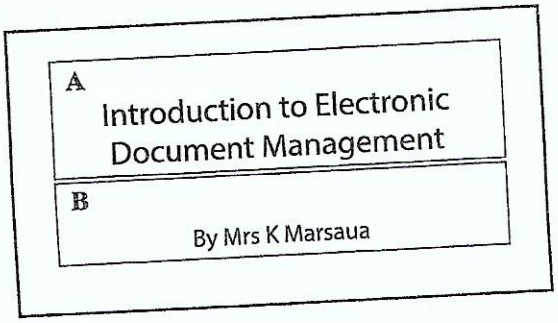
Item 24 refers to the following screenshot.



24. Which paragraph alignment has been applied?

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

Items 25–26 refer to the following image.



25. At which stage of a presentation would the image above appear?

(A) The beginning
(B) First half
(C) Second half
(D) The end

26. The steps to add the main heading 'New Syllabus' are

(A) double click on Rectangle A and type the text
(B) double click on Rectangle B and type the text
(C) right click on Rectangle A and type the text
(D) click on Rectangle B and type the text

27. Which of the following is NOT a formatting feature in word processing?

(A) Page break
(B) Page length
(C) Page numbering
(D) Page alignment

28. Copying a paragraph and pasting it in another document is an example of

(A) editing
(B) merging
(C) formatting
(D) paragraphing

29. The function that produces the smallest number in a series is

(A) Min ()
(B) Sum ()
(C) Max ()
(D) Average ()

30. Producing information from queries and tables in a specific format that can be printed from a database is done in the form of

(A) a file
(B) a query
(C) a report
(D) an object

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

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

Item 32 refers to the following extract from a spreadsheet.

	A	B	C	D	E	F	G
1							
2		17					
3		35					
4		45					
5		39					
6							
7							

32. Which of the following formulas should be placed in Cell B7 to produce the sum of the values from B2 to B5?

(A) =ADD (B2:B5)
(B) =SUM (B2:B5)
(C) =SUM (B1:B6)
(D) =COUNT (B2:B5)

33. Which of the following predefined functions in a spreadsheet can be used to arrange a set of scores in a given order?

(A) Sort
(B) Rank
(C) Vlookup
(D) Hlookup

Item 34 refers to the following section of a spreadsheet containing examination results in four subjects for Peace Valley High School

Peace Valley High School
Business Department Exam Results

A	B	C	D	E	F	G
	NAME	POB	POA	EDPM	OA	AVERAGE SCORE
1	Martin	33	24	19	44	30
2	Davis	41	54	70	31	49
3	Kerr	82	69	57	52	65
4	Abbott	44	21	50	85	50
5	Marriott	73	51	73	51	62

34. Which name would appear in Cell B4, if the data in Column B were arranged in alphabetical order?

(A) Kerr
(B) Davis
(C) Martin
(D) Marriott

Item 35 refers to the following image.

2					
3		Area 1	Area 2	Area 3	Area 4
4	Cassava	5	1	0	2
5	Sweet Potato	6	2	5	1
6	Green Banana	7	3	7	8
7	Dasheen	9	4	11	7
8					

35. The column headings shown in the image above are

(A) oblique
(B) vertical
(C) diagonal
(D) horizontal

36. Electronic mail may be transmitted using a

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

37. 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

Item 38 refers to the following extract from a document.

Tech World
Shop #25, 54th Avenue
St Michael
Your future training needs

38. Which of the following groups of formatting features is used in the document?

(A) Full, block, centred
(B) Bold, centred, italic
(C) Justified, bold, number
(D) Right, superscript, bold

39. The first page that is usually displayed in a web browser is called a

(A) layout
(B) website
(C) hyperlink
(D) home page

40. Which of the following keys uniquely identifies each record in a database?

(A) Composite key
(B) Primary key
(C) Foreign key
(D) Record key

41. Encryption is used to

(A) discard old equipment
(B) commit computer crimes
(C) secure data and programs
(D) allow unauthorized access

42. Which of the following types of envelopes should be used to send business documents locally?

(A) Banker
(B) Airmail
(C) Catalogue
(D) Interoffice

43. Google Chrome is an example of a

(A) web browser
(B) search engine
(C) gaming platform
(D) social media site

44. Transferring data from a remote computer to your personal computer is referred to as

(A) browsing
(B) uploading
(C) data mining
(D) downloading

45. In which order should the following headings appear in the minutes of a meeting?

I. Minutes of last meeting
II. Apologies for absence
III. Matters arising from minutes

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

Item 46 refers to the following extract of a trial balance.

ABC Ltd
Trial Balance (Extract)
as at 30 November 2020

Name of Account	DR $	CR $
Capital		75 000
Sales		25 000
Purchases	25 000	
Furniture	15 000	
Commission rent	200	
Telephone charges	1 000	
Cash in hand	57 000	
Suspense	1 800	
TOTALS	100 000	100 000

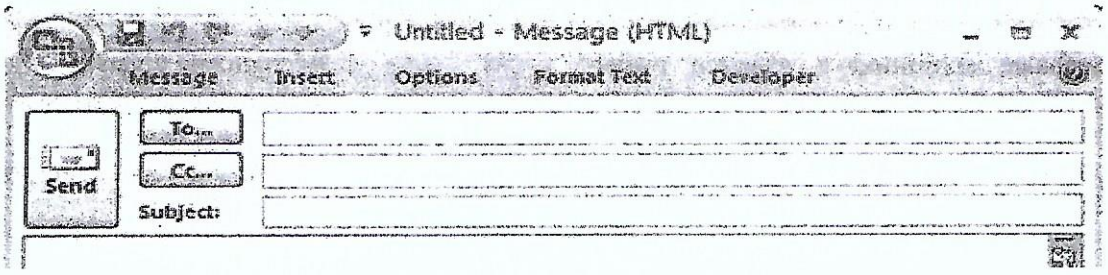
46. Which of the following is the correct classification for the document above?

(A) Bank statement
(B) Legal document
(C) Technical document
(D) Financial statement

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

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

Item 48 refers to the following template.



48. Which means of communication can be composed using the template depicted in the diagram?

(A) Letter
(B) Memo
(C) E-mail
(D) Requisition

Item 49 refers to the following icon.



49. For which of the following activities is the icon above used?

(A) Creating files
(B) Sending emails
(C) Forwarding emails
(D) Replying to emails

50. Amelia is sending an email but needs to send a file with the message. In this case, 'file' is considered

(A) a folder
(B) a download
(C) a document
(D) an attachment

51. Which of the following is a distinct ADVANTAGE of electronic filing?

(A) Duplication of data.
(B) Excessive maintenance.
(C) Increased use of technology.
(D) Increased efficiency and speed.

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

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

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

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

Items 54–55 refer to the following scenario.

Nathalee submitted a research project to her teacher, but she was penalized because the project contained words from another person's project, and she did not acknowledge the author.

54. What term is used for the act that Nathalee committed?

(A) Hacking
(B) Phishing
(C) Plagiarism
(D) Copyright

55. Which of the following pieces of advice would be BEST for Nathalee to heed, in order to avoid the act committed?

(A) Do not use another person's research or ideas in the paper.
(B) Paraphrase the ideas of others in her words and cite the original source.
(C) Ensure that most of her research paper is based on cited quotations from other persons.
(D) Include another person's ideas into her research and write them as if they are her own ideas.

56. What legal principle is being violated if a non-genuine copy of Microsoft Office is installed on a computer?

(A) Moral
(B) Rights
(C) Plagiarism
(D) Copyright

57. Which of the following is NOT considered a desirable habit in the workplace?

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

Item 58 refers to the following image.



58. What is the symbol above used to represent?

(A) Trademark
(B) Testimonial
(C) Time management
(D) Team management

59. Intellectual property is BEST defined as the

(A) protection of the rights of a person who produces a new invention
(B) rights of a person to own their creative work
(C) use of another person's work without acknowledging the source
(D) rights of a person to express how they feels in documentation

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

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

END OF TEST

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