

1331
1901/101
1923/101
2901/106
COMPUTERIZED DOCUMENT
PROCESSING I
July 2022
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. The 10 minutes **do not form part** of the 2 hours allocated for the examination.
2. Attempt **ALL** the **five** exercises.
3. Any problem with the computer should be reported to the invigilator immediately.
4. Direct any question(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 and printing are not part of the allocated time for the examination.
7. At the end of the examination, ensure that all your printed work is stapled with the cover page provided.
8. Hand over your printed work and the CD to the invigilator at the end of the examination.

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 **CDPI21xxxx** (*add the last four digits of your index number, eg CDPI210003*) on the desktop where you will save all your work.
2. Ensure that you burn the folder **CDPI21xxxx** and all its contents on the CD provided.
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 only and use a fresh sheet of paper for each document.
7. Ensure you hand in your work in both soft and hard copy.

easytvvet.com

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 SEN21 in your folder to print out later.
3. Insert reference number SEN/Cse/6/71.
4. Using mail merge, send original letters to BURUBURU and NAROK addresses only.
5. Save the form letter as EXERCISE1 and the merged document as EXERCISE1A in your folder to print out later.
6. Address envelopes.

Superlink education network
 P O box 3432-75
 Nairobi

} letterhead: use font
 style verdana, size
 14, caps, bold &
 } Centre

Dear Sir

ict integration course for teachers / bold

ICT Integration in Education sets out essential concepts and skills in order to engage in pedagogically effective use of ICT. The course therefore, was developed to enhance teaching, learning and assessment in the class room. We request that you enroll your teachers to this very important course.

close up /

in /

Technology, when used appropriately, brings many potential benefits to education. This course enables teachers to introduce technology into their teaching practice in a way that benefits learners.

Learning Outcomes: This course will enable teachers to make use of ICT effectively in the classroom. The learning outcomes for this course include the following:

Inset items
 (a) - (b)

- (b) Planning an ICT-enhanced lesson.
- (a) understanding the key concepts and benefits of using ICT to enhance teaching.

Cost: The duration of the course is two weeks and will cost Ksh.20,000.00.

run on /
 NP /

This amount is inclusive of learning materials, diagnostic tests, final examination and certification. We look forward to receiving positive feedback from your institution and having your teachers enrolled for the course.

Yours faithfully
superlink education network / bold

Bizeria chezuru, consultant

Mr. Zakayo Mwonza
 The Director
 Peter Senior School
 P.O. Box 8545-002
 BURUBURU

Mr. Zuri Kapi
 The Headteacher
 Tendo College
 P.O. Box 75-012
 NAROK

Peter Chui
 Pasi College
 P.O. Box
 25-032
 SAGANA

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USE BLOCKED STYLE, PARAGRAPH HEADINGS

Exercise 2

1. Key in the following manuscript in **double-line** spacing.
2. Save it as **EXERCISE2A** in your folder to print out later.

importance of filing / Centre

Filing is the act of storing documents in a safe place and being able to retrieve them

easily when need arises. **It is a record-keeping system for an organization that enables it to be organized and efficient. Documents that are well cared for will not easily tear, become dirty or get lost.**

NP/

[There are several benefits of filing records in an organization. Some of them are discussed below.

Future Reference Vital documents are kept for future reference and may be used as

evidence in various areas such as: (iv) contracts and agreements.

(i) A court of law should there be a dispute on a matter. (iii) Confirmation of an event that may have taken place in the past. (ii) A ~~transa~~ transaction that took place and the date this may ~~ha~~ have happened.

Display items
(i) - (iv)

Easy Retrieval A good filing system ensures that less time is spent searching for documents. This action enhances customer satisfaction and boosts the organization's image.

Safety and Security

Through filing, documents are safe guarded from loss and access by by unauthorized persons. Records/ also protected against perils such as fire, pests and dust.

use shoulder headings

Exercise 3

1. Create the following table.
2. Centre the table both vertically and horizontally.
3. Save it as EXERCISE3A in your folder to print out later.

Smart Kitchen Appliances / caps \$ / Bold

Sale of Appliances in Various Branches / Bold

APPLIANCE	BRANCH			
	Nairobi	Nakuru	Machakos	Embu
	Ksh (000)	Ksh (000)	Ksh (000)	Ksh (000)
Refrigerators	43406	61078	5,460	111,212
Microwaves	19876	33,001	98771	422
Water Dis pensers	6,621	3454	33001	4307
Dish Washers	22,990	28567	3,000	-
Toasters	3300	1009	28,424	368
Gas Cookers	30,124	56,123	2207	10,277
Coffee Makers	871	795	78006	143
Juicers	664	112	344	66
Electric Kettles	228	798	2,002	343
Blenders	1,016	770	2800	89
Rice Cookers	176	88	2,306	412
Makers Sandwich	89	32	190	1700
Deep Freezers	20	97	235	1406
Roasters	10	16	18	33




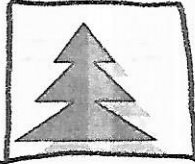
Exercise 4

1. Display the following Ballot paper attractively on A4 paper.
2. Centre the exercise both vertically and horizontally.
3. Save it as **EXERCISE4A** in your folder to print out later.

Ballot Paper for Kijiji By-Elections / bold & centre

LOCAL ELECTIONS / bold

Electoral Constituency of Tindahau

Candidate's Name	Party	Symbol	Tick one
1. Harun Victor	Nyumba		<input type="checkbox"/>
2. Donald Ajua	Movement		<input type="checkbox"/>
3. Sinai Tema	Dama		<input type="checkbox"/>
4. Divine Kawi	Jupiter		<input type="checkbox"/>

After voting, fold the ballot paper and place it in the ballot box provided. / bold & Italics

Exercise 5

1. Display the following MENU attractively on A5 portrait paper.
2. Save it as EXERCISE5A in your folder to print out later.

The Laughing Parrot House / use font
menu / bold style Algerian
size 18, caps
& bold

Sandwiches / bold

Crab Cake Melt / bold
Served hot with house-made pineapple
slaw and fries / italics

Lobster Roll
Maine lobster served hot on a toasted roll

HOUSE SPECIALTIES

Seafood Crepes
A blend of fresh Seafood Rolled in Herbed Crepes

l.c/
fried catfish / bold
With mac and cheese and collards

steak, Lobster & crab / bold

Aged Beef Rib-Eye / bold
with mashed potatoes & broccoli / italics

Fillet Mignon
With mashed potatoes & asparagus

All are welcome! / bold and italics
Centre each line