

**KINGDOM OF BAHRAIN
MINISTRY OF EDUCATION
DIRECTORATE OF INTERMEDIATE & SECONDARY EDUCATION
EXAMINATION BOARD / EXAMINATION CONTROL**

COMMERCIAL EDUCATION EXAMINATION

FIRST SEMESTER EXAM 2007/2008

COURSE NAME : Business Application for the Secondary Level
TRACK: COMMERCIAL
COURSE CODE: Typing 312
TIME: 1 ½ Hours

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Instruction to Students:

- ❏ Read the instruction for each question carefully before typing answer in order to find what is required.
- ❏ Save your work for question 1,2 as Q1, and question 3 as Q2 and question 4 as Q3 in your floppy disk.
- ❏ Unless instructed otherwise, you may choose your own font type and size.
- ❏ Display is very important throughout the examination. Badly display work will be penalized.
- ❏ Arrange your answer sheet in order of question.

MARKS	
Q1	35
Q2	25
Q3	25
Q4	15

Question 1:

Type this paragraph, following these instructions:

1. Page setup according to: Top & Bottom 2cm. Left & Right 2.5cm.
2. Use Courier New font size 16 to type. While for the Main Heading use the same font Bold and Underline size 18.
3. Center the Main Heading and Justify the rest of paragraph.
4. Leave Double Spacing Lines between the Main-Heading and the paragraph, and between the paragraphs.
5. Choose the Bullets from Wingdings font.
6. Correct the error's.

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Distance Learning (DL)

Distance Learning (DL), also known as Distance Education (DE), is simply learning from a distance, usually from home, or from a conveniently located off-campus site. DL allows adults to earn college credits, even entire degrees, without ever leaving home. Also It is defines as a field of education that focuses on the technology, and instructional systems design that aim to deliver education to students who are not physically "on site". In (DE), students may not be required to be present in a classroom.

(DL) courses that require a physical on-site presence for any reason including the taking of examinations is considered to be a hybrid or blended course or program. Types of distance education courses are:

- : Correspondence conducted through regular mail
- : Internet conducted either synchronously or asynchronously
- : Telecourse / Broadcast where content is delivered via radio or television

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Question 2:

Type this table, following these instructions:

1. Use Comic Sans MS font size 16 to type. While for the Main Heading use the same font Bold and Underline size 18.
2. Center the Main Heading and the Cells in the table.
3. Leave Double Spacing lines between the Main-Heading and the table.
4. Find out the total amount in Bahrain and Saudi Arabia for 2005 and 2006.

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**Sales for some types of televisions
In Bahrain and Saudi Arabia
For the years 2005 and 2006**

Brand Name	Year 2005		Year 2006	
	Bahrain	Saudi Arabia	Bahrain	Saudi Arabia
	Amount in mills	Amount in mills	Amount in mills	Amount in mills
Toshiba	5	7.5	5.7	7.4
Samsung	3.5	5.4	4.2	6.1
Aiwa	1.6	2.4	1.8	2.5
Wow	1.2	1.9	1.3	1.7
JVC	4.8	8.7	4.7	8.8
Gold star	3.3	6.9	3.6	6.5
Total				

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Question3:

Type this letter using the English Elegant Letter Model. Change the font to Century size 14 for the body of the letter, While Bold size 18 for the company Name and Bold size 12 for the company address.

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F. Lynch & Co. Ltd

P o Box 1884 Manama
Kingdom of Bahrain
Phone No. 9689543 Fax No. 9667759

9 January 2007

Satex S P A
P o Box 2334
Riyadh
Saudi Arabia

شركات شمواء

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Dear Mr Ahmed

We have decided to accept the 15% trade discount you offered and terms of payments Viz. documents against payments, but would like these terms reviewed in the near future.

We would appreciate delivery within the next six weeks, and look forward to your acknowledgement.

Yours sincerely

Ali Sami
Chief Buyer

Question4:

Type this Memorandum using the English Contemporary Memo module; change the font to Calisto MT size 14 to type.

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To: All Employees
From: Supervisor of mailroom
Date: Exam Date (today's date)
Cc: All Departments Managers

We would like to inform you that, the incoming and outgoing mail must be submitted from all the departments to the main mailroom as soon as finished; in order to complete the rest of the procedures of sending and receiving the company correspondences.

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