

**CARIBBEAN EXAMINATIONS COUNCIL
SECONDARY EDUCATION CERTIFICATE
EXAMINATION**

ELECTRONIC DOCUMENT PREPARATION AND MANAGEMENT

Paper 01 – General Proficiency

THEORY

1 hour

05 JUNE 2012 (a.m.)

READ THE FOLLOWING INSTRUCTIONS CAREFULLY.

1. This paper consists of TEN questions.
2. Answer ALL questions.
3. Number each answer correctly in the answer booklet provided.

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



Answer ALL questions.

1. List FOUR components of a computer system that are necessary for the system to work efficiently.

Total 4 marks

2. (a) What term is used to describe 'a collection of characters of a particular size and shape'?

(1 mark)

- (b) Left, centre and right alignments are types of formats used in document preparation.

List THREE other formats that may be used. **(3 marks)**

- (c) State TWO types of headings that can be used in a document. **(2 marks)**

Total 6 marks

3. In a company, it is very important to maintain the integrity of files. State TWO ways in which the integrity of files can be maintained.

Total 2 marks

4. Copy the following letter into your answer booklet using a semi-blocked style.

19th March, 2010
Regal Stationery, 1 Middle Street, Belize

Dear Sir/Madam

We are hereby submitting a special order for 5 boxes of A4 paper to be used by the candidates who will be writing the Office Procedures Examination in October 2012.

Thank you for your cooperation.

Yours sincerely, Kim Wong

Total 9 marks

5. List THREE documents that may be prepared in a set of financial statements.

Total 3 marks

GO ON TO THE NEXT PAGE

6. The administrative assistant of BC Company, with offices in Belize, St Lucia and Saba, is preparing for the company's annual general meeting.

(a) State THREE documents that should be prepared for the meeting. (3 marks)

(b) List TWO ways that the documents stated in (a) above may be transmitted electronically. (2 marks)

Total 5 marks

7. Copy the table below in your answer booklet and complete it to show the appropriate orientation and paper size for EACH document.

Document	Paper size	Orientation
(i) Three-fold newsletter		
(ii) Party invitation		
(iii) Lease agreement		

Total 6 marks

8. In keyboarding, columnar work is an example of a simple display, while a flow chart is an example of an advanced display. List THREE other examples of EACH type of display.

Total 6 marks

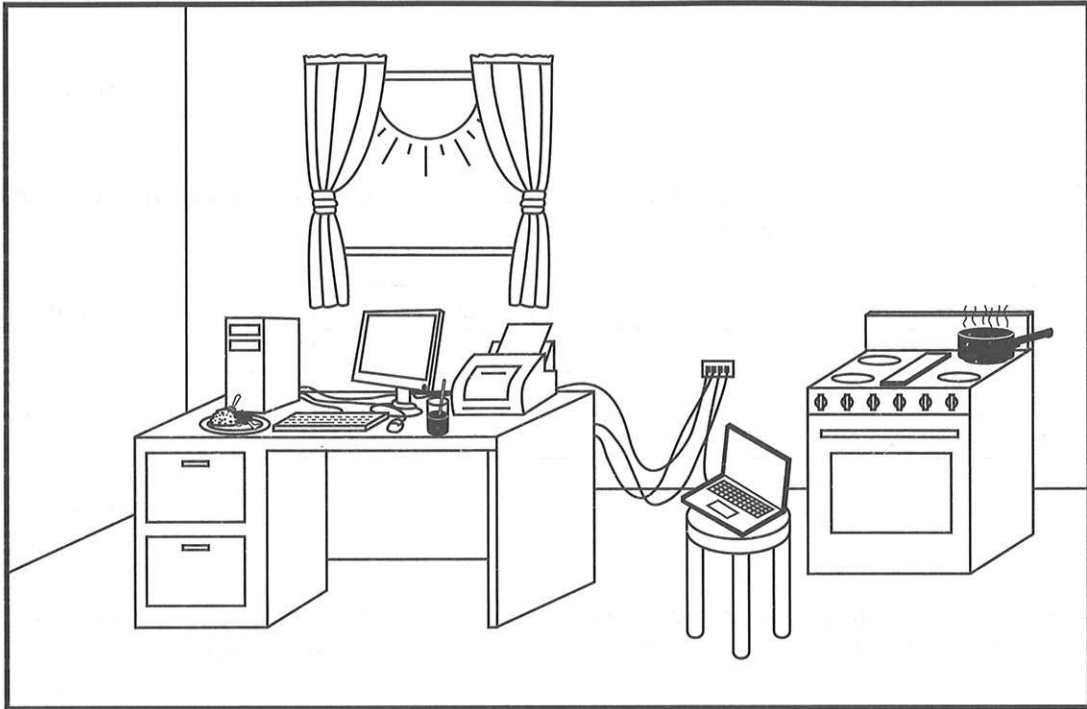
9. The teacher reminded the students to avoid plagiarism when preparing their assignments.

(a) Describe the concept of 'plagiarism'. (2 marks)

(b) State TWO guidelines that students should follow to avoid plagiarism. (2 marks)

Total 4 marks

10. The picture below shows a scene from a work environment where computers are being used. Identify FIVE indicators of a careless working environment.



Total 5 marks

END OF TEST

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