Electronic Document Preparation and Management for CSEC® Workbook

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Electronic Document Preparation and Management for CSEC® 2nd Edition is designed to equip students with the knowledge and skills required for working in the modern office. This workbook has been written to be used in class or for homework, and is designed to be used alongside the Electronic Document Preparation and Management for CSEC® Student Book. The workbook extends, revises and complements the material from the Student Book to help students reach their full potential in the CSEC® examination but can also be used as stand-alone support for any student studying EDPM at CSEC® level.

The Workbook provides additional practice through a range of activities including:

- Word searches
- Anagrams
- Multiple-choice questions
- Mind maps

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1. a. Summarise the different types of computer hardware by copying and completing the following mind map.

```
Computer Hardware
  |____________________________________________________|
  |                                                |
  | Input Devices                                  |
  |                                                |
  | Processor                                      |
  |                                                |
  | Output Devices                                 |
  |                                                |
  | Impact Printers                                 |
  |                                                |
  | Printer                                        |
  |                                                |
  | Laser Printers                                 |
  |                                                |
  | Storage Devices                                |
  |                                                |
  | Keyboard                                       |
  |                                                |
```

b. State the purpose of each device that you identified in the mind map.
2. Identify the device or devices that can be used for each of the following purposes:
   a. To draw directly onto a tablet or a computer screen: __________________________________________
   b. To recognise marks that are made on a pre-printed form: ______________________________________
   c. To produce high-quality, glossy printouts: ______________________________________________________
   d. To produce cheap, low-quality printouts: ______________________________________________________
   e. To convert speech to text: __________________________________________________________________
   f. To convert text to speech: _____________________________________________________________________
   g. To store data on a plastic card: _________________________________________________________________
   h. To display images from the computer onto a large surface: _________________________________________
   i. To store data in portable devices such as digital cameras, cell phones and music players: __________
   j. To convert a paper to digital format: ____________________________________________________________

3. An anagram is a word or phrase that is rearranged to form another word or phrase. Solve the anagram and then define the hardware device that is named in the solution.

   E.g. PI LENGTH = LIGHT PEN: A light-sensitive input device that is used to select an entry or indicate a position on a display screen

   a. TIN ROOM = _____________________________________________________________________
   b. BOY DRAKE = _______________________________________________________________________
   c. DO CHAT UP = _______________________________________________________________________
   d. PICK ITS LOAD = ______________________________________________________________________
   e. RECORDED A BEAR = ___________________________________________________________________
   f. CHEERS COUNT = ______________________________________________________________________
   g. LEARNERS TRIP = ______________________________________________________________________
   h. KIDS CAMP COT = ______________________________________________________________________
   i. ADMIT A GLACIER = _____________________________________________________________________
   j. CUE PROMPT USER = _____________________________________________________________________
Use the following clues to identify the words in the puzzle:

1. Programs that control computer hardware, enabling the various parts to work together
2. Programs that are used to perform specific tasks
3. Loading the systems software at start-up
4. The illegal copying and distribution of software
5. Software that is used to create publications containing text and graphics in a wide variety of formats
6. Programs that are used to manage the purchase, storage and sale of goods
7. The section of a window that displays shortcuts to commands
8. These are used to see parts of a document that are not visible on the screen
9. To display a window so that it occupies the whole screen
10. The name of the program is displayed in this part of the window
11. To simultaneously display all open windows side by side on the screen
12. Deleted programs and documents are stored here
13. A program that is used to view websites
14. A document that outlines the terms and conditions under which a program may be used
1. The main goal of ergonomics is to:
   A. Help employees be more productive
   B. Improve workplace communication
   C. Minimise the risk of strain and injury
   D. Get tasks done more efficiently

2. Computer work stations should be positioned so that:
   A. The screen is well-lit by direct sunlight
   B. The light hits the screen at a 90° angle
   C. The glare from the screen can reflect to the user
   D. The work area is well-lit and without glare

3. It is best to place your computer desk:
   A. Directly against the wall
   B. Four to six inches from the wall
   C. With an aisle between the desk and the wall
   D. In a central location, away from all walls

4. What does the abbreviation UPS stand for?
   A. Unlimited Power Supplier
   B. Universal Protection System
   C. Uninterrupted Power Supply
   D. User-friendly Programming System

5. Which of the following is recommended for cleaning keyboards?
   A. A feather duster
   B. A lint-free cloth
   C. A screen-cleaning liquid
   D. A gentle detergent

6. Which of the following is most likely to cause a repetitive strain injury?
   A. Reading from the computer screen without wearing eye glasses
   B. Maintaining the same position for a long period of time
   C. Getting up from the computer every few minutes
   D. Using a wrist support when typing

7. At what angle should your knees bend when you are using the computer for typing?
   A. 30°  B. 45°  C. 60°  D. 90°

8. _____ forces are caused by maintaining the same posture for a long time.
   A. Static
   B. Repetitive
   C. Twisting
   D. Stretching

9. Maintenance programs such as disk backup, disk defragmenter and error checking are called:
   A. Application programs
   B. Antivirus software
   C. Utility programs
   D. Database management programs

10. Which of the following is the most important reason for purchasing adjustable office furniture?
    A. Gives the office an up-to-date appearance.
    B. Can be modified to suit each individual.
    C. Always provides good back support.
    D. Gives workers a good posture.
1. Vindra has been hired as an office assistant with the global company BKM Designs and Services Limited. She is required to use a desktop computer to produce, distribute and store documents that contain text and graphics.
   a. Identify six peripheral devices that Vindra will be expected to use to perform her duties.
   b. State the purpose of each of the devices you have identified.
   c. BKM Designs and Services Limited is considering buying a computer that will be capable of supporting multiple users. Identify two classes of computers that can be bought.

2. EDPM students are expected to become proficient in the use of a wide variety of software.
   a. Define the term software.
   b. Clearly explain the difference between systems software and applications software.
   c. List four tasks that the operating system performs.
   d. i. Name three types of application software that are used for business purposes.
       ii. State the purpose of each application software you have named in (i) above.

3. Referring to the figure below, recommend ways in which the worker illustrated can improve his health and safety in the workplace, using the following headings:
   ● Posture
   ● Furniture
   ● Lighting
   ● Arrangement of workspace
   ● Elimination of hazards
1. The figure above shows a standard keyboard.
   a. Label the keys numbered 1 to 16.
   b. Write in all the printable characters (alphabetical, numeric and symbol) on all the other keys shown.

2. State the purpose of each of the following types of keys on the keyboard:
   a. Home: ....................................................................................................................
   b. End: ...........................................................................................................................
   c. Caps Lock: ................................................................................................................
   d. Backspace: ..............................................................................................................
   e. Delete: ......................................................................................................................
   f. Page Up: ...................................................................................................................
   g. Page Down: .............................................................................................................

3. Define the following terms:
   a. Touch keyboarding: ...................................................................................................
   b. Home keys: .............................................................................................................
   c. Guide keys: ..............................................................................................................
   d. Copy: .......................................................................................................................
1. State six advantages of using word processing to create a document.

2. Define the following terms:
   a. File: 
   b. Folder: 
   c. Character: 
   d. Cursor: 
   e. Default: 

3. Outline the steps you will follow to do each of the following tasks:
   a. Save a document you have created to the documents folder
   b. Save a document to an external medium such as a flash drive or memory card
   c. Retrieve a document that was previously saved
   d. Print a document
   e. Print a specific page in a document

4. Write out the keyboard combinations that will give the following commands:
   a. Copy: ______
   b. Cut: ______
   c. Paste: ______
   d. Undo: ______
   e. Re-do: ______
   f. Bold: ______
   g. Underline: ______
   h. Italics: ______
   i. Create a new document: ______
   j. Open an existing document: ______
   k. Save the current document: ______

5. Name the tool, button or command that will enable you to do each of the following tasks:
   a. Find synonyms and antonyms of selected words: ______
   b. Thicken the lines that form a letter: ______
   c. Draw a line under a word: ______
   d. Move selected text from the document to the clipboard: ______
   e. Create a copy of an existing document and give it a different name: ______
   f. See how a document will look when it is printed: ______
   g. Identify and correct errors in the document: ______
   h. Get instructions on how to use a feature in the word-processing program: ______
Outline the steps to do each of the following:

a. Increase the width of column A  
b. Increase the height of row 1  
c. Arrange the students’ names in alphabetical order from A to Z according to surname  
d. Add a new worksheet to a workbook  
e. Merge a range of cells
1. Complete the following sentences by inserting the correct database term:
   a. A ________ is an organised collection of data and information, whereas a ________ is a program that enables the creation and use of the structured information.
   b. A ________ is the smallest unit of data in a database.
   c. A ________ is all of the data related to one person or one thing that is stored in the database.
   d. A database ________ is a grid in which each row represents a ________ and each column represents a ________.
   e. The unique number that identifies a specific record is called the ________.
   f. A ________ is a link between two or more tables that contain related information.

2. State the type of field that will be used to store each of the following sets of data received from students who are registering at a university:
   a. Student’s name: ..........................................................
   b. Student’s unique registration number: ..................................
   c. Student’s date of birth: ..................................................
   d. Student’s gender: ..........................................................
   e. Digital photograph of the student: .....................................
   f. Telephone number of person to contact in case of emergency: ..................................
   g. The registration fee that is paid: ......................................
   h. Date registered: ...........................................................
   i. Selection from the list of courses that are available: ................
   j. A summary of the student’s performance at secondary school, such as academic achievements, co-curricular activities and conduct: .............................................

3. Outline the steps you will follow to do each of the following tasks:
   a. Create a database
   b. Create a database table using a template
   c. Create a database table using a wizard