



ST. HENRY'S COLLEGE KITOVU
Uganda Certificate of Education
COMPUTER STUDIES PRACTICAL ONLINE
S.4 MAIL MERGE

Paper 2
30 minutes

INSTRUCTIONS TO CANDIDATES:

*Create a folder on the desktop with all your names and save your work there.
The time allocated for the paper includes saving your work on the Disk.*

Ms. Sylvia is a house teacher in Mengo Senior School. Her school will be holding its inter-house MDD competitions soon: Being a Day school, Ms, Sylvia needs to put in extra time to perfect most of the activities. She intends to send special letters requesting parents to release their children on non-schooling day for practice.

The contents of the letter will be the same for all parents except for the parents' personal details and titles; below is the letter to be sent and a table showing the personal details of the different parents.

Mengo Senior School
P.O. Box 35,
KAMPALA
20th October 2019

THRU: THE HEADTEACHER
TO: Parent/Guardian of: <<STUDENT'S NAME>>
<<PARENT'S NAME>>
<<PHONE NUMBER>>

Dear <<TITLE>>

RE: REQUEST TO RELEASE YOUR CHILD ON SATURDAY 23TH NOVEMBER

As the annual Inter-house MDD competitions draw nearer, our house is devising means of increasing time for practice.

I hereby request you to release your <<**GENDER**>> on the above mentioned date, to enable us polish his/her performance as a <<**CATEGORY**>>.

We will be grateful for your positive response.

Yours faithfully,

.....

Mrs. Sylvia Apio

HOUSE MISTRESS-BUDDU I

Student's Name	Parent's Name	Phone Number	Title	Gender	Category
Okech Kate	Mr.Okech Moses	0703-232 522	Sir	Daughter	Dancer
Kale Angel	Ms. Nankya Percy	0772-545 333	Madam	Daughter	Actress
Ssali Ben	Mr.Ssali James	0752-562 418	Sir	Son	Actor
Bbaale Tonny	Mr. Bbuye Bob	0712-214 555	Sir	Son	Singer
Nambi Annet	Ms. Sonko Sally	0783-655 631	Madam	Daughter	Actress
Ladli Robert	Mr. Okidi Fred	0752-989 536	Sir	Son	Drummer

Required

- Type the letter and save it as permit Letter-Your name (04 marks)
- Create the table and save it as permit table-Your name (03 marks)
- Include a header of your name and index No on the letter (01 mark)
- Insert current date and time in the lower bottom center of your letter and update it automatically. (01 mark)
- Insert a three lines 3 point page border on your document (letter). (01 mark)
- Using appropriate word processing feature link the table to the letter so as to generate 5 letters to be sent to the respective parents of the participants in Mrs. Sylvia's House. And ensure that All merge fields inserted should be bolded. (06 marks)
- Insert a printed water mark of your **Reg No** in the entire document. (01 mark)
- Make the reference appear in blue colour font size 14 Arial Black style and the rest of the text 14 font size and in Black times Roman (02 marks)
- Print the 6 letters. (01 mark)