

TASK 1

The manager of Mobility Insurance Company intends to invite potential clients for a function in the company. You have been requested by the manager to prepare the invitation letters using mail merge.

- (a) Open a word processing program and create a data source with the following information and save it as *insurancedata* in the **KNECEXAM** folder. (4½ marks)

Title	Name	Company	Address	Insurance Product
MR	ANDREW LINCOLIN	ALITE	2435-0200	EDUCATION
MR	MATHEWS ALI	YELLOLITE	6782-0200	MEDICAL
MRS	LINDA ALICE	MERRGITA	7819-0100	LIFE INSURANCE
MISS	ALICE YERI	EURO TAP	37338-0200	ACCIDENT INSURANCE

- (b) (i) Type the following letter as it appears and save it as *insuremaindoc* in the **KNECEXAM** folder. (8 marks)

MOBILITY INSURANCE COMPANY
P.O. BOX 544467-0233
 NAIROBI

«Title»«Names»
 «company»
 «Address»

Dear «Names»

RE:INSURANCE PRODUCT

I kindly request you to prepare to chair a committee meeting on «Insurance Product» to be held on **14th/08/2014** in the Main hall at **9.00 o'clock**. The agenda for the meeting will be provided on the material day.

Yours faithfully,

Lincoln,

Chairman

- (ii) Merge the data source created in (a) with the *insuremaindoc* created in b(i). (1 mark)
- (iii) Save the merged document as *mergedinsurance* in the **KNECEXAM** folder to print out later: (1½ mark)
- I. Insuremaindoc;
 - II. mergedinsurance.

TASK 2

Figure 1 shows an extract from a worksheet in a spreadsheet program. Use it to answer the questions that follow.

- (a) (i) Open a spreadsheet program and key in the data in sheet 1 as it appears. Save the workbook as *Insurancecont* in the **KNECEXAM** folder. (5 marks)

CUSTOMER NAME	TYPE OF INSURANCE	CONTRIBUTIONS				
		Jan	Feb	Mar	Apr	May
ANITA ALI	PROPERTY	2083	2083	2083	2083	2083
SARAH ANTONY	LIFE	2500	2500	2500	2500	2500
MARY ANTONETTE	LIFE	2500	2500	2500	2500	2500
EMY JOSPEH	EDUCATION	2500	2500	2500	2500	2500
JOHN JERRY	MEDICAL	1666	1666	1666	1666	1666
ALICE RITA	MEDICAL	1666	1666	1666	1666	1666
ANITA MEDY	PROPERTY	2083	2083	2083	2083	2083
No of type of insurance medical						

Figure 1

- (ii) I. Rename sheet 1 as *contribution*. (½ mark)
- II. Copy the content of contribution to sheet 2. (½ mark)
- III. Rename sheet 2 as *formattedcont*. (½ mark)
- IV. Insert a row above row 1. (½ mark)
- V. Insert the title **MOBILITY INSURANCE CONTRIBUTION** in the row created in 1. (½ mark)
- VI. Format the title to: (1 mark)
- font: Arial Black;
 - size: 16pts;
- (b) (i) Insert the title "Total contributions" in cell H2. (½ mark)
- (ii) Using an appropriate function and cell references only, calculate the total contribution for each customer. (1½ marks)
- (c) Using a function that uses cell references only, compute the number of members whose insurance type is medical. (1½ marks)
- (d) Insert a column chart titled "Contributions" in a new sheet showing contribution for each customer for the month of January. (2 marks)
- (e) Print out later: (1 mark)
- (i) formattedcont;
- (ii) chart.

TASK 3

Mobility Insurance intends to computerise details of their customers using databases. The Insurance manager has requested you to assist in developing a database to store the records.

- (a) Open a database program and create a database named *Mobility* and save it in the **KNECEXAM** folder. (½ mark)
- (b) Create two tables named *customer* and *insurance* using the following details. (5 marks)

Customers Details

Field Name	Data Type	Field Size
Customers ID	Text	5
Customers Name	Text	15
Age	Number	
Insurance code	text	5
Date Insured	Date	

Insurance Details

Field Name	Data Type	Field Size
Insurance Code	Text	5
Type of Insurance	Text	15
Maturity Duration	Number	
Monthly contribution	Currency	

- (c) Create an appropriate relationship among the tables. (½ mark)
- (d) Create two forms named *customer* and *insurance*, which would be used to enter the following data in the respective tables. (4½ marks)

Customers

IN001	ANITA ALI	53	P001	11/9/1999
IN003	MARY ANTONETTE	35	W001	5/14/2002
IN004	EMY JOSEPH	42	ED01	6/6/2004
IN006	THOMAS METTY	48	M001	8/21/2004
IN008	ANITA MEDY	25	P001	5/6/2000
IN009	LAWRENCE KEN	30	ED01	7/7/2000

Insurance

ED01	EDUCATIONAL	10	300000	2500
M001	MEDICAL	20	400000	1666.6
P001	PROPERTY	20	500000	2083
W001	WORKERS	20	300000	2500

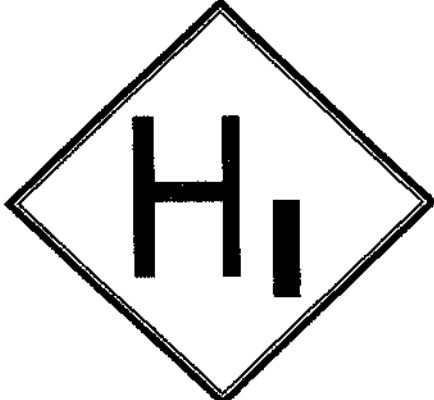
- (e) Create a query named *contribution* to display *customer id, customer name, type of insurance, monthly contribution and payment date*. (1½ marks)

- (f) Create a report named *customer* to display all fields in the customer details table. (1½ marks)
- (g) Print out later: (1½ marks)
 - (i) tables;
 - (ii) contribution query;
 - (iii) customer report.

TASK 4

The manager of Mobility Insurance would like to prepare a presentation to sensitize people on insurance products in the company. You have been tasked to prepare the presentation.

- (a) Open a presentation program and create the slides using the outline in table 1. Save it as *newproduct* in **KNECEXAM** folder. Use appropriate slide layouts. (10 marks)

SLIDE	CONTENT
1	<p style="text-align: center;">MOBILITY INSURANCE COMPANY</p> <p style="text-align: center;">P.O. BOX 544467-0233 NAIROBI</p>
2	<p style="text-align: center;">TYPES OF INSURANCE</p> <ul style="list-style-type: none"> • Property insurance • Health insurance • Educational insurance • Vehicle insurance
3	<p style="text-align: center;">HEALTH INSURANCE</p> <div style="display: flex; justify-content: space-around; align-items: center;">  <div style="text-align: left;"> <p>Health insurance is insurance against the risk of incurring medical expenses among individuals.</p> </div> </div>
4	<p style="text-align: center;">Types of Vehicle Insurance</p> <p>a) <i>Third party liability insurance</i> .This plan covers damage to property, accidental death and injury to a third party.</p> <p>b) <i>Comprehensive Plan</i> .This refers to a cover for both 'own damage' and legal liability of third party.</p>

5	PREMIUM COVER <table border="1"><thead><tr><th>Type of Insurance</th><th>Premium</th></tr></thead><tbody><tr><td>Property</td><td>2083</td></tr><tr><td>Life</td><td>2500</td></tr><tr><td>Medical</td><td>1666</td></tr></tbody></table>	Type of Insurance	Premium	Property	2083	Life	2500	Medical	1666
Type of Insurance	Premium								
Property	2083								
Life	2500								
Medical	1666								
6									

Table 1

- (b) Insert a bar graph in slide 6 using the Premiums for each type of insurance as shown in slide 5. (2½ marks)
- (c) Create a slide transition “Uncover down” for all the slides. (1½ marks)
- (d) Save the changes to print out later the handout with six slides per page. (1 mark)