INSTRUCTIONS TO CANDIDATES

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

2. Attempt ALL questions

3. Read all instructions carefully before attempting each question.

4. In addition to the 2 hours allocated for this examination, candidates are allowed 20 minutes prior to the official start of the examination:
   10 minutes - warm-up on the computer followed by 10 minutes - reading time.

5. Report any defect in the machine to the Invigilator who will make the appropriate notation and indicate on the candidate's folder any time lost. He/She 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 heavily penalized.

6. Any accepted method of display consistently used in letters and/or tabular exercises will be accepted unless otherwise instructed.

DO NOT TURN THIS PAGE UNTIL YOU ARE TOLD TO DO SO
Time 25 minutes

1. On a full sheet of A4 paper, folded three times to form a brochure, display the following, as shown.

```
(cover page on page 1)
appropriate
Insert Clip Art
Use Insert Word Art
Paradise Chain of Hotels Inc.
Welcomes you to the peaceful West
Looking for Sunshine
We’ve got it!
Looking for the Beach
We’ve got it!
Come and Get it → Centre ½ Bold
Looking for Serenity
We’ve got it!
```

email address
hotel@hoya.com

set Restaurant and Bar

Creole

King Cow Heel Soup

Fish Delight
Joy's Fish Place
Beachfront Cafe

Fast Food

KFC Fried Chicken
Outlets in Murl
Sand Point and Sheville

Tours Sight

Package 1
Devil's Wood Yard
Tour includes transportation, entrance fee
& lunch - $35.00 per person.

Mama's Coal Pot

Package 2
Wild Life Trust
Tour includes transportation, entrance fee and
dinner - $75.00 per person

Use footer feature /All prices are quoted in US$
Emergency Numbers

Fire  1133
Police  1122
Hospital  1155
Ambulance  1144

Published by

Alfredo, King & Thomas
Stratford, London
Delanie Chase Street

Taxi Services

King taxi 2253
Thomas cabs 3694
Adams Limos 5555

Layout in alphabetical order
2. Type the table below, using a spreadsheet. List the hotels in alphabetical order. Align figures in the columns and show all lines in the table.

<table>
<thead>
<tr>
<th>HOTEL</th>
<th>SINGLE</th>
<th>DOUBLE</th>
<th>SUPER DELUXE</th>
<th>SUITE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Beacon Beach House</td>
<td>25.00</td>
<td>35.00</td>
<td>45.00-50.00</td>
<td>75.00</td>
</tr>
<tr>
<td>Penguin Hotel</td>
<td>80.00</td>
<td>55.00</td>
<td>75.00</td>
<td>100.00</td>
</tr>
<tr>
<td>Beacon Hotel</td>
<td>33.00</td>
<td>50.00</td>
<td>75.00</td>
<td>150.00</td>
</tr>
<tr>
<td>Coconut Cave Hotel</td>
<td>35.00</td>
<td>55.00</td>
<td>75.00</td>
<td>125.00</td>
</tr>
<tr>
<td>Sand Silver Hotel</td>
<td>35.00</td>
<td>60.00</td>
<td>75.00</td>
<td>150.00</td>
</tr>
<tr>
<td>Netherfun Guest House</td>
<td>25.00</td>
<td>40.00</td>
<td>65.00</td>
<td>140.00</td>
</tr>
<tr>
<td>Pegasus Hotel</td>
<td>75.00</td>
<td>85.00</td>
<td>95.00</td>
<td>175.00</td>
</tr>
</tbody>
</table>

*Please insert
* - VAT not included

THIS TABLE SHOULD be exported
the second
to the letter after a paragraph
Time 25 minutes

Type the following letter to Mr. Stephen Farrell, the manager of Travelspan, 4400 Golden Court, Arima. Insert today's date, using the date and time feature.

Dear Mr. Farrell,

As you have noticed, we continue to maintain good prices and a high standard that you and customers have come to expect from our company.

We are pleased to send our latest brochure and schedule of hotel accommodations and rates for the summer 2004.

As please our send, your expected schedule of cruise ships that will be docking in our region during the upcoming season, so that we can offer you even better rates - a

As you have noticed, it will be very difficult for any of our clients' customers competitors to offer better rates while maintaining the
high standard. Our chain of hotels offer a wide range of services including tour packages, free baby services, pool and spa facilities and not to mention our winning golf course. We promise that all visitors will experience a once in a lifetime opportunity.

Yours truly, Winter Brown-shoes,
Marketing Manager

Ref: WBS/mt Place before date.
Time 30 minutes

3. Instructions for Manuscript

Type the following document in double line spacing, using margins of 1.5" and 1".

A golden wonder or a fruit to be careful of?

GRAPEFRUIT

Grapefruits are among the most popular citrus fruits in the Caribbean region. They are commonly eaten by many people and are considered a good source of vitamins and other protein minerals. Thousands of people drink grapefruit juice with meals as a healthy thirst drink quencher. However, events of the recent months mean that person taking certain medicines needed to be careful about their intake of grapefruit juice, because of the possibility of drug food interaction.
drug-food interactions. Age, nutrition diseases and other factors also affect this drug metabolism. This may serious implication for some patients, well beyond a minor increase or decrease in effectiveness of the drugs involved.

Minimizing Your Risk

Take the following precaution to minimize your risk of adverse effects when consuming grapefruit or its juice.

1. Avoid taking any medicines with grapefruit until you have talked to your doctor or pharmacist. Fruits and veg. juices, other than grapefruit such as cranberry, apple, and tomato juice may also cause problems.

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GO ON TO THE NEXT PAGE
1. If you are taking medication for any of the conditions listed thus far, do not drink grapefruit juice or eat in any form until you communicate you will have talked to your doctor and your pharmacist about the potential for an adverse reaction.

3. Read the labels on foods and natural health products to make sure they Do Not contain grapefruit or its juice. Or Seville oranges.

Take the following precautions to minimize your risk of adverse effects when consuming grapefruit.
Time 20 minutes

4. You are required to produce an invitation to an Opening Ceremony with the following information.

The Manager and Staff
Of Rocky High Hotel
Request the company of
To their Opening Ceremony
On Thursday 6 March 2003 at 6 p.m.
At Boredon Street, Basette
RSVP: 466-7148

(a) Open a new document file with the name ‘INVITE’.

(b) Format the document to two-columns with landscape orientation for A4 paper and set the right and left margins to ½” or 2.0 cms.

(c) Format the text to Times New Roman in Italics.

(d) Create and center the invitation in Column 2 of your document.

(e) Use right-alignment for, ‘RSVP: 466-7148’.

(f) Place 3 line spaces between ‘the company of’ and ‘to their Opening Ceremony’.

(g) Name the Document ‘INVITE 1’.

(h) To run a mail merge, create a data file containing FOUR records and name the file ‘INVITE 2’. Enter the first record as Ms Joan Wright and add three other names of your choice to the other records.

(i) Merge the files to produce invitations for the four names in your data file. Save this final document as ‘INVITE 3’.

NOTE: The files ‘INVITE 1, INVITE 2 AND INVITE 3’, must be printed at the end of the examination.

(15 marks)

END OF TEST