READ THE FOLLOWING INSTRUCTIONS CAREFULLY.

1. This examination consists of FOUR tasks which you should file on the storage medium for printing. The Invigilator will give you instructions about arrangements for printing your documents.

2. Answer ALL questions.

3. Read all instructions carefully before answering each question.

4. The first 20 minutes of the 2 hours 20 minutes allocated for this examination should be used as follows:
   - 10 minutes = warm-up on the keyboard followed by
   - 10 minutes = reading time.

5. Any defect in the machine should be reported 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.

---

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

2. Begin each answer on a separate sheet.

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

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

5. Uncorrected errors will be penalised.

6. 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.
Answer ALL questions.

Time: 35 minutes

1. Question 1

(a) Using the information below, create a datafile with the following fields: <Title>, <First Name>, <Last Name>, <Address 1>, <Address 2>, <Address 3>, <Course>, <Date>, <Fees>.

(b) As a header, create a suitable letterhead with an appropriate logo for the following company: Howells University College, Grenada Avenue, Kingston 10, Jamaica Telephone: (907) 414 5555 Fax: (907) 414 8977 E-mail: Howells@Jam.org

(c) Using the letterhead created, type the following standard letter in blocked style, using equal left and right margins of 2.54 cm (1").

(d) Print a copy of the standard letter showing the fields.

(e) Merge the datafile with the standard letter.

(f) Print the letters to Mr Ronaldo Morris and Mrs Silvia Finestre.

2.  

3.  

Mr Ronaldo Morris  
5 Margate Gardens  
Castries  
St Lucia  

INST  
Marketing  

Sign:  
candi  

Tuesday, 30 July 2013  

US$5500  

Mrs Silvia Finestre  
Bridge Road  
Harmony  
Antigua  

Nursing  

Thursday, 1 August 2013  

US$5000
Application for Entry — caps

Thank you for applying to Howells University College. We have reviewed your application and are pleased to inform you that you have been accepted to study for a Bachelor's Degree in << >>. Registration for this programme will take place in the Main Hall on << >> between 10 am and 12 noon and again from 2.00 pm to 4 pm. All fees should be paid before or on this date as indicated below.

Course Fee $5,000
Registration Fee $1,900
Student ID $1,900
Accident policy $3,500

A medical form is enclosed which should be completed and submitted at registration.

MLS/(your initials)

change times to 24-hour clock
I wish also to remind you that all students entering the College are required to complete the following core courses—regardless of their specialisation—within the first year.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Name of Course</th>
<th>Location</th>
<th>Day</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>LWS1</td>
<td>Language/Writing Skills</td>
<td>LA Auditorium</td>
<td>Mon.</td>
<td>9 am</td>
</tr>
<tr>
<td>ECN4</td>
<td>Ethics and Citizenship</td>
<td>Room C105</td>
<td>Wed.</td>
<td>2 pm</td>
</tr>
<tr>
<td>GFL5</td>
<td>Government and Politics</td>
<td>To be decided</td>
<td>Fri.</td>
<td>11:30 am</td>
</tr>
<tr>
<td>CARC</td>
<td>Caribbean Culture</td>
<td>Room SE2</td>
<td>Tues.</td>
<td>10 am</td>
</tr>
</tbody>
</table>

Please arrange this table in day order by day.

The College has a vibrant students' guild and we encourage you to become involved in the many extra-curricular activities that are available. Our placement and counselling staff will offer you valuable advice on academic and other matters.
We look forward to welcoming you and hope that you have an enjoyable and rewarding experience at Howells.

Yours sincerely,

Harsha L. Sincler (Mrs)
Dean of Admissions Director
Question 2

Time: 20 minutes

(a) Type the following spreadsheet in landscape orientation. Follow all instructions.

<table>
<thead>
<tr>
<th>ID Number</th>
<th>Name</th>
<th>Status</th>
<th>Coursework Marks</th>
<th>Final</th>
</tr>
</thead>
<tbody>
<tr>
<td>12 285694</td>
<td>Claude Ambrose</td>
<td>R</td>
<td>70% 83% 95%</td>
<td></td>
</tr>
<tr>
<td>12 578123</td>
<td>Ronnie Castagni</td>
<td>R</td>
<td>87% 89% 96%</td>
<td></td>
</tr>
<tr>
<td>12 895213</td>
<td>Jacob Chan</td>
<td>R</td>
<td>78% 85% 92%</td>
<td></td>
</tr>
<tr>
<td>12 745912</td>
<td>Paul Mayers</td>
<td>R</td>
<td>89% 87% 89%</td>
<td></td>
</tr>
<tr>
<td>10 054321</td>
<td>Shanene Thomas</td>
<td>R</td>
<td>87% 94% 95%</td>
<td></td>
</tr>
<tr>
<td>11 987654</td>
<td>Junior Venner</td>
<td>P</td>
<td>86% 75% 87%</td>
<td></td>
</tr>
</tbody>
</table>

Use 'output' cell style for headings

Insert a formula to calculate the average mark.

Tutor's Signature

Insert today's date

(centre as footer) - R = Regular  DR = Day Release  P = Repeat

GO ON TO THE NEXT PAGE
Question 2 cont'd

Time: 15 minutes

(b) Type the following memorandum to The Registrar, Student Affairs. It is from the Dean of Faculty, Business Studies. Use reference MJC/(your initials) and today's date.

Student grades/course revision

As requested, you will find below the grades for those students taking the following course:

MKGT 101  Buyer Behaviour

COPY THE TABLE IN
THE SPREADSHEET FROM
QUESTION 2(a) HERE

You will notice that, of the Regular students, I have achieved a final grade above 90%.

We would like to implement the new syllabus at the start of January 2014.

Total 26 marks
Question 3

Time: 20 minutes

Display the following in landscape orientation.

Copy heading from spreadsheet

Computer Studies and Applied Computer Studies
Initial caps Faculty of Arts and Font size 16

Vice President

Faculty Planning Committee

Direct IT

Dean of Business Studies

Dean of Social Science

Programme Co-ordinators

Programme Co-ordinators

Graphic Designer

Laboratory Technician

Centre information in boxes

italics

Prepared

20 April 2013

Total 20 marks
Question 4

Time: 28 minutes

Complete the task below, following ALL instructions.

(a) Set the margins at narrow or top: 0.5", bottom 0.5", left 0.5" and right 0.5".

(b) Insert a text box.

(c) Create two identical invitations, using the information and layout shown below.

(d) Insert an appropriate graphic in the upper left hand corner under Ministry of Education. The graphic should have a single line border.

(e) Ensure that both invitations are on the same side of the paper.

(f) Save the document as invitation.

(g) Print the invitations.

Information for the Invitation

**The Ministry of Education**

Cordially invite(s) you to their **annual teachers’ day**

**On Friday,**

**Cocktail reception and prize giving ceremony**

At

**The Ministry of Education Recreation Centre**

1 Avenue Of the Republic

October 15, 2013

At

7:00 PM

RSVP: 223-2011

**Dress: Semi-formal**

END OF TEST

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

01251020/F 2013