

1. (a) Create the document below exactly as it appears using a word processor and save it as A:\ICT on the disk provided.

**ICT DEVELOPMENT  
FOR  
KENYAN SECONDARY LEVEL CURRICULUM**

**Introduction**

The acronym ICT stands for Information Communication and Technology. In ICT, teaching and learning materials are presented in digital form and made available on:

- Compact disks (CDs)
- Digital versatile disks (DVDs)
- Internet

The table below gives a summary of some of the benefits of ICT:

<b>BENEFITS</b>	<b>EXPLANATION</b>
<b>1. Learner motivation</b>	More motivating and attractive to the learner hence easily acceptable.
<b>2. Advanced security</b>	In disseminating information, there is controlled access to documents on the basis of a rigorous authentication system.
<b>3. Increased flexibility</b>	Business processes and integrated communication regardless of the distance between users and means of access to information.
<b>4. Increased performance and revenue</b>	By taking advantage of the emerging trends.
<b>5. Cost reduction</b>	Reduced cost of carrying business processes compared to the print media.

- (b) Proofread the document. (2 marks)
- (c) Set the document margins to: (4 marks)
- (i) The right and left margins to 1".
- (ii) The top and bottom margins to 0.5".
- (d) Find and replace all the instances of the word "ICT" with the word "Computer Studies" (2 marks)
- (e) Insert page numbers at the bottom right of the document. (2 marks)
- (f) Save the entire document as **ANICTI**.
- (g) The head Teacher of the Ebenezer Valley School wishes to invite five Head Teachers to a discussion forum on **ICT curriculum development**. Using **ICT** as the main document, create personalized letters addressed to five schools of your choice. See the format below:
- Mail merge the five letters to a new document and save as **A:\ICT MERGED**. (20 marks)

(h) Print A :\I CT, A :\ICT 1 and A :\I CT MERG ED.

**EBENEZER VALLEY SCHOOL**

**P.o. Box 90, Litein, Kenya**

Date.....

<First Name<last Name>

<SchoolName>

<Postal Address>

<Town>

Dear <First Name>

**RE: ICT DVELOPMENT**

*Insert main document here*

Insert: *Your Name*

*Admission Number*