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Insert your name on the form below and return this booklet with your answer sheet. Failure to do so may result in disqualification.

FORM TP 2020061**TEST CODE 01251010****MAY/JUNE 2020**

CARIBBEAN EXAMINATIONS COUNCIL
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EXAMINATION

ELECTRONIC DOCUMENT PREPARATION AND MANAGEMENT**Paper 01 – General Proficiency***1 hour 30 minutes***29 MAY 2020 (a.m.)****READ THE FOLLOWING INSTRUCTIONS CAREFULLY.**

1. This test consists of 60 items. You will have 1 hour and 30 minutes to answer them.
2. In addition to this test booklet, you should have an answer sheet.
3. Each item in this test has four suggested answers lettered (A), (B), (C), (D). Read each item you are about to answer and decide which choice is best.
4. On your answer sheet, find the number which corresponds to your item and shade the space having the same letter as the answer you have chosen. Look at the sample item below.

Sample Item

The MOST appropriate salutation for a business letter is

- (A) Hi James.
 (B) Dear Mrs Ali
 (C) My Dear Solomon
 (D) To All Staff Members

Sample Answer

The best answer to this item is "Dear Mrs Ali", so (B) has been shaded.

5. If you want to change your answer, erase it completely before you fill in your new choice.
6. When you are told to begin, turn the page and work as quickly and as carefully as you can. If you cannot answer an item, go on to the next one. You may return to that item later.

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Edpm Past Papers Theory

Kathleen Armour



Edpm Past Papers Theory:

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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