

2. Using a word processing package type the congratulatory note below as it appears and save it as CONGRATS in a disk provided. (15 marks)

Kenya Pipeline Co. Ltd
P.O BOX 5678
Nanyuki
(Insert today's date)

<<First Name>><<Last Name>>
<<Address>>
Dear<<FirstName>>

RE: CONGRATULATIONS (Georgia font type bold)

Due to your handwork and sacrifices you made this year, the Kenya Pipeline fraternity wishes to congratulate you for being voted the best <<Top Tithe>> of the year. Please keep up the spirit. Enclosed is a cheque worth<<Amount>> as appreciation for your excellent service.

Yours faithfully,

Daniel
PERSONNEL

- b) Create a database source with the following details and use it with the note you have just typed to generate a personal notes to the company's named personnel. Save it as Details in your disk. (15 marks)

George Nyaundi
P.O Box 5678
Nanyuki
Driver
Kshs 2500

Carlos Odongo
P.O Box 5678
Nanyuki
Health officer
Kshs

Henry Mata
P.O Box 5678
Nanyuki
Gateman
Ksh

Monica Akinyi
P.O Box 5678
Nanyuki
Typist
Ksh 2000

Benta Moraa
P.O Box 5678
Nanyuki
Secretary
Kshs 3000

Beth Wangui
P.O Box 5678
Nanyuki
Accountant
Kshs 4500

- c) Insert data fields in main document and generate the notes for the employees. (4 marks)
d) Print the notes. (3 marks)
e) Generate envelop labels for these notes with the fields of names and addresses. (9 marks)
f) Print labels. (6 marks)