

QUESTION 1

- A. Type the following letter as it appears in a word processor. Use the mail merge feature to produce copies of the same letter to the persons whose details are given below. (12marks)

MWANGAZA HIGH SCHOOL
P.O. BOX 4500
ELDORET
6TH JULY 2010

<NAME>, <ADMNO>,
<ADDRESS>
<TOWN>
DEAR <NAME>

REF: 2009 KCPE RESULTS

I am happy to inform you that the NOV-DEC Examinations are out. Kindly arrange to visit our school on <Date to visit> at 9.00am in order to know the details. Remember to carry your original KCPE certificate and examination registration card-bearing the index number.

Your's truly,

Headteacher

Data source (List of candidates)

Name	Adm no.	Address	Town	Date of visit
Mark Otieno	8074	P.O. Box 24	Sondu	02/03/08
Kevin Kirui	8189	P.O. Box 172	Kericho	08/03/08
Bernard Soi	8065	P.O. Box 84	Bomet	24/03/08

Required

- Save** Main document as Main Doc (1 mark)
- Save** Data source as Datasource (1 mark)
- Change** the addresses and reference font size to 14pts (1½ marks)
- Underline** the reference (½ marks)
- Merge** the letter onto main document so as to produce for all the three candidates and save it as 'Results 2009' (6 marks)
- Print** the letters (3 marks)

B.

- a) **Type** the following text in word processing software (22 marks)

INTRODUCTION TO COMPUTERS & OPERATING SYSTEMS

A computer is a machine or an electronic device that can solve problems by accepting data, performing certain operations on that data (processing) and presenting the results of those operations (Information). Basic characteristics that distinguish a computer from other information processing devices:-

- i) A computer is electronic – That is, all its processing operations are carried out with electrical signals
- ii) A computer can store information for future reference. This is done on temporary basis with memory circuits and permanently with storage devices such as magnetic disks and tape.
- iii) A computer is programmable – unlike other devices built to perform a single function, a computer can be instructed or programmed to perform a variety of tasks.

HOW A COMPUTER OPERATES

Converting the data (raw facts) into information (Organized, usable form) is called data processing. Data get into the system by means of input device e.g. keyboard then the computer performs the necessary calculations or manipulations on the data and finally the organized information is displayed by an output device e.g. a monitor.

FUNCTIONS PERFORMED BY A COMPUTER

Although computers have many applications, they can perform only three basic tasks.

- i) Arithmetic functions on numeric data (adding, subtracting, multiplying and dividing)
- ii) Test relationships between data items (by comparing values).
- iii) Store and retrieve data

These skills are really no more than people can do, but the computer can accomplish the task more;

- Faster
 - Accurately
 - Reliable
- Required

- a) **Align** the title to the center and underline it (1 mark)
- b) **Add** border to the title (2 marks)
- c) **Replace** all the Roman numbers with bullets (2 marks)
- d) i) **Insert** the footer “Computer F4 Joint Evaluation Test, 2010” (2 marks)
- ii) **Insert** the header “Your name and index no” (2 marks)
- e) Set the line spacing to exactly 1.5 (4 marks)
- f) Insert word Art “COMPUTER” and set it to appear behind the text. (5 marks)
- g) Search for words “Computer” and replace all with “PC” (2 marks)
- h) Move paragraph with the heading “how a computer operates” to the end of the document (2 marks)
- i) **Set** the font style of the document to Arial black (3 marks)
- j) **Save** your work as “computer literacy” (1 mark)
- k) Print your document (2 marks)