

MICROSOFT OFFICE PRACTICE QUESTIONS

QUESTION

1. CREATE THE FOLLOWING FORM IN MS WORD

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<p>READ INSTRUCTIONS ON PAGE 2 BEFORE COMPLETING THE FORM POSTGRADUATE ADMISSION APPLICATION FORM 29</p> <p>A. PERSONAL DETAILS</p> <p>SURNAME: _____ FIRST NAME: _____ DATE OF BIRTH: _____ PLACE OF BIRTH: _____ SEX: _____ TITLE: _____ MARRITAL STATUS: _____ PREVIOUS SURNAME (IF ANY): _____ NATIONAL ID: _____ RACE: _____ NATIONALITY: _____ CITIZENSHIP: _____ PROVINCE: _____ RELIGION: _____</p> <p><input checked="" type="checkbox"/> PHYSICAL DISABILITY <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> AT THIS TIME AND FOR ATTACH PROOF <input checked="" type="checkbox"/> HAVE YOU A DEATH VETERAN <input type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>B. CONTACT DETAILS (Any information given will be forwarded to the Physical Address)</p> <p>PHYSICAL ADDRESS: _____ MOTHER'S NAME: _____ RELATIONSHIP: _____ NEXT OF KIN ADDRESS: _____</p> <p>CELL/TEL: _____ MOBILE TEL: _____ EMAIL ADDRESS: _____</p> <p>C. PROGRAMME CHOICES (PLEASE INCLUDE PROGRAMME AND OTHER INFORMATION ON EACH LINE. MAX. 10 LINES FOR THIS SECTION)</p> <p>FIRST CHOICE PROGRAMME: _____ SECOND CHOICE PROGRAMME: _____ THIRD CHOICE PROGRAMME: _____ FORTH CHOICE PROGRAMME: _____</p> <p>ENTRY TYPE: <input checked="" type="checkbox"/> NORMAL <input type="checkbox"/> PART TIME <input type="checkbox"/> SPECIAL <input type="checkbox"/> INTAKE TYPE: <input checked="" type="checkbox"/> FULL TIME <input type="checkbox"/> PARALLEL <input type="checkbox"/> BLOCK RELEASE <input type="checkbox"/> SPONSORSHIP: <input checked="" type="checkbox"/> GOVERNMENT <input type="checkbox"/> SELF <input type="checkbox"/> OTHER <input type="checkbox"/> MOTHER'S SCHOOL <input type="checkbox"/></p> <p>POST OFFICE USE ONLY</p> <p>RECEIPT NUMBER: _____ DATE OF RECEIPT: _____ APPLICATION NUMBER: _____ DATE RECEIVED: _____</p>		

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