Answer all questions.

Question 1

Time: 25 minutes

Type the reservations request form below, on A4 paper, following all instructions. Use the following margins: 1.5" (3.81 cm) left; 1" (2.54 cm) right; 1" (2.54 cm) top and bottom.

All caps and space caps and bold
Paradise Resort Hotel

The following reservations are requested:
Number of rooms
Number of beds
From Day/Month/Year To Day/Month/Year
Transportation will/will not be required from the airport.
Time of arrival a.m./p.m.
Number of adults
Number of children under 12
On arrival we will require:
Name
Address

Signature

Date Day/Month/Year

Breakfast
Lunch
Dinner

Please tick in box, meal required on arrival

(15 marks)
Question 2

Time: 35 minutes

Create Table 1 below, using a spreadsheet programme. Show ALL vertical lines, but show horizontal lines ONLY where indicated. Use double line spacing throughout the document.

**TABLE 1**

<table>
<thead>
<tr>
<th>Budget Items</th>
<th>Details</th>
<th>Dollars</th>
<th>Creditors</th>
<th>Fixed Assets</th>
<th>Raw Materials</th>
<th>Depreciation</th>
<th>Bank</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sales</td>
<td>Projected Sales</td>
<td>8000</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Estimated Income</td>
<td>-4000</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Materials Expenses</td>
<td>Projected Purchases</td>
<td></td>
<td></td>
<td></td>
<td>7000</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Selling and</td>
<td>Estimated Payments</td>
<td>-5000</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Distribution</td>
<td>Projected Payments</td>
<td>-2000</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Depreciation (Fixtures, etc.)</td>
<td>-1500</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Factory Expenses</td>
<td>Projected Payments</td>
<td>-6000</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Depreciation (Plant)</td>
<td>2500</td>
<td></td>
<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Labour Expenses</td>
<td>Projected Payments</td>
<td>-7500</td>
<td></td>
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</tr>
<tr>
<td></td>
<td></td>
<td>6000</td>
<td>3000</td>
<td>8250</td>
<td>6000</td>
<td>6000</td>
<td>-21750</td>
</tr>
</tbody>
</table>

(25 marks)
Question 3

Time: 20 minutes

Type the following document in double line spacing, using margins of 1.5" (3.81 cm) left and 1" (2.54 cm) right.

**INSTRUCTIONS FOR MANUSCRIPT**

Type the following document in double line spacing using margins of 1.5" (3.81 cm) and 1" (2.54 cm)

(Webquest) Blocked Caps.

A Webquest is defined as an inquiry-oriented activity in which some or all of the information that learners interact with comes from resources on the "Internet." It is a great model for teachers searching for ways to incorporate the Internet into the classroom on both short-term and long-term bases. The end result will be a WebQuest document that will engage students in pursuit of information and understanding for one or two class periods. The instructional goal of a short-term Webquest is knowledge acquisition and
and integration, the learner deals with a significant amount of new information and makes sense of it. In a short-term webquest, the teacher will locate and organize existing Web sites on a specific topic and design an interesting topic around these sites.

Note:
Insert paragraph 3 before paragraph 2.
Page 4 - Use tabular form and double space (Times New Roman font) between heading.

Bridal Party centre

Bridesmaids Groomsman
Maid of Honour Best Man
CHRISTINE HOWELL MARK CARR

JESSICA WAYSON CALVIN BURNET
TANDY PARKER JASON SMITH
LAUREL ANDERSON JAMES JUNIOR
CARMEN LONDON KENAN LONDON

Flower Girls Ring Bearer
KWANA CARTER CHRIS HOWELL
KIANA CARTER

Page 2
Programme centred
Processional centred
Prayer exchange of vows
Exchange of rings
Introduction of Mrs Mrs

END OF TEST
(35 marks)
01251020/F 2005