

KINGS COLLEGE BUDO
HOLIDAY WORK TERM ONE
SUB-ICT S.5 paper Two

Question one

Type the following text using a word processing application (font size 14)

Nature, Level and Purpose of Contacts: Daily direct contact with the Senior Management Team (SMT), senior level managers and executives of outside organizations and individuals is required to effectively complete assigned tasks. The ~~Specialist~~ *This Message should be treated with high level of privacy* ~~interacts with full array of US Embassy staff and~~ may be asked to represent USAID before host country officials. Contacts with outside organizations and implementing partners are required in order to fulfill the responsibilities described above.

No.	Representative	Contracts
1.	Obore	014-000
2.	Kaaya	032-223

- Give and an appropriate heading to your work
- Make 1 copy of the text on the next page.
Using the copied work
- convert the paragraph to two columns
- Insert page Art borders on **page one** of the document
- Insert a watermark of the words My pay
- Increase the line spacing of paragraph two to double
- Insert roman style page numbers
- Put a footer of your name
- Save as **Special (your Name)**

Question two

On 16-18 September, the National University of Science and Technology (NUST) in Zimbabwe hosted a conference themed around gender mainstreaming at higher education institutions beyond 2015.

The predominant issue raised at the event was the pressures of a culture where marriage and child bearing are celebrated as the biggest achievement, while the attainment of higher education is just an 'added value'.

Furthermore, in most universities in Africa, gender policies are discreet or non-existent. In some cases where affirmative action is introduced. Existing studies of African higher educational institutions show that there is a sizable gender gap,

- a) Insert an appropriate title for the passage in font size 25
- b) Apply a red double under line format to the title
- c) Apply a paragraph border on paragraph
- d) Apply a text border on paragraph 2
- e) Take a copy of all the text to page two
- f) Convert paragraph 3 into two columns and justify its alignment
- g) Change all your text to double line spacing
- h) Insert a clip-art object and it should be adjusted as follows height 1 inch (3.04cm) and width 1.2 inches(2.54cm)
- i) Put a water mark of your name in the document
- j) Adjust page margins to 3.5 top
- k) Put a footer of your name and stream
- l) Insert an **art page border** on page 2 only
- m) Change only page 2 to landscape orientation
- n) Save your work

END