**ST STEPHEN SECONDARY SCHOOL KATAKWI**

**END OF TERM I EXAMINATIONS 2023.**

**S.3 INFORMATION SND COMMUNICATION TECHNOLOGY (ICT)**

**1 HOUR 30 MINUTES**

1. Typeset the following document (letter) as it is and save it as **Your name\_Class** on the desktop

VIVA COLLEGE

P.O BOX 124,

NATETE

13TH NOVEMBER, 2022.

TO: The Parent/Guardian of: «Students\_Name»,

«Parents\_Name»

«Phone\_Number»

Dear «Title»

RE: **REQUEST TO RELEASE YOUR CHILD ON SAT 21st APRIL, 2023**

I hereby request you to release your «Gender\_» on the above-mentioned date, to enable us polish his/her performance as a «Category».

OTIM ISAAC

CLASS TEACHER

1. Mail merge the letter using the details in the table below. Save the merged letters as **Merged letters\_Your Surname** on your desktop.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | Student’s Name | Parent’s Name | Phone Number | Title | Gender | Category |
| 1 | Okech Kate | Mr. Okech Moses | 0703-232 522 | Sir | Daughter | Dancer |
| 2 | Kale Angel | Ms. Nankya Percy | 0772-545 333 | Madam | Daughter | Actress |
| 3 | Ssali Ben | Mr. Ssali james | 0752-562 418 | Sir | Son | Actor |
| 4 | Bbale Tonny | Mr. Bbuye Bob | 0712-214 555 | Sir | Son | Singer |
| 5 | Nambi Annet | Ms. Sonko Sally | 0783-655 631 | Madam | Daughter | Actress |
| 6 | Ladli Robert | Mr. Okidi Fred | 0752-989 536 | Sir | Son | Drummer |
| 7 | Aurien Amos | Ms. Akurut Violet | 0755-123 678 | Madam | Son | Pianist |
| 8 | Apiny Joan | Mr. Wafidi Hashim | 0700-333 456 | Sir | Daughter | Xylophonist |

1. Insert page numbers in the merged letters document.
2. Add a watermark of your name.
3. On page 3 of the merged letters, insert a footnote on the word **Xylophonist** to read as “A xylophonist is a person who plays the Xylophone”.
4. Add a page boarder around your letters.
5. Insert a header of your name and Class.

**\*\*\*END\*\*\***