

Answer all questions.

Question 1

Time: 30 minutes

Type the following on A4 paper following all instructions. Use the following margins: 1.5" (3.81 cm) left, 1" (2.54 cm) right, 1" (2.54 cm) top and bottom. The document should be two pages.

Create an appropriate letterhead

Mrs
~~Mrs~~ Loma Poser Insert date
 Human Resource Dept ^(in file)
 Oil Refinery
 Marcus Garvey Drive, Kingston

Dear ^{Mrs}
~~Mrs~~ Poser

Please see below details of calls made from your telephone during the months of July 200⁷ to December 200⁷. UC

Insert Table Here

As usual we are requesting that you make payment using the deduction salary method or by indicating making cash payment to our Accounts UC department.

GO ON TO THE NEXT PAGE

Question 1 cont'd

Please note that ^{members of} staff will be issued new telephone codes with effect from January 2006. Out-of-town codes will be issued to senior personnel only.

Kindly make payments by January 14th 2006.

Sincerely

Sack Whyte
Financial Controller

Type letter in
modified block style
with indented paragraphs

GO ON TO THE NEXT PAGE

Question 1 cont'd

Date	Telephone No.	Amount \$
July 10	(876) 938-6210	20.00
July 28	(876) 927-4692	17.00
August 5	(876) 928-3383	15.00
August 19 ¹⁸	(876) 977-5291	10.00
September 21	(876) 486-1234 ⁶	14.00
September 28 ₂₃	(876) 488-1754	14.00
October 1	(876) 962-0001	38.00
October 16	(876) 978-3142	25.00
November 2	(876) 754-2211	25.00
November 5	(876) 390-0210	7.00
December 13	(876) 430-7534	7.00
December 15	(876) 428-4705	7.00
December 16	(876) 330-4522	7.00

TOTAL

Print a separate copy of table

Find the total amount

Use Spreadsheet software to complete table and insert table after last paragraph.

SHOW GRID LINES

Total 27 marks