

# The St. George's Institute

## Michaelmas Term End of Term Assessment 2021



**Subject:** ELECTRONIC DOCUMENTATION PREPARATION & MANAGEMENT

**Course:** EDPM 201

**Date:** Monday November 29<sup>th</sup>, 2021      **Time:** 2:30 p.m. – 4:00 p.m.

Paper 1- Theory

*1 hour*

### **Instructions to Candidates**

1. Answer ALL questions.
2. Number each answer correctly on your own file Paper.

**Answer all questions.**

1. (a) What is an operating-system program? ( 1mark )  
(b) List THREE of the most common operating systems. ( 3 marks)  
(c) Name TWO icons found on the Desktop of the Windows Operating System. ( 2 marks)

**Total 6 marks**

2. (a) State ONE purpose for which a scanner is used. ( 1mark )  
(b) State ONE way to care for a keyboard. ( 1 mark)

**Total 2 marks**

3. (a) Three of the keys used for moving around within a document are given below. Give the abbreviation for EACH of these keys.

(i) Control keys

(ii) Page up

(iii) Page down

( 3marks)

- (b) State ONE measure that can be used to protect the integrity of computer files. ( 1 mark )

**Total 4 marks**

4. Copy Table 1 below on your own file paper and correct all errors and inconsistencies in style. Highlight your corrections by underlining them.

**TABLE 1**  
**BUSINESS EDUCATION**

<b>SUBJECT</b>	<b>PROFICIENCIES</b>	<b>Profiles</b>
E.D.P.M.	General Only	1. Acuracy 2. Speed 3. Presentation
Office Proceedures	General Only	a. Knowledge b. Application
Principles of ACCOUNTS	General & Basic	1. Knowledge 2. Application 3. interpretation
Principles of Business	General and Basic	1. Organizational Principles 2. Production and Marketing 3. Finance and introduction to Economics
Typewriting	General and Basic	1. Accuracy 2. Speed 3. Persentation 4. Professional Attitude

(15 marks)

**Total 15 marks**

5. Copy Table 2 onto your file paper. Complete the table by stating the correct paper size and appropriate orientation that should be used for each of the three documents in the table.

**TABLE 2**

**PAPER SIZE AND ORIENTATION FOR EACH DOCUMENT**

<b>Document</b>	<b>Paper Size</b>	<b>Paper Orientation</b>
(i) A three-page brochure		
(ii) A lease		
(iii) A short, four-line Memo		

( 3 marks)

**Total 3 marks**

6. (a) Name TWO electronic communication media. ( 2 marks)  
 (b) State the function of a modem in a computer system. ( 1 mark )

**Total 3 marks**

7. (a) List FIVE steps used when creating an electronic document folder.

**Total 5 marks**

8. (a) List the sequence of operations for inserting 'text boxes' on a form.

( 3marks)

- (b) Name TWO types of forms that may be created on the computer according to specific instructions.

( 2 marks)

**Total 5 marks**

9. Resa completed a research project, but she was penalized because the report contained words from another person's work without acknowledgement of the author.

- (a) Identify the term used for the act Elesya committed. **(1 mark)**
- (b) State TWO methods that Elesya could use to acknowledge the author. **(2 marks)**

**Total 3 marks**

10. Betty-Ann was given the following instructions by her boss:

“Please type this letter, but first confirm the date of the meeting with John Black by 10:00 a.m. I will be available for signature at 12:00 noon.”

Betty-Ann willingly complied in all respects.

- (a) Identify TWO acceptable work standards Betty-Ann displayed. **(2marks)**
- (b) Which TWO desirable habits and work attitudes did Betty-Ann demonstrate? **(2 marks)**

**Total 4 marks**

**END OF TEST**