S. C. MCPHERSON JUNIOR HIGH SCHOOL

SUMMER TERM EXAMINATION 2024

SUBJECT: BUSINESS STUDIES

GRADE LEVEL: 8

DATE: 03rd June 2024

TIME: 1st Period

DURATION: 60 minutes

STUDENT'S NAME: _____

TEACHER'S NAME:

	Mrs. N. Sweeting-Uriz

EMAIL: natasha.sweeting-uriz@scmcpherson.edu.bs

Instructions to candidates: This exam includes 6 pages and 4 sections. Read the instructions and answer all questions in each section appropriately. The number of points awarded for each section is included in the instructions before each section. **DO NOT PRESS CHECK ANSWERS**, YOU WILL HAVE TO START OVER WHICH WILL INDICATE THAT YOU PRESSED CHECK ANSWERS. THIS WILL RESULT IN YOU OBTAINING A ZERO. Once completed please enter the email above and submit to teacher.

LIVEWORKSHEETS

SECTION 1a ENTREPRENEURSHIP MULTIPLE CHOICE QUESTIONS

DIRECTIONS: Choose the best possible answer for the questions below.

1. Which of the following is considered a hard skill? [1 PT]

A.	Communication
B.	Coding
C.	Teamwork
D.	Problem-solving

2. Which of these is a soft skill? [1 PT]

A.	Accounting
B.	Public speaking
C.	Data analysis
D.	Typing speed

3. What is the main difference between hard skills and soft skills? [1 PT]

A.	Hard skills are personal attributes, while soft skills are technical abilities.
B.	Hard skills are technical abilities, while soft skills are personal attributes.
C.	Hard skills are only learned in school, while soft skills are learned through experience.
D.	Hard skills are important for leadership, while soft skills are not.

4. Which of the following scenarios shows the use of both hard and soft skills? [1 PT]

A.	An entrepreneur designing a website using coding knowledge.
B.	A business owner resolving a conflict between team members and creating a budget plan.
C.	A manager writing a detailed financial report.
D.	A salesperson negotiating a deal with a client.

5. Which three soft skills are crucial for successful entrepreneurship? [1 PT]

A.	Coding, financial analysis, and marketing.
B.	Communication, problem-solving, and teamwork.
C.	Graphic design, typing speed, and public speaking.
D.	Data analysis, project management, and leadership.

6. How can an entrepreneur improve their hard skills? [1 PT]

A.	By reading self-help books.
B.	By taking online courses and practicing regularly.
C.	By attending social events.
D.	By traveling and experiencing different cultures.

7. Why is teamwork considered an essential soft skill for entrepreneurs? [1 PT]

A.	It helps in analysing market trends.
B.	It enables efficient completion of projects through people working together.
C.	It is necessary for designing business logos.
D.	It improves individual typing speed.

8. What role does creativity play in entrepreneurship, and is it considered a hard or soft skill? [1 PT]

A.	Creativity helps in solving complex problems and is considered a hard skill.
B.	Creativity is vital for innovation and is considered a soft skill.
C.	Creativity is important for financial planning and is a hard skill.
D.	Creativity is only needed for marketing and is a soft skill.

LIVEWORKSHEETS

SECTION 1b MICROSOFT WORD MULTIPLE CHOICE QUESTIONS

DIRECTIONS: Answer each question by clicking the correct answer

1. Microsoft Word is a _____. [1 PT]

(a) word processing software that creates power point
(b) word processing software that creates spreadsheets
(c) word processing software that creates documents
(d) word processing software that creates power point

2. Which icon represents Microsoft Word? [1 PT]

(a)
(b)
(c)
(d)

3. Which salutation is written correctly? [1 PT]

(a) Dear Mr. Smith
(b) Dear Mr Smith
(c) Dear Mr Regnal Smith
(d) Dear Mr. R Smith

4. Which closing is written correctly? [1 PT]

(a) Yours Faithfully
(b) Yours faithfully,
(c) Yours faithfully
(d) yours faithfully,

5. When date styles are used in a document you should? [1 PT]

(a) Use that same style throughout the document
(b) Type no dates in the document
(c) Type all the dates in figures
(d) Use a different style throughout the document

6. Which format is correct? [1 PT]

(a) 9 am- 9 pm
(b) 9am- 9pm
(c) 9am – 9 pm
(d) 9 a m – 9 p m

7. Translate " The adverts. are very good. [1 PT]

(a) The advertisement are very good
(b) The advertises are very good
(c) The adverts are very good
(d) The advertisements are very good

8. Translate *"The cos. wh. Advertise only dev."* [1 PT]

(a) The companies which advertise only develop
(b) The customers which advertise only develop
(c) The companies what advertise only develop
(d) The customers what advertise only develop

LIVEWORKSHEETS

SECTION 2

DIRECTIONS: Answer each question by T for TRUE and F for FALSE.

1.	T	F	Word wrap means that you do not have to press the return key to go to the next line.
2.	T	F	The margin indicator for this symbol [is ⊓
3.	T	F	There is one clear line space between a heading and a paragraph.
4.	T	F	There are two spaces after any punctuation at the end of a sentence.
5.	T	F	The show and hide button shows non-printing characters.
6.	T	F	To amend means to type your work with no changes
7.	T	F	The non printing character for a space is →
8.	T	F	You press enter once to get one clear line space between paragraphs
9.	T	F	[when a bracket is used at the beginning of the sentence you must start a New Paragraph
10.	T	F	All letters should only be dated if instructed to do so.
11.	T	F	When typing you must always go back to the home row keys.
12.	T	F	ENC stands for enclosure, enclosed and enclosing.
13.	T	F	To save a new document you must press Save As.
14.	T	F	Stet is used when you want to delete the word with the dotted lines beneath.
15.	T	F	Spaced Capitals means 2 spaces between letters 1 space between words.
16.	T	F	TRS stands for vertical transpose only.
17.	T	F	Word wrap means that you do not have to press the return key to go to the next line.

Choose the correct spelling for each abbreviation below. [24 pts]

Ack.		defly.	
Recom.		Mfr.	
Refd.		Opps.	
Shd.		Def.	
Wl.		Cos.	
Nov.		gntee(s)	
Mar.		adverts.	
dev.		cats.	
rec.		opps.	
bus.		necy.	
Jan.		cttees.	
bel.		approxly.	

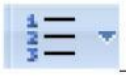
LIVEWORKSHEETS

SECTION 3

Directions: Identify the Icons below. 1pt each

1. _____

2. _____

3.  _____

4. _____

5. _____

6. _____

7. _____

8.

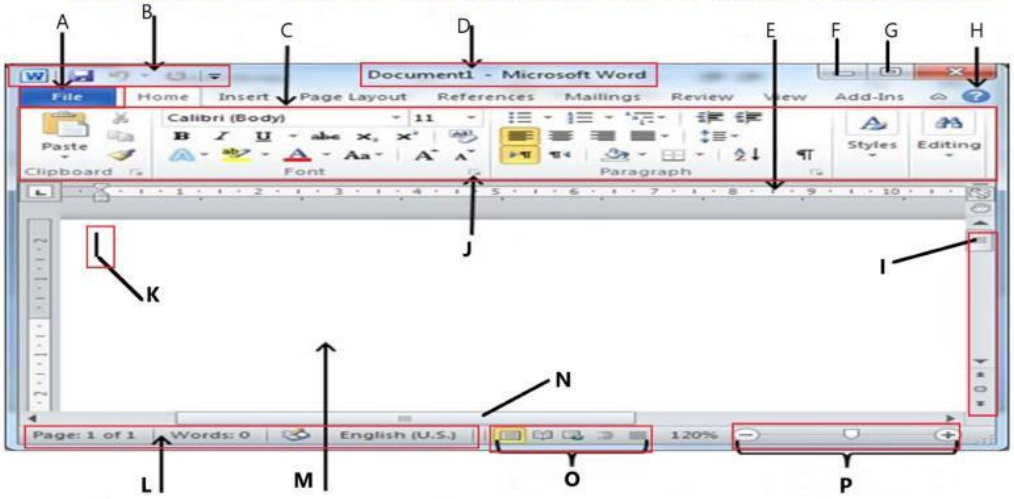
_____

9.

_____

10. _____

Directions: Choose the correct answer for the word window below.



A.	B.	C.
D.	E.	F.
G.	H.	I.
J.	K.	L.
M.	N.	O.
P.		

LIVEWORKSHEETS

SECTION 4

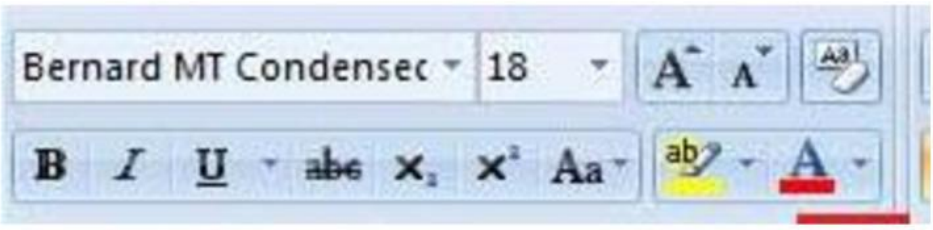
Directions: Carefully look at the paragraphs below and answer the following questions?

There are various ways of feedin information into a computer. The most popular way is to use the keyboard. Another common method of inputting information is by the use of BAR CODES, which appear on such things as groceries.

Another form of input is called MAGNETIC CHARACTER RECOGNITION.This system is used in banks , which print simple symbols in magnetic ink on the bottom of each **cheque**.

The most popular output devices are the screen and the printers. The screen is also known as a visual display unit or VDU, or a monitor, Screen display results immediately, but it is *essential* to have a printer, so that ~~permanent~~ record of the results can be kept.

1. There are four errors in the document. Check any 4 points marked in the text to indicate the error. _____ [2pts]
2. Which correction indicator would be used to make VDU small. _____ [1pt]
3. Which word has STET correction indicator. _____ [1pt]
4. Which 3 alignments are shown. _____ [1pt]
5. What alignment is not shown? _____ [1pt]
6. Choose which font icon below is used to make BAR CODES, MAGNETIC CHARACTER RECOGNITION and VDU all capitalized. _____ [1pt]



7. What is pressed to change the looks of *essential*? _____[1pt]
8. What is pressed to make **cheque** font darker? _____ [1pt]
9. What is pressed to place a line under monitor? _____ [1pt]
10. Choose the correct spacing for MAGNETIC CHARACTER RECOGNITION in spaced capitals. _____ [1pt]

LIVEWORKSHEETS