6063

FORM TP 2016063

TEST CODE **01251020**

MAY/JUNE 2016

CARIBBEAN EXAMINATIONS COUNCIL

CARIBBEAN SECONDARY EDUCATION CERTIFICATE® EXAMINATION

ELECTRONIC DOCUMENT PREPARATION AND MANAGEMENT

Paper 02 – General Proficiency

2 hours 20 minutes

04 MAY 2016 (a.m.)

READ THE FOLLOWING INSTRUCTIONS CAREFULLY.

1. **This examination consists of a speed test (Question 1) and THREE other questions which you should file on the storage medium for printing later. The invigilator will give you instructions about arrangements for printing your documents.**

2. **Question 1 is provided as an insert. The invigilator will time Question 1 for TEN minutes. 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.**

3. **Answer ALL questions.**

4. **Read all instructions carefully before attempting each question.**

5. **The 2 hours 20 minutes allocated 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.**

6. **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.**

7. An adequate amount of stationery will be supplied. Select the appropriate paper for each answer.

8. Begin each answer on a separate sheet.

9. Print on one side of the paper only, unless otherwise instructed.

10. Key your candidate number in the upper right-hand corner of each sheet of paper.

11. Uncorrected errors will be penalized.

12. Any accepted method of display consistently used in letters and/or tabular exercises will be credited unless otherwise instructed.

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

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Insert for Question 1

COPY TEST

Type the following in double line spacing. Use equal top, left and right margins of 1″ (2.54 cm), font Times New Roman 12 and justify.

The International Day of Girls in Information and Communications Technology (ICT) aims at empowering girls and young women to consider careers in the ICT sector. An initiative of the International Telecommunication Union (ITU), the day is celebrated on the first Tuesday in April every year.

Job opportunities in the ICT sector continue to grow.The world is changing quickly — gone are the days when traditional careers are the major focus for women. Many companies are predicting a shortage of qualified staff in mathematics, engineering, science and computing skills to fill the growing demands. Training in ICT will open doors for highly qualified and skilled women in those technical fields.

Research has shown that women make up less than twenty per cent of the workforce in the ICT sector. This is unfortunate since a number of organizations have reported that having women in senior positions positively impacts financial performance. However, girls may not consider entering the field of ICT unless they can be shown the benefits. Careers in ICT allow the flexibility to earn income from the home and to create their own career path. Unique career opportunities include graphic artist, recipe blogger, software engineer and hardware specialist.

One of the highlights of the International Day of Girls in ICT is a career fair where young women have an opportunity to interact with professionals in the industry. In 2016, nearly four hundred students, including males, attended the fair and interacted with professionals in over fifty career booths. The professionals reported that the event was very successful and the interest in the careers on display was extremely high. An additional feature this year was the opportunity for students in the final year of college to sign up for internships in selected companies on completion of their studies.

With initiatives such as this, the future of women in the Information and Communications Technology is secure.

Total 10 marks

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Answer ALL questions.

Question 2

Time: 35 minutes

(a) Produce the main document and the data file, following ALL instructions.

(b) Using A4 or letter size paper create the letter in blocked style, using the following margins: 1″ (2.54 cm) top and bottom; 1″ (2.54 cm) left and right.

(c) Save the main document as **ICT1**.

(d) Save the data file as **schools**.

(e) Merge the documents (**ICT1** and **schools**) and save as **ICT2**.

(f) Print **ICT1** and **schools**.

(g) Print the FIRST and LAST letters of **ICT2**.

Careers in ICT Secretariat
41 Bayou Street
Cayman Islands

arial 14

arial black 16, all caps

Left Align — Phone: 303-333-3005
FAX: 303-333-3006 — Right Align

Ref: (ICT/1/candidate's initials)

(Today's date)

Dear Sir/Madam

The Ministry of Education in collaboration with the International ICT Society will be hosting

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Question 2 cont'd

a career fair for all students in the Science and Business streams. This fair is aimed at introducing students to the non-traditional jobs and benefits of a career in
vc innovative and communication
vc technology.

The career fair will be held
vc at the International conference Centre, Moose Road, Cayman
lc Islands, On 20 Sept, 2016 from 09:00. The Ministry of Education will be funding the transportation and meals
vc for the participants; please submit the names of all the persons nominated to attend before the 31 July, 2016. There will be presenters and exhibits from major companies

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Question 2 cont'd

INSERT MOVE THIS PARAGRAPH TO BEFORE THE SECOND PARAGRAPH

There will be major companies and organizations participating. ~~that will interest and expose them to exciting opportunities within the ICT Industry. It is hoped that the~~ presenters and exhibits will stimulate the students' interest. Your school is invited to nominate 2 teachers and no more than 20 students to participate in this ~~exciting~~ venture. Please note that internships will be available to students who show potential.

Last line of letter ↑

Sincerely yours

Harold Gonsalves
Director
ICT Secretariat

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Question 2 cont'd

① NAME OF SCHOOL	③ Address 1
ST JOHN'S SECONDARY	5 Bay Street
MARION ACADEMY	54 Avenue M
RUSSELL SECONDARY	123 Kingston St.
QUEENS COLLEGE	Husbands Drive
CAYMAN SECONDARY	55 Bayou Street
REGIS PREPARATORY	Herstelling
LUCY SECONDARY	6 Nevis Street
② NAME OF PRINCIPAL	Strand Avenue
LC MRS SHARON WRONG	
DR JAMES ROSEA'	
Ms SILVIA STRAITE	
DR Marisha Sinclair	④. Address 2 ~~1~~
MR RAY WRIST	Kingston
MRS Danielle Howell	~~Geard~~
MR ~~Gr~~ Glendon Fudgenay	Georgetown
Ms Petal Jetoo	St James
	St George
Kingston	East Bank
Country	St James
Cayman Islands	St Christopher

Keep all data in the same order
All titles in all caps and bold
All others in Initial caps
Insert the name (Convent Garden Sec) between Cayman Secondary and Regis Preparatory

Total 28 marks

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Question 3

Time: 35 minutes

(a) Type the document below in a spreadsheet, following ALL instructions.

(b) Use the names of the schools as created in the data file in Question 2.

(c) Insert four columns to the right of the last column shown. Name the columns TOTAL STUDENTS, MEALS, TRAVELLING and SCHOOL TOTAL, respectively.

(d) The cost of MEALS is $15.00 per student. The cost of TRAVELLING is $200.00 per school.

(e) By performing the necessary calculations, determine the entries for the columns added at (c) above.

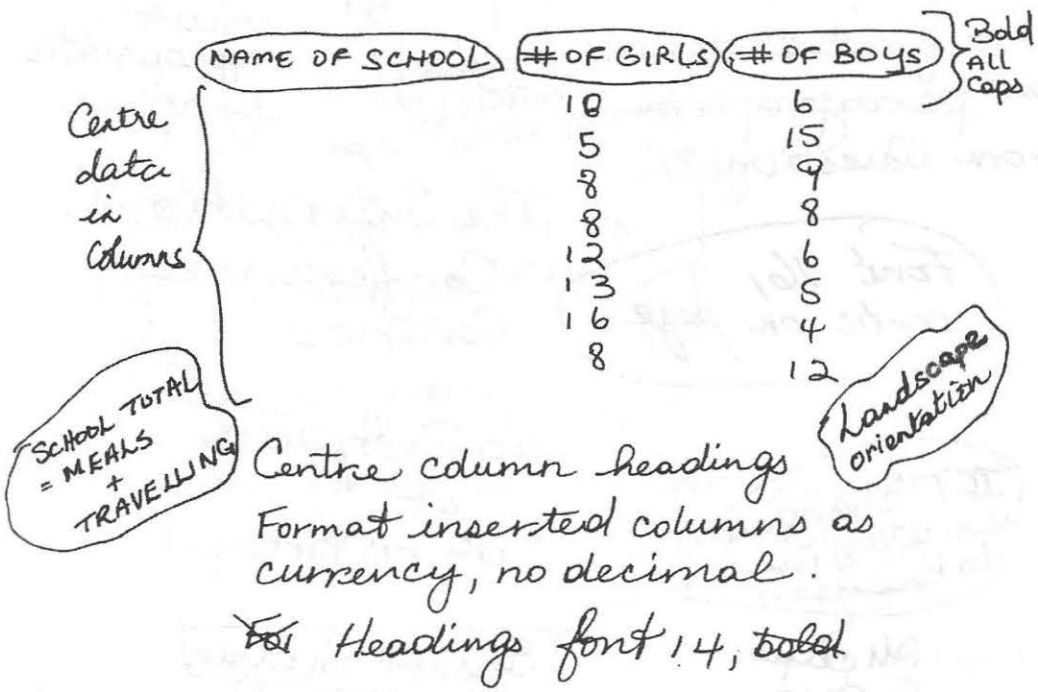
(f) Save as **BUDGET1**.

(g) Create and label a pie chart comparing the total number of boys and girls.

(h) Save the pie chart on the same page as the spreadsheet.

(i) Save the document as **BUDGET2**.

(j) Print **BUDGET1** and **BUDGET2**.



Total 30 marks

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Question 4

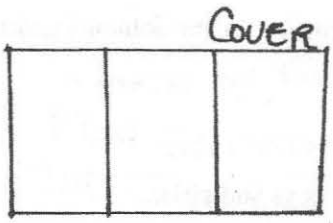
Time: 40 minutes

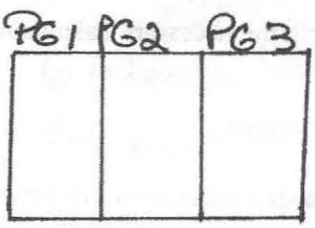
(a) Produce the following brochure in landscape orientation following ALL instructions.

(b) Use A4 or letter size paper and the following margins: 1" (2.54 cm) top and bottom; 1" (2.54 cm) left and right.

(c) Use Times New Roman font 14, unless otherwise instructed.

(d) Save as **ICT Brochure** and print.





Page #1

Copy and paste paragraph 1 ~~and the first sentence in paragraph 2~~ from Question 2.

Cover

ICT CAREER FAIR

AT

Word art Centered spaced caps

insert appropriate graphic

The International Conference Centre

on

20 Sept. 2016

at

09:00 hrs

Font 16, centre on page

"ICT" changing the way we do business

All caps Font 12

Insert Slogan

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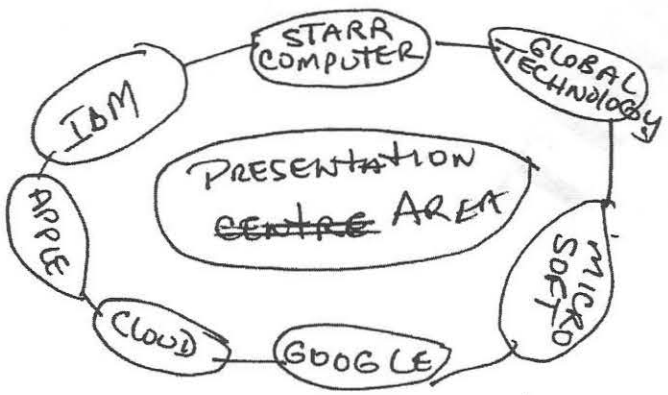
Question 4 cont'd

Page 2

Careers in ICT — Bold All caps

- Web Developers
- Programmers
- Software ~~developers~~ and Applications
- Interface Designers
- 3D Digital Artists
- Games Designers.
- Telecommunications Engineers
- Internet Support
- ICT Support / Help Desk

PAGE 3



EVERY THING IN All CAPS FONT 14

LABEL LAYOUT OF BOOTHS — BOTTOM CENTRE OF PG 3

Total 32 marks

END OF TEST

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

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