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MAY/JUNE 2024

FORM TP 2024066

**CARIBBEAN EXAMINATIONS COUNCIL
CARIBBEAN SECONDARY EDUCATION CERTIFICATE®
EXAMINATION**

ELECTRONIC DOCUMENT PREPARATION AND MANAGEMENT

Paper 82 – General Proficiency

2 hours 20 minutes

06 MAY 2024 (08J)

READ THE FOLLOWING INSTRUCTIONS CAREFULLY.

1. This examination consists of a speed test (Question 1) and THREE other questions.
2. After completing EACH question, save your work on the available storage device.

At the conclusion of the examination, the invigilator will give you instructions for submitting the saved files.
3. Question 1 is provided as an insert. The invigilator will allow TEN minutes for Question 1. 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.
4. Answer ALL questions.
5. Read all instructions carefully before attempting EACH question.
6. The 2 hours and 20 minutes allocated for this paper 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 |
7. 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.
8. Key your candidate number in the upper right-hand corner of each page.
9. You will be penalized for uncorrected errors.
10. Any accepted method of display consistently used in letters and/or tabular exercises will be credited unless instructed otherwise.

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Kyle Skeete

A red circular graphic with a gradient, appearing as a stylized arrow or a partial circle, located to the right of the author's name.

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Electronic Document Preparation and Management for CSEC® Examinations Coursebook with CD-ROM Kyle Skeete, 2011-11-03 This book covers the new EDPM CSEC syllabus to be taught from September 2011 It introduces computing fundamentals electronic communication and keyboarding techniques before teaching the Microsoft Office 2003 2010 skills required by the course Next students are shown several aspects of document preparation complete with sample documents After covering document management and ethics it gives SBA tips and exam papers with answers included on the CD Exercises and summaries are found at the end of each chapter The accompanying CD ROM is packed with material including interactive revision questions PowerPoint presentations tutorial videos exercise files and a comprehensive glossary

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