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.

Question 1

Time: 30 minutes

(a) Create a suitable letterhead for the following company and insert an appropriate logo. Island Property Inc, Prospect, St Peter, Barbados, Telephone (246) 402 4566, Fax (246) 402 3978, E-mail: IPN@propsurf.com.

(b) On the letterhead created, type the following letter in blocked style to: Miss Charmaine McClean, 2 Belvedare Crescent, Castries, St Lucia.

(c) Mark the letter CONFIDENTIAL. The reference is RO31/MS/(your initials).

(d) Save as “letter” and print.

Many people dream of home ownership but most are unaware of the considerable effort it requires to make their dream a reality. How can they be sure they are not biting off more than they can chew? It is after all the biggest financial decision they may make in their lives!

Not to mention yet for the majority — whether buying or building — the process is fraught with stress. To avoid disappointment when buying a home it is important that you become an informed buyer. One of the things you must do is to make a checklist.

Our “Step-by-Step guide” which will help you navigate the maze of legal work and negotiations, find the best mortgage terms, is enclosed a copy of.

In it you will find out:
l.c. How to calculate your price range; how much you shd. borrow. This will depend on your deposit and how much you earn; and about the legal and administrative work (conveyance) associated with transferring ownership to you.

If, after you hv carefully reviewed our Guide, you wd. like a personal consultation with one of our agents please do not hesitate to telephone me. I look fwd. to a mutually rewarding business relationship.

In addition, if u are planning to build yr. dream house there is a section devoted to 'building a house', 'house building tips' and 'how to find a contractor'. You will find these invaluable. Take note of the general tips on choosing the right building materials and how to ensure that your electrical installations are conveniently placed.

Typist: Set these 3 topics out as a bulleted list, please.
T,

After the words "chances of success" on the previous page insert the following:

Be especially aware of gazumping. It can be emotionally and financially devastating where the seller accepts an offer from you but then accepts a higher price from another buyer.

Yrs. sincerely

Marcus Senhouse - caps
Managing Director

The subject hdq. is:

Home Buying a House

Total 27 marks
Question 2

Time: 24 minutes

(a) Type the following information in a spreadsheet, following all instructions.

(b) Use landscape orientation.

(c) Create a pie chart to show the commission from commercial sales. Insert the pie chart on the same page as the spreadsheet in (a) (i) above.

(d) Save the document as "spreadsheet" and print.
Question 3

Time: 18 minutes

(a) Display the following form using equal left and right margins of 1" (2.54 cm).
(b) Type FormRI/1/10 as a footer at the left margin and June 2012 at the right margin.
(c) Save as “form” and print.

Island Property Management Services — Caps
Registration form — spaced caps
Short-term Rental — initial caps
1 June - 31 August 2012

Please complete this form and return it with your deposit of $.... to the address below:

Please give names of all occupants of the unit*.

<table>
<thead>
<tr>
<th>Surname</th>
<th>Christian Name</th>
<th>Title (Mr/Mrs/Miss/Master)</th>
<th>Age</th>
</tr>
</thead>
</table>

*The first name stated shd. be head of the family. (italicise this sentence)

Address of head of family __________________________

____________ Telephone No ________________________

Type of pet □ dog □ cat □ other (please specify)
Question 4

Time: 36 minutes

Type the following newsletter using the instructions below.

(a) Use equal left and right margins of 1" (2.54 cm) and equal top and bottom margins of 0.5" (1.27 cm).
(b) Type the body of the newsletter in Times New Roman, font size 12.
(c) Use dropped caps, dropped two lines, where indicated.
(d) Type shoulder headings in 14 pt. and bold.
(e) Insert a vertical line between the two columns.
(f) Insert a page border to the edge of the paper.
(g) The newsletter should fit on one page.
(h) Save as "news" and print.

A. Buying that dream house can be a complex, scary process. Knowledge is power when it comes to negotiating the intricacies of home prices, interest rates and mortgage loans— the more information you can gather before you begin the better off you will be. Be prepared!
Why Choose us?

Island Property is the fastest growing property management company in the Caribbean. We do not just specialize in short and long-term rental but we have some of the most exclusive property for sale throughout the region. We know where finance is available, and how you can get the best interest rates. Our free newsletter provides you details of new properties on the market and helpful advice about selling, buying, and renting.

Quality Staff

Our professional team of support staff includes real estate agents, property managers, administrative and maintenance staff. We want to ensure that our clients get the optimum returns on their investments while, at the same time, receive excellent customer service.

Whether you are buying or selling and whatever your price range, our expert staff can provide the quality service you deserve.

Tips for first time home buyers:

END OF TEST

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