FORM TP 2026-065

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 2026

CARIBBEAN EXAMINATIONS COUNCIL

CARIBBEAN SECONDARY EDUCATION CERTIFICATE® EXAMINATION

ELECTRONIC DOCUMENT PREPARATION AND MANAGEMENT

Paper 01 – General Proficiency

1 hour 30 minutes

02 JUNE 2026 (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 **1–5**

Some of the following sentences are unacceptable because of inappropriate grammar, punctuation, spelling or vocabulary. Some sentences may be acceptable as they stand. No sentence contains more than one error.

Select the letter (A), (B) or (C) to identify the error. Select (D) if there is no error.

1. The final stop on the **i**tinerary is **p**ort of Spain, Trinidad **and** Tobago. **NO ERROR**
(A) (B) (C) (D)

2. Several boys participated in the boat race**,** Stephen, Amir**,** Raoul **and** James. **NO ERROR**
(A) (B) (C) (D)

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

4. Dear Sir or Madam**,** is a standard **salutation** used to start a letter to a person whose identity
(A) (B)

you're not sure of. **NO ERROR**
(C) (D)

5. The **manager's assistant** provided the **neccessary** support during her tenure. **NO ERROR**
(A) (B) (C) (D)

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6. Mr Price is editing a manuscript and comes across the following sentence: "The quick brown fox jumps over the lazy dog". He needs to edit the sentence based on the following amendments: delete the word 'quick', insert the word 'swift' before 'brown', and change 'jumps' to 'leaps'.

Which tools on the ribbon will facilitate these amendments?

(A) Insert, Design, Layout.
(B) Font, Cut, Copy, Paste.
(C) Font, Paragraph, Styles.
(D) Find, Cut, Replace, Track Changes.

7. Which of the following statements BEST describes the purpose of using an ellipsis?

(A) To highlight a key term for indexing purposes
(B) To indicate a strong emphasis on the preceding word
(C) To signal the end of a complete sentence or paragraph
(D) To show that words or phrases have been omitted from a quotation or text

8. An executive assistant was asked by his manager to prepare a business report on market trends. The manager cited various sources to support her analysis in the report using the abbreviation 'wrt'. The executive assistant wants to ensure that he interprets the abbreviation correctly when typing the document.

Which of the following statements indicates that the manager is mentioning a specific source with the abbreviation 'wrt'?

(A) 'with respect to'
(B) 'with relation to'
(C) 'with reference to'
(D) 'with relevance to'

9. Which of the following words is represented by the abbreviation 'sh' in a manuscript?

(A) Shall
(B) Shell
(C) Shout
(D) Should

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

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

11. Ophelia has been tasked with using the company's customer database to find all the customers who made purchases last month.

Which of the following actions should Ophelia take?

(A) Sort the customer list by purchase date.
(B) Create a query to filter by purchase date.
(C) Generate a report for all customer purchases.
(D) Use a form to display customers by purchase date.

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Item **12** 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							

12. 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)

13. Mary is preparing an electronic presentation for the CEO who will be travelling shortly and wishes to take the presentation with him.

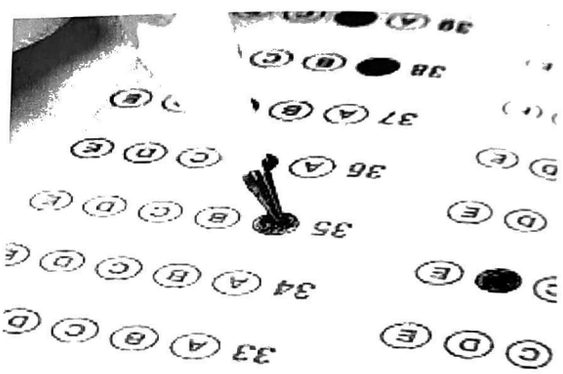
What is the MOST suitable medium for Mary to use when saving the presentation?

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

14. Which of the following cybersecurity practices is MOST effective to protect files from unauthorized access and safeguard against threats like hacking or malware?

(A) Storing files in the cloud without encryption and sharing them freely over email
(B) Encrypting files, using firewalls and implementing two-factor authentication
(C) Restricting access to files with strong passwords and monitoring user login attempts
(D) Keeping files on a device that has antivirus software and does not have additional access controls

Item **15** refers to the following image.



15. Which of the following devices would be used to capture the data shown in the image?

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

16. Not overloading electrical outlets in the office is an example of

(A) a safety practice
(B) a health practice
(C) an ergonomic factor
(D) a maintenance routine

17. In a modern office environment, which of the following is the MOST significant advantage of utilizing cloud storage for document management and collaboration?

(A) Enhanced security against physical theft of data stored on local hard drives
(B) Increased printing speed and efficiency for managing large documents
(C) Enhanced accessibility and access from anywhere with an internet connection
(D) Improved ability to create and edit complex documents without specialized software

18. Intellectual property is BEST defined as the

(A) right of a person to own his/her creative work
(B) right of a person to express how he/she feels about documentation
(C) use of another person's work without acknowledging the source
(D) protection of the rights of a person who produces a new invention

19. Which of the following sequences represents the correct steps for inserting leader dots in a table of contents?

(A) Home → format → styles → tabs → leader dots → set
(B) Insert → format → paragraph → tabs → leader dots → set
(C) Insert → paragraph → tabs → set tab stop → leader dots → set
(D) Home → paragraph → tabs → set tab stop → leader dots → set

20. In spreadsheet software, the cell reference A10:A13 includes which of the following?

(A) Only cells A10 and A13
(B) Cells in Column A, from Row 10 to Row 13
(C) All cells from Column A, Rows 1 through 13
(D) Cells in Row A, from Column 10 to Column 13

21. What function does the 'wrap' feature in Microsoft Word perform?

(A) Centres selected text
(B) Automatically saves text
(C) Allows the indexing of text
(D) Automatically moves text to the next line

22. Which of the following is a **key** factor in ensuring 'mailability' in document preparation?

(A) Insertion of captivating graphics
(B) Proofreading for spelling and grammar
(C) Application of a variety of fonts and styles
(D) Editing to enhance the look of the document

23. Which of the following products are NOT protected by copyright?

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

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24. Which of the following is the correct formula for subtracting the value in cell G1 from the value in cell C2?

(A) =C2−G1
(B) =G1−C2
(C) =SUB(G1:C2)
(D) =DIFF(G1:C2)

25. Which of the following is the MOST important factor when selecting images for insertion into a document?

(A) Visual
(B) Appeal
(C) Emphasis
(D) Relevance

Item **26** refer to the following information.

Petrina was asked to prepare the document below. She was instructed to use oblique headings and centre the document between vertical and horizontal margins.

DATE	FIRST NAME	LAST NAME	DATE OF BIRTH

26. Which series of steps will facilitate the formatting?

(A) Select the text, home, orientation, alignment, vertical.
(B) Select the text, home, alignment, orientation, horizontal.
(C) Select the text, home, alignment, orientation, anti-clockwise.
(D) Select the text, home, alignment, orientation, text alignment.

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27. 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

28. Which of the following data types is MOST appropriate for storing the price of an item?

(A) Text
(B) Number
(C) Currency
(D) AutoNumber

29. Which of the following tasks does a spreadsheet allow users to perform?

I. Store numeric data.
II. Sort and extract data from a list.
III. Perform automatic calculations.

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

30. The MAIN purpose for maintaining correct posture while sitting at the computer is to

(A) reduce the risk of pain and injury to the spine
(B) prevent computer vision syndrome
(C) reduce dexterity on the keyboard
(D) minimize alertness and focus

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

(A) Rental lease
(B) Power of attorney
(C) Product specification
(D) Employment contract

Item **32** refers to the following diagram.



32. Which data capture method is represented in the diagram above?

(A) Point of sale
(B) Barcode
(C) Scanner
(D) Digital

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

34. What is the appropriate special notation to use on an envelope containing information that needs to be protected from unauthorized access?

(A) URGENT
(B) CLASSIFIED
(C) REGISTERED
(D) CONFIDENTIAL

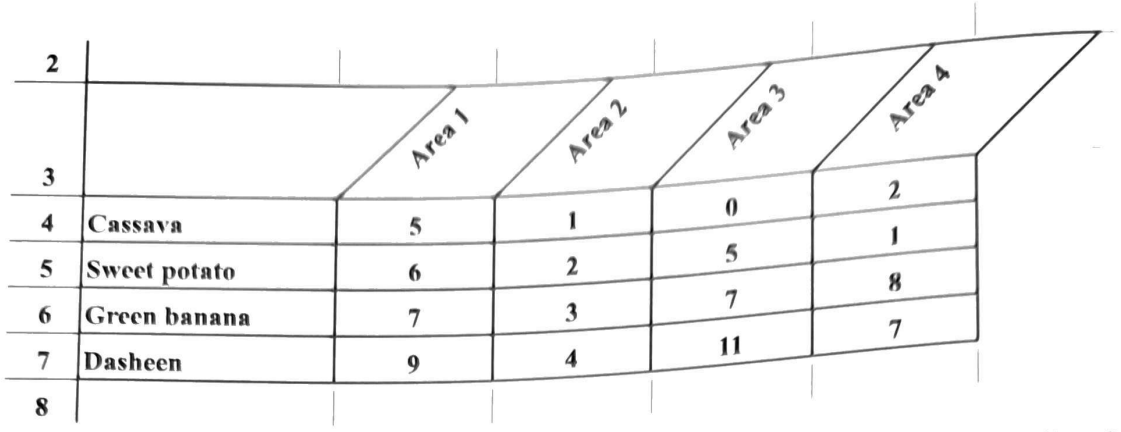
35. Which of the following items are normally located on a firm's letterhead?

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

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

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Item **36** refers to the following image.



		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

36. Which of the following formats was used to achieve the orientation of the column headings?

(A) Horizontal
(B) Diagonal
(C) Vertical
(D) Oblique

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37. An electronic mail was sent with Joe and Paula listed in the CC field and Maria in the BCC field.

Which recipient(s) will be visible to the individuals receiving the email?

(A) Joe only
(B) Maria only
(C) Joe and Paula only
(D) Joe, Paula and Maria

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38. Timmy was asked to prepare a memo using a predesigned document containing custom formatting instead.

Which of the following documents would be MOST suitable for completing the task?

(A) Forms
(B) Labels
(C) Templates
(D) Letterheads

39. The MAIN difference between a blog and a traditional website is that a blog

(A) is updated more frequently
(B) is only accessible to a single user
(C) cannot be used for business purposes
(D) does not appear in search engine results

40. As a customer service representative, you are required to inform clients about upcoming events and promotions.

Which of the following sequences of steps shows the procedure for sending an email to clients?

(A) New message, add recipient, subject, message, send
(B) Add recipient, subject, message, new message, send
(C) Subject, message, add recipient, new message, send
(D) Message, subject, new message, add recipient, send

41. Arrangement of data in a specific order is called

(A) linking
(B) sorting
(C) learning
(D) inquiring

42. In document management, a retention schedule details

(A) the way a document is created, filed and maintained
(B) how the original document is to be created and stored
(C) the length of time each document will be kept as an active record
(D) any activity that needs to be scheduled ahead of the time of destruction

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

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

45. A committee meeting was convened to discuss strategies for achieving the company's annual sales targets. During the meeting, individuals were tasked with implementing decisions that were made. They were also given a timeframe to complete the tasks before the next meeting.

Under which section of the minutes would this be recorded?

(A) Action items
(B) Agenda items
(C) Resolutions reached
(D) Conclusions reached

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

ABC Ltd
Trial Balance (Extract)
as at 30 November 2023

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

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46. Which of the following terms is the correct classification for the extract?

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

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47. What is the term for the illegal copying, distribution or sale of proprietary software?

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

Item **48** refers to the following icon.



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

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

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

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

50. Which of the following artistic forms is an example of literary work?

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

51. An office clerk was provided with the details in the table below and asked to analyse the data and prepare the required financial report to be presented to a funding agency in order to obtain a loan.

ZenX Trading Ltd **xxxxxxxxx** **for the year ended xxxxxxxxx**	
Sales	Salaries
Cost of Goods Sold	Advertising
Gross Profit	Rent
Other Income	Other Expenses
	Net Profit .....

Which of the following financial reports would the office clerk prepare?

(A) Trial Balance
(B) Balance Sheet
(C) Profit and Loss Account
(D) Income and Expenditure Account

52. Which of the following strategies would BEST reduce the risk of invasion of privacy over the internet?

(A) Increase the level of security settings on the browser.
(B) Use encryption techniques during transmission.
(C) Change the internet service provider regularly.
(D) Set the browser to disallow cookies.

Item **53** refers to the following icon.

A senior data entry clerk at an offshore company is responsible for maintaining the integrity of files in a shared electronic filing system. During a routine audit, the clerk discovered that several files were corrupted, and some were missing data.

53. What is the MOST LIKELY cause of these issues and the corresponding action that should be taken immediately to rectify the issues?

(A) Outdated file format — convert files and run integrity checks.
(B) Lack of backups — start a backup process and restore from the latest backup.
(C) Malware infection — disconnect from the network and run an anti-virus scan.
(D) Simultaneous multi-user editing — restrict access and implement version control.

Items **54** and **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) Copyright
(D) Plagiarism

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. How does email contribute to keeping communication organized based on the date of interaction?

(A) By archiving emails automatically, keeping the order of communication
(B) By enabling the attachment of files to enhance message content
(C) By automatically classifying emails based on file types
(D) By encrypting messages to ensure privacy

57. Which of the following sequences of steps should be selected to apply overwrite protection to a file before sharing with others?

(A) Properties, select file, read-only, ok
(B) Select file, properties, read-only, ok
(C) Documents, properties, select file, read-only, ok
(D) Properties, documents, select file, read-only, ok

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

Item **59** refers to the following information.

Shai was assigned the task of organizing a larger number of digital documents into a new electronic filing system. The system allows users to create folders and subfolders, and use tags for better searchability. Shai notices that some documents are relevant to multiple categories.

59. What is the MOST efficient way for Shai to ensure that these documents are easily accessible in all relevant categories?

(A) Create multiple copies of each document and place them in all relevant folders.
(B) Create subfolders within each relevant category and place the documents in each subfolder.
(C) Use tags to label each document with all relevant categories and place them in a single folder.
(D) Place all documents in a single folder without any categorization and rely on the search function to find them.

60. Kofi is managing a project with tight deadlines and high-quality standards. He has received feedback that some tasks do not meet the required standards.

How should he prioritize his actions to ensure the overall quality of the project is maintained?

(A) Focus on completing all tasks as quickly as possible to meet the deadline, even if it means compromising on quality.

(B) Reassign tasks to team members who are known for their high-quality work, regardless of their current workload.

(C) Conduct a team meeting to discuss the feedback and collectively decide on the best approach for improving quality across all tasks.

(D) Identify the critical tasks that impact the project's success the most, address quality issues in those tasks first, then move on to less critical tasks.

END OF TEST

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