

**KINGDOM OF BAHRAIN
MINISTRY OF EDUCATION
DIRECTORATE OF EXAMINATION**

COMMERCIAL EDUCATION EXAMINATION

FIRST SEMESTER EXAM 2007/2008

COURSE NAME: English Typesetting Skills on Keyboard

TRACK: COMMERCIAL

COURSE CODE: 112 طبق

TIME: 1 ½ Hours

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Instruction to students:

- 7 Read the instructions for each question carefully before typing the answers in order to find what is required.
- 7 Type each question on a separate sheet of paper.
- 7 Save your work in *Floppy Disk* as **Q1**.
- 7 Unless instructed otherwise, you may choose your own font type and size.
- 7 Display is very important throughout the examination. Badly displayed work will be penalized.
- 7 Arrange your answer sheet in order of question.

Distribution of Marks

Question:	1	40
Question:	2	35
Question:	3	25

Question 1:

Type each line following these directions:

- 7** Adjust your document margins as following:
 - Ø Top and Bottom **1.5** cm.
 - Ø Left and Right **1** cm.
 - 7** Type each line one time.
 - 7** Use **Arial** font size **14**.
 - 7** Leave Double-Space line between each two lines.
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An angry man opens his mouth and shuts his eyes.

The only thing in life achieved without effort is failure.

Anger is a state that starts with madness and ends with regret.

Education is not received. It is achieved.

Friendship: A building contract you sign with laughter and break with tears.

Happiness isn't getting what you want; it's wanting what you get.

Making mistakes isn't stupid; disregarding them is.

African elephants only have four teeth to chew their food with.

School is a building with four walls, and tomorrow inside.

Facts don't disappear just because they're ignored.

Give a man a fish and he won't starve for a day.

A person can live without food for about a month, but only about a week without water.

Pain is the breaking of the shell that encloses your understanding.

The length from your wrist to your elbow is the same as the length of your foot.

Quality is presence of value and not absence of mistake.

Regret can be deepest when you just stay silent.

Pain is temporary, victory is forever.

Teachers open the doors; you enter by yourself.

Question 2:

Type each line following these directions:

- 7** Type each line one time.
- 7** Use **Times New Roman** font size **14**.
- 7** Leave Double-Space line between each two lines.

The first electronic mail, or "e-mail", was sent in 1972 by Ray Tomlinson.

Population of Bahrain is 708,573 (2007 estimate).

The number $435 > 345$

The human head contains 22 bones.

On average, you breathe 23,000 times a day.

What is the time? Am I late?

If the amount of water in your body is reduced by just 1%, you'll feel thirsty.

Men loose about 40 hairs a day. Women loose about 70 hairs a day.

Train #366 departs at 10:30 p.m.

If all your DNA is stretched out, it would reach to the moon 6,000 times.

He brought a car for BD 11,500.000 less 3% discount.

A house fly lives only 14 days.

Thank you for your letter dated 27/11/2007.

The can opener was invented 48 years after cans were introduced.

$37 * 240 + 990 =$

Question 3:

Type this paragraph following these directions:

- 7 For Paragraphs: use **Book Antiqua** font size **16**.
- 7 For the Main Heading: use **Bookman Old Style** font size **18**, **Bold**, underline and center.
- 7 Justify the paragraphs.

Bahrain e-Government

The e-Government stands for "electronic Government". It is a single term to describe the many different technology initiatives being introduced by Bahrain's Government to improve the way it operates. E-Government includes new technologies to improve working systems and processes. It includes new websites and online tools. It includes smart cards and better information management systems.

The e-Government strategy is summed up by: "Delivering Customer Value through Collaborative Government". This means working together, across Ministries and Departments, and including the private sector, to improve the service delivered to our people.

مبادرات شمواء

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END OF EXAM