

## 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 **14<sup>th</sup>/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   |

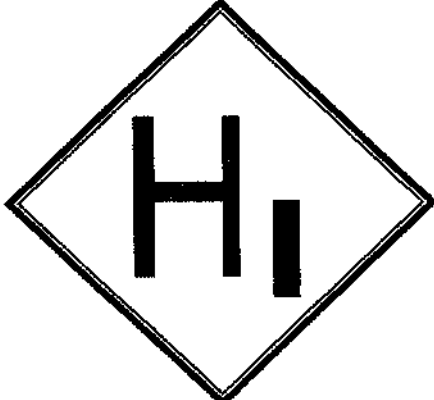
- (e) Create a query named *contribution* to display *customer id, customer name, type of insurance, monthly contribution and payment date*. (1½ marks)

- (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;"><b>MOBILITY INSURANCE<br/>COMPANY</b></p> <p style="text-align: center;"><b>P.O. BOX 544467-0233</b><br/>NAIROBI</p>   |
| 2     | <p style="text-align: center;"><b>TYPES OF INSURANCE</b></p> <ul style="list-style-type: none"> <li>• Property insurance</li> <li>• Health insurance</li> <li>• Educational insurance</li> <li>• Vehicle insurance</li> </ul>   |
| 3     | <p style="text-align: center;"><b>HEALTH INSURANCE</b></p> <div style="display: flex; justify-content: space-around; align-items: center;">  <div style="text-align: left;"> <p><b>Health insurance</b> is insurance against the risk of incurring medical expenses among individuals.</p> </div> </div> |
| 4     | <p style="text-align: center;"><b>Types of Vehicle Insurance</b></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>   |

| <b>5</b>          | <b>PREMIUM COVER</b><br><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  |                   |         |          |      |      |      |         |      |
| <b>6</b>          |   |                   |         |          |      |      |      |         |      |

**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)