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.
COPY TEST

Type the following in double line spacing. Use ALL equal margins of 1” (2.54 cm), font: Times New Roman size 12.

Time: 10 minutes

Living Without a Computer

A computer is an important part of modern life, one we can hardly imagine living without. If I were forced to live without a computer, however, I would pursue other interests, socialize with friends and family, and exercise more often.

Without a computer in my home, I would love to play the guitar and without the distraction of social media sites, I would have more time to practise. At other times, I could paint portraits of my family and friends. Painting takes a lot of time and if I had no computer, I would surely have enough time to complete my work. There would also be more time to follow my other interests if someone came and took away my computer.

Not only that, but I could find much more time to socialize with my friends and family in person if my computer disappeared. At my house, during dinner, someone is always plugged into some computer device. As a result, we rarely have conversations with one another. Without the computer to interfere, we might have time to tell each other about what happened to us that day. In addition, we could more easily find more time to talk with old friends on the telephone, or maybe, even visit them.
Most importantly, lacking a computer would give me a big increase in the time available for exercise. With extra time, I could take long walks or go on an enjoyable hike in the hills. Another exercise I could do more often would be to go swimming or to an aerobics class at the community centre near my home. Having more exercise would provide big health benefits to me.

Exercising frequently, socializing with friends and family, and pursuing other interests would be the benefits of having no computer at my home. Just think how much more time I would have if I got rid of my television, too!

Total 10 marks
Answer ALL questions.

Question 2

Time: 40 minutes

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

(b) Using A4 or letter size paper, create a suitable letterhead with an appropriate logo, using the information below:

*5th Annual Regional Forum on Primary Education, Secretariat: 3rd Avenue George Lane, Bridgetown, Barbados. Telephone: 555-8765; Facsimile 555-8766. Email: info@edfor.org*

(c) Using the letterhead, create the letter in semi-blocked style, with the following margins: 1" (2.54 cm) top and bottom; 1.25" (3.175 cm) left and right.

(d) Save the main document as letter.

(e) Print ONE copy of the main document showing the fields.

(f) Create the data file from the information given on page 5.

(g) Save the data file as data1.

(h) Sort the data file by last name.

(i) Save the sorted data file as data2.

(j) Print ONE copy of the data files, data1 and data2, showing the records.

(k) Merge the documents (letter and data2) and print the FIRST and LAST letters.

(l) Produce and print an envelope addressed to Mrs. Bianca Madison.
Question 2 cont'd

The 5th Annual Regional Primary Education UC Forum will be held in Barbados from Nov. 18 to 20, 2014.

As you know, this is an opportunity for primary school educators from around the Region to share their knowledge and skills with their colleagues.

Kindly let us know by July 15, 2014 if you are able to make the presentation. Please email Mrs. Feraida Blackman at le F. Blackman@edufor.org with your response.
We look forward to hearing from you.

Sincerely,

Fay-Ann Walker (Mrs.)
Co-ordinator

We are inviting you to share your knowledge with your colleagues by delivering a presentation on "[Presentation-Topic]" which would be delivered during the morning session on [Presentation-Date].

The subject of this letter is "Invitation to make a Presentation"
Question 2 cont’d

Addresses

1. Miss Carol Ann Massiah
   Principal
   West St. Ann’s Primary School
   St. Ann’s
   Jamaica
   Leading and Managing in the 21st Century
   Nov. 18, 2014

2. Mrs. Bianca Madsion
   Head of Department - English
   St. Clement’s Preparatory School
   St. Clement’s
   St. Philip
   Barbados
   Designing Literacy Materials
   Nov. 18, 2014

3. Mr. Michael Brown
   IT Coordinator
   Kingstown Primary School
   Kingstown
   St. Vincent and the Grenadines
   Technology Tools for Teaching and Learning
   November 19, 2014

4. Dwayne Layne, PhD
   Head of Mathematics
   Castries Elementary School
   Castries
   St. Lucia
   MathMap – The Road to Success
   Nov. 20, 2014

Total 32 marks
Question 3

Time: 30 minutes

(a) Type the document on page 7 in a spreadsheet using landscape orientation. Follow ALL instructions.

(b) Complete the spreadsheet to show:

(i) Balance Owed

(ii) Total Fee

(iii) Total Amount Paid

(iv) Average Fee

(v) Average Amount Paid

(c) Centre spreadsheet vertically and horizontally.

(d) Create a column chart with the title "Payments to Date" which shows the total fees and total payments to date. All axes should be labelled.

(e) Save the document as spreadsheet and print the spreadsheet and chart on separate pages.
5th Annual Regional Forum on Primary Education
November 18 - 20, 2014
Registration to date

Registration Information

<table>
<thead>
<tr>
<th>NAME</th>
<th>Fee Amount</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monica Francois</td>
<td>125</td>
<td>PAID</td>
</tr>
<tr>
<td>Jack Smith</td>
<td>235</td>
<td>PAID</td>
</tr>
<tr>
<td>Marissa Gellineau</td>
<td>300</td>
<td>PAID</td>
</tr>
<tr>
<td>Kimon Betton</td>
<td>800</td>
<td>PAID</td>
</tr>
<tr>
<td>Yusuf Ali</td>
<td>300</td>
<td>PAID</td>
</tr>
<tr>
<td>Anton Svarovsky</td>
<td>125</td>
<td>PAID</td>
</tr>
<tr>
<td>Sunaya Badol</td>
<td>125</td>
<td></td>
</tr>
<tr>
<td>Total</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Average: 300

Certified Footer: All fees quoted are in USD currency.

Total 33 marks
Question 4 (a)

Time: 40 minutes

(i) Create the circular letter in semi-blocked style, using margins of 1" (2.54 cm) all around.

(ii) Follow ALL instructions given.

(iii) Save as circular and print.

---

Use letterhead created in Question 2.

Date as Postmarked

The 5th Annual Regional Forum on Primary Education will be held in Barbados from Nov. 18 to November 20, 2014 at the Mount Crescent Conference Centre.

All primary school teachers and other interested persons are invited to attend and participate in the sessions.

The featured topics are:

<table>
<thead>
<tr>
<th>Day</th>
<th>Presentation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Day 1</td>
<td>Keynote Address: &quot;Making Education Work&quot;</td>
</tr>
<tr>
<td>Day 1</td>
<td>Presentation: &quot;Designing Literacy Materials&quot;</td>
</tr>
<tr>
<td>Day 1</td>
<td>Presentation: &quot;Leading and Managing in the 21st Century&quot;</td>
</tr>
<tr>
<td>Day 2</td>
<td>Presentation: &quot;Technology Tools for Teaching and Learning&quot;</td>
</tr>
<tr>
<td>Day 2</td>
<td>Presentation: &quot;Math Map - The Route to Success&quot;</td>
</tr>
</tbody>
</table>
Registration will be opened from August 17, 2014. Kindly complete the enclosed registration form to secure your place at the conference.

We look forward to hearing from you.

Yours Sincerely,

Fay-Ann Walker (Mrs.)
Coordinator

Enc.

All queries should be directed to Mrs. Feraida Blackman at telephone 555-9765 or at email address f.blackman@edufor.org
Question 4 (b)

(i) Create the form below following ALL instructions given.

(ii) Use equal left and right margins of 1" (2.54 cm) on A4 or letter size paper.

(iii) Save as form and print.

---

NAME: ____________________________

ADDRESS: _________________________

COUNTRY: _________________________

PHONE NUMBERS: _______ (H) _______ (W) ________ (M)

REGISTRATION:

Early Bird: US$ 250

Full Conference: US$ 300

Day Rate: US$ 125

DATE ATTENDING: __________________

DATE RECEIVED: __________________

CONFERENCE NUMBER: ______________

CASH: _________

CHEQUE: _________

CREDIT CARD: _________

---

FOR OFFICIAL USE ONLY: __________________

---

END OF TEST

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

Total 25 marks

01251020/F 2014