

1331

1901/101

1923/101

2901/106

COMPUTERIZED DOCUMENT PROCESSING I

November 2013

Time: 2 hours



THE KENYA NATIONAL EXAMINATIONS COUNCIL

BUSINESS EDUCATION SINGLE AND GROUP CERTIFICATE
EXAMINATIONS

CRAFT CERTIFICATE IN SECRETARIAL STUDIES
CRAFT CERTIFICATE IN CLERICAL OPERATIONS
DIPLOMA IN SECRETARIAL STUDIES
MODULE I

COMPUTERIZED DOCUMENT PROCESSING I

2 Hours

INSTRUCTIONS TO THE CANDIDATE

1. You have **ten** minutes to read through the instructions and the paper before starting the examination.
2. Attempt **ALL** the **five** exercises.
3. Any problem with the computer should be reported to the invigilator immediately.
4. Direct any questions(s) to the invigilator only. Conversing with fellow candidates may lead to disqualification.
5. Write your **name** and **index number** on the cover page and on the **CD** provided.
6. Burning of the CD should be done within the time allocated for the examination.
7. Printing is not part of the examination time.
8. At the end of the examination, ensure that all your printed work is stapled with the cover page provided.
9. Hand over your printed work and the **CD** to the invigilator.

This paper consists of 7 printed pages.

The candidate should check the question paper to ascertain that all the pages are printed as indicated and that no questions are missing.

SPECIFIC INSTRUCTIONS TO THE CANDIDATE

1. Create a folder named **CDPI13A** on the desktop where you will save all your work.
2. Ensure that you burn the folder **CDPI13A** and all its contents in the CD provided **within the time allocated** for the examination.
3. Use font size: **12** and font style: **Times New Roman** for all the exercises unless otherwise specified.
4. Insert your name and index number as a header on each document.
5. Read the instructions of each exercise carefully.
6. Print on one side of the paper(s) only and use a fresh sheet of paper(s) for each document.

<http://college.manyamfranchise.com>

1331
1901/101
1923/101
2901/106

Exercise 1

1. Prepare a letterhead and key in the following letter as for dispatch today.
2. Using the addresses given below, create a data source and save it as KSC13 in the CDPI13A folder to print out later.
3. Insert reference number KSC/TG/13.
4. Using mail merge, send original letters to KALIMONI addresses only.
5. Save it as EX1A in the CDPI13A folder to print out later.
6. Address envelopes.

Kiboko Safari Camp
P o box 8396 - 003001
Nairobi

Letterhead: use
caps, font size 14, font
style Calibri bold
and centre

Dear Sir

tourist information

u.c/

Thank you for your enquiry concerning kiboko safari camp. Kiboko is a luxury tented camp set at the slopes of Mt. Zamani. With the newly constructed tarmac road from Jamili to Kibokoni Park, getting to Kiboko Safari Camp is now a comfortable four-hour drive from the city of Nairobi. **Location:** The camp is set only five minutes drive from the park entry gate and 15 kilometers from the Twiga Airstrip. It is also an ideal location to watch the sun set.

to/

N.p/

insert
'A'

Activities / bold

For nature lovers, Kiboko Safari Camp offers a special package tailor-made for their unforgettable experience. Meals are set away from the main dining area. One may also opt for a private dinner by the poolside under the stars. Other activities at our camp include: (ii) Bird watching in the woods. (iii) Nature walks by the river. (i) Bush walks in the company of a maasai guide.

Inset items - iii

u.c/

stet/

~~We look forward to hearing from you and doing business with you.~~

Yours faithfully, Kiboko Safari Camp James Kiio,
Tour Advisor

'A' whether it is for a weekend getaway or for a well-deserved holiday, Kiboko Safari Camp offers you a quiet atmosphere to ~~unwind~~ and relax unwind and relax.

The Director
Uchuchi Tour Guide
P o Box 406-0913
KALIMONI

The C.E.O
Mavuno Tours Ltd
P o Box 432 -003
KALIMONI

The Manager
Travellers Ltd
P o Box 364-034
KIBRA

Use blocked style and paragraph headings

Exercise 2

1. Key in the following manuscript in double-line spacing.
2. Save it as EX2A in the CDPII3A folder to print out later.

COMPUTER SECURITY / bold & centre

Computers have gained popularity in Kenya over the years because more firms, both large and small, are using them.

run
on/

Computer security must be guaranteed because data stored is vulnerable. Any computer security breach may be too costly for any firm. It is, therefore, important that computer security be given attention and computer rooms be secured to guarantee security.

start/

causes of breach of ~~computer security~~ can be grouped into two. These are external and internal causes. External causes can be classified as natural hazards such as fire, floods and criminal intent. Two of the external causes are discussed below.

FIRE

Fire is a natural hazard and it can affect computer security should it break/out in the office.

#/

Some ways in which fire can be prevented include:

(c) Using non-flammable materials for walls, floors and ceilings. (b) Storing files in fire-proof safes or rooms. (a) Having 'no smoking' signs in the computer room.

Display
items (a) - (c)

u.c/

Floods Some offices are located on the ground floor of buildings which are flood-prone. It is important to take precautions to ensure that minimal damage is caused to computers in case of

trs/

flooding. Another method may be by installing barriers flood where necessary and installing adequate pumping facilities to handle emergencies.

trs/

One way this can be done is by locating the computer room either on the first or a higher floor.

use shoulder headings
& bold

1331
1901/101
1923/101
2901/106

Exercise 3

1. Create the following table
2. Centre the table vertically and horizontally.
3. Save it as EX3A in the CDPI13A folder to print out later.

Monalissa Boutique/Bold

Sale of Goods for the year 2012/bold and italics

<u>goods sold between april - july 2012/bold</u>				
ITEM/bold	<u>month bold</u>			
	April	May	June	July
	Ksh.	Ksh.	Ksh.	Ksh.
trs/ Trousers	3,410	909	-	87321
Shirts	3,296	19091	12,478	34,089
Shoes	785	54,015	32,111	43,563
trs/ Suits Skirt	76094	900	256,543	-
Handbags	-	52,099	23,100	56878
Watches	21987	-	67,540	123200
Bangles	-	234,442	546541 546541	12,098
stet/ 9/ Caps	4,900	56,000	12,786	10,987
Swits	-	-	-	-

use blocked style

1331
1901/101
1923/101
2901/106

Turn over

Exercise 4

1. Key in the following Notice of a Meeting attractively on A5 portrait paper.
2. Save it as EX4A in the CDPII3A folder to print out later.

Golden Company Limited } caps, bold,
P.O. Box 456 - 1200 } centre \$
NAKURU } Font Size 14

Email: infor@gold.20.ke | centre \$
bold

Notice of a Meeting | caps, centre, bold \$
italics

uc / Golden Company Limited will hold
its Annual general Meeting on Friday
28th March at 10.30 a.m.

run/
on/
uc /

The venue for the meeting will be
Zawadi hotel Conference Hall. The
agenda for the day is as follows:

AGENDA / bold

Display items
1-6

1. Reading of Minutes of Last Meeting.
3. Matters Arising.
5. Chairman's Report.
2. Apologies.
4. Treasurer's Report
6. Any other Business

All members are reminded to bring } bold \$
their membership cards and be seated } italics
by 10.00 a.m.

Lucy K. Kiptum
SECRETARY

Exercise 5

1. Create the following Student Admission Form using the specimen given below.
2. Save it as EX5A in the CDPI13A folder to print out later.

Alpha School of Business Studies / Centre,
Bold
Font Size 16

Student Admission Form / Caps, Bold
and Centre

Personal Details / Bold

uc / Surname:..... Other names:.....

Course:..... Department:.....

Admission Number:..... Date of Admission:.....

Date of Birth:..... Gender:.....

ID/Passport Number*:..... Nationality:.....

uc / Last school Attended:..... KCSE Index Number:.....

Mean Grade:..... Year:.....

lc / For official use only / Bold

Documents verified by / Bold

trs / Registrar:..... Signature:..... Date:.....
Head of Department:..... Signature:..... Date:.....

* Delete as appropriate / bold & italic

of / ~~Year of Application~~