

PART TWO

COMPUTER PRACTICAL

Rewrite the below paragraphs, in which you will be timed as per the minute you given. consider you speed [15mks]

Tamar shifted his backside on the uncomfortable chair. the simple fact was; the maps were just not good enough. And that meant the coded map references were pretty useless too. He`d come up against the same problem the last time he was here, and when he`d got back to England he`d passed the time between debriefing sessions by dreaming up ways of pinpointing places more accurately. He`d decided it should be possible to guide someone to within less than a hundred meters or so of a certain place by using a code of ten, maybe eight, letters and numbers. The system would be based on identifiable landmarks, on cities and towns, rather than dodgy maps. He`d explained it to a major from military intelligence one evening. The man had listened carefully, despite the whiskey they`d both drank.

Create a folder and save it [5mks]

Draw a table of 10 columns and 9 rows, fill in names, location address. save the documents [10mks]

Make a presentation of yourself consisting of 7slides [5mks]

Create and save a sample of Microsoft excel [15 marks]