

1. a) Using a word processing package, type the congratulatory note below as it appears and save it as A:\CONGRATS (15mks)

Kenya Pipeline Co. Ltd

P.O. Box 5678

Nanyuki

(insert today's date)

<<First Name>> <<Last Name>>

<<Address>>

Dear <<First Name>>

RE: CONGRATULATIONS (Georgia Font type Bold)

Due to your hardwork and sacrifices you made this year, the Kenya Pipeline Fraternity wishes to congratulate you for being voted the best <<Top Title>> of the year. Please keep up the spirit.

Enclosed is a cheque worth <<Amount>> as appreciation for your excellent service.

Yours faithfully,

Daniel Mahinda

PERSONEL

- b) Create a data source with the following details and use it with the note you have just typed to generate personal notes to the company's named personnel.

Save it as A:/Details (15mks)

George Nyaundi

Carlos Odongo

Henry Matara

P.O. BOX 5678

P.O. BOX 5678

P.O. BOX 5678

Nanyuki

Nanyuki

Nanyuki

Driver

Health Officer

Gateman

Ks.2500

Monica Akinyi

Benta Moraa

Beth Wangoi

P.O BOX 5678

Nanyuki

Typist

Ksh.2000

P.O. BOX 5678

Nanyuki

Secretary

Shs.3000

P.O. BOX 5678

Nanyuki

Accountant

Shs.4500

- c) Insert data fields in main document and generate the notes for the employees. (14mks)
- d) Print the notes (6mks)
- e) Generate envelope labels for these notes with the fields of names and address (9mks)
- f) Print the labels (6mks)

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