

1. (a) You have been asked by the school administration to design a school requisition form using the sample below. Use a DTP package to design the form as it is and save it as

A:/administration

(34mks)

INSTITUTION NAME..... DISTRICT.....

ADDRESS.....

TEL NO.....

SUPPLIER.....

ADDRESS.....

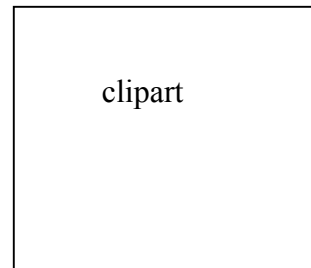
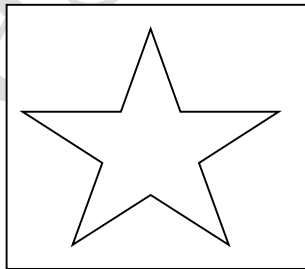
Requisition No.		Requisition Date		
DESCRIPTION				
Item	Quantity	Unit Price	Total cost Per item	Date Required
Grand Total				

Requisition by

Date

Authorized by

Date



- (b) (i) **Fit three** copies of the design into one page. (6mks)

- (ii) **Put** a page header with your name and a footer of your school name. (4mks)

- (iii) **Insert** a clipart from Microsoft clipart gallery into the publication and crop it to fit the frame indicated as clipart and save your work as A:/administration 2 (8mks)

- (c) **Print** the document