

1331
1901/101
1923/101
2901/106
COMPUTERIZED DOCUMENT
PROCESSING I
November 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 **CDPI22xxxx** (*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 **CDPI22xxxx** 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.

easyvet.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 WL21 in your folder to print out later.
3. Insert reference number WI/4/7.
4. Using mail merge, send original letters to KITENGELA and NAIROBI 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.

Wananchi Limited } Letterhead: use font style
 PO box 369-2021 } Cambria, size 14
 Hamanga } caps, bold \$
 } centre

Dear Sir

supply of computers and accessories / caps & bold

to/ We refer to your quotation Ref: ZSL/320 dated 20th of last month concerning
 run on/ the supply of computers and related accessories.

Your firm has been selected to supply the items in the current financial year.

Order Please supply the following items within two weeks from the date of this letter:

Inset the tabulated items

Quantity	Description	Unit Price Ksh.	Total / Ksh. / bold
10	HP Computers	43,000	430,000
23	17" TFT monitors	23,000	230,000
25	Epson UPS	4,600	115,000
24	Electric Extension Cables	500	12,000
5	Samsung Printers	15,000	75,000

N/P Invoice When delivering the items, please attach the invoice to the delivery note. This will assist us in making payments for the goods supplied in the shortest time possible. [We look forward to doing business with your company.]

Yours faithfully
 WANANCHI LIMITED / bold

q/ ~~JUNE WAW~~
 June Waweru, Procurement Manager

The Manager
 Zoom Suppliers Limited
 PO BOX 541-896
 KITENGELA

The Procurement Officer
 Deli Suppliers
 PO BOX 302-154
 NAIROBI

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MA KORI
 P.O. BOX 1790-010
 KISAUNI

USE BLOCKED STYLE
 \$ PARAGRAPH
 HEADINGS

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

Social Distancing/caps, bold and centre

Social distancing is a public health practice that aims at preventing sick people from coming in close contact with those who are healthy in order to reduce opportunities for disease transmission. It is the deliberate increase of the physical space between people in order to avoid spreading diseases.

run
on/

Social distancing is a new concept brought about by the corona virus pandemic.

Staying **at least a metre and a half away from other people** reduces the chance of catching the virus. This includes large-scale measures such as **cancelling group events or closing public spaces.**

The goal of social distancing:

With coronavirus, the goal of social distancing is to slow down the outbreak in order to reduce infection. It also assists in easing the burden on healthcare systems and workers.

Most organizations the world over have come **up** with policies and practices that emphasize the need for social distancing. They have put in place measures such as providing for at least a metre and a half spacing between employees while working and during breaks.

The following examples of social distancing measures may be communicated to employees:

- ✓ Minimizing travel; ~~working from home;~~
- ✓ Working from home; ✓ switching to virtual meetings; and ✓ cancelling or postponing large meetings.

Display bulleted items

Social Distancing Officer

Many organizations have now introduced the position of Social Distancing Officer whose work is to enforce social distancing policies consistent with the health guidelines. **The officer should communicate the importance of social distancing to employees and visitors to the organization.**

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.

ST. Peter's Senior School / caps
bold

Purchase of Stationery Items - 2018 to 2020 / Bold

ITEM	UNIT	YEAR		
		2018	2019	2020
Pelican Erasers	Pieces	1500	1,575	1,530
hb Pencils	Dozens	320	402	336
CD-RW	Boxes	252	265	257
Papers Printing	Reams	10	116	112
Paper clips	Packets	2	211	205
Thumb Nails	Packets	2	125	129
Pritt Glue Sticks	Tubes	10	107	104
Bic whiteouts	Bottles	5	62	60
Whiteboard dusters	Pieces	15	160	155
Rexel Staplers	Pieces	1	14	13
Kangaroo Staple Removers	Pieces	5	54	52
30-inch Rulers	Doz.	3	372	361
Sticky Notes	Pieces	105	108	10
Karatasi Box Files	Pieces	20	212	206
Whiteboard Markers	Packets	187	120	05

trs /

close up /

in full /
trs /

stet /

Exercise 4

1. Create the following Shares Variation Form using the specimen given below..
2. Save it as EXERCISE4A in your folder to print out later.

MWANGAZA INVESTMENT GROUP } Center
 P O BOX 798 - 010 } of
 Kiminini } bold

Fe

Telephone: 081110064 / bold

SHARES VARIATION FORM

I ID Number
 Telephone Number Email Address
 Membership Number Account Number
 P O Box Code Town

l.g

Request you to increase/decrease* my monthly shares contributions from Ksh.
 to Ksh. per month, with effect from until further notice.

Member's Signature Date

--	--	--	--	--	--	--	--

For Official Use Only

Actioned by Signature Date

checked by Signature Date

Authorized by Signature Date

**Delete appropriately*

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

Shangingi Savings and Welfare Association } caps & bold
 Notice of Annual General Meeting }

Dec. 2022 / There will be an Annual General Meeting (AGM) to be held on Saturday, 14th at Ebby Resort, starting from 10.30 am.

Agenda / bold & caps

Display items
1-10

1. Preliminaries.
2. To confirm the Minutes of the Last AGM.
3. Matters Arising.
4. Chairman's Report.
5. To consider and APPROVE the Financial Report.
6. To Declare Dividends for the Last Financial year.
7. To Appoint an Auditor.
8. To Elect New Directors.
9. Any other Business.
10. Date of the Next Meeting.

Please be punctual.

Stephanie Nasieku
Secretary

Dated this day of 20.....

use blocked style