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FORM TP 2018057

TEST CODE **01251020**

MAY/JUNE 2018

CARIBBEAN EXAMINATIONS COUNCIL

CARIBBEAN SECONDARY EDUCATION CERTIFICATE® EXAMINATION

ELECTRONIC DOCUMENT PREPARATION AND MANAGEMENT

Paper 02 – General Proficiency

2 hours 20 minutes

07 MAY 2018 (a.m.)

READ THE FOLLOWING INSTRUCTIONS CAREFULLY.

1. This examination consists of a speed test (Question 1) and THREE other questions.
2. **After completing EACH question, save your work on the available storage device.**

   At the conclusion of the examination, the invigilator will give you instructions for submitting the saved files.
3. Question 1 is provided as an insert. The invigilator will allow TEN minutes for Question 1. At the end of ten minutes, the invigilator will tell you to stop and save your work. This question will be collected. You will continue working on Questions 2, 3 and 4.
4. Answer ALL questions.
5. Read all instructions carefully before attempting EACH question.
6. The 2 hours and 20 minutes allocated for this paper should be used as follows:

10 minutes	–	warm-up on the computer followed by
10 minutes	–	speed test (Question 1)
10 minutes	–	reading time
1 hour and 50 minutes	–	responding to Questions 2, 3 and 4.

7. Report any defect in the machine to the invigilator who will make the appropriate notation and indicate on your folder any time lost. The invigilator will also record this information on the Supervisors' Irregularity Report.
8. Key your candidate number in the upper right-hand corner of each page.
9. You will be penalized for uncorrected errors.
10. Any accepted method of display consistently used in letters and/or tabular exercises will be credited unless instructed otherwise.

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

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Insert for Question 1

COPY TEST

(a) Type the following in double line spacing. Use ALL equal margins of 1″ (2.54 cm), Times New Roman 12.

(b) Save the completed document as **Speed2018**.

A Wonderful Caribbean Moment

This is a wonderful Caribbean moment. A wonderful moment along the way of our development. There have been many such moments over these past decades, but you will all agree that this afternoon is very special. It is very special because it gives us the opportunity to give thanks to the architects and the stalwarts who have worked very, very hard over these decades to establish an institution globally recognized as fine, in every possible way.

We do not take this lightly that Caribbean people have come together with a single purpose and of single mind to achieve excellence. This is an example of success in the building of an indigenous institution dedicated to the furtherance of our nationhood and our sovereignty but it reflects also the confidence of Caribbean people, our commitment and vision for the children as well as the adults of the region.

It reflects the quality of leadership that this institution has had over these decades, not only those responsible for the functions of the board but also the managers, the executive and all workers who have made this institution one in which we are all very proud; but we must also make special reference to the commitment and dedication of our governments.

We have discussed and approved a number of syllabuses. Some of these are in relation to contemporary discourse, such as the health and nutrition of Caribbean people and we are happy to report that our children will now be exposed to a syllabus dealing with health and nutrition in order to address this question of chronic diseases within our communities.

I am pleased as Chairman to indicate that our colleagues are all dedicated to sustaining an institution that is relevant and dedicated to conversations beyond the classroom. On behalf of the CXC, our stakeholders, our architects, our workers – past and present we give thanks, we give thanks.

Extract from an address delivered by
Professor Sir Hilary Beckles
Chairman of CXC and Vice Chancellor, The University of the West Indies

Total 10 marks

Answer ALL questions.

Question 2 (a)

Time: 20 minutes

(i) Produce the required document following ALL instructions.

(ii) Using A4 or letter size paper, create a suitable letterhead with an appropriate logo, based on the information provided below.

Dunstan School of Hospitality and Tourism Management
109 Zenia Way, Bridgetown, St. Kitts and Nevis, Telephone: (413) 930-6304
e-mail:dunstanschool.com

(iii) Using the letterhead created, type the letter **on page 3** in semi-blocked style, with the following margins: 1.25″ (3.175 cm) left and right; 1″ (2.54 cm) top and bottom.

(iv) Save the letter as **invite**.

(v) Address an envelope to the recipient, Mrs. Ann-Sue Jamieson, and save as **envelope**. **(A4 or letter size may be used.)**

Question 2 (a) cont'd

Our Ref AJ/001 Date

Mrs. Anna-Sue Jamieson
Social Worker
Ministry of Youth & Education
St. Kitts and Nevis

Dear Mrs. Jamieson

We ~~hereby~~ take this opportunity to invite you to our school to share your expertise and knowledge and provide guidance to the members of our Graduating class of 2018 who are looking forward and seeking a bright career ahead. With your vast and indept knowledge in the area, we ~~expert~~ ask that you deliver on the topic: "Interviewing Techniques, Success for the Future." This activity is scheduled for August 15, 2018 in the auditorium. ~~This~~ Your presentation will provide them with a range of ~~opportunities~~ techniques and a clear picture of ~~the~~ how to succeed in the ~~world~~ work environment.

NP

We look forward to your ~~presentation~~ favourable response and wish for your continued success.

Sincerely yours lc/trs

Phillip Anderson
Career & Placement Officer

(26 marks)

Question 2 (b)

Time: 15 minutes

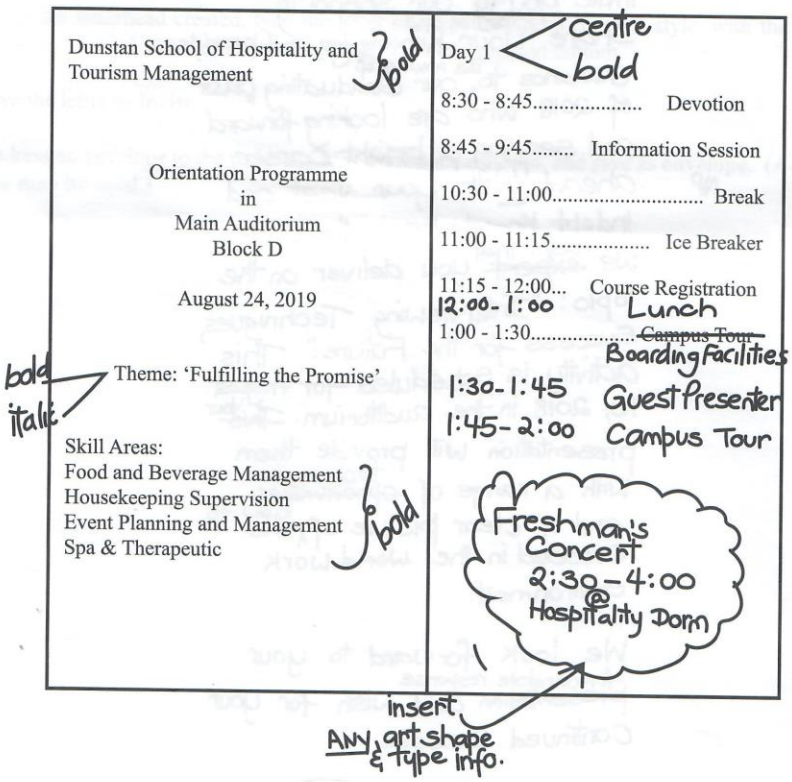
(i) Create the programme below following ALL instructions

(ii) Use equal left and right margins of 1″ (2.54 cm).

(iii) Type the school name in font style **Arial** and size **14**.

(iv) Centre ALL information on the cover page.

(v) Save the document as **programme**.



(9 marks)

Total 35 marks

Question 3

Time: 25 minutes

(i) Create a Power Point presentation on A4 or letter size paper, using information given.

(ii) Follow ALL instructions given.

(iii) Set margins as follows: 1.5″ (3.81 cm) left: 1″(2.54 cm) top and bottom.

(iv) Insert a suitable design on the slides.

(v) Centre and capitalize ALL slide headings.

(vi) Use font Times New Roman, size 43, for the headings of slides 2, 3 and 4.

(vii) Type bulleted information with font style Times New Roman size 42.

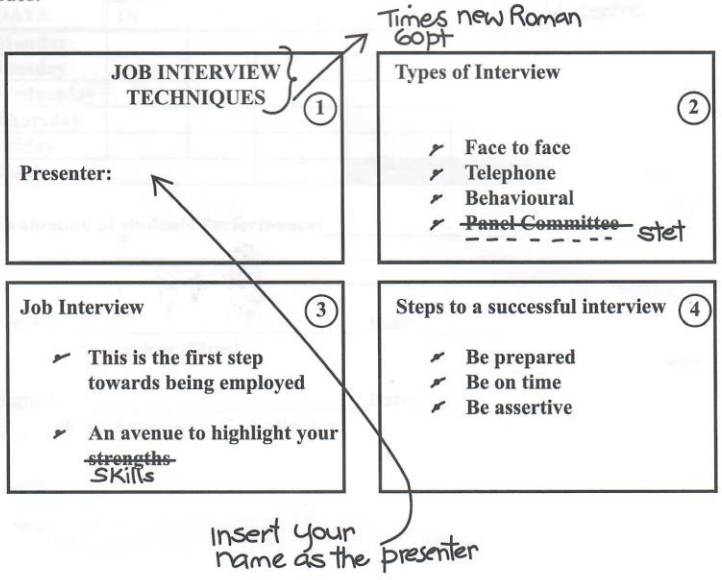
(viii) Insert the date and slide number on slides 2, 3 and 4.

(ix) Save as **Slides**.

(x) Insert a new slide after the title slide which shows the following:

1. Types of interviews
2. Why a job interview
3. Steps to a successful interview

(xi) Save slides.



Total 21 marks

Question 4 (a)

Time: 25 minutes

(i) Complete the task below following ALL instructions given.

(ii) Use portrait orientation on A4 or letter size paper.

(iii) Use the equal margins: 1″ (2.54 cm), all around.

(iv) Save the document as **Work**.

Dunstan School of Hospitality and Tourism Management
Work Experience Time Sheet

Name of Students:_____

Name of Firm_____ **Dept:**_____

No. of Hours completed:_____

(Minimum number of 4 hours to be completed to be eligible for graduation)

DAYS	TIME IN	TIME OUT	Hours Worked	Trainee Signature	Verified by
Monday					
Tuesday					
Wednesday					
Thursday					
Friday					
Total					

Evaluation of students Performance:_____

_____

_____

Signed:_____ **Date:**_____
Supervisor (Firm)

Signed:_____ **Date:**_____
Work Experience Co-ordinator

(18 marks)

Question 4 (b)

Time: 25 minutes

(i) Create the spreadsheet following ALL instructions given.

(ii) Use equal left and right margins of 1″ (2.54 cm) on A4 or letter size paper.

(iii) Use portrait orientation.

(iv) Centre ALL column headings.

(v) Use formulae to calculate ALL totals where applicable.

(vi) Use formulae to calculate the balance due for each student.

(vii) Format ALL dollar amounts as currency.

(viii) Create a column chart with the title "balance due" to show the amount owing by each student.

(ix) Save the document as **Records**.

Dunstan School of Hospitality and Tourism Management
Students' Financial Records

caps Arial, 16pt.

infull

Students Names	Total Cost	Amt. Paid			Balance Due
		Admin. Fee	Tuition Fee	Boarding Fee	
Renicia Francis	5714	300	1500	500	
Xavier Picard	3912	300	1800	500	
Sharine Marsh	8764	300	2500	1000	
Okeema Pius	**8525**	300	4500	500	
Vijay Ramlogan	7465	1475	300	1000	
TOTAL					

bold ALL column headings

Thick outside border all around

bold

Sort student names alphabetically by first name.

(16 marks)

Total 34 marks

END OF TEST

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