

Question one

- a) Open a word processing program and create the following table as it appears below. Save it as **TimeTable.rtf** (10 marks)
- b) Create the following document as it is including the enhancements shown.

AUSTRALIAN ADVENTURE

Day 1, **Sydney:**

You arrive in Sydney at 7 P.M. in plenty of time to settle in.

Day 2, *City Tour:*

Lunch, featuring a variety of international dishes is included!

Day 3, **Great Barrier Reef:**

TERM III TIME TABLE									
DAYS	8 - 8:40	8:40- 8:50	8:50 -9:30	9:30- 10:10	10:10 - 10:40	10:40 - 11:20	11:20 - 12:00	12:00 - 12:40	12:40- 2:00
MONDAY		FIRST BREAK			SECOND BREAK				LUNCH BREAK
TUESDAY									
WEDNESDAY									
THURSDAY									
FRIDAY									

Snorkel or scuba dive through the fabulous coral gardens. An expert diver and a marine biologist from **Tres Research** are on board to answer questions about the unusual marine life.

~~The Spirit of an Adventurer~~

An adventure is a dare you take personally. It's an opportunity that also involves some risk. **A** Few of us accept such a challenge, although many of us dreamed of adventure during childhood. What is so different about adults who live out their dreams?

Panel Moderator: Each of you has done something the average person would never try. Can you explain why you did it?

Jean: I am intensely curious. I love a physical **challenge**.

Mike: **Curiosity!** I am interested in finding out for myself how it really is like.

Susan: The sense of **achievement** afterwards is just great in itself!

Questions:

(i). Save the document as “**ADVENTURE**” followed by your full names. (1 mark)

(ii). Apply the following formats to the heading “AUSTRALIAN ADVENTURE’ (4 marks)

Capitalization	-	Uppercase
Alignment	-	Centre
Appearance	-	Bold
Font	-	Arial Black
Size	-	18

(iii). Apply the following formats to the subtopic “THE SPIRIT OF AN ADVENTURER’ (2 marks)

Font	-	Monotype Corsiva
Size	-	18

(iv). Apply a Drop cap as shown in line 15. The cap should be dropped 2 lines. (2 marks)

(v). Apply bold, italic and underlines as shown in the different parts of the document.(1 mark)

Save the changes made to your document. (1 mark)

QUESTION TWO

Open a word processing program and create the following document as it appears

FORTY INVESTMENT COMPANY LTD

P.O.BOX 2930475-009088

NAIROBI

Examination Irregularity is punishable by expulsion



info@fortyinvest.co.ke

Cell phone: 097834009

OFFICE OF SALES AND MARKETING MANAGER

REF FORTYINV/SALESMANAGER/COMM/VOL1

FROM: SALES AND MARKETING MANAGER

DATE: 17-Aug-20

TO Dr. peter F. H

SUBJECT: NOTICE FOR MEETING

As the Human Resource manager, you are hereby invited to the company's executive meeting scheduled for 30th December 2013 at Dodo conference room starting 9.00 a.m.

The agenda of the meeting is as shown in the table below.

Serial	Item	Details
Min 12908/2013	Reports	Include projections, strategies, expected challenges
Min 12909/2013	Invitation Production	for
Min 12910/2013	Rapid initiative	result Presentation by facilitator from ministry
Min 12911/2013	AOB	

H₂O

~~Kindly attend without fail; any apologies should be addressed to the undersigned.~~

DAN MARTINS

SALES AND MARKETING MANAGER

Task Three

Create the following spreadsheet for students who sat for three Continuous Assessment Tests.

	A	B	C	D	E	F	G
1	STUDENTNAME	MATHS	ENGLISH	C/STUDIES	TOTAL	AVERAGE	GRADE
2	Mariam Ali	67	74	71			
3	Mwaniki Maina	58	65	56			
4	Mungola Kijana	81	69	70			
5	Eileen Shibe	45	50	49			
6	Tausi Tulesi	78	76	68			
7	Jitendra Shah	34	47	65			
8	Fauzia Jamal	56	56	56			
9	Balozi Hakati	85	88	69			
10	Nyamu Mungai	60	55	46			
11	SUBJECT AVERAGE						

Use the following criteria

70 - 100	Distinction
50 - 69	Credit
40 - 49	Pass
Below 40	Fail

1. Enter appropriate formulas to compute the following:
 - a) The Total number of students. (2 marks)
 - b) The Total marks for each student. (2 marks)
 - c) The Average mark for each student. (2 marks)
 - d) The Average mark in each subject. (2 marks)
 - e) The Highest mark in each subject. (2 marks)
 - f) The Lowest mark in each subject. (2 marks)
2.
 - a) Create a pie chart based on the subjects and the subject average score. (2 marks)
 - b) Save the workbook as **StudentMarks**. (2 marks)

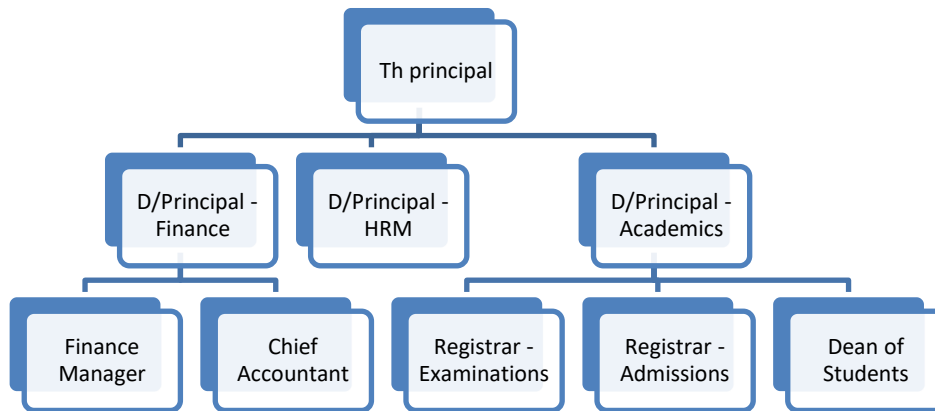
Task Four:

- a) Open a presentations program and use the outlines in table 1 to create a presentation. Save it as managerpresentation in the folder “*CCA yourname*” and create the following task as it appears below. (12 marks)

SLIDE	CONTENT												
1	<p>STAFFING</p> <p>By Dr. Edward Washington</p> <p>Human Resources Manager</p> <p><i>Date:</i> 20th February 2014</p>												
2	<ul style="list-style-type: none"> • Introduction • Overview of the HRM Department <ul style="list-style-type: none"> ○ Vision and Mission ○ Mandate ○ Objective • Structural Organization • Achievements 												
3	DEPARTMENTAL ORGANIZATION CHART												
4	<p>NUMBERS OF STAFF IN COMPANY</p> <table border="1" style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th>DEPARTMENT</th> <th>NUMBER</th> </tr> </thead> <tbody> <tr> <td>Administratioin</td> <td>10</td> </tr> <tr> <td>Middle managers</td> <td>40</td> </tr> <tr> <td>Subordinates</td> <td>60</td> </tr> <tr> <td>Casuals</td> <td>81</td> </tr> <tr> <td>Attaches</td> <td>20</td> </tr> </tbody> </table>	DEPARTMENT	NUMBER	Administratioin	10	Middle managers	40	Subordinates	60	Casuals	81	Attaches	20
DEPARTMENT	NUMBER												
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Subordinates	60												
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5	GRAPHICAL REPRESENTATION OF THE NUMBERS												
6	<p>CONCLUSION</p> <p><i>Thank you and may God bless each one of you</i></p>												
7	QUESTIONS TIME!!												

Table 1

- b) Create the following diagram in slide 3. (9 marks)



- c) Using the data in slide 4, create a bar chart in slide 5 to represent the number of staff in the institution. (5 marks)
- d) Apply any slide transition of your choice to all the slides. (1 mark)
- e) Save all the changes made to your document. (2 marks)

WORD PROCESSING EXERCISES. . . .

Question 1.

(A) Create the following document as it is including the enhancements shown.

AUSTRALIAN ADVENTURE

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The Spirit of an Adventurer

An adventure is a dare you take personally. It's an opportunity that also involves some risk. Few of us accept such a challenge, although many of us dreamed of adventure during childhood. What is so different about adults who live out their dreams?

Panel Moderator: Each of you has done something the average person would never try. Can you explain why you did it?

Jean: I am intensely curious. I love a physical **challenge**.

Mike: **Curiosity!** I am interested in finding out for myself how it really is like.

Susan: The sense of **achievement** afterwards is just great in itself!

Questions:

(vi). Save the document as “**ADVENTURE**” followed by your full names.

(vii). Apply the following formats to the heading “AUSTRALIAN ADVENTURE”

Capitalization	-	Uppercase
Alignment	-	Centre
Appearance	-	Bold
Font	-	Arial Black
Size	-	18

(viii). Apply the following formats to the subtopic “THE SPIRIT OF AN ADVENTURER”

Font	-	Monotype Corsiva
Size	-	18

(ix). Apply a Drop cap as shown in line 15. The cap should be dropped 2 lines.

(x). Apply bold, italic and underlines as shown in the different parts of the document.

(xi). Save the changes made to your document.

(B) Create a document named **Growth Stocks**, and include all the enhancements in the text as shown in the document. (7 marks)

KGH CONSULTANTS

P.O. Box 42089

Nairobi.

Dear Mr. Mwomboko,

REF: GROWTH STOCKS AT NSE

Following your inquiry about which stocks to consider for long-term investments, we are happy to provide you with information on the performance on 9 companies over the last five years.

Highest Market Price						
Stock	Year 1	Year 2	Year 3	Year 4	Year 5	Average
BBK	63.00	52.00	132.50	205.00	211.00	132.70
CFC	25.00	30.50	58.00	127.00	600.00	168.10
DTK	35.00	49.00	152.00	152.00	82.50	94.10
EAP	4.50	10.50	16.25	60.00	49.50	28.15
HFCK	8.00	16.00	15.75	51.00	30.00	24.15
KCB	36.00	31.00	50.00	100.00	90.00	61.40
Kenol	4.25	4.25	24.50	76.00	63.00	34.40
Nation	12.00	15.00	19.75	71.00	90.50	41.65
Uchumi	15.00	25.50	29.00	64.50	66.00	40.00
Total	202.75	233.75	497.75	906.5	1282.5	624.65

Please study the information and let us know which of these stocks you would like to invest in.

We will be available for further consultation if you feel it is necessary.

Sincerely,

Shares Analyst.

- (i) Apply the following formats to the first and last column, row 1, 2 and 12: (3 marks)
- Appearance - Bold
- Size - 14
- (ii) Insert the table between the first and second paragraphs. (1 mark)
- (iii) Merge the cells in row 1 into a single cell as shown. (3 marks)
- (iv) Compute the **Averages** and **Totals** in the table. (6 marks)
- (v) Format the table applying a 25% shading as shown. Add any other enhancements to the text that you feel are appropriate. (3 marks)
- (vi) Save the changes to the document. (1 mark)

Question 2.

1. (a) Create the following table and enter the text.

CATHOLIC MISSION KIONGWANI

NAME	COURSE CODE	COURSE	CHARGES
1. Ann Gitao	PM 21	Adobe PageMaker	3,600
2. Janet Gathii	Word003	Microsoft Word	2,800
3. John Musau	Excel05	Microsoft Excel	2,200
4. Yank Noah	Lot123	Lotus 123	1,500
5. Kim Muchene	WP001	WordPerfect	1,000
6. Loice George	DbIII	Dbase III Plus	800
TOTAL			
AVERAGE			

- (i) Make the heading text size 14, Bold and Arial. Make row 1 Bold.
- (ii) Insert the outside borders as shown.
- (iii) Make the last two rows and the right-most column have a shading of 25%.
- (iv) Insert Numbering to row 2 to 6 in the first column.
- (v) Centre the heading text and the entire table between the right and left margins.
- (vi) Using an appropriate formula, calculate the Totals and the Average.
- (vii) Save the document as 'TABLE' followed by your name.

- (b) Assume you are an employee in a certain company and that you have organized a Birthday party at home and you would like to invite the Director, Operations Manager, Secretary, and the Accounts Clerk of the company you work for.

Required:

Use the Mail merge facility provided in Microsoft Word to prepare their invitation letters that should include the following details: Job Title, First Name, Last Name, Company name, Address and Work phone.

Save the document as “**MERGE**” followed by your name.

- (c) Using a Textbox, prepare a birth card for your best friend who will be celebrating his/her birthday on 25th August, 2004. Insert a Clip art to match the occasion and use the Fill effect feature in the Format Picture dialog box to make it as attractive as possible.

Print the document.

Question 3.

1. Type the following passage using a Word processing package, and save it as **Polygamy**. Answer the questions that follow.

Nothing wrong with polygamy.

God has given man the right to practice polygamy whenever possible. Acting any differently is against nature. When you study the Holy Scripture, you will discover that, most prophets of God had more than one wife. This shows that, God allowed polygamy. Why should man teach any differently?

Every male has the right to practise polygamy where the law allows. It is not a favour from anybody, but a God-given right.

The positive aspect of polygamy is that, it reduces social problems such as Prostitution and adultery.

- (a) Change the heading to capital letters; size 14, Bold and change the font to Arial.
(b) Spell-check the whole document and correct any relevant mistakes identified.
(c) Replace the following words with the options given.

- (i) Nature - Creation.

(ii) Discover - Notice.

(iii) Favour - Approval.

(d) Copy the sentence starting with, “Why should man teach any....” to be the last sentence of the document.