

WORD PROCESSING

Word processing is the art of creating, saving, editing, formatting and printing documents using electronic word processors.

Examples of word processors include;

Microsoft word	Corel word perfect
Apples pages	Open office.org writer
Lotus word pro	

NB. What are text editors

These are simple word processors that are generally used to type text without any special formatting. They are mainly used to create small text, memos.

EXAMPLES OF TEXT EDITORS INCLUDE

Note pad, Note pad++, etc

Functions of a word processor

- ❖ They are used for writing letters, memos, Reports, projects, Resumes, Memos

Basic word processing terminologies

1. **Font face.** This refers to the shape of the characters. Common examples of font face include; Tahoma, Times New Romans, Arial.
2. **Font.** This refers to the style of the face
3. **Line spacing.** This refers to the amount of vertical spaces white space between two line of text. Line spacing is measured in **points (pt)**.
4. **Text Alignment.** This refers to how lines of text are arranged relative to the edges of a block of text.

Note there are four types of text alignment

- a. **Justified:** The process of aligning text both to the left and right at the same time.
- b. **Left:** This where text aligned to the left
- c. **Right:** This where text is aligned to the right
- d. **Center:** This where text is aligned to the centre

5. **An indent:** This refers to the amount of white space left between the margin and the beginning of text

6. **Formatting text:** This refers to changing the appearance of the text in a document to look more appealing or attractive to the user or reader.

7. **Editing a text:** This the processing of making changes in the content in the existing document. This involves commands like **Cut, paste, overtyping, insert, delete** etc.

NB. A learner should be able to define the following terms as well.

a. **Copy:** To place a selected text to a clip board without removing it from its current location.

b. **Cut:** To remove a selected item from its current location and place it in the clipboard.

c. **Copy and Paste** duplicates the text while **Cut and paste** moves text to a new location.

d. **Special Paste:** This feature avoids pasting text all its formats.

This provides a user control over what to paste.

e. **Header:** This refers to the text that appears in the top margin of all pages in a document

f. **Footer:** This the text that appears at the bottom margin of all pages in a document

g. **Proof Reading:** This a process of reviewing a document to ensure accuracy of its content.

Advantages of electronic word processors as compared to manual type writers

- ❖ Word processors, one can save a document for future use, while manual type writer, a user has to retype a full document
- ❖ Type writers prints one character at a time while word processors print many pages at the same time
- ❖ Word processors can easily format a document which is not the case with type writers
- ❖ It's easier to insert graphics in a word processors than type writers
- ❖ Its very easy to type a document without pressing enter (word wrap) in processing than when using a type writer
- ❖ Text alignment is easier while using word processors than using type writers

Disadvantages of electronic word processors

- ❖ Electronic word processors cannot be used without power
- ❖ Electronic word processors are expensive due to the cost of buying computers
- ❖ They have led to unemployment of typists and secretaries since one person using an electronic word processor can do a lot of work

Laboratory Activities

1. Using a word processing application of your choice typeset the following text as it appears and save as 'word processor'.

A computer is a device that simplifies work. It is a fast machine, it stores data and can be used to perform many other functions. A desktop computer comes with a system unit, monitor, keyboard and mouse. All these work together to help a user perform a task.

Today, computers can be used at home, schools, libraries, banks and many other places. A student can use a computer to store his work, create a time table, and communicate with other students from different campuses, etc.

Instructions:

- a) Copy and paste this work to page three of your document.
- b) On page three; insert a heading, 'Personal Computer' and apply a text highlight of a yellow Color.
- c) Bold, underline and change the heading to upper case.
- d) Drop cap the first letter of each paragraph.
- e) Insert page numbers in the form of A, B...
- f) Insert a header, your name and footer your class.
- g) Print a copy of your work.

Score sheet (X/10)

Excepted score	Type setting (04)	Copy (01)	Heading (01)	Drop cap (01)	Page numbers (01)	Header & footer (01)	Print (01)
Score							

2. (a) (i) Type the following information as it is: (use font size 14)

The time table below will be out the beginning of next academic year. It should be copied and filled with relevant subjects.

Senior Four Time Table 2010										
	8:00-9:00	9:00-10:00		10:30-11:30	11:30-12:30		2:00-3:00	3:00-4:00		
Mon			B R E A K			L U N C H				
Tues										
Wed								FREE		
Thur.										
Fri.										
Sat										

Note: the outer borders are (3) triple lines.

- (ii) Put a footer as your name and index number. (02 marks)
 (iii) Colour “Senior Four Time Table 2010, “BREAK”, “LUNCH” and “FREE” green. (02 marks)
 (iv) Save your work as you name and index number. (01 mark)
 (v) Print your work. (01 mark)

Score Sheet

Expected skill	Type Set	Put footers	colour senior	save	Print	Total Mark
Expected mark	14	02	02	01	01	20
Actual mark						

3. (a) You are the secretary to the school's "Funds for Food" program and are required to send out acknowledge letters to people who have so far made contributions towards the program. The letter contents are same for all the persons except the addresses, names and nature of contributions.

Below is the letter to be sent and a table of people who have made contributions.

Mukisa Senior Secondary School,
P.O.Box 21146,
IGANGA.

12th June, 2007

[ADDRESS]

Dear [NAME],

Thank you for your contribution of [NATURE OF CONTRIBUTION] towards the "Funds for Food" program.

This project is in its inaugural year but it has been a resounding success. The learners and staff agree that it should become an annual event. The principle would like to thank you and hopes for more support in future.

Thank you very much.

.....
PRINCIPLE
NAMUKASA FLORENCE

	NAME	ADDRESS	NATURE OF CONTRIBUTION
1	Lugayizi John	P.O. Box 14, KAMULI.	\$430
2	Musiime Molly	P.O. Box 92, MBARARA.	500,000/=
3	Nsibambi Eriya	P.O. Box 160, BULOBA.	20 kg of maize
4	Nakasolya Juliet	P.O. Box 1413, KAMPALA.	40 bags of rice

- (i) Type set the above letter as it is (04 marks)
- (ii) In a separate document insert a table and save it as address. (03 marks)
- (iii) Use an appropriate method in any word processing program to make a letter to be sent to each person in the table.

The address and names should be bolded and the contributions in italics.

(10 marks)

- (ii) Save your work as index number. (01 mark)
- (iii) Print each of the four letters. (01 mark)
- (iv) Print each of the four letters. (02 mark)

Score Sheet

Expected skill	Type Set	table	feature for letters	save	Print	Total Mark
Expected mark	04	03	10	01	02	20
Actual mark						

4. (a) (i) Type the text below using a word processing program: (08 marks)

CHOOSING WORD PROCESSING SOFTWARE

Word processing is using the computer to enter, store, manipulate, and print text in letters, reports, books and so on. Once you have used word processing, you will probably wonder (like a million others before you) how in the world you ever survived without it.

As more word processing packages come on the market, choosing the right software can become very confusing.

Nevertheless, there is probably a word processing package that will serve your needs. As you begin looking, ask yourself these questions:

- I What types of documents am I now producing?
planning to produce?
- II what types of features do I need?
want?

Document types can range from simple letters and memos to proposals, reports, legal documents, books, newsletters, scientific papers, from letters, and so on. The point is, match the features you need with the features in the software package. For example, if you write articles that require references, you will need the footnoting feature; if you develop a newsletter, having the multicolumn layout feature would be handy; if scientific notation is needed, you will want superscripts (X^2+Y^2) and subscripts (A_{21}); and if you send “personalized” from letters the mail-merge feature is a necessity.

A number of add-on programs are available to enhance the functionality of word processing packages. These include:

- On-line thesaurus
- Spelling checker
- Grammar checker
- Style checker
- Idea processor (outliner)

What you can do with word processing is limited only by your imagination and willingness to learn the system. Good luck in your Computer-assisted writing adventures-now and in the future!

- (i) Insert in the header the word “Tips” on the left hand corner and “Word Processing” on the right hand corner. (02 marks)
- (ii) Bold the heading front size 22-point, underline and centre it. (01 mark)

- (iii) Bold indent paragraph one by 1 inch in the right and left margins. (01 mark)
- (iv) In the paragraph starting with “Document” bold the second sentence. (01 mark)
- (v) Make 2 the superscript of X and Y in the expression (X²+Y²) and 21 the subscript of A in the expression (A₂₁). (02 marks)
- (vi) Insert bullets on the list of functionality of word processing packages given in the text. (01 mark)
- (vii) Insert a footnote of your name and index number on the left and page number on the right hand corner. (02 marks)
- (viii) Save the work as choosing software and make a print out. (02 marks)

Score Sheet

Expected skill	Type Set	heading and indent	Bold and superscript	bullets	Footnote	header	Print	Total Mark
Expected mark	08	02	03	01	02	02	01	20
Actual mark								

5. (a) (i) Using a suitable word processing software, type this document as it is. (06 marks)

TUBERCLOSIS (TB) IN AIDS

The global war on AIDS could be lost if the world ignores tuberculosis, often a death sentence for people infected with HIV, former South African president Nelson Mandela warned at a global AIDS conference recently held in Bangkok. “The world has made defeating AIDS its top priority. This is a blessing, but TB remains ignored”, said Mandela. He steered clear the controversy to focus on the plight of millions suffering from HIV and TB.

About 14 million people are infected with HIV and T.B, 70% living in Sub-Sahara Africa, the region hardest hit by HIV/AIDS, which has killed 20 million people worldwide. HIV, the virus which causes AIDS, destroys the immune system and makes patients more vulnerable to diseases such as TB, an infectious illness that accounts for up to one-third of all HIV/AIDS deaths.

“We cannot win the battle against AIDS if we do not also fight TB. TB is too often a death sentence for people with AIDS. It does not have to be this way”, Mandela said. He said resources for detecting and treating TB were woefully short despite the world having had a cure for it more than 50 years ago.

(Adapted from: The New Vision, Monday, July 19,2004.)



- (i) Copy and paste the document to page 2. (02 marks)
- (ii) Using the copy on page 2, centre, bold and underline the heading and make it front size 24. (03 marks)
- (iii) Centre align the third paragraph and make it all italics. (02 mark)
- (iv) Italicise the source of this document and make it font size 8.(02 mark)
- (v) Spell check your document. (02 marks)
- (vi) Insert your name and index number as a footer. (02 mark)
- (vii) Save your work as my work. (01 marks)
- (viii) Save the work as choosing software and make a print out. (02 marks)

Expected skill	Type Set	copy & paste	Bold,center head	align and italicize	spell check and footer	save	Print	Total Mark
Expected mark	04	02	03	04	04	02	01	20
Actual mark								

6. (a) Type the following text, as it is, correcting any spelling mistakes therein. (08 marks)

Form its very earliest day, the internet has been **primarily** concerned with one task, making it easier for people to communicate with one another using computers. The internet was created to let university researchers share their thoughts, work, and resources and for military people to comanicat with each other in case of war and even, theortically a nuclear attack.

By P Gralla

How the internet works.

Required to:

- (i) set the page margins to the following measurements:
Let = 2.5 cm, Right=2.5 cm, Top=1.5 cm and Bottom=1.5 cm (04 marks)
- (ii) insert a title called INTERNET to the top right, and bold it. (02 marks)
- (iii) change font size 14. (02 marks)
- (iv) add your name and index number on the header. (02 marks)
- (v) save your document on a floppy diskette as “Text”. (02 marks)

Score sheet

Expected skill	Type Set	set margins	insert title	change font	header	save	Print	Total Mark
Expected mark	08	04	02	02	02	01	01	20
Actual mark								



7. Type the text below using a suitable word processing program.

CHOOSE WORD PROCESSING SOFTWARE.

Word processing is using the computer to enter, store, manipulate and print text in letters, reports, and books and so on. Once you have used word processing, you will probably wonder (like a million others before you) how in the world you will ever survived without.

As more word processing packages come on the market, choosing the right software can become very confusing. Nevertheless, there is probably a word processing package that will serve your needs. As you begin looking ask yourself these questions.

1. What type of document am I now producing?
Planning to producing?
2. What type of features do I need / want?

Document types can range from simple letters and memos to proposals, reports, legal documents, books, newsletters, scientific papers, form letters and so on. The point is, match the features you need with the features in the software package. For example, if you write articles that require references, you will need the footnoting feature; if you develop a newsletter, having the multi-column layout feature would be handy; if scientific notation is needed, you will want superscripts (X²+Y²) and subscripts (H₂O); and if you need send “personalised” form letters the mail-merge feature is a necessity .

A number of add-on programs are available to enhance the functionality of word processing packages. These include: On-line thesaurus

Spelling checker

Grammar checker

Style checker

Idea processor (outliner)

What you can do with word processing is limited only by your imagination and willingness to learn the system. Good luck in your Computer-assisted writing adventures –now and in the future!

Required

- i. Insert in the header the word “Tips” on the left hand corners and “Word Processing” on the right hand corner”.
- ii. Apply bullets to the list below these include starting with online thesaurus.
- iii. Insert a footer to read as “your name”
- iv. Number your pages (Insert page numbers)
- v. Insert another page below the paragraphs
- vi. Copy the paragraphs you typed and place them on page two.
- vii. Divide the main paragraph into two columns with a line separating them.

- viii. Print page 2 of your work.
- ix. Save your work as Word processing.

Score Sheet

Expected skill	Type Set	heading and bullets	footer and page no	copy	columns	save	Print	Total Mark
Expected mark	06	04	04	02	02	01	01	20
Actual mark								

8. When common sense is not common

Something really odd occurred to me the other day. Picture this, a steadily growing family, say a man with two wives and nine children. The second wife is expecting her fourth born and the family is heavily indebted. The only earning adult in the home brings home about Shs 2m in a month but total expenditure is close to Shs 4.8m please don't ask me where he gets the balance from. Their rented family house is in the rich neighbourhood of Naguru and the man owns two cars both financed by bank loans from two different from two different banks. Somehow the family gets by and not all the members are aware of how dire the situation is

What is most surprising however is the first wife has demanded that her husband throws their two year old son a birthday bash. The party promise to bring together several friends and relatives many of whom is very high calibre and so the man has to come up with ways to finance this event with some "celebrity" musician invited to entertain the guests, never mind that the two year old is not fully aware it is his birthday. There will be a lot of foot and drinking and the disco promises to play late into the night.

Well, there is the country that I know. Actually I'm a citizen in it too and as a responsible voter who painfully pays my taxes every single month of the year, I'm quite upset by the look of things. I think it's quite irresponsible if I keep quite or merely grumble but fail to mention this bad state of affairs to you. And why am I upset?

Despite our poor state of affairs, seeing that we are a heavily indebted country, we can still afford to do among other things throw a big bash to mark the swearing in of our president of 25 years. Whereas it's debated if there is anything to celebrate what appals meas the nerve to party and celebrate while we surely worsen our already bad situation by spending money we don't even have. Someone once made an interesting remark, that many times common sense is actually not common.

- i. Type the story above (08 marks)
- ii. Make your text size 10 and justified (02 marks)
- iii. Bold the last paragraph and give it text font Tahoma (03 marks)
- iv. Set the text to 1.5 line spacing (01 mark)
- v. Use add drop caps for all the first letters in each paragraph (03 marks)
- vi. Save your work as poor country (01 marks)



9. Using a word processor of your choice, load a file called **potato** cakes from support files on your desktop and carry out the following.
- Copy your work to page two and apply a 6pt shadow text border around the typeset document.
 - Bullet the list of the ingredients.
 - Apply colour green on the heading, centre it and change it to font **13.5**
 - Double space and justify the body of the text.
 - Set the page margins to 1.8" left, 1.5" up and 1.6" bottom.
 - Create another page of the same passage without re-typing.
 - Apply page numbers in uppercase alphabets.
 - Insert an image called **youth** from support files place it anywhere in the document
 - Wrap text **square** around the image.
 - Insert a water mark "of the name of your school" on page 2 only of your document.
 - Put page color light green on page two of your document.
 - Save a file with your name and index number.

Score sheet(x/20)

Excepted score	Load a file (01)	Copy work & shadow border (02)	Bullet listing (02)	Color heading& size (02)	Double space & justify (02)	Set margins (02)	Duplicate work (02)	Page numbers (01)	Insert Image (01)
Mark scored									

9. (a). Use a Word processor of your choice to type the document below as it is (USE FONT = Courier New, Size = 13)

The term computer HW refers to the physical components of a computer, namely keyboard, monitor, Mouse, and printer, including the digital circuitry. Computer HW is an integral part embedded in all day automobile, microwave ovens, electrocardiograph machines, compact disc players, and other devices. The HW of a computer is not changed frequently, in contrast with software and data. The present computers are much advanced in terms of processing speed and have an efficient memory structure. The present course aims at providing an insight into the various HW concepts of a computer system.

Below is the outline of the course outline:

Course No	Course Name	Time needed	Period of Schedule	Tuition Payable
1	Introduction to computer hw	2 weeks	15 th Jan to 30 th Jan	£25,000
2	Input hw	1 month	February	£35,000
3	Processing hw	3 weeks	1 st March to 20 th March	£30,000
MID TERM EXAMSINATION				
4	Storage hw	1 month	April	£35,000
5	Output hw	1 month	April	£25,000
END OF TERM EXAMINATION				

Required:

- i. Substitute all the occurrences of the word “hw” by the word “Hard ware”.
- ii. All text is justified
- iii. Set all margins to 0.6 inches
- iv. Centre the table but not its content
- v. Copy the table to page 5 of your document and covert it to text.
- vi. Add your name as footer on all pages except the first page.
- vii. Save your document as “Computer HW course outline”
- viii. Print page 1 and 5 on one paper back to back.

Expected skill	Type Set	substitute and align	center table	copy table	Footer	save	Print	Total Mark
Expected mark	08	04	02	02	02	01	01	20
Actual mark								

4. Using word processing software, load the file **Gambling.docx** and save it as your name and personal number.

a) Apply font size 20, color purple, Centre, double underline on to the heading of the document.

b) Make the rest of the text in the document to font size 13.

c) Change the border width to a 3D-6pt.

d) Insert the picture **bet1.JPG** as the header of the document.

e) Insert your name and personal number as a footer of the document.

f) Insert page numbers at the bottom of your document starting from 5.

g) Insert a Decision auto shape at the bottom of the document

h) Change the colour of the auto shape to green

I) Add a centred text "THE CHOICE IS YOURS" Send it back

J) Drop the first letter of the second paragraph to cover 2 lines and put a line in between two cm apart.

K) Make the sub-headings stand out as underlined with a 16 font size and Bradley hand ITC font style

j) Make the word "addictive" in the fourth paragraph a hyperlink to www.google.com.

k) Copy the document to another page.

l) Save and print your work.

Score Sheet (X/20)

Expected Score	Load a file (01)	Font color Center (01)	Body font(02)	3D 6pt border(02)	Image header (01)	Header (01)	Page number (02)	Insert shape(02)	Add text (01)
Score									

drop letter (02)	Heading (01)	Hyperli nk (02)	Copy to page2 (01)	Save (01)

6. Using a suitable software package load the file **ramathan.doc** and save it as **Word Processing**.

- i) Change the case of title to **UPPERCASE** and bold the title and change the font of all the text size 13.
- ii) Instead of word brother/sister put both your names.
- iii) Apply a header as your company name with word art.
- iv) Copy your two paragraphs to page two.
- v) Duplicate them to form eight paragraphs.
- vi) Put your eight paragraphs into three columns with a line between the three columns.
- vii) Insert an auto text **page X of Y** aligned to the left.
- viii) Insert today's date and time in the right footer section and update it automatically.
- ix) Drop cap to 2 lines in green colour with comic sans Ms Font style the first letter of every paragraph.
- x) Apply a three lines 3 pt page border around your **document**.
- xi) Apply a footnote on the first letter of the second page as **Ramathan tips**.
- xii). Insert a printed water mark of your first name diagonally. Make your water Mark appears in red color, font size 33, and small caps with comic sans font style
- xiii) Insert an image **IU Logo. JPEG** in the third column after the last paragraph x.
- iv) Apply a caption below the image as **“Wish You All the Best My Fellow Moslems”**
- xv) Save changes and Print a copy of your work.

Score sheet(x/25)

Expected Score	Load file (01)	Font size Bold title (02)	Replace brother/sister (02)	Insert word header (02)	Copy to page (02)	Duplicate (02)	Date & time (02)	Drop cap (02)	Boarder 3pt. (02)
Score									

Footnote (02)	Printed Water Mark (02)	Insert image (02)	applying Caption (02)	Save (01)

10. (a) Using a word processor application, Load the file named **storage input.doc** and save it as Computer Storage in your folder bearing your names.

a. Copy this work and paste it onto page two of your document and take out the following instructions.

b. Center, bold and capitalize the title of the document with font size as 18.5 with a 6pt Shadow text border surrounding it.

c. Change the font style of the whole text to Tahoma with font size 11 for work on the pasted page

d. Use a word generated formula to calculate the Amount and the **Total Amounts** for QTY Bought Price and Amounts.

e. Include your name as a text water mark diagonal in blue color and small caps.

f. Include a 3-D 6PT page border only to page one.

g. Apply a **Preset Rainbow** background color.

h. Drop cap every First letter in each paragraph with an indent of 0.5cm to the right.

i. Include your name and personal number as a centered footer.

j. Include page numbers in the format of Page X of Y in the header.

k. Draw a rounded rectangle below the table add text that reads “Technology is Wonderful” bolded, centered with font size 20.

l. Save your work and make a print out of your two pages.

Score sheet(x/25)

Expected Score	Load (01)	Copy work (02)	Centre bold italicize (02)	font style (02)	Total for price (02)	Insert water mark (02)	3d 6pt page border. (02)
Score							

Background color (02)	Drop cap (02)	Centered footer (02)	Pager number (02)	Draw shape (02)	Save and print (02)



11. Using a word processor load a file called “**People**” in a folder **SUPPORT FILES** on your desktop and save it as your name.

(i) Copy and paste the document to page 2.

(ii) Using the copy on page 2, centre, bold and double underline the heading and make it font size 24.

(iii) Shade/fill the second paragraph with a yellow colour and make it all italics.

(iv) Insert a picture called “**equator**” in the background as a water mark.

(v) Make the first letter of the second paragraph to drop two lines with “bookAntiqua” as font.

(vi) Use, your name and index number as footer.

vii) Set the second paragraph to three columns with a line in the middle.

viii) Insert an all borders outline on the third paragraph.

(ix) Below the source of the text on page two, draw a rounded rectangle with a text “******Young People are interesting******” and fill the text box with a green color.

(x) Strike through in the last Paragraph and use the print screen feature, paste the image of page two of your document to page 3.

(xi) Insert an endnote of “**Young People**” on the word Midnapore.

(xii) save the document as Students pass out lists.

(xiii) Insert page number one as (i) and page two as 2

(xiv) Print your work.

Score sheet (X/25)

Expected Score	Load a file (01)	Copy work (01)	Center, bold, underline (02)	Page color text italics (02)	Picture water mark (02)	Drop cap (02)	Footer (01)	Insert Column (02)	All border (02)
Score									

Drawing shape (02)	Strike through & paste screen (03)	Endnote (02)	Insert page number (02)	Print (01)

11. Using a word processor load a file called “**OUR FOCUS**” in a folder SUPPORT FILES on your desktop and save it as your name.

- (i) Set the page size to A4
- (ii) Center, bold and double underline the heading and make it font size 14.
- (iii) Highlight the heading with a Pink color
- (iv) Drop cap the first letter of the first paragraph and give it red color.
- (v) Bold and underline the sub-heading of the second paragraph
- (vi) Apply another color to the title and sub – titles
- (vii) Change the numbering in the format of a, b, c
- (viii) Format the first paragraph into two equally spaced columns
- (ix) Provide a line between the two columns
- (x) Insert a header of your name and personal number.
- (xi) Use the correct symbol for R the registered trademark.
- (xii) Insert an endnote in reference to the title with the words “This document here is very important for all”.
- (xiii) Insert an auto – text Page X of Y centered in the footer section
- (xiv) Apply a printed watermark (text watermark) diagonal, using your surname in red color and Comic sans MS small caps.
- (xv) In the empty text box provided below insert a picture **Academician.jpg** and center it
- (xvi) Apply a background color of yellow
- (xvii) Save and Print your work.

Score sheet (X/20)

Expected Score	Load a file (01)	Page size (01)	Centre, bold & underline (02)	Font color heading (01)	Drop & font color red (02)	Bold sub heading (01)	Font color (01)	Page number (01)	Columns (01)
Score									



Line in between (01)	Insert header (01)	Insert symbol (01)	End note (01)	Page number (01)	Water mark (01)	Insert picture. (01)	Back ground color (01)	Save & print (01)

12. Open a word processing file saved as **computer system.rtf** and carry out the following tasks. Save your work as **MY WORK**

- (a) Adjust page orientation to portrait.
- (b) Change page size to A4.
- (c) Set margins to: top and bottom, 1.5 cm; left and right to 2.1 cm.
- (d) Find and replace the word “**hardware**” with “**system**” highlighted.
- (e) Change the heading to uppercase.
- (f) Centre align the headings
- (g) Adjust font size to 25.5 of the heading.
- (h) Apply a red double underline to the heading.
- (i) Insert page number in the format of “A” in the right header.
- (j) Justify the two paragraphs with a line spacing of 1.5, font 14.
- (k) Apply a paragraph boarder around the first paragraph.
- (l) Change the table outside border to 6pt width and color red.
- (m) Shade the cell with the words “MID TERM EXAMINATION” with an orange color.
- (n) Insert a graphical image saved as **secretary.jpeg** between the first second paragraph.
- (o) Apply a caption as “Understanding the Computer System” below your image.
- (p) Insert a footnote on the “A computer system is a group of components “ on the heading.
- (q) Add a footer of your name and a header of your index number.

- (r) Make a screen shot of page one and paste it on page C.
- (s) Insert an automated file name and path in the header.
- (t) Save changes and Provide a print out for your work.

Score sheet (X/20)

Expected score	Save a file (01)	Page orientation (01)	Page size (01)	heading font size (01)	Double underline (01)	Insert page numbers (01)	Justify, line space & font (02)	Paragraph boarder (02)	Table border(01)
Score									

Cell Color (01)	Insert image (01)	Apply caption (01)	Footnote (01)	Add footer (01)	Copy screen shoot (01)	Automatic file name& path (02)	Print work (01)

- 15.** (a) Using a word processing software of your choice load a file “**Poultry Farming**”
- (b) Copy your work to new document.
 - (c) Using the copied document, perform the following actions.
 - (d) Justify your work
 - (e) Insert the heading “Poultry Farming”
 - (f) Change the font type to Segoe UI, and font size 12.5, and 13 for the body text and heading respectively.
 - (g) Apply a first line indent on the second paragraph in your document
 - (h) Insert the image “**index3**” before the first letter of paragraph one and wrap it around text tight (square)
 - (i) Adjust the image size to 6.3cm (height) and 5.35cm (width)
 - (j) Format your document to 1.5 line spacing
 - (k) Apply highlight color of yellow to all occurrences of the word “Poultry” in your document.
 - (l) Double strike through the second paragraph of your document.

- (m) Format your benefits to a numbered list in the format; a), b)...
- (n) Bold and double underline all headings in your document.
- (o) Change the paper size to A5 of your document.
- (p) Insert page numbers in the format (i), (ii)
- (q) Save your work as “Revised Edition”
- (r) Insert a printed watermark of your name with font size 44
- (s) Save changes and print a copy of your work.

Score sheet (X/20)

Expected score	Load a file (01)	Copy work (01)	Justify (01)	Font face & size (02)	First line indent (01)	Insert image & wrap it (02)	Image size (01)	Line spacing (02)	Highlight (01)
Score									

Double strike through (01)	Numbered list (02)	Bold & double underline (02)	Page size (01)	Page numbers (01)	Save work (01)

- 16. (a)** Using a word processing application, load the file **gardening.rtf** and save it as **spring garden.doc** into your Folder from support files.
- (b) Justify the main body text in page 1 from This is a new gardening fact sheet... to ... the spring and summer months.
- (c) Select all the text in the document and change the font to Arial.
- (d) Select all the text from This is a new gardening fact sheet... to ... the spring and summer months and apply 6 point spacing after (below) each paragraph and save.
- (e) Underline the title text gardening for amateurs.
- (f) Change the title text gardening for amateurs to uppercase and save.
- (g) Insert a center aligned field below the text gardening for amateurs to display today’s date.

- (h) Apply the italic style to the text Gardening tips for spring.
- (i) Apply automatic numbering date and time as a header, it should be updated automatically.
- (j) Insert a page break between paragraph one and paragraph two.
- (k) on page 2, Create a table with two columns and four rows below the text Special Offers This Week and insert text into the table as shown below.

Plant	Price €
Crocus	2.99
Pansy	4.99
Lily	3.50

- (l) Change the width of all the cell borders of the table to be 3pt and change the color of the cell borders to a color of your choice.
- (m) Right align all the text and numbers in column 2 (Price €) in the table.
- (o) Change the top margins in the document to 2.5cms and save.
- (p) Use a spell-check program and make changes if necessary.
- (q) Add your name and personal number as a centered footer.
- (r) Save and print the file spring garden.docx.

Score sheet (X/25)

Expected score	Load & save (02)	Justify (01)	Font face (01)	Paragraph spacing (02)	Underline (02)	Change upper (01)	Display date (02)	Apply italics (01)	Header (02)
Score									

Page break (01)	Create table (02)	Table width & color (03)	Align (01)	Page margins (01)	Spell check (01)	Footer (01)	Save & print (01)



16. Using a word processing software of your choice load a file “**Hardware**” and apply the instructions below.

- a) Make all your text appear with Tahoma font style size 13.
- b) Make the top most heading font size – 20, centered, bolded and double Underlined with a Blight green shading / fill effect
- c) Shade the first and third columns of the table with Yellow and Green color respectively
- d) Drop cap to the first letter of each paragraph to 2 lines.
- e) Insert an Octagon auto shape in paragraph two, fill it with dark blue color and make it appear behind text.
- f) Insert a picture “**clouds**” from the folder support files. Place it at the bottom of your text with width 13.23cm and height 5.69cm respectively.
- g) Copy paragraph 3 and paste it on the next page three times.
- h) Apply a two column layout on the middle paragraph.
- i) Insert a header of your name and personal number as footer
- j) Insert an end note in the last paragraph as document source: <http://www.develoment.com>
- k) Create a page boarder of 6pts on only PAGE 1 of the article.
- l) Insert a 4.5pt line at the end of the page and header of your name.
- m) Add current date and time at the bottom right corner of page two.
- n) Save your document as Hard-Your name and print a copy.

Score sheet (X/25)

Expected score	Load & save (02)	Tahoma (01)	Heading (01)	Shading columns (02)	Drop cap (02)	Auto shape (01)	Insert pict (02)	Copy paste (01)	Apply columns (02)
Score									

Header (01)	Insert end note (02)	Page border (03)	Line (01)	Current date and time (01)	Save (01)	Total



10. Enter the table below into a word processing as it is (16 marks)

Computer College, Kalugu.				
ADMINISTRATION	KITCHEN	COMPUTER DEPARTMENT	DORMITORY	SICKBAY
<ul style="list-style-type: none"> Headmaster's office 	General Catering Course to Cater for All.	24 computers	'O' level boys	First class Medical Facilities and Care
<ul style="list-style-type: none"> Deputy Headmaster's office 		12 modems	'A' level boys	
<ul style="list-style-type: none"> Accounts office 		6 sets of Speakers	'O' level girls	
<ul style="list-style-type: none"> Examination office. Director of studies 			'A' level	
Sports complex				
Swimming Pool			Gym	

(ii). Insert your name and index number as your header (02 marks)

(iii). Save the document on a diskette as my doc.

Score sheet (X/25)

Expected score	enter table (16 marks)	Index number (02)	Save (02)
Score			

Deepening energy crises

Most Kampala residents have shifted from using electricity to charcoal, previously regarded as a cheap source of energy for the poor. But the charcoal prices have doubled within less than a year.

“The country is already neck – deep in the firewood crises”, says Ditch. “Now, people are paying for not taking action”.

However, Ditch says the energy crisis is localized meaning that some areas have been hit by the scarcity, while others have in abundance.

To cope with the crises, some people especially low income earners now buy cooked food from the evening roadside markets.

Adapted from the New Vision Monday, December 22 2008

- (i) Insert the following table after the second paragraph of the text above.

Sources of fuel in Uganda	Innovations
<ul style="list-style-type: none">• Firewood• Charcoal• Kerosene• Gas	Improved stoves Hydro

- (ii) Copy and paste the last two paragraph onto the second page of this file and do the following on the copied text:
- Insert a title ‘effects of the crises’ and make it italic, underline and font type Arial Black.
 - Change the font size of the body to size 14.
 - Change the left indentation of the last paragraph to 0.5” (inches).
 - Change the table borders to red. Fill the columnar cells with a red shading.
 - Insert your name and class as footer of your document.
 - Save your work as ‘illustrations’.
 - Print out your document.

20. Using a suitable word processing application of your choice, typeset the following as it appears as save as ‘classification’.

COMPUTER CLASSIFICATION

Computers are put in different classes depending on many factors. This can be by processing speed, size, number of users, method of access, e.t.c. today, many people prefer to categorize computers depending on size, from the biggest to the smallest, they are: -

- i) Supercomputers.
- ii) Mainframe computers.
- iii) Mini computers.
- iv) Micro computers.

Micro computers are common at every work place and at home. At home, one can interact with the following:

Type of computer	Purpose at a home
Desk top computer	To play music and well animated videos.
Pocket computer	To play music and send sms.
Mobile phone	To send sms and call friends
Laptop computer	To use the internet, facebook activities daily, sms, e.t.c.

Instructions:

- a) Underline, bold and italicize the word computer everywhere it appears.
- b) Change the heading to appear in font size 16 and the rest of your work in font size 13.
- c) Apply a double underline on your heading.
- d) Replace the word sms with SMS in your entire document.
- e) Spell check your work.
- f) Bold and centre all columnar headings in your table.
- g) Set your work to appear in Arial Narrow font style.
- h) Save your work and print two copies.

Score sheet

Expected score	Type Text (02)	Underline bold (01)	heading (01)	Replace (02)	Spell check (02)	Bold (01)	Set work (02)	Save (01)	Total
Score									



21. Typeset the following table as it appears and save as “Mukono Restaurant Ltd”.

Item	Price	Discount
Drinks:		
Soda	1,000/=	} No discount
Matunda	1,000/=	
Safi	600/=	
Yoghurt	1,200/=	
Hima water	1,000/=	
Foods:		
Matooke + Meat	4,500/=	} 25% upon payment
Food mix	6,000/=	
Kalo + dry fish	10,000/=	
Irish + chicken	55,000/=	
Local dishes	16,500/=	

Instructions:

- Insert a heading “Mukono Restaurant Ltd”.
- Centre the heading, double underling, bold and apply a text boarder.
- Choose the best table boarder lines for the table above.
- Bold all item headings in your table.
- Double space the work.
- Set your work on an A5 paper size.

Score sheet (X/15)

Expected score	Type setting (06)	Copy (01)	Heading (02)	Underline (02)	Font Face (01)	Footer (01)	Print (01)	Copy (01)	
Score									

22. (a) Find an appropriate word processing program and prepare the following extracted document from <http://www.manutd.com/en/Welcome-new-manager> as it appears: (08 marks)

Win for sanity

Gary Neville believes the appointment of David Moyes as Sir Alex Ferguson's managerial successor at Manchester United is a "result for sanity in football".

The Everton manager will take over at the end of this season after the Reds boss announced his shock retirement on Wednesday, bringing down the curtain on a glorious 26-year reign that saw 38 major honors head to Old Trafford during an unprecedented era of dominance.

"I'd welcome the appointment and it makes sense," Gary said. "You can read David Gill's comments about wanting somebody who respects the history and traditions of the club, somebody who is there for the long-term, to know this is not a club that goes for quick fixes. It hasn't worked that way through history.

"Sir Matt Busby was given time throughout the 1950s and 60s. Even Ron Atkinson, and other managers who maybe weren't as successful as you might have expected, were given time. I think this will be a result for sanity in football; the appointment of the next Manchester United manager.

"I've seen some appointments in the last two years which, for me, show the nature of the modern world – a populist, short-

"The fans and club will support you. This is not a stupid football club. This is not one of those crazy clubs that changes its manager every 10 minutes. The new manager will need time and the club will need time to move on, but there are sensible people there."

term fix," he continued. "Manchester United do not operate that way. They have an element of sense and they have always had that throughout the last 50 to 60 years."

"People ask how the next manager will be able to replace him because of the comparison. It's quite simple: play attractive football, bring young players through and win a championship.

Source: <http://www.manutd.com/en/Welcome-new-manager>.

- (i) Create another copy of the same document on page two without retyping. (02 marks)
- (ii) Centre align, and underline the heading of the pasted document with 16 points, and stencil font face (04 marks)
- (iii) Indent sentences 2 and 3 by 1.2 inches on either side, and italicize them. The rest of the document should be 1.5 spacing and justified. (04 marks)
- (iv) Provide your index and name in the right hand side of the footer. (01 mark)
- (v) Save your document with your name. (01 mark)

23. Load the file **Malaria.doc** from the support files and save it as **Malaria-Your First Name** in your working folder.
- Copy your document to **Page Three** and carry out the following; **(01 mark)**
 - Include an Art page border except Page One. **(01 mark)**
 - Bold, center, capitalize the title of the document with font size as **18.5** with a 6pt Shadow text border surrounding it. **(01 mark)**
 - Apply a purple shading to the heading. **(01 mark)**
 - Justify the rest of the text with Arial Narrow font style with font size 14 and a line spacing of 1.5 on paragraph two. **(01 mark)**
 - Convert paragraph 1 into equally spaced three columns with a line in between the columns. **(01 mark)**
 - Drop cap the first letter of the second paragraph and give it a red colour. **(01 mark)**
 - Add a watermark: **This Page is Blank** in Page 2 of your document. **(02 marks)**
 - Press Enter Key **7 times** between paragraph one and two and draw an Oval shape centered with height 5.27cm and width 6.43cm. **(02 marks)**
 - Fill the Oval shape with image Nutritionist.png. **(01 mark)**
 - Insert a caption below the image as **“How Malaria is Transmitted”** with a dotted underline and font size 14, Adjust your caption. **(01 mark)**
 - Insert an automated file name and path using Uppercase and your class in the footer section. **(02 marks)**
 - Apply a header of your names and Page **X of Y** to the right. **(01 mark)**
 - Draw a rounded rectangle at end of the last paragraph with a text **“***Malaria is Dangerous Please!!!***”** bolded in font size 18. **(01 mark)**
 - Provide a 4.5 Green border to the auto-shape and fill it with a yellow color. **(02 marks)**
 - Save changes. **(01 mark)**

Score sheet (X/25)

Expected score	Load & save (02)	copy to page 3 (01)	Art border (01)	Format title (02)	shading purple (02)	Justify (01)	column (02)	Drop cap (01)	Water mark(02)
Score									

Oval Shape (01)	Fill shape (02)	Insert Caption (03)	File Path (01)	Header (01)	Rectangle (01)	Fill Auto shape (01)	Save & print (01)

24. In this activity, you are going to edit a document about the development of a new book.
- Using a suitable software package, load the file **S16PORT**. (01 mark)
 - Set the page size to **A4**. (01 mark)
 - Set the page orientation to portrait. (01 mark)
 - Set all margins to **2 cm**. (01 mark)
 - Insert your **name** and **personal number** in the header section of the document. (01 mark)
 - Insert a blank line at the start of the document and enter the title **Doc- facilities at Port Mwanza**. (01 mark)
 - Below the title, add a sub title **Report by:** and add your name. (01 mark)
 - After the sub title, format the rest of the document as body text into two equally spaced columns with a **1cm** gap. (01 mark)
 - In the left column before the first paragraph of the document enter the sub heading **A major regional Report**. (01 mark)
 - Identify all sub headings in the document and apply the subheading style to each one. (01 mark)
 - Find the table in **S16Export** and insert it at the end of the document. (01 mark)
 - Merge the cells in the top row of the table across the five columns. (01 mark)
 - Format only this row to be center aligned and underlined
 - Apply light grey (20-40%) shading to only the top two rows of the table. (01 mark)
 - Set all borders of your table to have a 6point width style. (01 mark)
 - Import the image **S16SHIP.jpg**. (03 marks)
 - Resize the image to a height of 3cm and maintain the aspect ration
 - Place this image on the first page, below the subheading “**A major regional port**”
 - Make sure the text wraps around the image
 - Use the information in the table that you placed in your document to come up with a bar chart showing the actual export compared to planned export volumes. (You may need to take the data into another package to produce the chart). (01 mark)
 - q) Label the chart with the title car export volumes. (01 mark)
 - r) Label the axis titles as **Number of cars** and **Year** respectively. (01 mark)
 - s) Save your work as **Mwanza port** and print your work. (01 mark)

Expected score	Load & save (01)	Page size (01)	Page orientation (01)	Margins (01)	footer (01)	Enter title (01)	Enter subtitle (01)	change to columns (01)	Regional (01)
Score									

Sub –H style (01)	Insert table (01)	Merge rows (01)	Shade top (01)	all borders (01)	Import image (03)	label (02)	Save & print (01)	Total (20)

SPREADSHEET

Definition

- ❖ This is electronic software that is used to organize data in a form of rows and columns usually in a tabular form and manipulate the data.
- ❖ This is an application program that is made up of rows and column that is used to calculate and analyze data.

Examples of spreadsheet programs

- ❖ Microsoft Excel
- ❖ Lotus 1-2-3
- ❖ Visi Cal
- ❖ Open office.org Calc
- ❖ Super Cal

Application of spreadsheet or uses of spreadsheet

- ❖ Preparing results
- ❖ Making budget
- ❖ Graphical analysis
- ❖ Financial Accounting

Advantages of computerized spreadsheet over manual spreadsheet

- ❖ **Backup:** a copy of data can be kept to ensure security and avoid data loss
- ❖ **High speed for processing data.** data is processed at extremely fast
- ❖ **Storage:** Offers high data storage compared to manual spreadsheet
- ❖ **Data communication:** Data can be sent from one location to another easily
- ❖ **Searching:** Easy to search for desired data or information
- ❖ Data can be produced in different formation
- ❖ Can perform repetitive work

Advantages of electronic spreadsheet program

- ❖ A user can easily copy, edit, and delete entries in electronic spread.
- ❖ A user can easily format entries and tables in electronic spreadsheet
- ❖ It easy to create charts in spreadsheet

- ❖ Easy to analyze data or use what if Analysis

Disadvantages of electronic spreadsheets

- ❖ There are risks of data corruption ie virus
- ❖ Electronic spreadsheet depends on power
- ❖ Electronic spreadsheet require computers which are expensive to acquire
- ❖ Hardware failures

DATA TYPES OF ELECTRONIC SPREADSHEET OR CONTENT OF A CELL

a) **Value:** Refers to a numerical entry in a cell for calculations [Whole numbers, decimals or even percentages]

- ❖ b) **Label: Labels** are text that identify the data and help organize the worksheet.

. **NB:** Labels have the following characteristics

- ❖ There are not used for calculation
- ❖ They are aligned automatically to the left

c). A **formula** performs calculations on the data in the worksheet, and displays the resulting value in the cell that contains it.

d). **Functions** are predefined formulae to perform common calculations.

Common features of spreadsheet programs

- Saving, copying
- Graphs and charts
- Cell formats
- Spell check
- Text wrap
- Sort & filter
- Cut and Paste
- Cell merging
- Headers, footers & page numbers

TERMS USED IN SPREADSHEET

a) **A cell:** This is an intersection of a row and column

b) **An Active cell:** This is a cell that is ready to receive data

c) **Work book:** This is a collection of several worksheets

d) **Worksheet:** This is a tabular sheet that organizes data in rows and columns

e) **Range:** This a group of adjacent cells. E.g. A11:A15

Errors in excel

ERROR	MEANING
#DIV/0!	Trying to divide by 0.
#N/A!	
#NAME	Text in a formula is not recognized.
#NULL!	A formula has invalid numerical data type of the operation
#REF!	A reference is invalid
#VALUE!	The wrong type of operand or function argument is used

CELL REFERENCING or CELL ADDRESS

you can refer to a cell using the column letter and row number.

E.g F10 refers to a cell in column D and row 10. Therefore F10 is known as **cell reference** and is also a default name of a cell.

Types of cell reference

(a) Relative cell reference

- ❖ A relative reference is a cell address that changes when its copied in another cell

(b) Absolute cell reference

- ❖ Absolute reference is a cell address that does not change when copied to other cells in spreadsheet.

(c) Mixed cell reference

- ❖ This is a reference that contains both relative and absolute cell references.

Laboratory Activities

1. The following students sat for their term two examinations in Mathematics (mat), Computer studies (comp), and Commerce (com) and obtained the following marks: John got 40 in mat, 20 in comp and 50 in com. Mary got 90 in mat, 60 in comp and 30 in com. Tania got 70 in mat, 65 in comp, and 90 in com. Samuel got 55 in mat, 40 in comp and 80 in com. Paul got 50 in mat, 20 in comp and 35 in com. Albert got 50 in mat, 60 in comp and 50 in com.

Enter the data given in spreadsheet. All names should be in column A.

- (i) Use a formula to compute the total for each student and put them in column E.

- (ii) Sort the data entered in column E in descending order. (02 marks)

- (iii) Put the titles for column A, B, C, D and E in orientation 450

- (iv) Border your data and give it a professional look. (02 marks)

- (v) Draw a bar/column graph for the students' marks in the three (3) subjects.

(05 marks)

- (vi) Save your work as your name and index number.

(01 mark)

- (vii) Print your work.

(02 marks)

Expected skill	Enter data	total for student	sort	put titles	borders and graph	save	Print	Total Mark
Expected mark	04	02	02	02	08	01	01	20
Actual mark								

2. (i) Enter the data below into a suitable application program and save it as “raw-marks”.
(05 marks)

	A	B	C	D	E	F	G
1							
2							
3	STUDENT NUMBER	NAMES	TELEPHONE NUMBER	TEST A	%	TEST B	%
4	01	Lule Nabil	0414372475	34		43	
5	02	Okello Oryem	0712312130	56		22	
6	03	Nantongo .F.	0414421666	76		34	
7	04	Sempa .H.	0414927384	54		67	
8	05	Senabulya .S	0414991622	34		65	
9	06	Kato .P.	0782421333	67		34	
10	07	Semuju .K.	0414696471	89		56	
11							
12							
13							
14							
15							
16							

- ii). Copy the work in (i) and paste it in worksheet 2 of the same worksheet. Name the worksheet 2 as “percentage-marks”.
(02 marks)
- iii). Given that Test A and Test B are marked out of 90 and 70 respectively, enter appropriate formula to calculate the percentage marks for both tests using “percentage-marks” worksheet.
(02 marks)
- iv). Use function to obtain the difference between the highest and lowest percentage marks in Test A in cell E21.
(04 marks)
- v). Calculate the average mark for Test B in cell G21.
(01 marks)
- vi). Save your work.
(02 marks)

score sheet

Expected skill	enter the data	copy work	percentage mark	highest & lowest	average	save	Print	Total Mark
Expected mark	06	04	02	02	02	02	02	20
Actual mark								

3. Create a worksheet and enter the data below:

(02 marks)

SCHOOL CANTEEN	Q1/2006	Q2/2006	Q3/2006	Q4/2006	YTD
Sales Revenue	22,500	38,000	52,800	85,700	
Cost of Goods sold					
Gross Margin					
Variable Expenses					
Fixed Expenses	6,000	6,000	6,000	6,000	
Net Profit					

Note: Q1, Q2, Q3, Q4 are four quarters of the year.

Complete the worksheet using the following information.

- (i) The Cost of Goods sold and Variable Expenses for the school canteen are 55% and 10% of the Sales Revenue respectively. (04 marks)
- (ii) Enter a formula for each quarter to calculate the Gross Margin which is equal to Sales Revenue minus Cost of Goods sold. (02 marks)
- (iii) Net profit is equal to Gross Margin minus Variable and Fixed Expenses. (02 marks)
- (iv) Add a column called YTD that totals the figures from the four quarters. (02 marks)
- (v) Draw a bar graph for Net Profit for the four quarters. (03 marks)
- (vi) Add a title "School canteen Net Profit" and label the x-axis as "Quarterly Net Profit" and the y-axis as "Amount in shillings." (03 marks)
- (vii) Save your worksheet as your surname and print. (02 marks)

Score sheet

Expected skill	Enter data	cost & variable	Gross margin	Net profit and YTD	bar chart	Title	save & print	Total Mark
Expected mark	02	04	02	04	04	02	02	20
Actual mark								

9. A company deals in 6 major stationery items namely; counter books, note books, printing paper, clip files, box files and diaries. The table below represents the opening stock O, closing stock C, quantity sold, Q. the selling price, S and the Value of sales V respectively where, $Q=O-C$ and $V = S \times Q$

A	B	C	D	E	F	
1	Item	Opening stoke (o)	Closing stoke(c)	Quantities sold (q)	Selling price(s)	
2	Note books	200	120		1500	
3	Printing paper	400	160		8000	
4	Clip files	170	80		200	
5	Box files	100	0		2500	
6	Diaries	95	30		1800	
7	Counter books	600	150		5000	
8					Total value of sales	

- i) Create a spread sheet for the data above, starting with the item tittle cell A1 and save it as 'stationary1'
- ii) Put the appropriate formula in cell D2 to compute the amount sold. Copy it to the rest of the column.
- iii) Put the appropriate formula in cell F2 to compute v for that row and copy it to the rest of the column.
- iv) Sum up column F to find the total value of sales.
- v) Save your spread sheet as 'stationary2'
- vi) Use the graph function to draw a bar graph to sales of various items. Write your name and index number below the graph
- vii) Save the graph as 'my graph'

Expected skill	Enter data	Amount sold	Compute V	total values	Graph	save	Print	Total Mark
Expected mark	04	04	04	02	03	02	01	20
Actual mark								

4. This information was extracted from Kyabaleeta high school.

Study it carefully to answer the questions that follow

ITEM	COST PRICE (Ugx)	SCHOOL TAX	PROFITS	EXPENSES	SELLING PRICE
Sumbiz					7,000/=
Meat pie					25,000/=
Splash					60,000/=
Daso					35,000/=
Pens					40,000/=
Chapuz					16,000/=
Cassava chips					12,000/=
Boxers					15,500/=
Cakes					35,000/=

Other information

Selling price = Cost Price + School Tax + Expenses + Profit.

Expenses are = 40% of the selling price

Profits are 30% of the selling price.

School tax is 10% of the selling price.

Tasks:

- i. Enter the above information in a spread sheets principle and functions;
Save it as your real name.
Determine the amount of tax the school gets from the canteen, profits and expenses for each item.
- ii. Determine the average and total amount of tax the school collects from the canteen.
- iii. Change the name of sheet 1 to canteen sales.
- iv. Determine the cost price for all items
(At the beginning of next year the canteen operators have asked the school management that he is going to increase selling prices by 20%. Insert a new column to work out the new prices for all canteen items next year.
- v. Format all figures with UGX currency symbol with one decimal place.
- vi. On a separate sheet, plot a line chart to represent the items, costs price, and selling price.
- vii. Apply a centered footer of your name and registration in your worksheet.
- viii. Sort the list in descending order to items.
- ix. Change the orientation of the first row of the table to 45 degrees and change its colour to blue
- x. Copy and paste your work on sheet two and rename it 'Canteen.
- xi. Wrap you text in the selling price title cell.

Score sheet (X/20)

Expected score	Enter data (02)	average (01)	rename sheet (01)	cost price (02)	UGx (02)	Line graph (03)	footer & sort (04)	Orient (01)	Copy & wrap (04)	Total
Score										

11. Enter the data below in a spread sheet application

INCOME AND EXPENDITURE ESTIMATE FOR THE YEAR 2010 / 2011					
CODE	ITEM	JANUARY	FEBRUARY	MARCH	TOTAL
INCOME					
INC 01	Sale	125000			
INC02	Service	50000			
INC	Others	70,000			
EXPENDITURE					
EXP 01	Salaries	50,000	---	---	
EXP 02	wages	30,000	---	---	
EXP 03	Travel	10,000		10,000	10,000
EXP 04	Purchases	60,000	---	---	

Using the following below, complete the table above by the help of the spread sheet formula

- Revenue from sales is expected to increase by 10% every month.
- Revenue from service and others should decrease by 2% every month.
- Salaries and wages should increase by 50% only in February and remain constant in March.
- Create a new row “Average Income” and calculate the average income in every month.
- Calculate the Total Revenue and Expenditure for each month.

a). calculate.

- Overall Revenue and Overall expenditure for the company.
- The profit earned for each month
- The Overall profit earned by the company
- Save your work as “My account”

Score sheet (X/20)

Expected score	Overall Revenue (07)	Profit (03)	Overall Profit (07)	Save (03)
Score				

5. The table below shows end of year 2002 promotional results of P6 pupil from Njeru Primary School. Enter the data in a spread sheet and save the file as Njeru.

INDEX №	NAME	MTC	ENG	SST	SCI	TOTAL	AVERAGE	POSITION	COMMENT
U56/01	Mudde Mike	87	63	70	45				
U56/02	Ohoku John	78	46	67	61				
U56/03	Namire Flavia	57	56	87	32				
U56/04	Majingo Fred	65	26	32	45				
U56/05	Tusabe Fahad	46	79	43	25				
U56/06	Lulenzi Joseph	79	58	86	15				
U56/07	Apio Oliver	12	27	43	38				
U56/08	Kisakye Mercy	48	85	45	75				
U56/09	Tawoda Isa	36	46	87	62				
U56/10	Gumire Deo	75	57	84	65				
TOTALS MARKS									

- (i) Use a suitable function to calculate the total marks scored by each pupil in column G.
- (ii) Use a suitable function to compute the average mark for each pupil in column F.
- (iii) Use a suitable function to generate the position for each student in column H.
- (iv) If Students with an average of 65 and above are to be PROMOTED TO P7; pupils with an average between 50 and 65 are to REPEAT P6 while students with an average mark of 50 and below should TRY ANOTHER SCHOOL. Use a suitable function in column I to generate the above uppercase comments accordingly.
- (v) Sort the data in ascending order by name.
- (vi) In row 11, sum up the total marks scored by pupils in MTC, ENG, SST and ENG.
- (vii) Use the sums obtained in (vi) above to create a pie chart showing the subject performance.
- (viii) Add your name and index number as footer your worksheet.

Score sheet (X/20)

Expected score	enter data (06)	Position (04)	comment (04)	Sort (02)	Sum marks (02)	Footer (02)	Total
Score							

13. Enter the data in the table below in a spreadsheet application starting from cell A1 and save as 'PLEResults1' (5 marks)

INDEX NUMBER	SURNAME	FIRSTNAME	DOB	ENG	SST	MTC	SCI
JC001	Musoke	Alfred	03/02/2000	46	78	73	76
JC002	Oto	James	04/06/2000	85	75	64	73
JC003	Magoola	Michael	17/05/2000	48	68	75	75
JC004	Busingye	Anne	23/04/2000	57	46	76	72
JC005	Lokeris	Ali	10/12/2000	84	85	73	76
JC006	Kafifi	Sarah	16/09/2000	76	94	72	49
JC007	Atine	Sabiti	05/08/2000	49	58	73	76
JC008	Tenywa	Alex	09/01/2000	44	28	76	72
JC009	Mirundi	Joel	18/01/2001	78	68	76	76
JC010	Muhindo	Rodgers	25/11/2000	46	76	73	71
JC011	Nakakinda	Alice	18/05/2000	48	58	50	64
JC012	Lubaale	Musa	17/08/2001	48	38	48	66
JC013	Were	Denis	12/05/2000	54	40	66	36
JC014	Oyesa	Gerald	19/03/2001	36	50	38	44
JC015	Atukwatse	Bill	15/04/2000	46	66	50	44
JC016	Lulenzi	Samuel	19/07/2000	38	54	44	46
JC017	Kiromi	Oliva	23/07/2000	50	44	48	62
JC018	Kanku	Ahmed	19/12/2000	54	50	44	76
JC019	Dembe	Kevin	16/07/2000	60	48	58	50
JC020	Yimula	Saul	19/08/2000	48	56	76	68

- (b) Rename the worksheet to P72011 and change its sheet tab color to red.
- (c) Add the TOTAL, AVERAGE, and POSITION columns and use suitable functions to calculate the total mark, average mark and position in class; for each student.
- (d) Add a Comment Column to and use the IF function to automatically generate the comment "PASS" for the students with average 55 and above and "FAIL" for students with average below 55.
- (e) Apply 'all borders' outline to all cells with data.
- (f) Setup your page to landscape orientation and add a footer of your name and index number.

Score sheet (X/25)

Expected score	Type (02)	Rename sheet (01)	Average , (01)	Total spacing (02)	Position (02)	Comment (01)	All borders (02)	page (01)	total
Score									



14. The information below is driven from MUFTI Limited from some few selected staff. The staff include JACKIE, KENT, PAULINE, UNICE, XAVIER, LEONALD, SONNY, CHRISTINE, PHILIPER and INNOCENT. They earn the following amount as basic salary respectively: 660000, 760000, 870000, 580000, 600000, 610000, 630000, 640000, 650000 and 555000.

- i. Enter the above information using Microsoft Excel. (02mark)
- ii. Lunch allowances for all employees is 22% of their basic pay. (02mark)
- iii. Housing allowances are 62% of lunch allowances. (02mark)
- iv. All employees are paid transport allowances of 59,000 (02mark)
- v. Compute the employees' gross pay. (02mark)
- vi. PAYE is 2.5% of basic salary. (02mark)
- vii. National social security fund is calculated at 18% of gross pay. (02mark)
- viii. Compute the employees' net pay. (02mark)
- ix. Apply all borders on your work (02 marks)
- x. Plot a line graph of net pay against basic salary in worksheet 2. (02mark)
- xi. Save your work in your name and registration number on the desktop. (02mark)

Score sheet (X/20)

Expected score	Enter data (02)	Lunch (02)	Housing (02)	Transport (02)	Payee (02)	NSSF (02)	Netpay and borders (02)	line graph (01)	Save (02)	Total
Score										

11. The following records were extracted from the books of one leading supermarket in Mukono Town. Use it to attempt instructions following and save as 'mukono_town'.

Item	Quantity	Unit price	Total sales
Fruits	34	500	
Ice cream	12	600	
Toilet paper	67	800	
Wheat flour	100	2,800	
Cosmetics	45	5,000	
Stationery	34	450	
Sugar	23	4,500	
Cowboy	12	4,000	
Toilet soap	23	1,200	

Instructions:

- Enter the above table in a suitable spreadsheet program of your choice and save as supermarket.
- Apply a line boarder around your work.
- Copy and paste in sheet two of your workbook.
- Determine the total sales for each commodity.
- Use the data series for item and total sales to create a column graph. Remember to insert a chart heading 'Mukono Town Shoppers Total Sales'.
- Place your legend at the bottom of the graph.
- In cell D12, insert the minimum total sale for the supermarket.
- Rename the tab sheets to, Original and Pasted respectively.
- Insert a header your name and footer today's date.
- Change the tab colour for original to red and pasted to yellow.
- Print a copy of your work and exit the application.

Score sheet (X/25)

Expected score	Enter data (02)	Apply border (01)	Copy (01)	Total sales (02)	legend (02)	Maximum (01)	Rename (02)	Header (01)	tab color print (02)
Score									

12. BK Limited maintains a payroll for workers for the month of January, 2000. Beginning from cell A1, enter the following data in a spreadsheet program of your choice. Save your spreadsheet as 'payroll'.

Name of worker	Basic pay	Transport	Medical	PAYE
Naiga Sandra	350,000			
Bazalaki Richard	456,000			
Butono Paul	340,000			
Isabirye Moses	235,000			
Adong Molly	156,000			
Aliba Brenda	456,000			
Wadhaga Nelson	345,000			
Bazibu Fred	765,000			

Instructions:

- a) Insert new columns for Housing, Total Allowances, after Medical.
- b) Given that transport = 10%; medical = 5%; PAYE = 20% and housing = 7.5% all of Basic pay. Using this information, determine transport, medical, PAYE and housing allowances for each worker respectively.
- c) Calculate the total allowances for each worker.
- d) Insert a new column after PAYE for Net Income.
- e) Determine the Net Income received by each worker given that Basic Pay - Total Allowances = Net Income.
- f) Sort names of workers in ascending order.
- g) Align columnar headings from Basic pay to housing to 900.
- h) Format your figures to allow ,000 separators.
- i) Apply line borders on your work.
- j) Print your work and exit the application.

18. Uganda National Waters and Sewerage Corporation provide service usage of ten customers.

Customer name	Old metre reading	New metre reading
Kato Jackson	2333	4000
Kadoli Isaac	1000	3444
Mutasa David	8901	10980
Katongole Anthony	3456	6000
Matovu Emmanuel	9803	12090
Nambuya Immaculate	234	456
Ssemakula Moses	908	1000
Waiswa Patrick	132	536
Ojambo Moses	120	9000
Mpiiya Ivan	890	1098

Instructions:

- a) Using a suitable spreadsheet program of your choice, enter the above beginning from cell A1 and save as 'water'.
- b) Insert two columns for: Units Used, Amount to pay.
- c) Determine the total units used by each customer given that new – old gives the total used consumed by each customer.
- d) Given that each litre is sold for shs. 100, determine the amount in shillings that each customer has to pay.
- e) Format your work to allow for separators and zero decimal places.
- f) In the column for amount to pay, include a prefix of "Shs".
- g) Insert a row on top of your table for a heading "Water Usage for July".
- h) Merge and centre the heading.
- i) Apply a line boarder around your work, excluding the heading.
- j) Centre the table both vertically and horizontally.
- k) Align the columnar headings to 450
- l) Print your work and exit the application.

13. Type in the following spreadsheet, and format it to look like the sample below. Save your spreadsheet at 'sales_representatives'.

Sales rep.	Product 1	Product 2	Product 3	Sales rep total
Nanokha Dan	44300	213000	986000	
Mbabazi Fiona	19200	485000	567000	
Kalanzi Joel	32500	456000	781000	
Mpiiya Ezekiel	34400	211000	198000	
Nsimbi John	35000	390000	400000	
Mpologoma Andrew	23500	186000	984000	
Nasali Hajirah	12200	200000	500000	

Instructions

- Type all text and values shown in the spreadsheet below.
- Format all numbers as a currency.
- Center the spreadsheet heading 'Sales for the Month' across the spreadsheet.
- Format all text as displayed in the sample below.
- Create formulas to display a total for each sales rep.
- Create formulas to display a total for each product.
- Create a formula to calculate the total sales for all sales rep's for the month.
- Word wrap the heading Sales Rep. Total.
- Format your work to show separators.
- Insert a header your name and footer the page number.
- Centre your work both vertically and horizontally.
- Print a copy of your work.

14. Type in the following spreadsheet, and format it to look like the sample below. Save your work as 'fruits'.

Fruit item	January	February	March	April	Year to date
Apples	358	456	680	765	
Bananas	435	254	213	365	
Pears	345	482	326	310	
Grapes	398	428	482	567	
Kiwifruit	234	368	367	387	
Total					

Instructions

- a) Type in all text and numbers shown in the spreadsheet below.
- b) Format all numbers as a currency.
- c) Center the spreadsheet heading 'Sales and Produce Department' across the spreadsheet.
- d) Format all text as displayed in the sample above..
- e) Create formulas to display a total for each fruit.
- f) Create formulas to display a total for each month.
- g) Create a formula to calculate the total sales for all fruit items for the year to date.
- h) Insert a row between Bananas and Pears for Lemon: 234, 345, 456, 567. Allow your spreadsheet to update automatically.
- i) Add a line boarder to make your work look attractive.
- j) Create a bar graph using all columns for fruit name and months above. Remember to insert an appropriate title, x axis and y axis respectively. Position your legend at the bottom of your graph.
- k) Make sure that all labels appear on your graph.
- l) Change the font size for labels on your graph to 8 pts and font colour green.
- m) Align all columnar headings to 45o
- n) Centre your work horizontally and vertically and print one copy.

15. Type in the following spreadsheet, and format it to look like the sample below. Save as 'weekly income schedule'.

Weekly Income Schedule					
Date	Expenditure	Refund	Total Exp	Income	Profit
06 – May	423,980	62,000		550,000	
13 – May	598,120	67,000		780,000	
20 – May	410,000	45,000		659,900	
27 – May	499,450	33,750		653,980	
03 – May	370,000	28,120		589,120	
10 – May	440,800	56,750		659,800	
17 – May	530,000	51,750		659,000	
24 – May	490,550	96,750		663,600	
Totals					

Instructions

- a) Type in all text and numbers shown in the spreadsheet.
- b) Format all numbers with appropriate separators.
- c) Center the spreadsheet heading "Weekly Income Schedule" across the spreadsheet.
- d) Format all text as displayed in the sample.
- e) Create formulas to display a total for each item in the Lunch Bar.
- f) Create formulas to calculate the Total Exp (Total Expenditure).
- g) Create formulas to calculate the profit.
- h) Create formulas to calculate the totals for each column.
- i) Below the column for totals, create another row with a row heading, 'Minimum', hence; determine the minimum income and profit respectively.
- j) Apply all borders and shading (colour), feel free to experiment with your own colour schemes.
- k) Copy and paste your work on worksheet3.
- l) Change the tab names for sheet1 = Original and sheet3 = Also.
- m) Print a copy of your work.

16. Create a spreadsheet using the following information. You have been tasked with creating a spreadsheet to generate and stationery order for the month of March. Save as 'stationery'.

Description	Quantity	Cost per item
Note Pad	202	2,850
Highlighter Pen	280	2,950
Ball Point Pen Blue (pkt)	520	2,500
Ball Point Pen Red (pkt)	340	2,500
Ball Point Pen Green (pkt)	250	2,500
Exercise Book 1B	35	4,950
Cello-tape	75	2,950
Manila Folders	100	2,950
A4 Refill Pad	90	5,950
Writing Pad	86	3,950
Pencil Sharpeners	110	950
Crayons (pkt)	80	3,850
Pencils	603	100
Colour Pencils (pkt)	50	2,950
Felt Pens (pkt)	40	3,950
Staples (pkt)	75	3,500
Stapler	30	9,950
Hole Punch	25	14,950

Description	Quantity	Cost per item
Ring Binder	45	10,950

Instructions:

- a) Apply appropriate number formats to your numbers.
- b) Center your spreadsheet horizontally on the page
- c) Give your spreadsheet an appropriate title and center it across your spreadsheet.
- d) Select the best page orientation for your spreadsheet.
- e) Adjust the column width and row height to suit the layout you have selected.
- f) Insert two columns i.e. Total and V.A.T respectively.
- g) Create a formula to calculate totals for each stationery item.
- h) Create a formula to calculate the order total for the month.
- i) Create a formula to calculate the V.A.T component of the order. Note all prices include V.A.T., and the value of V.A.T is 12.5%.
- j) Create a formula to calculate the net total (pre V.A.T total) of the order for the month.
- k) Setup a header for this spreadsheet as 'stationery'.
- l) Setup a page number for this spreadsheet and place it in the footer, well centred and bold.
- m) Print a copy of your work.

Score sheet (X/25)

Expected score	Load & save (02)	Justify (01)	Font face (01)	Paragraph spacing (02)	Underline (02)	Change upper (01)	Display date (02)	Apply italics (01)	Header (02)
Score									

Page break (01)	Create table (02)	Table width & color (03)	Align (01)	Page margins (01)	Spell check (01)	Footer (01)	Save & print (01)

17. You have been asked to prepare a spreadsheet using the results of a survey on the types of fizzy drinks people prefer. 3000 people were asked what their favorite fizzy drink is, and what their next preference would be if their favorite was not available.

Drink	1st Preference	2nd Preference
Pepsi	342	403
Coca Cola	359	367
7Up	238	290
Lift	215	190
Mountain Dew	321	311
Fanta	103	80
Ginger Beer	180	380
Leed Lemonade	217	120
Lemonade	215	105
L&P	425	414
Vanilla Coke	203	67
Don't Knows	182	273

Instruction:

- a) Enter the raw data above and save as 'fruits'.
- b) Apply appropriate number formats to your numbers.
- c) Center your spreadsheet horizontally on the page
- d) Give your spreadsheet an appropriate title and center it across your spreadsheet.
- e) Select the best page orientation for your spreadsheet.
- f) Adjust the column width and row height to suit the layout you have selected.
- g) Create formula's to calculate the percentage of the total number of people surveyed that preferred a specific fizzy drink as their first preference.

- h) Create formula's to calculate the percentage of the total number of people surveyed that preferred a specific fizzy drink as their second preference.
- i) Setup an appropriate header for this spreadsheet.
- j) Setup a page number for this spreadsheet and place it in the footer.
- k) Change the paper size to A4.
- l) Print your work.

22. Create a spreadsheet using the following information. You have been asked to prepare a spreadsheet to show the profit and loss figure for the last financial year. The profit and loss should be shown as 'Shillings' and as a percentage.

Month	Income	Expenditure
March	125,900	141,000
April	116,300	149,900
May	153,300	137,000
June	177,400	144,000
July	163,100	153,000
August	165,800	149,000
September	178,100	136,900
October	182,100	142,000
November	223,300	161,100
December	253,700	157,700
January	165,000	142,300
February	162,300	159,800

- a) Enter the raw data above and save as 'profit and loss'.
- b) Apply appropriate number separators on your data.
- c) Center your spreadsheet horizontally and vertically on the page.
- d) Give your spreadsheet an appropriate title and center it across your spreadsheet.
- e) Select the best page orientation for your spreadsheet.
- f) Adjust the column width and row height to suit the layout you have selected.
- g) Create formulas to calculate the profit / loss as a currency for each month.
- h) Create formulas to calculate the profit / loss as a percentage for each month.
- i) Create formulas to calculate the Annual Totals for the Income, expenditure, and profit / loss.

- j) Create a formula to calculate the profit / loss for the whole year.
- k) Setup an appropriate header for this spreadsheet.
- l) Setup a page number for this spreadsheet and place it in the footer.
- m) Print two copies of your work.

18. The following information was provided by the Director of Studies of Mukwana Primary School for term two, 2003.

Name of student	Eng	Scie	S.S.T	MTC
Busulwa Brian	56	100	34	67
Masaba Swabulin	45	67	89	100
Balinda David	56	78	90	34
Lughada Isaac	32	43	54	65
Mudoma Emmanuel	45	67	98	80
Mpiiya David	98	87	76	65
Nsimbi Raymond	12	34	65	78
Mbabazi Phiona	45	76	90	12
Sharuk Ryan	34	56	19	19
Ssempala Harriet	34	55	78	90
Nagawa Florence	100	23	45	67
Afusa Nabirye	34	65	76	77
Nagudi Gidah	33	56	23	80

Instructions:

- a) Enter the above data in suitable spreadsheet program of your choice and save as ‘primary.
- b) Apply line boarder, align the subject names to 900

- c) Sort all names in ascending order.
- d) Create three columns for 'total', 'average' and 'minimum' score.
- e) Using the newly created columns, use relevant formula to generate total, average and minimum score for each student.
- f) Using a column for total mark, create a new column heading for position. Use this column to position all students.
- g) Using the columns for name of student and total mark, create a bar chart to represent this data. Print all your work.

19. The following records were provided by Pacific Computers sales for two days.

Item	Sales		Unit Price
	Monday	Tuesday	
Keyboard	15	05	20,000
Mice	45	06	15,000
Hard drive	46	05	100,000
Ipod	78	04	23,000
Flash drives	87	03	50,000
Extension adapter	65	04	25,000
Mother board	43	02	130,000
X550 terminal	01	03	900,000
19" monitors	12	01	300,000
Foam cleaner	00	02	50,000
Printer	12	03	300,000

Instructions:

- a) Using a suitable spreadsheet program of your choice, enter the above data and save as 'pacific'.

- b) Format numbers to appear in the format provided above.
- c) Insert a new column and name it total sales and determine the amount obtained given that Monday + Tuesday as a product of Unit Price.
- d) Insert separator formats in the column for unit price and total price respectively.
- e) Using the column for item and total sales, represent this data series on a line graph. Remember to use appropriate title. Place your legend at the bottom of your chart.
- f) Send your chart to appear as an object in sheet three of your workbook.
- g) Rename sheet1 to 'data' and sheet3 to 'chart'.
- h) Insert a row between X550 and Motherboard for Celeron D Processor for Monday and Tuesday as 23, 02 respectively. Make sure that your worksheet updates automatically.
- i) Centre your chart horizontally and vertically.
- j) Adjust column width such that the column headings appear on a single line of typing,
- k) Save your work as 'pacificrevised', print your work and exit the application.

20. The Director of Studies of Hiltop Primary School provides the following records for the Term Two, 2000. Use it to enter the data into a suitable spreadsheet program of your choice and save as 'hiltop'.

Name of student	Eng	Scie	Mtc	S.S.T
Nalubwama Nulait	34	56	98	90
Kitimbo Musa	45	90	67	90
Tibukuza Ronald	60	56	45	87
Ingirebisa Joseph	59	32	67	67
Kadoli Moses	23	76	34	45
Simiat John	45	90	23	76
Lukwago Kerich	23	89	67	34
Igambi Musa	90	56	87	23
Kirunda Isaac	56	40	34	98
Ssebaduka Remmy	78	39	55	80
Musinguzi Frank	89	80	20	45
Mubiika Andrew	47	23	67	34
Balaba Andrew	45	89	61	33

Instructions:

- a) Insert a column a column after each subject and name it Grade.
- b) Using the IF command, grade each subject given that:

75-100	70-74	65-69	55-59	50-54	45-49	40-44	35-39	0-34
1	2	3	4	5	6	7	8	9

- c) Insert three columns labeled Aggregates, Division and Remarks.
- d) Using grades only, calculate the total aggregates obtained by each student.
- e) Divisions are ranked in the following way:

Div 1	Div 2	Div 3	Div 4
Agg. 4 – 12	Agg. 13 – 24	Agg. 25 - 36	Less than 4 subjects

To obtain Division 1, a student MUST pass English with less than C6 and MTC less than P8. If a student scores F9 in English, a student scores Division Three. Determine the Division for each student.

- f) Apply line boarders around your work. Set columnar headings to 450.
- g) At the bottom of your spreadsheet, insert the following table

Grade Distribution	Grade	Number
	1	
	2	
	3	
	4	
	Total	

Using the Countif function, determine the number of students that belong to each category of division.

- h) Centre your work both vertically and horizontally.
- i) Print your work and exit the application.

30. One bus transport company has ten buses graded as below.

Bus category	Capacity	Luggage capacity
A	52	234
B	52	123
C	60	678
D	54	435
E	52	231
F	28	345
G	28	678
H	50	900
I	64	234
J	54	123
K	35	212

Instructions:

- Enter the above data on spreadsheet program of your choice and save as 'transport'.
- Apply boarder formats as it appears in the data above.
- Assuming all buses travel to Kampala from Jinja with the same capacity. Each passenger pays Shs. 4,000 and each luggage for shs. 2,000 each. Create a column with a heading labeled total fare received. Hence determine the fare obtained for each category of bus.
- In column E, insert a columnar heading, 'comment'.
- In column E, use a formula that will return the following condition. If luggage capacity if less than 300, 'below capacity' and above or equal to 300, 'Optimum required'.
- Create a chart a doughnut using column A and D respectively.
- Insert a header, your name and footer your class.
- Centre your work horizontally and vertically.
- Copy your work and save it in sheet4 of your workbook.

j) Print your work, save and exit the application.

30. Your school has hired plastic chairs from Home and Away Functional Services to prepare for your last meal at school after the last UNEB paper. The company provides the following details to you. Use it to create a suitable spreadsheet program of your choice and save as 'homeandaway'.

Item	Quantity	Unit Price (shs)
Plastic chairs	400	500
Food (plates)	450	7,000
Snacks	450	450
Drinks (Pepsi Cola)	900	800
Bogoya (pcs)	1,800	200
Salads (packets)	200	400
Plastic table	400	1,000
Tent	05	150,000
Decoration	-	300,000
Video coverage	02	500,000
Still photos	02	200,000
Music system	01	400,000
Master of ceremonies	04	100,000
Transport (trucks)	03	50,000
Cake (200 kgs)	01	1,000,000
Miscellaneous expenses	-	200,000

Instructions:

- Apply border lines around your work.
- Format your currency to accommodate separators.
- Sort the items in descending order.
- Add a column with a heading 'Amount'.
- Determine the amount paid by your school in respect to each item.
- Determine the total amount paid altogether.
- Insert a column after that of Amount and label it 'percentage'.
- Determine the percentage amount for each item. Make sure that it totals to 100.
- Copy your spreadsheet and paste it in sheet6 of your workbook.
- Rename your worksheet tabs as: sheet1 'homeandaway' and sheet6 'copy' respectively.
- Create a 3D pie chart to represent the percentage amount and the items.
- Insert page numbers in sheet named percentage.
- Print your work and exit the application.

21. A farmer's income and expenditure is shown in the spreadsheet below

	A	B	C	D	E
1	Rates				
2		Increase	3%		
3		Decrease	2.5%		
4					
5					
6	Income:	Maize sales	2,000		
7		Wheat sales	25,000		
8		Millet sales	12,500		
9					
10		Total income		39,500	
11	Exp.				
12		Fertilizers	16,000		
13		Labour	10,000		
14		Transport	8,000		
15					
16		Total expenditure		34,000	
17					
18	Profit:			23,500	
19					

If the expenditure is decreased by 2.5% and income goes up by 3%.

Instructions:

- Calculate the figures in cells E10 and E16 to find the total income and expenditure in each case.
 - Calculate the figures in Cell E18 to find the profit.
 - Calculate the new expenditure in Cells F12, F13 and F14 respectively.
 - Calculate the new income in cell F6, F7 and F8.
 - Calculate the new profit in Cell G18.
 - Save your work as 'profit for the year'.
 - Print your work and exit the application.
- 34.

Score sheet (X/15)

Expected score	Type setting (04)	Expenditure (01)	Income (01)	Profit (01)	New expenditure (01)	New income (01)	New profit (02)	Save (01)	Footer (02)	Print (01)
Score										

35. Using a spreadsheet program you know, enter the following information and answer the questions that follow and save as 'exports'.

Export totals in '000 tons				
Commodity	Quantity	% export	Unit cost	Amount
Coffee	2,000		2,000	
Vanilla	5,000		1,800	
Pineapple	2,400		22,000	
Crafts	1,500		41,000	
Flowers	3,000		38,000	
Fish	2,500		1,200	
Beef	2,000		3,400	
Skin	1,000		1,100	
Corn	5,000		800	
Beans	9,000		2,200	
Total	?	?		?

Instructions:

- Determine the total quantity of exports for the year 2008.
- Calculate the percentage export for each commodity.
- Determine the total percentage.
- Calculate the amount obtained from export sales for the period.
- Determine the total income received for the period.
- Add line boards around your work.
- Using the columns for item and % export, create a pie-chart to represent this information and should be saved as an object to sheet4 of your workbook. Print your work separately.

Score sheet (X/25)

Expected score	Enter data (06)	Total quantity (02)	Percentage export (02)	total percentage (02)	amount from export (02)	income received (02)	line boards (02)	Pie chart (02)	Total
Score									

36. The following information was volunteered by a group of ten family heads for the month ended 31st December 2010.

Name	Net Income	Medical	Housing	Feeding	Savings
		35%	10%	25%	30%
Lubwama	1,000,000				
Nanokha	2,000,000				
Oboyio	1,800,000				
Aleba	800,000				
Mbabazi	450,000				
Sempala	2,000,000				
Masaba	800,000				
Naituni	300,000				
Kibuye	1,000,00				
akankwatsa	3,000,000				

Instructions:

- Beginning from cell A1, key in this data into a suitable spreadsheet program of your choice and save as 'family'.
- Complete the spreadsheet using percentages given for each column respectively.
- Apply line borders to make your work look professional.
- Insert a row between Masaba and Sempala for Nabweteme and insert 1,200,000.
- Allow the rest of the columns to automatically calculate the required amounts.
- Format your data to hold the mask for 'Shs'. in each column before the amount in each case.
- Using the columns for savings and name, create a pie – chart of your choice to represent the above data. Let your chart rest in sheet3 of your workbook. Add footer your name and header your class in each sheet.
- Insert an automatic date in each sheet where your work is stored. Print your work and exit the application.

Score sheet (X/25)

Expected score	Enter data (02)	% for each (02)	line boarders	insert row (02)	rest of rows (02)	Shs (02)	Pie chart (04)	date & time (02)	Total
Score									

37. Key in the following data in a spreadsheet program of your choice and save as ‘roll call’.

Name	Mon	Tue	Wed	Thur	Frid
Waiswa	P	P	P	P	A
Kato	P	A	P	P	A
Mulondo	A	A	A	P	P
Mugweri	P	P	P	P	A
Naiga	P	P	A	A	A
Nalubwama	P	P	P	A	A
Lwanga	P	P	A	P	P
Kibumba	P	A	P	A	A
Lukyamuzi	P	A	P	P	A
Kasadha	P	P	A	A	A
Walugembe	A	A	P	P	P
Zirintusa	P	P	A	A	A
Ojambo	P	A	P	A	A

Note: P = Present and A = Absent

Instructions:

- a) Rename sheet1 as ‘Attendance’ and change the tab colour to Red.
- b) Insert a grid beginning from cell A17 to sort the data above.

Status	Mon	Tue	Wed	Thur	Frid
A					
B					

- c) Using the count function, populate the table above.
- d) Generate a column graph to represent this data as an object in sheet4 of your workbook.
- e) Insert a row between Kasadha and Walugembe for Ikendi with P, A, A, A, P for the attendance.
- f) Make sure that your summary table and graph automatically updates.
- g) After Friday on your summary, insert a column with a heading Total performance. Word wrap the columnar heading. Hence, determine the total performance for each status.
- h) Insert other three columns for Maximum, Minimum and Average. Using a suitable formulae, generate the required values in each category i.e. P and A respectively.
- i) Insert header, your name and class respectively.
- j) Sort the work in respect to name in ascending order.
- k) At the bottom of summary table, add a row for total to determine the total number of students expected every day.
- l) Centre the work on worksheet 1 both vertically and horizontally.
- m) Print a copy of your work and exit the application.

38. The following grades were generated by the Director of Studies of one Primary school for term two, 2000.

Name	Mtc	Eng	Sst	Scie	Agric.	Agg.	Div
Waiswa M.	1	3	2	7	1		
Kiryu U.	1	2	3	6	2		
Kabongo I.	6	4	3	2	1		
Tibagerwa P.	8	9	5	6	1		
Kakaire R.	1	9	5	4	1		
Acero J.	2	3	2	4	2		
Kirabo D.	6	3	2	3	3		
Semakula C.	2	3	1	3	2		
Kyegombe J.	1	6	2	4	3		
Mukwaya S.	2	8	2	2	4		
Kirabira M.	3	3	3	3	3		
Timbiti P.	4	4	4	4	2		
Kaballe P.	3	9	4	6	1		
Kyotalalya I.	2	6	6	7	2		
Balisanyuka G.	1	9	1	1	3		

Instructions:

- In the column for Agg., determine the total of the best done four subjects.
- Given that a pupil with an aggregate less than 5, obtains Division 1, less than Agg. 13, Division 2, less than Agg. 24, Division 3, and the rest Division 3. To obtain division one, a pupil should have passed MTC with a 6 and below, ENG less than 7. For division 2, a pupil should have passed MTC and ENG. A pupil who fails ENG goes to Division 3 even if the Agg. Total is below 13.

Determine the Division allocation for each pupil.

- Copy your work to sheet 3 of your workbook.
- Generate a table as below to extract a summary of results for this particular class

Division	No:
1	
2	
3	
4	

- Generate a formula that will be used to filter the results for the summary table above.
- Rename sheet1 as 'Raw Data' and sheet2 as 'Copied Data'
- Change the tab colour as: Raw Data = Green and Copied Data = Yellow.
- Save your work as 'results'.
- Print a copy of your work and exit the application.

39. The following records relate to the sales of a restaurant for the period of June, 2000

Item	Unit cost	Quantity
Matooke + meat	4,000	21
Matooke + chicken	5,000	20
Sausage	500	40
Pineapple juice	500	60
Soda	800	10
Beer	2,500	08
All foods	8,000	18
Breakfast	2,000	40
Katogo	1,000	61
Yoghurt	1,000	10
Snacks	8,000	42

Instructions:

- Beginning from cell A1, enter the above data in a suitable spreadsheet program of your choice.
- Format quantity to '00', general style.
- Format unit cost to hold a prefix of 'Shs'.
- Insert a column after quantity for sales. Hence, determine sales for each item.
- Create another column for percentage sales. Determine percentage sales of each item as a ratio of the total sales.
- Create a pie-chart using data series for item and percentage sales. Insert it as an object in sheet4 of your workbook.
- Provide a centred header as your name and class as a left aligned footer.
- Save your work as 'sales_june_2000' and provide a printout of your relevant worksheets.

40. Music Uganda provides data concerning show performance of local artistes for the month of December, 2010.

Name of artistes	No. of albums	No. of shows
H.E. Bobi Wine	14	16
Dr. Jose Chamelion	18	08
Big Size Bebe Cool	10	10
Eddy Kenzo	07	11
Sweet Kid	02	10
Big Eye de Professor	01	02
Goodlyfe Crew	08	09
Kiwoko Boys	04	01

Instructions:

- Beginning from cell A1, enter the above data in a suitable spreadsheet program of your choice.
- Format column B and C to hold ‘00’ general format.
- Given that on each show, 100 copies are sold. In column D, determine the number of Music Compact Discs sold.
- Apply a border line to make your work look professional.
- Align columnar headings to 450
- Sort your data A-Z basing on No. of Cds sold.
- Add header your name and footer your class.
- Using data series for Name of artistes and No. of Cds sold; prepare a bar graph to represent this data.
- Print your work and exit the application.

41. The following spreadsheet worksheet shows purchases and sales of Juma Kiungwana’s Business.

	A	B	C	D	E	F	G
1		Quantity (in Kg)	Purchasing Price (in Kg)	Salling Price (in Kg)	Profit (in Kg)	Total Profit	Comment
2	Rice Super	450	2000	2600			
3	Beans	600	2500	3000			
4	Wheat Flour	500	4100	4000			
5	Cassava	150	1000	1000			
6	Salt	1000	600	800			
7	Maize Flour	250	1000	1200			
8	Banana Flour	120	2000	2000			
9	Rice Vietnam	700	1600	1500			
10							
11							
12	Maximum (Qty)						
13	Minimum (Qty)						
14							
15							
16							

- Enter the above data in your worksheet (1 marks)
- Rename your sheet as “Business” (01 mark)
- Use formulas to calculate the profit in each kilogram for each item (03 marks)
- Use formulas to calculate the total profit obtained from each item (03 marks)
- Calculate the total cash at hand after all sales have been performed in cell F11 (2 marks)
- Use the function to display a comment “Abnormal Profit” if the Total Profit is above 0 (zero) sales, “Normal Profit” if the total profit is 0 (zero), and “LOSS” if the total profit is less than 0 (zero). (3 marks).
- Create a Column graph showing the variation of Profit (in Kg) column and fix it on its own sheet (3 marks)
- Rename your chart sheet as “Profit Chart” (01 mark)

- ix) Put your name and index number as a footer (02 marks)
 x) Save your work as “Your Names” (01 mark)

Score sheet (X/20)

Expected score	Enter data (06)	Rename (01)	Profit (03)	profit (03)	cash at hand (02)	comment (02)	Graph & name (02)	footer save (01)	Total
Score									

(a) Below is a spreadsheet showing employees record Blue Print Ltd in Mukono District.

You are required to;

- (i) Open a suitable application program and enter the data below exactly as it appears maintaining the respective cell addresses. (03mrks)
 (ii) Save it as Absolute Day Book (01 mark)

A	B	C	D	E	F	G	H	I	J
Blue Print Ltd Employees Records									
	Name	Basic Pay	Transport Allowance	Night Duty Allowance	Gross Pay	Revenue Tax	Net Pay	Rank	Employee Category
1	Timothy	800000	4100	2000					
2	Titus	600000	6000	2000					
3	Theresa	160000	2500	2000					
4	Twaha	120000	9000	2000					
5	Swabulah	150000	10000	2000					
6	Tobias	200000	5000	2000					
	Revenue tax =		10%						

Additional information:

-Gross pay is the equivalent of basic pay plus all allowances

-Net pay is a function of gross pay minus tax

- (iii) Using absolute cell referencing, calculate the Revenue Tax for all employees having in mind that it is 10% of basic pay. (02 marks)
 (iv) Calculate the Gross Pay. (02 marks)
 (v) Calculate the Net Pay. (02 marks)
 (vi) Determine the highest tax payer by use of a function (02 marks)
 (vii) Add the name Hood between Twaha and Swabulah. By use of functions determine his gross pay, revenue tax and net pay. (04 marks)

- (viii) Rank all the employees basing on their basic pay. (02 marks)
- (ix) All employees whose revenue tax is less than 20,000= are categorized as “Form” while others are categorized as “Substance”. Use a simple if function to determine the category to which each of employee. (02 marks)

Score sheet (X/20)

Expected score	Enter data (03)	absolute (02)	Gross pay (02)	Netpay (02)	highest pay (02)	add name (04)	Rank (02)	category (02)	total
Score									

Use of Support files

16. Open a spread sheet file saved as **CANDIDATES.xls** and save it as Spread.

(a). Copy the work to sheet 2 of your workbook and carry out the following tasks.

(b). Change the page orientation to landscape.

(c). Add a column for **TOTAL** and calculate the total mark for each pupil.

(d). Add a column for **AVERAGE** and calculate the average mark (to 2 decimal places) for each pupil.

(e). Add a column for **POSITION** and find the position (basing on average marks)

for each pupil in class.

(f). Add a column for **COMMENT** and use the VLOOKUP function to automatically generate a comment “GOOD” for a pupil with an average of at least 70, “FAIR” for at least 60 otherwise “POOR”.

(g). Use the COUNTIF function to find;-

number of pupils whose names begin with letter “A” in cell B22, number of pupils who got D1 in MTC given that a D1 is at 75 in cell F22.

(h). Using the auto-filter function sort out those who had a D1 in MTC. Save it as MTC in your folder.

(i). Apply a green line color “all borders” outline to all cells with data.

(j). Add a footer of your name right aligned.

(k). Add a new row above the table and rename the sheet as FINAL.

(l). Merge cells A1:K1, centre the content both horizontally and vertically.

- (m). Insert a title “PROMOTIONAL RESULTS 2018”.
- (n). Change the font size of the title to 20.
- (o). Change the font face of the title to Arial Black.
- (p). Change the font color of the title to Blue.
- (q). Fill the title with a yellow background.
- (r). Save your work now as your name and index number.
- (s). Print your work on sheet 2 only.

Score sheet (X/20)

Expected score	Saving a file (01)	Copying work (01)	Orientation (01)	Position (01)	Average (01)	Comment (01)	Count If (02)	Sorting (01)	Pages numbers (01)	Line color (01)
Score										

Footer (01)	Rename sheet (01)	Merge cells (01)	Title (01)	Font size (01)	Font face (01)	Font color (01)	Bg color (01)	Print (01)

17. Load BluePrint.xls and answer the following questions

- i. Save it as **Absolute Daybook** on the Desktop in your folder.

Additional information: -Gross pay is the equivalent of basic pay plus all

Allowances and -Net pay is a function of gross pay minus tax

- ii. Using absolute cell referencing, calculate the Revenue Tax for all employees having in mind that it is 10% of basic pay.
- iii. Calculate the Gross Pay and Net Pay.
- iv. Add the name Hood between Twaha and Swabulah. By use of functions determine his gross pay, revenue tax and net pay.
- v. Rank all the employees basing on their basic pay.



- vi. All employees whose revenue tax is less than 20,000/= are categorized as “Form” while others are categorized as “Substance”. Use a simple if function to determine the category to which each of employee.
- vii. Apply a green thick border around your work with grids inside.
- viii. Put the Rank sub title only at an angle of 45 and Make the Tile “Blue Print.....” In a Green Background
- ix. Select the Names column, Revenue Tax Column and Net Pay columns to generate a column chart with a title and labeled axes.
- x. Convert the columns for Revenue tax to line graph
- xi. Let all your columns of Basic Pay, All Allowances, Gross Pay, Revenue Tax and Net Pay be formatted to UGX currency symbol, with commas and No decimal place value.
- xii. Using COUNTIF in cell B9, calculate those who earn basic salary below 300000 in cell B11.
- xiii. Use the auto filter function to filter out employees whose Basic Pay is above 300,000. Save this work as “Above 300,000” in your folder on the desktop and print all your work.

Score sheet (X/20)

Expected score	Saving a file (01)	Copying work (01)	Orientation (01)	Position (01)	Average (01)	Comment (01)	Count If (02)	Sorting (01)	Pages numbers (01)	Line color (01)
Score										

Footer (01)	Rename sheet (01)	Merge cells (01)	Title (01)	Font size (01)	Font face (01)	Font color (01)	Bg color (01)	Print (01)

- 18. (a) Using an appropriate spreadsheet application, load the file **Exam Results** and save it as your name and personal number.
- b) Rotate the titles to an angle of 60 degrees.
- c) Copy the table to sheet 2 and rename the sheet modified
- d) Using appropriate functions, compute;



- (i) Total marks obtained by each student to be placed in Column P
- (ii) Average marks to one decimal place obtained in the compulsory subjects (English, Mathematics, Geography, History, Biology, and Chemistry). Place the average marks in Column Q. (convert them to one decimal place value)
- (iii) Position of each student based on total marks in d(i) above. Place the results in Column R.
- (iv) The number of students who sat for Computer as one of their optional subjects. Place the results in Cell I25.
- (v) The highest score obtained in Chemistry. Place the result in cell I26
- (vi) The third best Average Mark in cell Q25
- e) Sort the students' records in descending order according to their total mark.
- f) Add a column called GRADE between English and MTC to compute for grade as follows, 75-100=D1, 70-74=D2, 60-69=C3, 55-59=C4, 50-54=C5, 45-49=C6, 40-44=P7 OTHERWISE F9 (0-40), Apply a green shading to this column.
- g) Apply a red thick border around your work with green grids inside
- h) Plot a 2-D column graph of names against biology marks. Save it as Biology Graph
- i) Insert a footer of your name and personal number on the modified sheet.
- j) Save and print the work

Score sheet (X/20)

Expected score	Saving a file (01)	Rotate titles (01)	Copy to sheet2 (01)	Total (01)	Average (01)	Position (01)	Count (02)	Highest score (01)	3rd best average (02)	sort (01)
Score										

Grade (02)	Green shading (01)	border (01)	Graph (01)	Footer (01)	Font face (01)	Save (01)

21. Using a suitable software package, Load the file **employees** and answer the following questions

- (i) Add a column for employees Age and fill it with figures of your choice.
- (ii) Ensure that Emp-Id column and contact Column values contain a Zero (0) at the beginning.
- (iii) Sort the department column alphabetically and Extract subtotals for each department's basic salary
- (iv) If employees pay NSSF (National Social Security Fund) and PAYE (Pay As you earn) which is 3% and 4% of the basic salary respectively introduce a column for NSSF and PAYE to determine their values.
- (v) Calculate the net pay after those deductions.
- (vi) Let all your columns of Basic salary, NSSF, PAYE, and NET PAY be formatted to UGX currency symbol, with commas and one decimal place value.
- (vii) Increase row height to 20 for the values below the titles.
- (viii) Put NSSF and PAYE column headings at an orientation angle of 45
- (ix) Insert Date and Time in Cell C13.
- (x) Insert a green thick border around your work with red grids inside.
- (xi) Copy your work and paste it on sheet 5.
- (xii) Select the names column and the NET PAY column to form a clustered column with 3-D visual effect chat and save it AS ANALYSIS.
- (xiii) Save your work in a folder on the desktop with a name "Original work".
The folder should bear your all full names.
- (xiv) For work on sheet One, Use the auto filter function to filter out employees whose Basic salary is above 650,000. Save this work as "Above 650,000" in your folder on the desktop and close the file.
- (xv) Using the original work still on sheet One, in cell E13, use the count IF function to calculate how many employees earn less than 500,000 as their Basic Salary. Bold the answer AND save changes.
- vi) Show all the formulas used on sheet three.
- (xvii) Inset your Headers and Footers as index number and name respectively on your all work.
- (xviii) Put your work in landscape and make a print out.

Score sheet (X/20)

Expected score	Load a file (01)	Add column (01)	Begin with zero (01)	Sort (01)	Net pay (01)	Format (01)	Height (02)	Headings (01)	Footer (02)	Date (01)
Score										

Filter (02)	Save file (01)	Employees <500k (02)	Print (01)

22. Using a suitable software package, Load the file **Kikaayaorangejuice.xls** that has been created to calculate the profit or loss on sales at Kikaaya Orange Juice Stall during a six day period.

(i) Using absolute and relative cell references, type a formula in cell D7 to calculate the total cost for Monday which is a cups made. Copy it cells D8 to D12 for Tuesday to Saturday.

(ii) Using absolute and relative cell references, type a formula in cell E7 to calculate the Day's Sales for Monday, as a product of the selling price and the number of Orange Juice cups sold. Copy it to cells E8 to E12 for Tuesday to Saturday.

(iii) In cell F7 to F12, calculate the profit/loss by subtracting the Total Cost from the Day's Sales.

(iv) Format all currencies to have the 'UGX' symbol before the vale.

(v) Use a function to compute the GRAND TOTALS in row 13.

(vi) Merge cells A1:F1 both horizontally and vertically make the title in font size 22, bolded in blue color.

(vii) Fill your title with a green background color

(viii) Create a combined column-line combo chart with column chart representing the number of orange juice cups made and line graph showing trend of profits / loss on the secondary vertical axis. Locate it on its own new sheet.

(ix) In cell F3, calculate the second highest profit made.

(x) Shade the Grand totals with an orange background color.

(xi) Show all the formulas used on sheet three.

(xii) Make a print screen of the formulas used and save it as Excel Formulas in your working area/folder

(xiii) Add your name as footer and print your work.

Score sheet (X/20)

Expected score	Load a file (01)	Total cost (04)	Sales (04)	Profit or loss (02)	Column line graph (02)	Second highest (02)	Color (01)	Show formulas (01)	Screen shoot (02)	Print (01)
score										

23. Using any spreadsheet software of your choice, open the file names **Workers.xls** and perform the following instructions.

(i) Type: EMPLOYEE NAMES, SALARY SCALE, BASIC SALARY, OVERTIME ALLOWANCE, GROSS SALARY, NSSF and NET SALARY as column titles for this table.

(ii) Given the table of salary scale and basic salary at the bottom of the data in the same worksheet named SC, Use VLOOKUP to populate basic salary in the worksheet.

(iii) Use functions to determine GROSS SALARY, NSSF and NET SALARY given that: (a) GROSS SALARY=BASIC SALARY + OVERTIME ALLOWANCE

(b) NSSF is 18% of basic salary for basic salary above 1000000 and 14% of basic salary otherwise.

(c) NET SALARY= GROSS SALARY – NSSF

(iv) Format the values to have “¥” Chinese Yi symbol as their suffix with no decimal place value.

(v) Type the labels U1, U2, U3, U4 and U5 each in the series A48:E48.

(vi) Use function to discover the number of employees falling in the different salary scales corresponding to U1, U2, U3, U4 and U5 each in the series A49:E49

(vii) Fill the titles (headings) and the Salary scale column with a green background color.

(viii) Use the data discovered in the instructions (vi) above to plot a column graph of salary scale against number of employees. Save it as My Graph with well labeled axes.

(ix) Insert your name and personal number in the header.

(x) Save your work as salary and print.

Score sheet (X/15)

Expected score	Load a file (01)	Add labels (01)	Basic salary (03)	Gross salary (02)	NSSF (02)	Net salary (02)	Format currency ¥ (02)	Add labels (02)	Background color (02)	Graph (01)	Header& print (03)
Score											

24. (a) Use a suitable application to open the file **Golfbudget.xls** from your Support Files folder. Save it as extensionbudget.xls in your Examination Folder.
- (b) On the costing worksheet widen column A so that all data is visible.
- (c) Which of the two cells E7 or E8 displays good practice in totaling a cell range? Enter your answer in cell B22.
- (d) Enter 1600 in cell C11 and change cell D8 from 400 to 600.
- (e) In cell B12, calculate the sum of the cell range B7:B11.
- (f) Copy the formula in cell B12 to the cell range C12:E12 and save.
- (g) Enter a formula in cell F7 with one absolute cell reference, which divides cell E7 by cell E12. Copy the formula in cell F7 to the cell range F8:F12.
- (h) Format the cell range F7:F11 as a percentage with 2 decimal places.
- (i) Enter a formula in cell B14 that subtracts cell B12 from cell B3. Copy the formula in cell B14 to the cell range C14:E14.
- (j) Enter a formula in cell B17 that will calculate the average of the cell range B7:B11. Copy the formula in cell B17 to the cell range C17:E17.
- (k) Enter a formula in cell B20 that displays the text Yes if the number in cell E14 is less than zero and otherwise displays the text No.
- (l) Format the cell range B3:E17 to € currency with no decimal places.
- (m) Insert a right aligned field in the footer of the costing worksheet that shows the worksheet name.
- (n) On the donations worksheet freeze row 1 and save.
- (o) Rename the Sheet 3 worksheet so that it meaningfully relates to the worksheet content.

(p) On the bank loan worksheet there is a #NAME? error value in cell B8. Why is this error displayed? Enter your answer in the shaded cell B11 of the worksheet and rectify the error.

(q) On the bank loan worksheet create a 2-D Clustered Column chart, from the cell range A2:B6.

(r) On the bank loan worksheet move the column chart to begin near cell A13 and Change the color of the columns in the chart to blue.

(s) Add your name and candidate identification number into the left section of the header of the bank loan worksheet.

(t) Print 1 copy of the contents of the funding and bank loan worksheet to an output printer. Save and close the extensionbudget.xls spreadsheet.

Score sheet (X/25)

Expected score	Load & save (02)	widen column (01)	Answer B22 (01)	enter 1600 (02)	sum of cell range (02)	Copy in B12 (01)	one absolute cell (02)	format cell range (01)	formula b14 (02)
Score									

Currency (01)	Freeze (02)	Rename (03)	Enter answer B11 (01)	2-D chart (01)	Move chart (01)	header (01)	Save & print (01)

27. Using any spreadsheet software of your choice, open the file names **PT.xls** and perform the following instructions.

(i) Open the file named **OT.doc**, copy the table and paste it on cell **A2** in the worksheet named **DT** of **PT** file.

(ii) Type: **SALARY SCALE, NAMES, OVERTIME ALLOWANCE, BASIC SALARY, GROSS SALARY, NSSF** and **NET SALARY** as column titles for the pasted table.

(iii) Given the table of **salary scale** and **basic salary** in worksheet named **SC**, Use **H-LOOKUP** to populate basic salary column in DT worksheet

(iv) Use **functions** to determine **GROSS SALARY, NSSF** and **NET SALARY** given that:

(a) **GROSS SALARY=OVERTIME ALLOWANCE+BASIC SALARY**

(b) **NSSF** is 18% of basic salary for basic salary above 1000000 and 14% of basic salary otherwise.

(c) **NET SALAY=GROSS SALARY-NSSF**

- (v) Format the values to have /= symbol as their suffix.
- (vi) Type the labels U1, U2, U3, U4 and U5 each in the series A48:E48.
- (vii) Use Countif () function to discover the number of employees falling in the different salary scales corresponding to U1, U2, U3, U4 and U5 each in the series A49:E49.
- (viii) Use the data discovered in instruction (vii) above to plot a column graph of salary scale against number of employees.
- (x) Print the graph generated in (viii) above.
- (xi) Insert your name and index number in the header.

With use of a screen shot or snipping tool, Turn your worksheet in formula view, Capture formulas and functions you have used, save the captured screen as **Formula.png** in your folder. Leave your work in normal view after capture.

Score sheet (X/15)

Expected score	copy a file (01)	Add titles (01)	Basic salary (04)	Gross pay (02)	NSSF (02)	Net pay (02)	Format (01)	labels (02)	Graphs (02)	Screen Shoot (01)	Footer (02)	Save (01)
Score												

26. Load Policesalary.xls and Save it as Payroll 2017 in your folder. Required

(i) Generate the basic pay using the IF statement assuming that its paid according to the title as shown below:

Title	Basic Pay
ACP	600,000
SP	555,000
SSP	500,000
ASP	475,000

(ii) Generate the allowance using the IF statement assuming its paid according to the marital status as shown below:

Marital Status	Allowance
Married	250,000

Divorced 150,000

Single 100,000

(iii) Insert a column for the Gross pay and give a formula to compute it (Hint: Gross pay equals Basic pay plus Allowance)

(iv) Insert a column for Taxable amount and give a formula to compute it:(hint: Taxable Amount equals Gross pay minus 130,000)

(v) Insert a column for Net pay and give a formula to compute it :(Hint: Net pay equals Gross pay minus Taxes)

(vi) Sort the payroll for June using the Title. Generate the subtotals for each of the titles.

(vii) Fill the title and the sub title with a green and yellow background respectively (viii) Using the COUNTIF function show how many employees are earning a gross pay of above 700000 in cell F24

(ix) Save your work as Original in a folder bearing your names and close the file

(x) Using Auto filter extract all records with titles ACP for the month of June.

(xi) Save this work as **DuplicatedACP** in your folder.

Score sheet (X/20)

Expected score	Load a file (02)	Comment One (02)	Comment two (02)	Gross pay (02)	Taxable income (02)	Net pay (02)	Sort (02)	Sub totals (02)	Format currency (02)	Filter (01)	Save (01)
Score											

28. The following table shows the number of liters of milk produced on the farm each month over a

Four-year period: Enter this data onto a spreadsheet and save the file as **Dairy1**.

<u>HÔLLYBANK MILK FARM</u>				
Year	1997	1998	1999	2000
Price per liter	0.82	0.82	0.90	0.95
Month	Liters of milk produced			
January	502	440	661	552
February	1022	856	1015	1170
March	4316	3986	3884	4287

April	7627	6846	7946	7570
May	9728	9103	9726	10046
June	8423	8156	8509	9218
July	6848	6411	6592	7158
August	5868	5386	5591	4985
September	3382	2927	3002	2675
October	2181	1937	1886	1685
November	536	478	515	484
December	335	284	256	317

- (i) Add a row to show the total number of liters produced each year
- (ii) Add rows to show the average, maximum and minimum monthly yields for each year.
- (iii) Add columns, labeled properly, to show the total amount of money earned each month from milk sales.
- (iv) Obtain the gross earnings for each year from milk sales.
- (v) Obtain the average annual earnings from milk production.
- (vi) Find the highest and lowest values for each year and each month.
- (vii) Format the relevant columns to currency format.
- (viii) Freeze panes to lock the first four rows from scrolling.
- (ix) Save the sheet as **Dairy2**.
- (x) Save the workbook as **holly milk** and print your work.

Expected score	Save (01)	Type setting (04)	Total (01)	Minimum (01)	Maximum (01)	Average (01)	Total (01)	labels (02)	Graphs (02)	Screen Shoot (01)	Footer (02)
Score											

29. From the payroll of KAMPALA COMPUTER ENTERPRISES, for the month of February, enter the following data in a worksheet and save as 'KLACOMPUTERENT'

EMPLOYEE NAME	AGE	POSITION	AUG WAGES	SEP WAGES	SEP PAYE	SEP NSSF	SEP NET PAY

Amuges Patrick	30	General Manager	416,000/=				
Pamela Phindi	33	Chief Accountant	380,000/=				
Mukalele Wycliffe	25	Training Manager	400,000/=				
Recknock Catherine	27	Marketing Manager	300,000/=				
Irene Ayebare	25	Production Manager	250,000/=				
Asimwe Joan	24	Advertising Manager	200,000/=				
Nsiita Jacqueline	26	Public Relations Officer	188,500/=				
TOTALS							

Due to inflation, the management increased the wages of employees who earn 300,000 and below by 10% and for those who earn above 300,000 by 5% for the month of September. Using an appropriate function, compute the new wage for each employee in the month of September.

- (c) Calculate the Pay As You Earn (PAYE) tax given that its rate is 15% of the Gross wage.
- (d) NSSF is calculated at 2% of the Gross wage. Calculate the NSSF savings for September per employee.
- (e) Use a suitable formula to generate the NET PAY that will be available for each employee.
- (f) In the TOTALS row, compute the Totals for all the columns having currencies. (g) Add your name and index number as a right aligned footer.

Score Sheet(X/20)

Excerpted score	Save (01)	Type setting (06)	Payee (02)	NSSF (02)	Net Pay (02)	Total (02)	Footer (02)	Print (01)
Score								

30. Using spreadsheet program of your choice, load a file called **Lookup** from support file and use it to carry out the following tasks.

- a. Calculate the average performance for each student in column H.
- b. Use Lookup function to generate grades in Grade column based on the calculated average such that if a student score is 80 and above it displays “A”, 70 and above it displays “B”, 60 and above it displays “C”, 40 and above it displays “E” and below 40, “F”

c. Use Lookup function to generate comments based on their average such that if a student has the average of 80 and above it displays, “Excellent”, 60 and above, “Very Good”, 40 and above “Good”, and below 40, “More Effort”.

d. Save a file as hour names and index number.

Score Sheet(X/15)

Excepted Score	Type setting (04)	Average (02)	Grade (04)	Comment (04)	Save (01)
Score					

1) Load a file ‘**KLACOMPUTERENT**’ from the support files and save it as your name and personal number in your working folder.

(For Only A’ level)

- a) Rename sheet as **KLA**, Change the page orientation to landscape. **(01 mark)**
- b) Due to lower taxes, the management decreased the wages of employees who earn 350,000 and below by 5% and for those who earn above 350,000 by 10% for month of September and decided to provide each employee with an equal sum of transport fee at 35,000/=. Using an appropriate function, compute the new wage for each employee in the month of September. **(03 marks)**
- c) Calculate the Pay As You Earn (**PAYE**) tax given that its rate is **5%** of the Gross wage. **(01 mark)**
- d) There after calculate the **3RD** youngest students’ age in cell B16. **(01 mark)**
- e) **NSSF** is 4% of Gross wage for Gross wage above 300000 and 2% of Gross wage otherwise. Calculate the **NSSF** savings for September per employee. **(02 marks)**
- f) Use a suitable formula to generate the **NET PAY** that will be available for each employee. **(01 mark)**
- g) In the **TOTALS** row, compute the Totals for all the columns having currencies. **(01 mark)**
- h) In cell **C16** use the **COUNTIF** function to compute for how many are managers. **(01mark)**
- i) Apply a solid green line color outline to all cells with data with purple grids inside. **(01 mark)**
- j) Select the Names Column September Wages column to generate a 3-D clustered column graph with appropriate labels to be saved as **Employee Pictorial Data**. **(02 marks)**
- k) Increase row height to 30 for data below the titles on **KLA** sheet and add your Name and Combination as a right aligned footer. **(01 mark)**
- l) 1) Add a file path with current date and time in the header and Print all your work. **(01 mark)**

Score sheet (X/20)

Expected score	Load & save (02)	Rename sheet (01)	new wage (01)	3 rd youngest (02)	Payee (02)	NSSF (01)	Netpay (02)	Totals (01)	Countif (02)
Score									

line color (01)	Create 3D cluster (02)	row height (03)	Path (01)	Total

- 2) Use an appropriate application to load **ecl-001** and save the file again as your **name-EOT Analysis**.
- Use a function to determine the highest scores in Math and Economics and place your answers in the cells **C22** and **E22** respectively. **(01 mark)**
 - Use a function to determine the lowest score in Physics and place your answers in the cells **D23**. Select the range **C2:C21** and use *conditional formatting* feature to apply a light red fill colour to the cell bearing the highest Math score. **(02 marks)**
 - Select the range **D2:D21** and use *conditional formatting* feature to apply a green fill with a dark green text colour to all bearing scores below **45**. **(02 marks)**
 - Copy the data and paste it in cell **A2** on **Sheet2**. **(01 mark)**
 - Sort the data on the **Name column** in descending order. **(01 mark)**
 - Insert new columns to the right of Math, Physics, and Economics and assign the headings **Math Pts,Phy Pts** and **Econ Pts** respectively. **(01 mark)**
 - All text in the new columns in (g) above should be formatted to **red** colour, centred and **Bold**. **(02 marks)**
 - Use the grading schedule below to create an appropriate **table array** in the range **M4:N10**. **(01 mark)**

Mark	85-100	80-84	70-79	60-69	50-59	40-49	39-0
Pts	6	5	4	3	2	1	0

Using the **VLOOKUP** function, assign correct **Maths pts** to all students in the cells **D2:D21**, copy the formula to **Phy pts** and **Eco pts** respectively. **(02 marks)**
 - Include a **Bold**, centred, **15 Pts** title above the data running from **A1:L1** reading “**End of Term 1 Results for S5W**”
 - In the **Tot Points** column, calculate total point for the 3 subjects and subsidiary Pts. **(01 mark)**
 - Use the **RANK** function to assign positions based on **Tot Points**. **(02 marks)**
 - With reference to the remarks schedule below, use a logic function to determine the correct **promotion status** of each student. **(02 marks)**

Tot Points	11 and above	8-10	Below 8
Remark	Promoted	Sup Exam	Repeat

Filter the spreadsheet of all students **who scored less than 50 in Maths** and are going to sit a **supExam**.

Score sheet (X/20)

Expected score	Load & save (02)	highest score (02)	co formatting (02)	copy and paste (02)	sort (02)	insert column (01)	format text (02)	Vlookup (02)	Bold (01)	rank (02)	Remark (02)
Score											

PRESENTATION

PRESENTATION SOFTWARE

This allows users to create a visual aid presentation, it enables you to create, organize and design effective presentation.

It can also be defined as a way of delivering the information to the audience in a manner that convinces them or changes their understanding or attitude.

Examples of presentation softwares,

- i. Microsoft PowerPoint,
- ii. Flash MX.
- iii. Sun star Office impress
- iv). Corel presentation.

The 10 Most Common PowerPoint Terms

Common PowerPoint Terms - PowerPoint Terminology Quick List

1. Slide - Slide Show

Each page of a PowerPoint presentation is called a slide. The default orientation of the slide is in landscape layout, which means that the slide is 11" wide by 8 1/2" tall. Text, graphics and/or pictures are added to the slide to enhance its appeal.

2. Bullet or Bulleted List Slide

Bullets are small dots, squares, dashes or graphic objects that begin a short descriptive phrase. The Bulleted List slide is used to enter key points or statements about your topic. When creating the list, hitting the *Enter* key on the keyboard adds a new bullet for the next point you want to add.

3. Design Template



Think of design templates as a coordinated packaged deal. When you decorate a room, you use colors and patterns that all work together. A design template acts in much the same way. It is created so that even though different slide types can have different layouts and graphics, the whole presentation goes together as an attractive package.

4. Slide Layouts - Slide Types

The terms *slide type* or *slide layout* can be used interchangeably. There are several different types of slides / slide layouts in PowerPoint. Depending on the type of presentation you are creating you may use several different slide layouts or just keep repeating the same few.

5. Slide Views

- **Normal View** - is also commonly known as *Slide View*. It is the main working window in the presentation. The slide is shown full size on the screen.
- **Outline View** - shows all the text of all slides, in a list on the left of the PowerPoint screen. No graphics are shown in this view. Outline View is useful for editing purposes and can be exported out as a Word document to use as a summary handout.
- **Slide Sorter View** - is a window in PowerPoint that displays thumbnail versions of all your slides, arranged in horizontal rows. This view is useful to make global changes to several slides at one time. Rearranging or deleting slides is easy to do in Slide Sorter view.
- **Notes View** - shows a smaller version of a slide with an area underneath for notes. Each slide is created on its own notes page. The speaker can print these pages out to use as a reference while making his presentation. The notes do not show on the screen during the presentation.

6. Task Pane: Located on the right side of the screen, the Task Pane changes to show options that are available for the current task that you are working on. For example, when choosing a new slide, the *Slide Layout* task pane appears; when choosing a design template, the *Slide Design* task pane appears, and so on.

7. Transition

Slide transitions are the visual movements as one slide changes to another.

8. Animations and Animation Schemes

In Microsoft PowerPoint, animations are visual effects applied to **individual items** on the slide such as graphics, titles or bullet points, rather than to the slide itself.

Preset visual effects can be applied to paragraphs, bulleted items and titles from a variety of **animation groupings**, namely *Subtle, Moderate and Exciting*. Using an animation scheme (*PowerPoint 2003 only*) keeps your project consistent in the look, and is a quick way to enhance your presentation.

9. PowerPoint Viewer

The PowerPoint Viewer is a small add-in program from Microsoft. It allows for a PowerPoint presentation to be played on any computer, even those that do not have PowerPoint installed. It can run

as a separate program on your computer and can be added to the list of files when you choose to package your presentation to a CD.

10. Slide Master

The default design template when starting a PowerPoint presentation, is a plain, white slide. This plain, white slide is the Slide Master. All slides in a presentation are created using the fonts, colors and graphics in the Slide Master, with the exception of the Title slide (which uses the Title Master). Each new slide that you create takes on these aspects.

QUALITIES OF A GOOD / PROFESSIONAL PRESENTATION

- Appropriate Timing
- Appropriate Number of slides or themes to talk about
- Minimal Animation effects
- Minimal Transition effects and links
- Appropriate Background/font colours
- Capitalization and character utilization/appropriate case variation
- Most appropriate layout and space utilization
- Speaker notes
- Audio/visual tools
- Presentation software to use
- Content to deliver
- Design template to use
- Nature/composition of the audience
- Appropriate presentation media
- Appropriate Sound effects
- Appropriate/relevant animation and graphical images

Laboratory Activities for Presentation

3. Your manager has asked you to set presentations for an educational organization, for students who study business and academic subjects, called the college.

The medium for delivery will be a multimedia projector. Presenter notes need to be developed with the slides.

- a) Set up a new presentation considering of 3 slides. The slide master must have a light green background and your name and today's date in small black text placed in the top left corner. It must also contain clip art as logo placed in the top right corner. The logo must be resized so that it does not over lay slide text.
- b) Set the following styles of text throughout the entire presentation:

Heading: Dark Blue, right aligned, large font (between 50 and 68 point)

Subheading: Bright blue, centered, medium font (between 36 and 48 point)

Bulleted list: Dark green left aligned, small font (between 16 and 34 point)

Use a bullet list of your choice.

c) ***On the first slide:***

i) Enter the heading The **College**, enter the subheading **student enrolments** below the heading and fill in the relevant content in the body.

ii) Add the following presenter notes to this slide:

Introduce yourself and your role with in the college.

d) ***On the second slide:***

i) Enter the **Department enrolments 2007** in the same style as the first slide

ii) Enter the following list on the left side of the slide, as shown below:

- ✓ Business/IT
- ✓ Catering
- ✓ Art and design
- ✓ Science
- ✓ Technology

iii) Produce a vertical bar chart from the following data: Place this chart on the right side of the slide. Make sure that you include a legend showing the subjects.

e) ***On the first slide:***

i) Enter the heading The **college**, enter the subheading **student enrolments** below the heading and fill in the relevant content in the body.

ii) Add the following presenter notes to this slide:

Introduce yourself and your role with in the college.

f) **On the second slide:**

- iv) Enter the **Department enrolments** 2007 in the same style as the first slide
- v) Enter the following list on the left side of the slide, as shown below:
 - ✓ Business/IT
 - ✓ Catering
 - ✓ Art and design
 - ✓ Science
 - ✓ Technology
- vi) Produce a vertical bar chart from the following data: Place this chart on the right side of the slide. Make sure that you include a legend showing the subjects.

Product	\$
Business /IT	350
Catering	275
Art and Design	196
Science	371
Technology	215

- vii) The bullets should appear one at time.
- viii) Add the following presenter notes to this slide:
We have a variety of courses on offer. Call in and speak to our enrolment department
- ix) Enter the heading Student activities in the same style as the first slide.
- e) **On the third slide:**
- x) Enter the following list on the left side of the slide:
 - Keep fit
 - Basketball
 - Rugby
 - Cricket
 - Soccer

Use a clipart image that can suitable apply to this slide.

- viii) Print out the slides where by 3 slides fit on one page with an area where one can write additional notes.

Score sheet (X/25)

Expected score	Three Slides (06)	Heading (02)	Subheading (02)	Bullet list (01)	Detail slide1 (04)	Details slide2 (04)	Details slides 3 (04)	print (02)	Total
Score									

41. Create a suitable 7-slides show presentation for your school, with the following items:

NOTE: Your slides should:

- (i) Use appropriate animation schemes to view your presentation.
- (ii) Use appropriate transition for your show.
- (iii) Apply clips and word art where applicable.
- (iv) Apply appropriate Design templates and background colour.
- (v) Have a header as your name and index number.
- (a) A title slide with the name of your school.
- (b) A text slide with the departments in the school.
- (c) A text slide with the subjects taught in the school.
- (d) A two column text slide with the names of teachers in the school
- (e) A text slide with co-curricular activities in the school.
- (f) A tabular slide with ten (10) imaginary senior four candidates with their imaginary marks in end of term two computer studies test.
- (g) A line graph for analyzing performance of the ten candidates in (f) above.
- (h) Save your name and index number.
- (i) Print your slides.

Score sheet (X/20)

Expected score	slide I (02)	slide II (02)	slide III (02)	slide IV (02)	Slide V (02)	Slide VI (01)	Slide VII (02)	line graph, save, print (01)	Total
Score									



43. A leading Social Activist Group KK INTERNATIONAL is to present a theme for discussion ‘Corruption in Uganda’ due to take place shortly to Members of Parliament. You have been asked to prepare a manually running presentation with the following details:

Slide one: **Introductory Slide**

Corruption refers to obtaining wealth, resources, and gains through using unrealistic methods without involving a gun.

Slide two: **Forms of Corruption in Uganda**

Corruption in Uganda takes many ways that include; taking and accepting bribes, overcharging customers, abusing of office property, taking a lot of money in form of allowances, signing contracts that are dubious, and falsifying receipts and other business documents.

Slide three: **Ways of regulation corruption**

The government has to ensure that all corrupt officers are severely punished, that they refund the wealth obtained through improper ways, sensitize the general public about the dangers of corruption, including corruption as a topic to be taught in schools that individuals obtain knowledge, publicizing names of all corrupt people, setting up a commission of inquiry into corruption.

Slide four: **Conclusion**

Corruption is a dangerous aspect that **MUST** be dealt with carefully. The government **SHOULD** take keen interest at regulating dangers of corruption before it becomes a scourge.

Instructions

- a) Apply action buttons to link slides manually to each other.
- b) Insert relevant graphics.
- c) Apply appropriate simple background.
- d) Insert footer ‘your name’ header ‘your index number’.
- e) Ensure that each point appears in an ordered list.
- f) Use minimal animation.
- g) Set all headings to font size 45 and the content font size 28.
- h) Print a copy or your work as in a handout mode.
- i) Save your work as ‘**corruption**’ and exit the application.

Score sheet (X/20)

Expected score	Slide one (02)	Slide two (02)	Slide three (02)	Slide one (04)	link (01)	graphics (01)	Background color (01)	Header & footer (02)	Animation (02)	Headings (01)	Print (01)	Save (01)
score												

6. Open a file saved “**Road accidents**” and carry out the following instructions.
- (a) Using a slide master, format your presentation to have:
 - i) All headings to appear in Stencil font style.
 - ii) Font size is 30.
 - iii) Font color is red.
 - iv) Slide background color is light green.
 - v) An 8PT horizontal line across the heading and sub-heading.
 - vi) Animation for headings is bounce and rest of the work is flip.
 - vii) Slide transition is random vertical bars.
 - viii) Transition speed is slow.
 - ix) Apply to all slides this effect.
 - (b) In slide one; add your name and index number in the sub title section.
 - (c) Insert a clip **motor.jpg** between the heading and your name.
 - (d) Apply a grow and turn animation on the clip you have just inserted.
 - (e) Use the details in slide 4 to create a column graph in slide five. Your chart should have a title, x and y axes labels.
 - (f) Convert the columns for 2000 to line graph.
 - (g) Add title and data labels in your chart.
 - (h) Add speaker note Data in this graph is not accurate in the last slide to hold.
 - (i) Adjust screen resolution to 800 x 600 pixels.
 - (j) Save your work as accidents edited.
 - (k) Print all your work on one A4 paper size.

Score Sheet(X/20)

Expected score	Load a file (01)	Font style (01)	Font size (02)	Transition (02)	Bg-color (02)	Line (02)	Slide one (02)	Insert image (02)	Animate image (02)	Chart (02)	Save& Print (02)
score											

7. You are going to create a short presentation about Agriculture basing on the summary saved as **economy**. rft.
- a. Using a presentation program of your choice, save it as Agriculture in Uganda and Import the file economy. rft and create a **six** power point presentation using the following guide lines.
 - b. Slide One should show off the topic and the **name** of the presenter and personal number.
 - i. Add presenter notes as your email address e.g. **ampurira@gmail.com**
 - ii. Add a Star Shape with a text 2018 in Blue color bolded and underlined.
 - c. Insert an appropriate image from Picture part1 folder on to slide two.
 - d. Modify Slide three to be a comparison layout or two content layout
 - e. It should contain the two major branches of agriculture as sub headings.
 - f. Insert images **index.jpg** and **imagpes.jpg** in their respective columns
 - g. Draw a Six point blue line between the two columns and include any image related to animals to all other slides from pictures given in the support files.
 - h. In your presentation:
 - i) Rehearse your timings to 5 seconds and let it run automatically
 - ii) Use ANY slide design and credits as the animation scheme
 - iii) Provide a preset rainbow back ground color.
 - iv) Change the slide resolution to 800 x 600
 - i. Link all slides to one another using action buttons.
 - j. Make a print out your slides hand-out on one page.

Score sheet (X/25)

Expected score	Load & save (01)	slide I (01)	Speakers notes(01)	Add shape (02)	Insert picture (02)	Modify slide 3 (01)	branches (02)	Insert index (01)	Six point line(02)
Score									

5 seconds (01)	animation (02)	scheme (03)	background (01)	resolution (01)	link (01)	Print (01)	Total

4. Presentation (PowerPoint)

News, e-commerce, Research education, etc... are some of the benefits of internet. Prepare four presentation slides on the internet.

You are required to:

- a) Design a presentation as follows:
 - i) Slide i – representing an introduction of the topic.
 - ii) Slide ii – representing services offered by internet
 - iii) Slide iii – representing benefits of internet
 - iv) Slide iv - representing disadvantages of internet
 - v) Slide v - a table representing the examples of web browsers, search engines, email software
 - vi) Slide v - Have a graph representing the level of usage of each web browser
 - vii) Slide vi. An Organization chart with the names of the Executive committee of your ICT club from the chairperson

Each slide should have

- i. Font size 36 for the master title
- ii. Font style Arial for title and content
- iii. Font color blue for the titles and black for the content.
- b) Use uniform theme and backgrounds for all the slides.
- c) Insert action buttons that link slides in a sequence of next, next to last and to first respectively.
- d) And two relevant graphics at the top right hand side of your slide.
- e) Carefully, insert relevant animation pattern to your text and graphics.
- f). Include your name and index number, date and slide number on each slide
- g) Make use of user notes
- h) Link the last slide to the excel file you created from a file called ICT seminar 2014
- i) Save representation on in your folder as training

Score sheet (X/25)

Expected score	7 slides	Font colour (01)	Font style (01)	Font color (02)	backgr ound (02)	action buttons (01)	relevant graphics (02)	animation (01)	include name (02)	users name	link & save	Total
Score												

1. A leading Social Activist Group KK INTERNATIONAL is to present a theme for discussion ‘Corruption in Uganda’ due to take place shortly to Members of Parliament. You have been asked to prepare a manually running presentation with the following details:

Slide one: Introductory Slide

Corruption refers to obtaining wealth, resources, and gains through using unrealistic methods without involving a gun.

Slide two: Forms of Corruption in Uganda

Corruption in Uganda takes many ways that include; taking and accepting bribes, overcharging customers, abusing of office property, taking a lot of money in form of allowances, signing contracts that are dubious, and falsifying receipts and other business documents.

Slide three: Ways of regulation corruption

The government has to ensure that all corrupt officers are severely punished, that they refund the wealth obtained through improper ways, sensitize the general public about the dangers of corruption, including corruption as a topic to be taught in schools that individuals obtain knowledge, publicizing names of all corrupt people, setting up a commission of inquiry into corruption.

Slide four: Conclusion

Corruption is a dangerous aspect that **MUST** be dealt with carefully. The government **SHOULD** take keen interest at regulating dangers of corruption before it becomes a scourge.

Instructions

- a) Apply action buttons to link slides manually to each other.
- b) Insert relevant graphics.
- c) Apply appropriate simple background.
- a) Insert footer ‘your name’ header ‘your index number’.
- b) Ensure that each point appears in an ordered list.
- c) Use minimal animation.
- d) Set all headings to font size 45 and the content font size 28.
- e) Print a copy of your work as in a handout mode.
- f) Save your work as ‘corruption’ and exit the application.

Score sheet (X/20)

Expected score	slides 4 (06)	action button (02)	relevant graphics (02)	background (02)	footer (02)	ordered list (01)	animation (02)	head, save Print (03)	Total
Score									



2. Uganda Manufacturers Association is planning a workshop to sensitize Nationals about the theme, ‘Environmental Pollution’, later this year. You have been appointed to design a four manually running presentation for the function to include the following and save your work as ‘Environmental Pollution’.

Slide one: Definition of terms

Environmental pollution is the contamination of air, water and land by man – made waste.

Slide two: Types of Pollution

Types of pollution include ocean pollution and noise pollution. Water pollution includes surface runoff, leakage into groundwater, liquid spills, wastewater discharge and littering.

Slide three: Dangers of Pollution

If toxins are spilled on the ground or if an underground storage tank leaks, soil can become contaminated.

Slide four: Measures to control effects of Pollution

Environmental Protection Agency (EPA) was established in 1970 to put a limit on the amount of pollution in the air.

Instructions:

- a) Prepare a presentation using the data given above, save your work as your name.
- b) Add relevant graphics to enhance your work.
- c) Add footer your name and header your class and stream.
- d) Insert slide numbers.
- e) Use a simple but attractive background and it must be uniform.

Score sheet (X/20)

Expected score	Prepare presentation (12)	Graphics (02)	Footer (02)	slide number (02)	background (02)	Total
Score						



3. The Ministry of Education and Sports is to embark on sensitizing students on a number of scholarly issues. This year's theme is 'Strikes in Secondary'. You have been approached to create a presentation to include the following slides.

Slide one: Introductory Slide (include Ministry of Education and Sports as your title and your name on this slide)

Slide two: Causes of Strikes in Schools

Slide three: Solutions to Strikes in Schools

Slide four: Conclusion Slide

Instructions

- a) Generate content for each slide. Ensure that your presentation is attractive to your audience.
- b) Use relevant minimal graphics.
- c) Apply simple appropriate background.
- d) Use minimal animation.
- e) Insert your name as footer, slide numbers and today's date but make it fixed.
- f) Automate your presentation until one presses ESC.
- g) Print your presentation as slides.
- h) Save your work as 'strikes'.

4. The computer club of your school has asked you to design a manual slide for use while addressing senior one and five students. Design four slides that include the following topics.

Slide one: Introductory Heading (computer club)

Slide two: Executive Committee

Slide three: Activities of the Club

Slide four: Conclusion

Instructions:

- a) On the first slide, include the motto of the club "IT for Everyone" and name of the presenter (write your name).
- b) Include names of all executive members in a table of 7 rows by 2 columns to include Name and Post respectively
- c) Mention activities that have been carried out last year and what the club intends to cover this year.
- d) Include relevant graphics.
- e) Apply a simple background design.
- f) Insert action buttons on each slide that links a slide to the required direction both for back and next.
- g) Insert footer, 'Computer Club, 200x' and a header, 'enroll now'. Include the correct year for 200x.
- h) Print a copy of your presentation in handout mode.
- i) Save your work as 'computer club' and exit the application.

As a Community Health Educator you are required to make a presentation on the topic ‘malaria’.

- a) Prepare three slides for the community.
 - i) Slide one – should contain the introduction.
 - ii) Slide two – should contain the body.
 - iii) Slide three – the conclusion.
- b) Use minimal effects on your slides to make the presentation entertaining.
- c) The slides should be able to convey the appropriate message to the community.
- d) The presentation should run automatically.
- e) Include your name and class as header on your presentation.
- f) Insert footer ‘Malaria’.
- g) Save your presentation as malaria 2003.
- h) Print your presentation and ensure that all the work fits on one page.

44. Ministry of Transport and Telecommunication is to conduct a sensitization program to all road users basing on the theme ‘Road Accidents in Uganda’. You have been approached by the spokesperson to the Ministry to design a manually running presentation. Save your work as ‘transport’.

- Slide One: Road Accidents
- Slide Two: Causes of accidents
- Slide Three: Solutions and conclusion

Instructions

- a) Using a suitable software program of your choice, prepare a presentation for the Ministry of Transport and Telecommunication and save as ‘accidents’.
- b) Use appropriate graphics.
- c) Add header, ‘your name’ and footer ‘your class and stream.’
- d) Use minimal effects and simple background.
- e) Print a copy of your work using a handout mode.

The entrepreneurship club of your school is to have a talk show on the visitation day this term. You have been asked to generate a manually running presentation saved as ‘entrepreneurship’ with the following content.

Slide one: Title Entrepreneurship

Entrepreneurship is all about creating and nurturing new businesses. It covers risks businesses undertake to raise fortune.

Slide two: Who is an entrepreneur?

Is a person who starts a business and sees it growing in size over time. A good entrepreneur should be:

- Hardworking
- Creative.
- Risk taker.
- With visionary mission.
- Persistent.
- Rewards him/herself with profit.

Slide three: Functions of an entrepreneur

An entrepreneur carries out the following functions:

- He raises capital for the business.
- He employs workers who carry out the business vision and mission.
- He pays workers promptly.
- He looks for market.
- He promotes the venture shamelessly.
- He bridges the gap between the customers and the business.

Slide four: Advantages of entrepreneurship

- It creates employment opportunities to people in the community.
- Provides a source of government revenue.
- Creates a beautiful environment where man can stay happily.
- Creates a variety of products needed by customers.
- Increases the awareness of how products are to be used.
- Develops infrastructure in different communities.

Instructions

- a) Insert action buttons that link slides in the sequence of next, next to last and to first respectively.
- b) Use a uniform theme for all the slides.
- c) Add two relevant graphics at the top right hand side of your slide.
- d) Carefully, insert relevant animation pattern to your text and graphics.
- e) Ensure that your slide transition is visible enable but not too strong.
- f) Insert slide numbers, and change the presentation to fit on a 16:9 on screen show.
- g) Print your presentation fitting on one A4 standard paper size.

5. You are campaigning for the post of class captain in your class. Prepare an automatically running presentation that you are to cast before the class members and save as 'campaign'.

Slide one: Self introduction

On this slide, mention your full name, religion, house, and three clubs that you belong to. (Should not exceed 30 words)

Slide two: Present Situation

Mention what the present class captain has done, what areas were a challenge to him and how students were responding to his orders / commands.

Slide three: Class cleaning

Show how you will effectively organize the cleaning exercise on a daily routing. How and when will the class be swept and mopped. Talk about the sitting arrangement after cleaning.

Slide four: Lesson Attendance

Mention how you are to ensure that all teachers do not miss the lessons, and how best you are to encourage your fellow students to attend regularly.

Slide five: Debates

On this slide, show how you are to organizing debates in class. Shows whether you are in position to organize inter class debate and other activities.

Instruction:

- a) Use different colour schemes for each slide.
- b) Ensure that the font size of the titles for each slide stand at 32pts.
- c) On each slide, insert a relevant graphic at an appropriate position.
- d) Insert a header 'Campaign' and footer your name.
- e) Number your slides starting at slide 10.
- f) Change your slide to resolution of 1024 x 768 (Slowest, Highest Fidelity).
- g) Print your presentation in a handout mode and exit the application.

The Prep Master of your school provides the following data concerning prep attendance for three days. He has asked you a computer studies student to prepare an automatically running presentation you are to save as 'preps'

Slide one: Prep assessment for three days

The prep department of your school has collected the following information concerning prep attendance per class. Read it and carefully advise yourself on how best you will attend preps regularly.

Slide two: table of facts

Class	Out of	Attendance
Senior One	230	200
Senior Two	200	69
Senior Three	234	189
Senior Four	400	60
Senior Five	800	700
Senior Six	230	200

Slide three: Graphical Representation

On this slide, insert a graph representing the data on slide two above using a column graph. Remember to insert a good heading, x – axis, y – axis and a legend.

Instructions:

- Use a green slide background.
- Replace on slide one ‘your school’ with the real name of your school.
- Add a name of the prep masters / mistresses at your school on slide one. In the form of Presented by: Mr./Ms./Mrs. x
- Insert slide numbers, footer your name and header ‘PREP’.
- Ensure that the text animations stand at 3 sec. and slide transition at 1sec. respectively.
- Change the slide resolution to 800 x 600.
- Print one copy of slide 3 in slide mode and slide 1 and 2 in hand out mode.

Score sheet (X/20)

Expected score	Presentation (10)	Green Bg (01)	Replace slide one (01)	add name (02)	slide number (02)	slide number (01)	resolution (02)	Print (01)	Total
Score									

A new hotel “Care and Care” is to open shortly in your village. You have been recruited to create an automatically running presentation for its advertisement. Save it as ‘CareNcare’.

Slide one: Care and Care Hotel

Include the full name of the hotel, its physical address, telephone number and direction. (It may not be the correct address, telephone number and direction, imagine something)

Slide two: Why Care and Care Hotel?

Care and Care hotel has the following features:

- Spacious rooms.
- Swimming pool for all age ranges.
- On time meals and snacks.
- Pool table
- Cinema facilities.
- Garden for after parties.
- Gym and sauna facilities

Slide three: Daily Menu

Include a table of 3 x 7 showing a menu list with: item, price and discount. Populate the table using your own items.

Slide four: Transport

Include the mode of transport that a person can access to reach the care and care hotel. Mention about 6 modes of transport.

Instructions

- a) Use relevant graphics to make the advert appealing.
- b) You are free to alternate the text animation to make the advert appealing.
- c) Insert necessary slide transition schemes of your choice.
- d) Insert footer ‘Care and Care Hotel’.
- e) Set your work to fit on the screen size 4:3 on screen show.
- f) Print a copy of your work and exit the application.

6. Your father has asked you to prepare an automated family presentation containing four slides, and save as ‘family’.

Slide one: introduction slide

On this slide, include the full names of your father and mother, physical address, tribe of your father and mother, religion of affiliation.

Slide two: Family member

On this slide, include 10 close family members giving their full names and position in the family.

The information must appear in a table of necessary number of columns and rows respectively. Apply a good colour theme on your table to make it appear professional.

Slide three: family activities:

On this slide, include 5 ordered activities that your family carries out e.g. health sensitization.

Slide four: conclusion

On this slide, include a short conclusion statement about your family and a few pieces of advice to other members in the community.

Instructions:

- a) Include relevant clips on this presentation.
- b) Use different background themes for each slide.
- c) Use minimal animations and transition effects.
- d) Allow your presentation to loop until one presses Esc.
- e) Insert header “Family” and footer, your name.
- f) Rehearse your timings to 4 seconds for text and 1 second for slide transition.
- g) Print a copy of your work.

Score sheet (X/25)

Expected score	Slides 4 (08)	Clip Art (02)	Background (02)	Minimal (02)	loop (02)	header & footer (02)	Rehearse	Print (02)	Total
Score									

8. The debating club of your school is conducting an inter class competition. You have been asked to generate a presentation that will be used to cast important information to the audience. Include the following content.

Slide one:

On this slide, include the motion that is “Science has brought major changes in lives that have made life meaningful”. Include the date of the debate (insert today’s date) and the venue as the school’s main hall.

Slide two: Organisation of the debate

On this slide, include the name of the chairperson, secretary, time keeper and chief whip centred.

Include a table of 2 x 2 to include the names of proposers and proposers. Remember to right align proposers' names.

Slide three: floor participation

The floor speakers will be allowed to pose points of information, order, clarification, e.t.c. each speaker will be allowed 3 minutes.

Slide four: conclusion:

On this slide, you are to indicate three advantages of participating in the interclass competition. After the last advantage, indicate your name for the person who has designed the presentation.

Instructions:

- a) Insert three relevant graphics in your presentation.
- b) Add slide numbers on your presentation beginning from number 21.
- c) Ensure that your presentation is automated to loop until Esc.
- d) Include text animation and slide transition to enhance presentation appearance.
- e) Include your name as footer.
- f) Set your slide to A4 paper size and ready for printing.
- g) Print two copies of presentation in handout mode.
- h) Save your work as 'debate'.

7. Your area Member of Parliament is to conduct a workshop in your community tackling a theme 'Food Security'. He has asked you to prepare a manually running presentation that will be used for the workshop saved as 'food security'. He has also asked you to consider :

Slide one: Definitions

Define the term food security; write the name of your area MP as the presenter towards the bottom of your presentation.

Slide two: Ways of ensuring food security

On this slide, write five ways homes have to ensure constant food supply all year round.

Slide three: The Government position

On this slide, suggest five possible ways the government has taken to encourage food security in Uganda.

Slide four: What homes have to do?

On this slide, write 5 activities homes in your community have to carry out to encourage food security.

Slide five: Conclusion

On this slide, write a short statement giving remarks by the area Member of Parliament.

8. Ministry of Health is to conduct a sensitization to masses about Jiggers. You are a social worker with the Ministry of Health, design a manually running presentation that you will use to educate the masses to include the following aspects:

Slide one: Introduction slide

Write your name and post you are carrying in the Ministry of Health.

Slide two: Causes of Jiggers

On this slide, include all possible causes of Jiggers in most communities in Uganda.

Slide three: dangers of Jiggers

On this slide, write 5 dangers of Jiggers to people in various communities.

Slide four: Preventive measures

On this slide, write down 6 bulleted methods people have to ensure to prevent Jiggers and its effects

Slide five: Conclusion:

On this slide, include your position about malaria and how the community has to respond to the call.

Instructions

- a) Insert relevant graphics and background slide background colour.
- b) Add suitable but minimal effects in your presentation.
- c) Add action buttons that are well linked.
- d) Add slide numbers at the bottom of each slide.
- e) Add today's date but make it fixed.
- f) Prepare your presentation on a landscape handout print out.
- g) Print out one copy of your work.
- h) Save your work as 'jiggers' and exit the application.

9. You are member of the senior four COMPUTER STUDIES class and carrying out revision. You prefer using a projector to discuss the topic 'COMPUTER GENERATIONS' to your friends. Remember to include the following and save as 'seniorfour'

Instructions

- a) Create a slide (slide one) to contain a title slide for 'Senior Four Revision'. Indicate the name of the presenter.
- b) Create one slide (slide two) to contain the heading, computer generations. On this slide, define the term computer generations; mention the number of generations that you are to discuss. Beneath, add a statement:
'Computer Generations will be discussed in the following slides', have a nice discussion.
- c) Insert four slides (3 – 6). Ensure that each slide accommodates a generation class e.g. first generation.
- d) On each slide 3 - 6, mention any four characteristics of a particular generation.
- e) Insert relevant graphics on your presentation.

- f) Write your name as footer and header, 'computer generations'.
- g) Organize your presentation for slide sized for custom and a 10 x 9 inches slide setup.
- h) Ensure that your presentation is manually navigated with help of Action buttons that are correctly hyperlinked.
- i) Print a copy of your presentation in handout mode and exit the application.

The System's Analyst of Kato Enterprises is planning a workers workshop shortly this month. He has requested you to prepare a presentation entitled 'Computer viruses' with the following sub – heading.

Instructions:

- a) Insert one slide (Slide one) to contain a title: Computer viruses. On this slide, define the term computer virus; write your name as a presenter. Lay out your text to create better slide usage. You are free to vary the font sizes.
- b) Insert a slide (Slide two) to contain a title: causes of computer viruses. On this slide, list five possible causes of computer viruses in a computer lab. This list must be ordered.
- c) On slide three, provide a title: dangers of computer viruses to include 6 ordered dangers of computer virus to a user.
- d) On slide four, mention the ways you can ensure to reduce dangers of computer viruses.
- e) Create a slide, with a title, conclusion: on this slide, include a conclusion emphasizing the dangers of computer viruses to users.
- f) Insert one slide (slide 6) where you are to write your name, class and stream all in upper case.
- g) Insert relevant graphics.
- h) Use today's date on each slide.
- i) Insert slide numbers starting from 3.
- j) Re – arrange slide such that slide 6 comes first.
- k) Make your slide manually navigated after a click.
- l) Save your work as 'viruses'.
- m) Print a copy of your work and exit the application.

10. Today, there is rampant child sacrifice in your community. One Human Rights Organization is to conduct a sensitization workshop for members in your community looking at the following aspects:

Instructions:

- a) Using a suitable presentation software of your choice, create a manually running presentation and save as 'sacrifice'
- b) Create a slide (slide one): on it insert a heading, child sacrifice in Uganda. Write your name for the presenter and remember to vary the font sizes and colours for your text on this slide.
- c) On slide two: create a title: causes of child sacrifice. On this slide, list 6 reasons for rampant child sacrifice in Uganda.
- d) Insert one slide (slide three). On it note the heading: dangers of child sacrifices. List 5 dangers of child sacrifices to people in Uganda
- e) Insert a new slide (slide four). On this slide, indicate solutions to child sacrifice. List 5 solutions the government of Uganda has taken to reduce the dangers of child sacrifice.

- f) Slide five: Conclusion, on this slide; indicate a short conclusion of your presentation
- g) Write the words Previous and Next on appropriate slides. Link them to work as action links for your presentation.
- h) Print a copy of your work and exit the application.

8. The three “Categories of Computer Software” are Operating System, Application Software and Utility Software.

Required to-

(a) Make slide one a slide master and customize it as follows.

- Flow as the slide design
- Your name and index number centered
- Date and time right aligned and Slide numbers to the right
- A 6pt blue line between the title and sub title
- A clip art image of a computer top right on top of a line.
- Titles should be font 48 comic sans Ms.
- Sub title should be font 28 Times New Roman

Create a Presentation as indicated below:

(b) Slide One – Include the Title, your name, class and email address (if applicable). (c)

Slide Two – Define the Operating System and give at least two examples.

(d) Slide Three – Define Application Software and give two examples.

(e) Slide Four – Define Utility Software. Give two examples.

(f) Slide Five – Summary of your presentation.

(g) Slide Six – Your conclusion.

(h) Save the Presentation as Computer Software.

(i) Note the slides should:

- Run automatically after 00.02 seconds, box in and credits.
- Use minimal graphic effect.
- Link one slide to another using action buttons.
- Print your six Slides as handouts.

Score Sheet(X/30)

Expected score	Slide Master (08)	Save (01)	Slide One (02)	Slide two (02)	Slide three (02)	Slide three (05)	Slide four (02)	Slide five (03)	Slide six (02)	Format slides (02)	Print (01)
score											

9. There will be “Orange Uganda Expo” at UMA Show grounds between the 15th and 18th November, 2018. As the Public relations at ORANGE, the CEO has asked you to organize a team and suitable material which you will use to market your PRODUCT at this Exhibition. Using presentation software of your; design a 4-Slide presentation which you will continuously run as you explain to guests who will visit your stall during the exhibition. Save it as Orange Uganda.

Presentation Guidelines:

(a) Slide 1

- Use a blank slide layout
- A title slide outlining the basic information about orange Uganda
- Use some or all of this information

Orange Uganda is one of the best mobile operators in Uganda. At orange, you get best deals. Like to say “Technology changes with Orange”.

Our contacts:

P.O. Box 2769 Kampala

Email:asharobnorange123@gmail.com

Any other additional but relevant information and slide designs will earn you marks.

(b) Slide II

Use an Organizational Chart slide layout

Organize the information below in the most appropriate way on this slide.

Highest in hierarchy FOUNDER DIRECTOR [Mrs Nasimolo Grace], followed by the

CEO [MrsKigongo Keith], followed by the EXECUTIVE MANAGER [Ms. Mutibwa Faith]

The OPERATIONS MANAGER [Mr. Opio Rosco], the HUMAN RESOURCE [Mr. Wangolobe Nobert] and the PUBLIC RELATIONS [Ms. Tumwine Edith] all report directly to the EXECUTIVE DIRECTOR.

The ACCOUNTANTS who report to the EXECUTIVE MANAGER, EMPLOYEES and SUPPORT STAFF will report directly to the HUMAN RESOURCE.

(c) **Slide III**

Use a Title and Chart slide layout

The title of this slide will be Orange Expo 2017 In the table on the slide, organize the following products that will be on sale.

Laptops	Acer Toshiba Satellite Hp Note books Del Inspiration
Mobile phones	Samsung Galaxy Xperia Sense Nokia Asha IPhone 7
Tablet offers	Samsung Galaxy Tab 7.8 Apple Ipad 4

(d) **Slide IV**

Use a Title and Chart slide layout.

The title of this slide will be The Company Growth 2015-2017.

The table below shows subscriber figures between 2015 and 2017. Use it to generate the chart that will appear on this slide.

Services	2015	2016	2017	2018
SMS	20	33	45	34
Calls	15	15	26	45
Internet	10	24	22	31
MMS	5	10	18	28
Coverage	5	15	31	45

(e) **Formatting Guidelines:**

- Insert relevant clip art images appropriately.
- Your slide must run automatically after 00:02 Seconds.
- Insert a footer of your Name slide and Index No. on each of the slides.
- Apply a slow transition, box out, automatically after **02sec** and Neutron as the animation scheme.
- Apply **TREK** as the slide design

- Link all slides to one another using action buttons
- Print all your 4 slides on one page.

Score sheet(X/35)

Expected score	Slide one (05)	Slide two (05)	Slide three (05)	Slide Four (05)	Images (02)	Run (02)	Footer (02)	Transition& Animation (03)	Design (02)	Link slides (02)	Print (01)
score											

10. Farming is the most important activity in Uganda. Majority of Ugandans rely heavily of farming to survive. As a concerned Ugandan, You are required to make a presentation on farming.

Guidelines

(a) Make slide one a Master Slide and customize it as follows-

- Slide design of your choice
- A picture of a tree or flower aligned to the top left
- Footer in your name and personal number centered.
- An 8pt Pink line between the master and text style place holders.
- Preset rain ball background color.
- Date and Time to the right

(b) Create six slides with the following

- A title slide with the topic and definition of farming. Add a Star Shape with a text 2018 in Blue color bolded and underlined
- A text slide with problems faced by farmers in Uganda.
- A text slide with steps taken by the government to solve farmers’ problems.
- A two column text slide showing a list of each cash crops and a list of food crops grown in Uganda. Note: Add a 6pt blue vertical line between the lists.

Score Sheet(X/25)

Expected score	Slide master (06)	Make six slides (02)	Title (02)	Slide one (02)	Slide two (02)	Slide three (02)	List of foods (02)	Transition& Animation (03)	Design (02)	Save (01)	Print (01)
score											

11. As a forest officer in your home district, you have been assigned a project to sensitize people in your locality about the importance of education.

You are required to design four slides.

- i) Slide **I**: Introduction (include definition of forestry)
- ii) Slide **II**: Content (types of forests)
- iii) Slide **III**: Benefits and achievements of forests
- iv) Slide **IV**: Shortcomings of forests and conclusion

Save your presentations as “forests”

- v) Set your slides to have suitable background
- vi) Include your name and index number on each slide as a footer
- vii) Set the slides to run automatically
- viii) Insert a graphic on each slide

Score sheet (X/20)

Expected score	Slide one (04)	Slide two (04)	Slide three (04)	Slide four (04)	Save (02)	Background (04)	Name & No (02)	Automatic play (02)	Insert image (02)
Score									

12. The entrepreneurship club of your school is to have a talk show on the visitation day this term. You have been asked to generate a manually running presentation saved as ‘entrepreneurship’ with the following content.

Slide one: Title Entrepreneurship

Entrepreneurship is all about creating and nurturing new businesses. It covers risks businesses undertake to raise fortune.

Slide two: Who is an entrepreneur?

Is a person who starts a business and sees it growing in size over time. A good entrepreneur should be:

- Hardworking
- Creative.
- Risk taker.
- With visionary mission.
- Persistent.

- Rewards him/herself with profit.

Slide three: Functions of an entrepreneur

An entrepreneur carries out the following functions:

- He raises capital for the business.
- He employs workers who carry out the business vision and mission.
- He pays workers promptly.
- He looks for market.
- He promotes the venture shamelessly.
- He bridges the gap between the customers and the business.

Slide four: Advantages of entrepreneurship

- It creates employment opportunities to people in the community.
- Provides a source of government revenue.
- Creates a beautiful environment where man can stay happily.
- Creates a variety of products needed by customers.
- Increases the awareness of how products are to be used.
- Develops infrastructure in different communities.

Instructions

- h) Insert action buttons that link slides in the sequence of next, next to last and to first respectively.
- i) Use a uniform theme for all the slides.
- j) Add two relevant graphics at the top right hand side of your slide.
- k) Carefully, insert relevant animation pattern to your text and graphics.
- l) Ensure that your slide transition is visible enable but not too strong.

- m) Insert slide numbers, and change the presentation to fit on a 16:9 on screen show.

- n) Print your presentation fitting on one A4 standard paper size.

Score sheet(X/20)

Expected score	Save (01)	Slides one (03)	Slide two (03)	Slide three (03)	Slide four (03)	Link slides (02)	Add graphics (02)	Slide numbers (01)	Design visible (01)	Print (01)
score										

13. The Prep Master of your school provides the following data concerning prep attendance for three days. He has asked you a computer studies student to prepare an automatically running presentation you are to save as ‘preps’

Slide one: Prep assessment for three days

The prep department of your school has collected the following information concerning prep attendance per class. Read it and carefully advise yourself on how best you will attend preps regularly.

Slide two: table of facts

Class	Out of	Attendance
Senior One	230	200
Senior Two	200	69
Senior Three	234	189
Senior Four	400	60
Senior Five	800	700
Senior Six	230	200

Slide three: Graphical Representation

On this slide, insert a graph representing the data on slide two above using a column graph. Remember to insert a good heading, x – axis, y – axis and a legend.

Instructions:

- h) Use a green slide background.
- i) Replace on slide one ‘your school’ with the real name of your school.
- j) Add a name of the prep masters / mistresses at your school on slide one. In the form of Presented by: Mr./Ms./Mrs. x
- k) Insert slide numbers, footer your name and header ‘PREP’.
- l) Ensure that the text animations stand at 3 sec. and slide transition at 1sec. respectively.
- m) Change the slide resolution to 800 x 600.
- n) Print one copy of slide 3 in slide mode and slide 1 and 2 in hand out mode.

Score sheet(X/20)

Expected score	Save (01)	Slides one (03)	Slide two (03)	Slide three (03)	Graphs (03)	Bg color (01)	Replace names (02)	Slide number (02)	Resolution Print (02)
score									

1) Open Electronic presentation software available to you and create a blank presentation; save it as **Your name-New ICT**.

(For Only A' level)

- a) In the *Master slide*, format the **Master title**. (06 marks)
- Bold, size 34, Centred, Blue, Font – Verdana. ○ *Crawl in* text animation to the Master title. ○ Include an automatically updatable date and your name and steam in the footer.
 - Insert the image **pwppt-001a** in the top left corner of the Title slide at **Height 1.7”** and **Width 2.3”**; insert **pwppt-00b** in the bottom right corner of the rest of the slides at **Height 1.5”** and **Width 2.03”**.
- b) Insert 4 Blank slides and apply a **wipe down transition** to slide 5; **wheel clockwise 2 spokes** to the rest of the slides.

Load the file **pwpt-001** from the support file folder and use the content there in as reference for completing your presentation.

- c) **Slide 1 – Titled SUB ICT ‘A’ LEVEL** (03 marks)

Using the information in introduction paragraph, write a 3-line introduction of your presentation.

- d) **Slide 2 – Titled RATIONALE FOR SUB ICT AT ‘A’ LEVEL** (03 marks)

- Use content in **1.1** to summarise any **four** reasons as to why Sub ICT was introduced at ‘A’ Level.
- Use a specific bullet character □ for the bullets.

- e) **Slide 3 – titled THE SUB ICT AT TEACHING SYLLABUS.** (03 marks)

Use a **two-content** slide layout.

In column 1- List any 4 theory topics in the teaching syllabus.

In column 2 – List at least 3 practical topics in the teaching syllabus.

- f) **Slide 3 – ASSESSING SUBSIDIARY ICT** (03 marks)

Use a **Title and content** slide layout.

- In 2 bullets, summarise the first paragraph of **1.3** in the document **pwpt-001**
- Use the information in the table of **1.3** to generate a pie chart on slide 5
- Include data labels in the pie chart.

- g) Set up the slide show to *loop continuously until Esc*. (02 marks)

Expected score	Master slide (06)	Slides one (03)	Slide two (03)	Slide three (03)	loop (02)	Bg color (02)	save (01)	Total
score								

- 2) Using an appropriate application, load a file named **ftp003** from folder Support files and save file as **software**.
- a) Insert appropriate titles to slides; 4, 5 and 6. (01 marks)
 - b) Using the master slide, set all content of each slide to have font colour red, with font type Algerian, size 14. (03 marks)
 - c) Let your slides have a fly-in transition effect from top left corner. (01 marks)
 - d) All slides should have a common theme design. (01 marks)
 - e) Apply a swivel animation effect to all slide titles and checkerboard for other sections of the slide. (02 marks)
 - f) Insert the current date and your first name as your footer. (01 mark)
 - g) Insert a common clip art on all slides. (02 marks)
 - h) Insert action buttons to link the first and last slides. (02 marks)
 - i) Set your presentation to run automatically after 2 seconds nonstop. (01 marks)
 - j) Rearrange the slides such that slide 6 comes after slide 7. (01 mark)
 - k) Format the title of slide 8 and 9 using word art. (01 marks)
 - l) Insert a header “ICT the best subject”. (01 mark)
 - m) Create a hyperlink on the title of slide 2 to automatically connect to that of slide 11. (01 mark)
 - n) Using the table in slide 5, insert a pie chart on new preceding slide to represent system software percentage usage in society today. (02 marks)

Expected score	slide master (03)	transition (01)	common design (01)	swivel (02)	date (01)	clip art (02)	action buttons (02)	nonstop (01)	rearrange (02)	format /header/link/table (05)
score										

- 3) a) A new sports club has opened up in your community. You are to make a five slide presentation to sensitize the community about the importance of sports and physical fitness.
- Slide One:** Includes the topic and name of the presenter. (03 marks)
 - Slide Two:** Formulate a suitable name and logo for the club. Also the mission, vision and the slogan for the club. (03 marks)
 - Slide Three:** A table of services offered by the club. (03 marks)
 - Slide Four:** Advantages of physical fitness. (03 marks)
 - Slide Five:** A pictorial gallery with caption for other sports activities offered in the club. (03 marks)

- a) Using master slide view, use a fill color of your choice in the title slide place holder. (02 marks)

- b) Apply minimal animation and transition in your presentation. (02 marks)
- c) Format your slides to portrait orientation. (01 mark)
- d) Add relevant pictures and clip arts in your presentation. (02 marks)
- e) Add action buttons to link slide two and five. (02 marks)
- f) Include an appropriate design. (02 marks)
- g) Insert a footer of your name and a date that updates automatically. (02 marks)

Save as your name and personal number and print the hand out.

Score sheet

Expected score	slide master (02)	minimal animation (02)	format slide (01)	pictures (02)	action buttons (02)	design (02)	Footer (02)	Total
score								

INTRODUCTION TO DATABASE.

WHAT IS DATABASE?

A structured collection of logically related data that is stored so that it can easily be accessed. Logically related data comprises entities, attributes, and relationships of an organization's information.

In normal daily life we make frequent use databases, and probably don't realize it. Here are a number of simple examples.

- ❖ Filing Cabinet Personal address book
- ❖ The telephone Directory Customer Lists
- ❖ Membership Lists Purchases from the supermarket
- ❖ Purchases using your credit card Booking a holiday at the travel agents
- ❖ Using the local library Renting a video
- ❖ Using the internet (Client- server architecture involved).

CHARACTERISTICS OF A DATA BASE

- It is centralized and integrated i.e. there is easy sharing of data
- It has backup and recovery services.
- It has referential integrity constrains
- It provides security through restricting unauthorized users

COMPONENTS OF DBMS ENVIRONMENT.

1. **Hardware:** Can range from a PC to a network of computers.
2. **Software:** DBMS, operating system, network software (if necessary) and also the **DATABASE MANAGEMENT SYSTEM (DBMS)**
 - It is used for managing data stored in a database
 - is a software that enables users to define, create, maintain, control and access to a database.

Examples of Database management software (Programs).

The following are some of the examples of Database Programs:

Microsoft Access	Oracle
dBase	FoxPro
Paradox	FoxBase
File Maker Pro	Lotus Approach

FUNCTIONS OF A DATABASE MANAGEMENT SYSTEM.

- It provides security to data in the database
- It provides easy access to data
- Allows easy modification of data
- It provides automatic update of data
- Offers data independence i.e. independent from other programs or application
- Eases data storage, retrieval and update
- provides integrity services

Advantages of data base management system.

- Minimal data redundancy:
- Provides security:
- Provides persistency storage:
- Provides backup and recovery services

-

DBAs.

What is the difference between DBMS and DBAs?

A **Database Management System (DBMS)** is a software system that enables users to define, create, maintain, and control access to a database. E.g Microsoft Access.

While

A **Database Application (DBA)** Program is a computer program that interacts with the database by issuing an appropriate requests to the DBMS.

A set of computer programs that provides a formal user interface to a database while managing the internal database structures on behalf of the users.

TYPES OF DATABASES

1. Flat file data base

This is a type of database that contains one table.

2. Relational database

This is a type of data base that contains more than one table with shared columns.

Differences between a flat file data base and relational databases

Flat file data base	Relational data base
Contains only a single table	Contains many tables
There is data dependency	No data dependency
May contain duplicate data	There is minimal data duplicates
There is data separation and isolation i.e Each program manages its own data	No data separation and isolation

limitations of flat file database

1. Separation or isolation of data
2. Duplication of data
3. Incompatibility file formats
4. Changes in an existing file structure are difficult to make due to program data dependency

DATABASES

42. The table below shows books in a library.

DATABASE OF BOOKS IN THE LIBRARY

Code Number	Title	Name Of Author	Page Back (P) Of Hard Back (H)	Borrower Number	Date Due Back
2043	The Great Gatsby	F. Scott	P	15234	01 June 08
5284	Jane Austin- A life	C.Tomalin	H	11356	02 June 08
4033	Harry Porter and the Philospher's Stone	J. K. Rowling	H	16582	26 May 08
0549	Northern Lights	P. Pullman	P	12982	28 May 08

DATABASE OF BORROWERS

Borrower Number	Name of borrower	Address of borrower	Borrower Phone Number
11345	Tobias Ahendra	658, Uhuru Highway P.O. Box 2809	0772 344 567
16582	Carlos Moyes	12, Avenue De Lupin, P.O. Box 65432	0712 417 398

Computers are now widely used in libraries. Using a database management systems program:

- (a) Create a table of books and enter the data. (08 marks)
- (b) Create another table of borrowers and enter the data. (03 marks)
- (c) Sort the records in part (a) in descending order of code numbers.
- (d) Using fields: Code number, title, name of author, paper back or hard back, date due back, create a query showing borrowers number that above 12506 using table in 2
- (e) Create a query, showing only books with Hard back and the names of the author. The names of the authors should be in ascending order. (03 marks)
- (f) create a relationship between the books' and borrowers' tables. (03 marks)
- (g) Put your name and index in the header and put the current date and time in the Footer of both tables. (03 marks)
- (h) Create a report using both tables and name the report as "borrowers". (03 marks)

(ix) Save the database as “library database”.

(01 mark)

43. (a) Create a table using design view with the following fields: NAME, DATA OF BIRTH, SEX, RELIGION and FEES BALANCE. Set the NAME field as the primary key and save the table as “Candidates Table”.

(06 marks) (b)

Create a form to enter the records below and save the form as “Candidate from”

NAME	DATE OF BIRTH	SEX	RELIGION	FEES BALANCE
Tina T	Jan, 02, 90	F	Catholic	40,000
Golfer J.	Feb, 20, 89	M	Moslem	60,000
Bob Baller	Mar, 13, 88	M	Protestant	55,000
Alice Cricketer	Apr, 04, 89	F	Pentecostal	20,000
Sam Big	Jun, 03, 90	M	Catholic	25,000
Janifer J	Feb, 04, 87	F	Adventist	90,000
Klez B	Jul, 05, 98	M	Catholic	40,000

(c) Create a query displaying all the students whose names begin with letters ‘B’ and ‘T’. Save it as “BT query”.

(d) Create another form in “Design View” with all the available records in the given table in (b).

Name it “Design view form”.

(e) Generate a report for the above table with FEES BALANCE in descending order. Use columnar layout and portrait as the form orientation. Name this report “Columnar Report

(06 marks)

(f) Save your database as your name and index number. (02 marks)

43. The table below gives information on some staff members of a computer school called “COMTECH ACADEMY”

EMP NO.	SURNAME	FIRST NAME	SEX	TITLE	DEPARTMENT	SALARY (Shs)	DATE OF BIRTH
CA001	ADUWO	JANE	F	DEPUTY	ADMINISTRATION	520,000	17-06-36
CA050	HLOWO	MOSES	F	TEACHER	BUSINESS	510,000	06-08-77
CA061	WPAKABULO	JAMES	M	TEACHER	BISUNESS	600,000	05-06-70
CA150	NAKUMUSANA	MARY	F	SECRETARY	INFORMATION	275,000	20-07-36
CA168	KOMAKECH	MIKE	M	TEACHER	BUSINESS	500,000	15-06-63
CA170	MUTEBI	JOHN	M	DIRECTOR	ADMINISTRATION	1,000,000	17-07-66
CA190	NDAULA	SARAH	F	CASHIER	ADMINISTRATION	600,000	14-04-68
CA201	OKELLO	JOHN	M	DRIVER	ADMINISTRATION	265,000	16-05-63
CA215	ALIYO	JOYCE	F	SECTRETARY	COMPUTING	275,000	20-08-70
CA307	NASUUNA	HARY	F	LIBRARIAN	INFORMATION	310,000	07-11-74

Note: EMP NO. represents Employee Number.

- (a) (i) You are required to design a suitable database to manage the above information, name the Database EMPLOYEE (01 mark)
- (iii) .Create a form called Employee Entry Form and enter the above records.(15 m)
- (b) (i) Create a query displaying all the fields in the above table to filter out only employees from the departments of Information. Save it as INFORMATION DEPARTMENT. (05 marks)
- (ii) Create another query displaying all the fields of employees with salary less than 300,000. Name it “salary scales employees less than 300,000.” (05 marks)
- (iii) The academy’s retirement age is 55 years. Create a query to filter out the employees whose ages are above 55 years. Name it “RETIREMENT AGE”(05 marks)
- (iv) Create a report using the Employee Table and group the records by department and name it “REPORT BY DEPARTMENT” (05 marks)
- Print the report and the query. (02 marks)

Expected score	create database (01)	create form (16)	Query less (05)	Query retire (05)	report (05)	Print (02)
score						

44. (a) Create a database structure (table) using appropriate data types in relation to the table given below. SetsStaff No. as the primary key. Save the table as stuff table.

Staff No.	Surname	First Name	Sex	Department	Salary
UTS652	Natukunda	Emily	F	Physics	275,000
UTS441	Oloka	John	M	Chemistry	256,000
UTS102	Abaho	Benedict	M	Economics	500,000
UTS652	Among	Joyce	F	Physics	275,000
UTS459	Biriggwa	Joshua	M	Economics	490,000
UTS245	Namagembe	Hawa	F	Chemistry	310,000
UTS134	Nokrach	James	M	Economics	850,000
UTS101	Mwesigwa	Johnan	M	Physics	290,000
UTS375	Kakaire	Peter	M	Chemistry	540,000

- (b) Create a form using the staff table in (a) above and use it to input the record above. Save the form as Staff form. (16 marks)
- (c) Create a query showing staff no, surname and department to filter out only staff in the physics department. Save it as Query 1.(10 marks)

(d) Create a report using query 1 table. (10 marks)

Create another report which will produce a list of staff who are in economics department earning a salary of less than Sh. 600,000. (14 marks)

45. The table below gives information on some staff members of a computer school called “COMTECH ACADEMY”

EMP NO.	SURNAME	FIRST NAME	SEX	TITLE	DEPARTMENT	SALARY (Shs)	DATE OF BIRTH
CA001	ADUWO	JANE	F	DEPUTY	ADMINISTRATION	520,000	17-06-36
CA050	HLOWO	MOSES	F	TEACHER	BUSINESS	510,000	06-08-77
CA061	WPAKABULO	JAMES	M	TEACHER	BISUNESS	600,000	05-06-70
CA150	NAKUMUSAN A	MARY	F	SECRETARY	INFORMATION	275,000	20-07-36
CA168	KOMAKECH	MIKE	M	TEACHER	BUSINESS	500,000	15-06-63
CA170	MUTEBI	JOHN	M	DIRECTOR	ADMINISTRATION	1,000,000	17-07-66
CA190	NDAULA	SARAH	F	CASHIER	ADMINISTRATION	600,000	14-04-68
CA201	OKELLO	JOHN	M	DRIVER	ADMINISTRATION	265,000	16-05-63
CA215	ALIYO	JOYCE	F	SECTRETARY	COMPUTING	275,000	20-08-70
CA307	NASUUNA	HARY	F	LIBRARIAN	INFORMATION	310,000	07-11-74

Note: EMP NO. represents Employee Number.

(i) You are required to design a suitable database to manage the above information, name the Database EMPLOYEE (01 mark)

(ii) Create a table using Design View, and name it EMPLOYEE TABLE. (16 marks)

(iii) Create a form called Employee Entry Form and enter the above records.

(b) (i) Create a query displaying all the fields in the above table to filter out only employees from the departments of Information. Save it as INFORMATION DEPARTMENT. (05 marks)

Print the query and its output. (02 marks)

(ii) Create another query displaying all the fields of employees with salary less than 300,000. Name it “salary scales employees less than 300,000.” (05 marks)

(iii) The academy’s retirement age is 55 years. Create a query to filter out the employees whose ages are above 55 years. Name it “RETIREMENT AGE” (05 marks)

(iv) Create a report using the Employee Table and group the records by department and name it “REPORT BY DEPARTMENT” (05 marks)

Print the report and the query. (02 marks)

46. (a) Create a database structure (table) using appropriate data types in relation to the table given below. SetsStaff No. as the primary key. Save the table as stuff table.

Staff No.	Surname	First Name	Sex	Department	Salary
UTS652	Natukunda	Emily	F	Physics	275,000
UTS441	Oloka	John	M	Chemistry	256,000
UTS102	Abaho	Benedict	M	Economics	500,000
UTS652	Among	Joyce	F	Physics	275,000
UTS459	Biriggwa	Joshua	M	Economics	490,000
UTS245	Namagembe	Hawa	F	Chemistry	310,000
UTS134	Nokrach	James	M	Economics	850,000
UTS101	Mwesigwa	Johnan	M	Physics	290,000
UTS375	Kakaire	Peter	M	Chemistry	540,000

- (b) Create a form using the staff table in (a) above and use it to input the record above. Save the form as Staff form. (16 marks)
- (c) Create a query showing staff no, surname and department to filter out only staff in the physics department. Save it as Query 1. (10 marks)
- (d) Create a report using query 1 table. (10 marks)
- (a) Create another report which will produce a list of staff who are in economics department earning a salary of less than Sh. 600,000.
11. (a) Students of computer studies in a certain secondary school are to design their database with the following fields:

Surname of the student, first name, age, district of origin, sex, index number, whether the student is an orphan or not, marks scored in a Mathematics test

- (i) Use the above information to design a structure using the following format: (08 marks)

Table name..... (state it)

Field name	Data type	Size/Length

- (ii) Create a table of five records (15 marks)
 - Name the appropriate key (primary key) (02 marks)
- (iii) Save the database as "My file". (01 mark)

- (a) A recent survey showed the following data. Enter the information below in the table called "Survey".

Reg. No	Surname	First Name	Sex	Age	District
0006	Okello	Rose	F	15	Tororo
0010	Opio	John	M	62	Tororo
0007	Masaba	Patrick	M	40	Mbale
0127	Mukasa	Alex	M	20	Masaka
0053	Lwanga	Lydia	F	34	Masaka
0080	Abaho	Kate	F	52	Bushenti
0008	Mugisha	Joseph	M	6	Kabala
0021	Akoot	Aisha	F	22	Lira
0458	Uwimana	Jane	F	45	Kisoro
0500	Namubiru	Grace	F	31	Masaka

- (i) Create a query to show people from Masaka. (06 mark)
- (ii) Given that all the males and females above 18 and below 60 years of age pay graduate tax, write a query which will display only tax payers (08 marks)
- (iii) Create a form called Employee Entry Form and enter the above records. (15 marks)
- (b) (i) Create a report for all the females showing their names and their districts.

The table below shows the medical records of a certain clinic

PID	F.name	District	D o B	Diagnosis	Treat Fee
P02	Omondi	Busia	03/02/66	Malaria	10000
P04	Katiba	Kampala	06/09/77	Typhoid	100000
P05	Waiswa	Busia	03/05/81	Tuberculosis	20000
P06	Nambi	Busia	02/08/89	Dysentery	120000
P09	Lumu	Kampala	04/05/90	Malaria	30000
P11	Nafula	Busia	05/11/89	Tuberculosis	20000
P15	Waiswa	Jinja	10/11/78	Malaria	60000

- a). Create a database called Medical details
- b). Design a table with appropriate data types in design view called Patients.
- c). Enter the given data in the table.
- d). Create a query to display all the details of patients who come from either Jinja or Busia. Save it as Eastern Patients.
- e). Create a query to display all the details of the patients who were not diagnosed with malaria. Save it as No malaria

- f). If the government pays 40% of the treatment fee for all patients, create a query to calculate discounted fee. Put only F name, DoB, Diagnosis and Treat fee on the display. Save it as Discounted Fee.
- g). Create a report to display the information in the discounted fee query
- h). create a form from discounted fee query showing all details and save it as Patients' form
- i). Print all your work.

35. Your country is about to hold

V0ter	Name	Sex	Date of birth	Constituency	Salary
U 001	Mafabi	M	19th -Nov-80	Katikamu north	560,000
U 002	Mufulusi	M	02-April-72	Kyegegwa	760,000
U 003	Kikami	M	13-Jul-84	Masaka central	990,000
U 004	Fulasi	F	01-Jun-69	Kampala central	450,000
U 005	Pikipiki	M	11-Dec-81	Mbale east	390,000
U 006	Serica	F	12-Jan-79	Katikamu south	685,000
U 007	Bada	M	15-Fed-60	Woblenzi kitante	845,000

- a) Create a database and name it Electoral commission. (1 mark)
- b) Create a table in design view and name it EC table (3 marks)
- c) Create a simple form and use it to enter the records shown in the above table
Use it to calculate the PAYE which is deducted from salary at a rate of 5%
Name it form EC FORM. (4 marks)
- d) Create a query displaying all fields. Use it to calculate the net pay. Name it net pay. (4 marks)
- e) Create another query displaying only female voters, name it females only. (2 marks)
- f) Create a query for all male voters born before 1980. Name it aged males. (3 marks)
- g) Create a report displaying all fields from the table from the table above. Name it all voters. (1 mark)

Save your work in your folder and produce printout.

60. Kanambatiko Secondary School provides the following tables. You have been employed the database manager of the school.

Table one: Basic information

Student no:	Name	Other name	Class	Sex	Fees
KPS-001	Mpiima	Isaac	5A	M	160,000
KPS-002	Mudhe	Joy	3B	F	360,000
KPS-003	Rukundo	Moses	4B	M	150,000
KPS-004	Ssempala	Invas	5A	M	160,000
KPS-005	Mbabazi	Milly	5A	F	150,000
KPS-006	Mudyobole	Isma	3B	M	120,000
KPS-007	Mawalo	Michael	3B	M	500,000
KPS-008	Mutumba	Gloria	6A	F	200,000

KPS-009	Kayemba	Robert	3B	M	120,000
KPS-010	Cholye	Richard	3B	M	120,000
KPS-011	Wamanga	Moses	4B	M	200,000
KPS-012	Asiimwe	Harriet	6A	F	300,000

Required:

- Using a suitable database management system software program of your choice, create a database to hold the above data and save as 'kanambatiko'.
- Design a table and save as the given table name. Use a dropdown list to cater for sex.
- Insert a primary key in the correct field.
- Create a form which you will use to enter the above data into a table respectively.
- Create query to determine students that have paid fees between 150,000 and 160,000 and save it as 'fees'. Print one copy.
- Create another query to return names of students whose name has letter with letter 'a' and save as 'name a'. Print one copy.
- Create a report for all female students in descending order.

1. The table below shows details of employee designations for a Mawagali College.

EMP NO.	SURNAME	SEX	TITLE	DEPARTMENT	SALARY	D.O.B
	ADUWO	F	DEPUTY	ADMINISTRATION	620,000	17-06-36
	HOLOWO	F	TEACHER	BUSINESS	510,000	06-08-77
	WAPAKABULO	M	TEACHER	BUSINESS	600,000	05-06-70
	NAKUMUSANA	F	SECRETARY	INFORMATION	275,000	20-07-36
	KOMAKECH	M	TEACHER	BUSINESS	500,000	15-06-63
	MUTEBI	M	DIRECTOR	ADMINISTRATION	1,000,000	17-07-66
	NDAULA	M	CASHIER	ADMINISTRATION	600,000	14-04-68
	OKELLO	M	DRIVER	ADMINISTRATION	265,000	16-05-63
	ALIYO	F	SECRETARY	COMPUTING	275,000	20-08-70
	NASUUNA	F	LIBRARIAN	INFORMATION	310,000	07-11-74

Note:

EMP NO. Represents Employee Number, which should be automatically generated as a random auto number; D.O.B Represents Date of Birth. Salary is in Shillings.

- (i) You are required to design a suitable database to manage the above information, name the database EMPLOYEE DATABASE (01 mark)

- (ii) Create a table using Design view, and name it EMPLOYEE TABLE (5marks)
- (iii) Create a form called Employee Form and enter the above records (4marks)
- (i) Create a query displaying all fields in the above table to filter out only employees from the department of information. Save it as INFORMATION DEPARTMENT (03 marks)
- (ii) Print the query and its output (02 marks)
- (iii) Create another query displaying all the fields of employees with salary less than 300,000. Name it “salary scale employees less than 300,000” (03 marks)
- (iv). Print the query and its output. (02 marks)
- (b) The academic retirement age is 55 years. Calculate a query to filter out the employees whose ages are above 55 years. Name it “RETIREMENT AGE” (03 marks)
- (c) Print the query and its output (02 marks)
- (d) (i) Create a report using the Employee table and group the records by department and Name it “ REPORT BY DEPARTMENT” (03 marks)

2. You are required to create a database, MASEC COMPUTER CLASS to capture administrative information about students in your computer class with 3 tables as follows:

1. HOUSE TABLE

- Fields:
- (i) Serial No. [Should be in the format H00XX, where XX are digits]
 - (ii) House Name [set the suitable maximum field size]
 - (iii) Number of Students [maximum should be 2 characters]

1. DISTRICTS TABLE

- Fields:
- (i) Serial No. [Should be in the format D00XX, where XX are digits]
 - (ii) District Name [maximum should be 10 characters]

2. STUDENTS TABLE

- Fields:
- (i) Student ID Number [should be in the form JCXX, where XX and digits]
 - (ii) Surname [maximum should be 10 characters]
 - (iii) First name [maximum should be 10 characters]
 - (iv) Sex [Male/Female]
 - (v) Date of Birth [Should be in the form Jan-31-2010]

(vi) House [Data base should generate dropdown list from House table]

(vii) Resident? [Yes/No]

(viii) District of Origin Data base should generate dropdown list from District Table]

(ix) Nationality [maximum should be 10 characters]

FURTHER REQUIRED

- Design the above tables in design view.
- Enter 15 district names in District Table
- Enter all the available house names in your school in HOUSE TABLE
- Design a form displaying all the fields in the COMPUTER STUDENTS table,
- Use the form to enter records of about 20 students.
- Add the words, “database designed by xxx” where xxx is your first name as the footer of your form.
- Print the form.
- Create a query having the first six fields of the COMPUTER STUDENTS TABLE, and add a calculated field in the table to calculate the ages of the students in terms of years. Call it the AGE query
- Create a query for each house and save it as [House Name] QUERY
- Filter out all students with letter A in any of their names and save query as “STUDENTS WITH LETTER A IN NAME”

Print your presentation fitting on one A4 standard paper size.

CODE	NAME	GENRE	SELLING CHARGE	CLEARED YES / NO	PHONE NUMBER	BIRTH DATE
M1001	Muwanguzi	Nigerian	Shs.3000	Yes	0773294626	11/Dec/97
M1011	Kitamirike	Horror	Shs 2000	Yes	0712453674	04/Jan/88
M1025	Mukasa	Horror	Shs. 1000		0772756484	15/may/86
M1037	Olietho	Action	Shs 1500	Yes	0782759815	18/Feb/96
M1057	Matende	Action	Shs 4500		0702456785	21/Jul/90
M1073	Ochieng	P	Shs 1500	yes	0753297684	09/Feb/98
M1096	Musenze	Action	Shs 2500		0712765492	03/Sept/87
M1102	Onyaayo	Horror	Shs 4000		0792451843	22/Apr/95
M1124	Ashaba	Nigerian	Shs 1500	yes	0773298743	14/Apr/99
M1139	Dramanie	Horror	Shs 1000	yes	0702768798	09/Jan/94

- Create a table called “members” to store the above data
- Create a data entry form. Save it as Member Card and use it to populate the above table
- Using paint program or otherwise, create a graphic logo with initials JML and insert it into the Member Card form design Add your name that will filter members who have taken movies for charges greater than shs 2000 and have not cleared
- Create a query called Adults to filter out members of 18 years and older, and interested in the Nigerian genre
- Create a query called Charge Over 2k that will filter members who have taken movies for charges greater than shs 2000 and have not cleared

Part 2

- Create a query of all names ending with “E” and phone numbers with “070” or “071”
- Create a query of all records whose DOB is after 1/1/87 and before 1/1/98 Sort the query in Descending order of the names
- Considering 15% profit achieved by the Boss, create a query with a new field heading “purchasing charge” show the fields of name selling charge, purchasing charge, genre and cleared only
- Create a query to calculate the profit attained by the Boss using a new field “profit”
- Create a report of all the members grouped according to GENRE and sorted by their phone numbers in ascending order, save it as Customer Report
- Add your name and index numbers as a footer in E above
- Save your data base as JML data base

- Lake Victoria Fisheries deals in fish products and provides the following records. Create a database saved as ‘fish’ and carry out the instructions below.

FishID	Fish name	Quantity harvested (kgs)	Quantity Sold (kgs)
LVF-001	Tilapia	10,000	10,000
LVF-002	Nile perch	7,000	7,000
LVF-003	Dug fish	5,000	4,000
LVF-004	Cat fish	4,500	3,000
LVF-005	Octopus	9,000	9,000
LVF-006	Mud fish	10,000	10,000
LVF-007	Mukene	20,000	20,000
LVF-008	Salmon	10,000	9,000
LVF-009	Dagger fish	30,000	27,000
LVF-010	Semutundu	50,000	49,000
LVF-011	Emaale	7,000	7,000
LVF-012	Kasulubana	20,000	20,000
LVF-013	Snake fish	3,000	2,900

Instructions:

- Create a table that you will save as ‘fish’.
- Insert a primary key in the field name of FishID.
- Format the FishID to be automatically incremental in the format of “LVF-00”.
- Create a query to return fish quantities that were below 10,000.
- Design a report using all field names in the table and save as ‘fish’.
- On the report add fields for: Quantity Unsold, create a formula to return records for the quantity unsold.
- Ensure that all the records are on one report.
- Print a copy of your work.

2. Uganda Beaches Association maintains a record of beaches and activities that are carried out there. Create a database saved as ‘beaches’.

BeachID	Name of beach	Activity
UBA-001	Lido	Music shows
UBA-002	Katikati	Music shows
UBA-003	One love	Music shows, swimming.
UBA-004	Lutembe	Swimming
UBA-005	Sesse	Swimming and fishing
UBA-006	Botanical	Music shows, swimming
UBA-007	King fisher	Swimming
UBA-008	Source of the Nile	Swimming
UBA-009	Wairaka B.M.U	Swimming
UBA-010	Bifulibi	Swimming and fishing
UBA-011	Ntinkalu	Fishing, boat racing
UBA-012	Masese	Fishing, boat racing
UBA-013	Panaroma	Bird watching, swimming
UBA-014	Buwenda	Swimming
UBA-015	Mada	Boat rafting

Instructions:

- Create a table and save as ‘beaches’.
 - Insert a primary key basing on the field name BeachId.
 - In your table, select a suitable data type that will have a drop down menu for music shows; music shows, swimming; swimming; fishing, boat racing; birad watching, swimming; boat rafting, e.t.c....
 - Design a form that will be used to enter the above data into a table and save as ‘beaches’.
 - Create a query that will generate a dynaset for beaches where music shows and swimming are carried out and save as ‘beaches’.
 - Design a new query that will return activities whose first letter is B or F and save as ‘beachbnf’.
 - Print your work and exit the application.
3. Uganda Bus Owners Association operates a database to manage bus loading and off loading, routes assigned. Create a database saved as ‘transport_means’.

BusID	Company Name	Passenger Capacity	No. of buses
UBOA-001	Gataway	62	10
UBOA-002	Gaga	32	04
UBOA-003	Horizon	32	08
UBOA-004	Hero	28	10
UBOA-005	Otada	54	03
UBOA-006	Bukadde Magezi	62	05
UBOA-007	Eastern Coach	62	08

BusID	Company Name	Passenger Capacity	No. of buses
UBOA-008	Airforce One	32	09
UBOA-009	Kiira Coach	28	02
UBOA-010	Tugezyeku	54	10
UBOA-011	United Coaches	32	04
UBOA-012	Arrow Boys	28	09
UBOA-013	Soroti Coaches	62	06
UBOA-014	Ambi Coaches	28	07
UBOA-015	Akamba	62	10

Instructions:

- Create a table saved as 'coaches'.
 - Format the field for No. of buses to accommodate the two figure output.
 - Insert a primary key in a relevant field name.
 - Create a form that will display all the record on one form that shows multiple items. Insert one field name fare collection. The Association has a fixed charge per passenger of shs. 15,000 form Mbale stage. Create a function that will return a product of passenger capacity, No of buses and charge per passenger. Save the form as 'buses'.
 - Using all the field names form the table, create a query for companies that have less than 07 buses and save as 'buses'.
 - Print your work and exit the application.
4. Katanga Computer Vendors deal in a variety of processor types. Create a database to hold the following records for the company and save as 'processor'.

ProcessorID	Processor type	Clock speed	Quantity
KCV/001	Pentium III	1.2 Ghz	40
KCV/002	Pentium III	1.8 Ghz	50
KCV/003	Pentium III	1.0 Ghz	45
KCV/004	Pentium IV	1.2Ghz	80
KCV/005	Pentium IV	3.6 Ghz	100
KCV/006	Pentium IV Celron	2.0 Ghz	30
KCV/007	Pentium IV AMD	2.0 Ghz	50
KCV/008	Pentium IV Intel	2.0 Ghz	200

Instructions:

- Create a table saved as processor to hold the data above.
- Format the ProcessorID to reflect and auto number with the ID format already given in the table.
- Create a query where you will add two fields for price and amount.
- The company assumes that processors: 1.2 Ghz = 100,000; 1.8 Ghz = 120,000 1.0 Ghz = 80,000; 2.0 Ghz = 180,000. Create a formula to return the logical expression in the field of price.
- In the field of amount, generate a formula that will return amount received from the sale of the processors and save as 'processor'.

- f) Create a form of multiple items that will display data in the query and save as processor.
 - g) Create red line boarders across your form.
 - h) Insert a header, Processors – your name.
 - i) Print your work and exit your application.
5. St. Florence S.S. maintains a database to manage fees collection. Create a database called ‘fees payment’ to hold the following records.

Table 1: Fees paid

StudentID	Name	Other name	Class	Fee paid (shs)
SFS-001	Basemaza	Victor	S.1	40,000
SFS-002	Sabano	Agnes	S.1	80,000
SFS-003	Malewa	Immaculate	S.1	300,000
SFS-004	Luyimbazi	Jackline	S.5	120,000
SFS-005	Mbazi	Fredrick	S.6	450,000
SFS-006	Mpiiya	Jackson	S.4	500,000
SFS-007	Nsimbi	Jackson	S.3	23,000
SFS-008	Waiswa	Peter	S.4	45,000
SFS-009	Kato	Duncan	S.3	200,000
SFS-010	Mulengani	Valdes	S.2	321,000
SFS-011	Ojiambo	Moses	S.1	23,000
SFS-012	Mudhe	Isaac	S.3	450,000
SFS-013	Mukwaya	Stephen	S.2	345,000
SFS-014	Basule	Robert	S.4	234,000
SFS-015	Naluwailo	Henry	S.4	900,000
SFS-016	kyampa	Baker	S.6	345,000

Table 2: Fees balance

StudentID	Section	Fees balance
SFS-001	D	100,000
SFS-002	D	29,000
SFS-003	B	34,000
SFS-004	D	78,000
SFS-005	B	23,000
SFS-006	B	12,000
SFS-007	D	34,000
SFS-008	D	43,000
SFS-009	B	100,000
SFS-010	B	23,000
SFS-011	D	20,000
SFS-012	B	299,000
SFS-013	B	100,000
SFS-014	B	100,000
SFS-015	B	500,000

- (i). Key: B = Boarding Section; D = Day Section
- (ii). B = 200,000
- (iii). D = 60,000

Instruction:

- a) Create two tables and use the table names as a file name to each.
- b) Format the StudentID to incremental auto number and amounts to support separators.
- c) Create a table relationship among the tables. Remember to insert a foreign key.
- d) Using all the field names in table one and only stream from table two, create a two field names for: Section Fees and New Balance on the query saved as 'balance'. Create a function that will return Section fees per student.
- e) Given that $\text{New Balance} = (\text{Section Fees} + \text{Balance}) - \text{Fees paid}$. Generate a function to return the new balance on your query saved as 'balance'.
- f) Using records in the query named 'balance' create two new queries for 'sectionb' and 'sectiond' to return students in boarding section and day section respectively.
- g) Print all your work and exit the application.

The two tables below show customers who have orders of different products in Mukwano Industry. Create the Database and name it using your names (01 mark)

Customer

Cusno	CusFname	CusLname	Sex	DateOfBirth	TelNo	Country
C001	Jumanne	Hassan	Male	18/09/1940	+255758765434	Tanzania
C002	Odinga	Mathew	Male	19/01/1960	+254725655461	Kenya
C003	Wanjiru	Nancy	Female	30/07/1978	+254738776443	Kenya
C004	Mubiru	Edward	Male	14/09/1970	+256772768652	Uganda
C005	Mwakyoma	Idrisa	Male	12/11/1965	+255755675241	Tanzania
C006	Nakalembe	Jane	Female	11/11/1981	+256773675474	Uganda
C007	Atukunda	Anita	Female	19/03/1983	+256752453875	Uganda
C008	Matiba	Crucial	Male	20/12/1972	+254735464543	Kenya
C009	Mikingamo	Jeuri	Male	23/11/1985	+255786546543	Tanzania
C010	Shauri	Yako	Male	23/01/1950	+255756546759	Tanzania



Orders

OrderNo	CusNo	OrderName	DateOrdered	NoOfItems	ItemPrice
OD001	C004	Rwenzori Water	12/12/2010	45	20000
OD002	C008	Cooking Oil	09/01/2011	50	500000
OD003	C005	Bars of Soap	11/02/2011	10	200000
OD004	C004	Iron Sheets	13/01/2011	100	20000
OD005	C009	Splash Juice	23/01/2011	130	.40000
OD006	C005	Bags of Salt	30/01/2011	200	10000
OD007	C010	Bars of Soap	11/01/2011	20	200000
OD008	C009	Mango Juice	12/12/2010	12	70000
OD009	C005	Mango Juice	13/01/2011	6	70000
OD010	C007	Iron Sheets	14/11/2010	50	20000
OD011	C010	Washing Soap	29/12/2011	120	40000
OD012	C001	Cooking Oil	30/12/2010	100	500000

Required

- i) Create the two tables in design view and choose the appropriate field to make them primary key for each table (04 marks)
 - ii) Create the relationship of the two tables (02 marks)
 - iii) Create forms for each table and put the appropriate header for each form. Include your name and index number as a footer plus the closing button for each form. (08 marks)
 - iv) Create a query to display CusName, TelNo, Country, Ordername, ItemPrice for only customer from Tanzania who are having above 150000 in their ItemPrice. (04 marks)
 - v) Create the query to display OrderName, NoOfItems, ItemPrice, and the calculated TotalPrice (04 marks)
 - vi) Create the query to display orders that are place before 2011 (04 marks)
 - vii) Create the report for customer table and group by Country (03 marks)
- 1) Load a file called **Computer Club.accdb** and carry these tasks.
- a) Save it as Your **name** and **Reg No** in your working folder / area
 - b) Open computer club table in design view and perform the following tasks: **(03 marks)**
 - (i) Change date format into medium date
 - (ii) Ensure that membership fee has a suffix **SHS** at the beginning
 - (iii) Store names in lower case
 - c) Create the following queries whose members have;
 - (i) Names containing letter **U** and born after 2004 - 2009. Name it **U Query** **(03 marks)**
 - (ii) Members from Form Six Science. Name it **S6 Science Query**. **(02 marks)**
 - (iii) Those members who joined the club in February and March of every year in the given data, Name it **Feb-Mar Query**. **(03 marks)**

- (iv) Using the above query, display their balances in a new field named BALANCE. Given that complete membership Fee is **10,000**. **(02 marks)**
- d) Create a form in design view to be used for entering new members in the table in the following years. Name it **Computer Form**. **(02 marks)**
- e) In the form above add date and time and a header as “**WE ARE THE COMPUTER & ICT CLUB 2018**” and a footer of your **NAMES**. **(01 mark)**
- f) Create a report with the class in descending order, tabular layout, landscape and trek style. Name it **Computer Report**. **(02 marks)**
- g) Using this report, add a new field **YEARS SPENT** that will return the Actual years that members have spent in the club. **(02 marks)**
- 2) Using a database management application available on your computer, create a new database and save it as “**school management system**” in your folder you created.
- a) Import a table to your database from the support file folder using a spreadsheet file named as “**students data**” **(02 marks)**
- b) Use sheet 1 and the first row that contain headings and students number to act as a primary key. **(02 marks)**
- c) Assign other data types appropriately. **(02 marks)**
- d) Create a columnar form from your table and name it **students form**. **(02 marks)**
- e) Insert your name in the form header and your personal number in the footer and make sure that the header and footer have different back colour from the rest of the form area. **(02 marks)**
- f) Create a report from your table and name it as **Students Report** to show only REG NO. First Name, Last Name and District. **(02 marks)**
- g) Insert an image or any other clip art in your form to act as the owner’s photo. **(02 marks)**
- h) Create a query to filter out all male students who come from Masaka. Name it **Masaka men**. **(02 marks)**
- i) Create another query to filter out all **none S.5** students whose names begins with letter **M** and name it as **M-Class**. **(02 marks)**
- j) Create another query to filter out all female students who were born before 1997 and name it **BANAMUKADE**. **marks)**
- k) Print all your work.

- 3) The table below shows bio data of motivation speakers in YY company. Create a database to manage the company's data and save it as **your name and personal No.**

ID NO	NAME	DATE OF BIRTH	NATIONALITY	PROFESSION
YY/001	Annet	01-11-1990	Ugandan	Lawyer
YY/002	Ambrose	12-03-1979	Kenyan	Teacher
YY/003	James	29-05-1989	Kenyan	lawyer
YY/004	Lillian	03-07-1975		Doctor
YY/005	Michael	04-08-1970	Tanzanian	Teacher
YY/006	John Mary	22-08-1980	Ugandan	Lawyer
YY/007	Tonny	05-02-1977		Doctor

- a) Design a table with appropriate data types to hold the records. Save your work as YY company (**Note the format of the data and time field. The nationality field is lookup data type**). **(04 marks)**
- b) Assign the ID No field **an auto number data type** and format the field appropriately. **(02 marks)**
- c) Insert a primary key in appropriate field. **(01 mark)**
- d) Create a form and use it to enter records in the table save it as **Records**. **(04 marks)**
- e) Add a field on the form and use it to calculate the current age of each professional. **(02 marks)**
- f) Create a query to filter out speakers who were born before 1980 save as **Elders**. **(03 marks)**
- g) Design a new query to extract all lawyers from Kenya and Uganda saves as **Lawyers**. **(03 marks)**
- h) Query out all professions with unknown nationality save as **Part Timers**. **(02 marks)**
- i) Design a report from the elder's query and save as **Elder Report**. **(03 marks)**
- j) Insert a picture with a caption as a logo in the report header section. **(02 marks)**

DESKTOP PUBLISHING

1. The Business Manager ‘Mwena Construction Ltd’ has contacted your to design for him a business card and he provides your with the following details:

Name: Muto Calvin

Contact: P.O. Box 855, Moyo

Email: mutocalvin@live.com

Mobile: 0772-350 408

Instructions:

Using a publication program of your choice, prepare a page that will contain 10 business cards on paper size A4. (04 marks)

- b) Your business card primary layer should carry a 6 x 4 cm dimension. (02 marks)
- c) All text should appear in font face Times New Roman. (02 marks)
- d) Use a black background colour for the business card. (02 marks)
- e) All your text should bear a white font colour. (02 marks)
- f) In each business card, centre the content. (02 marks)
- g) Insert on relevant graphic onto the business cards. (02 marks)
- h) Print one copy and save your work as ‘muto’. (02 marks)

5. Your Uncle is considering opening up a restaurant in Kampala, he came up with his menu and would like help from you as a student of ICT to design him a suitable menu from his restaurant using the details below:-

BREAKFAST

Basic Breakfast (included in B&B price for 2 adult occupants: additional occupants - 6000 adult, 4000 child under 12) includes fruit, eggs, bread with butter/jam plus hot drink

Additional breakfast items:

Fruit juice 2,500

Cereal (with cold milk) 3,500

Toast with butter, jam 2,000

Fried bread 2,500

Pancake plain 3,500

Pancake with honey or fruit jam 4,500

Bacon 3,500

2 sausages 3,500

Hot drinks

Hot milk 2,500

English tea/coffee (black) 2,500

English tea/coffee (with cold milk) 3,000

Ugandan tea/coffee (with flask of hot milk) 3,50p0

Hot chocolate (with flask of hot milk) 3,500

LUNCH/DINNER

- i. Set menu “3 courses for 15,000 or 2 courses for 12,000 Starter
- ii. Using a suitable desktop publishing application
- iii. Create a card of width 9” and height 7”.
- iv. Appropriately incorporate the above information in your menu
- v. Choose an appropriate name for the Restaurant.
- vi. Insert a suitable clip art.
- vii. Insert a header as your name and footer as your personal number.
- viii. Apply a suitable background color and boarder.
- ix. Save your work in the names of your restaurant.
- x. Print your work.

2. Using a Desktop Publishing Program of your choice, design the following Cash Receipt and make four copies on your publication page. Set the guides to the following positions: 2cm, 10.7cm, 11cm and 19.7cm (all vertical) and 1.5cm, 11.5cm, 12cm and 22cm horizontal. (12 marks)

KK TRANSPORTERS LIMITED			
P.O. BOX 7000			
KAMPALA			
Item	Quantity	Unit Price (shs)	Amount (shs)

Font size should be 12 for the three line heading and the rest of the work in font size 10.

(02 marks)

Font colour is black.

(02 marks)

Font face (style) is Arial Narrow.

(02 marks)

Insert header your name and footer your index number.

(02 marks)

3. AHS a new company is to launch its product “Alliance Hot Softdrink”. You have been asked to design a flier to contain the following:

Instructions:

- i. Flier dimensions should be 8cm x 15cm.
- ii. Use a pink background.
- iii. Use relevant pictures from the office collection.
- iv. The drink is packed in a 300ml plastic bottle, price will be shs. 1,000. Include a date of Product launch.
- v. Use varying font sizes for your flier.

- vi. Include a full address of the company (this is your own imagination).
 - vii. You should have four fliers on an A4 paper size.
4. Using a suitable desktop publishing; design a certificate to be awarded to students who have worked tirelessly for patriotism club in your school.
- i. Apply a suitable boarder to the certificate.
 - ii. Use appropriate signatories to your certificate i.e. Headmaster patron and club President.
 - iii. Use suitable fonts. i.e. type, size and colors for the text you have inserted.
 - iv. Design a logo for your certificate.
 - v. Save the certificate as Patriotism club – your names. Copy the saved file in your folder.
2. In this question you are going to make twelve identical business cards in your names.
- i. Using appropriate software create a blank business card layout.
 - ii. Adjust the paper size using the following dimensions to a width 8.4 inches and height 11.8 inches.
 - iii. Adjust the top and bottom margins 0.4 inches.
 - iv. Adjust the left and right margins to 0.3 inches.
 - v. Divide the page into twelve identical parts with spacing of 0.2 inches in between the identical parts of the page.
3. In each of the spaces, you are to design identical business cards with the following details. You are advised to use appropriate formatting and positioning of the details below to make your card fit in the space created.
- i. Insert a suitable logo
 - ii. Adjust the size of the image maintaining aspect ratio
 - iii. Insert company name as “GLOBAL.COM IT SOLUTION”
 - iv. Use YOUR NAME and REGISTRATION NUMBER as the owner of the card.
 - v. Telephone : +256 705781056
 - vi. Address: P.O. Box 1000 Mbale
 - vii. Email: bayigacharlse@gmail.com
 - viii. Insert your name and index number in the footer
 - ix. Print out a copy of the publication
4. Western pride high school would like to have a calendar designed for it, Using any publishing software; design a calendar for the school to include the following information.
- i. Name of the school, location and contact information
 - ii. Badge of the school (either an object drawn or as clip art)
 - iii. An image of clip art to represent the school
 - iv. School motto
 - v. The calendar area should be of font monotype Corsiva size 36, colour dark blue
 - vi. Fill the table part with an orange colour. Set the colour to 56% transparency
 - vii. Insert your name and combination in the footer.
 - viii. Save your work as your name and combination
 - ix. Print your work

Using suitable publishing software, design a 3.5” by 2” business cards for lady Ann Turyakira a new employee of **Bududa Farmers Association** with the following detailed information **(10 marks)**

- a) A logo of the association at the left hand side of the card
- b) Job title e.g. Managing director
- c) Your name as an employee
- d) The association name should be separated from the personal information by a 4 ½ pts double line style
- e) Contact address, phone and e-mail

Six identical cards should be printed on an A4 paper size with the following settings

- Left and right margin should be 0.5” **(02 marks)**
- Top and bottom margin should be 1.7” **(02 marks)**
- The vertical and horizontal gap between cards 0.8” **(02 marks)**
- Include crop marks around each card **(02 marks)**
- Save the publication as my your name **(01 marks)**
- Print your work **(01 marks)**

Revision Papers

PRACTICE FILES

Attached on this workbook is a copy of support files for the various questions that have been included for learners practice.

Use these support files carefully and where you need help contact your teacher or your teaching assistant.

These sample question have been got from various sets of mock papers, UNEB question papers, resource papers and classroom assignment and exams.

Ensure that you try out each number to ensure perfection during your final (UNEB UACE S850/2 or 3) examinations.

Remember learning is practicing and experiencing, and where learning took place everything remains permanently on your memory. So do practice.

Note.

- ❖ Ensure that you have got the support file folder on your CD or copied on your computer desktop.
- ❖ Make sure that all the files required in your folder are there because they could have been deleted by the previous user.
- ❖ Change the file and ensure that the content has not been formatted, edited or tampered with because some student use the files in the support folder.
- ❖ Read the file name and extension carefully for the file you have been told to load.
- ❖ Use the right program because some questions require you to use information and data from different applications.
- ❖ Know how to import and export data from different application program.
- ❖ Save your work in a compatible mode that can be read by different versions of application programs.

Exam 1

S850/2
Subsidiary ICT
Practical Paper 2
2016

SUBSIDIARY ICT EXAMINATIONS 2016
Uganda Advanced Certificate of Education
PAPER 2
PRACTICAL
2 Hours

Instructions

- This paper is made up to five equally weighted questions. Answer any three questions
- Any additional question(s) answered will not be marked
- Each candidate is provided with support files on the computers desktop in a folder called “Support files 1”. Use these support files as appropriately asked in the question paper
- Each candidate must produce a hardcopy for each of their work to accompany the compact Disc

Question one. Word processing

- 1(a) Using a word processor software package, load the **file Mercedes.rtf** (01 mark)
- (b) Save this file with a new name **Technology(yourname)** (01 mark)
- (c) Cut the last sentence of the text and paste it as a centered heading. (02 marks)
- (d) Double underline the heading. (01 mark)
- (e) Arrange your work in three columns except the heading (02 marks)
- (f) Insert image **Mercedes.jpg** from support files folder and apply a **tight** text wrapping. (02 marks)
- (g) Resize the picture to 1.12 height and 2.0 width and fit it at the beginning of the first column (01 mark)
- (h) Double line space your work and apply a justified alignment. (02 marks)
- (i) Insert this word “Emerging technology” as a water mark (01 mark)
- (j) Put a 6pt red border around your work (02 marks)
- (k) Insert your **Names** and an **automatic date** as a footer. (02 marks)

(l) Put your Index Number and Random Number as a centered header. (02 marks)

(m) Print your work (01 mark)

2. Spreadsheets.

Load a file called product.xls from the support file folder (01 mark)

Add three columns called TOTAL COST OF SALES, TOTAL SALES and PROFIT after the last column (02 marks)

Using any relevant formular, calculate:

The values for total cost of sales. (01 mark)

Total sales. (01 mark)

Profits. (02 marks)

Format all money values with a dollar currency symbol (02 marks)

Format all currency values to one decimal place (01 mark)

Change the data title to 90 degrees orientation (01 mark)

Centre all the titles. (01 mark)

Put All borders around all the data. (01 mark)

Rename sheet1 to Shop1 and recolor with yellow colour (01 mark)

Copy all the data on shop1 and paste it on sheet2 (01 mark)

Rename sheet2 to Shop2 (01 mark)

Using data on shop2, filter it to show only product s whose profits exceed \$100000 (02 marks)

Save your spreadsheet file with a new name called business (01 mark)

Print your work (01 mark)

3. Database management system.

Using any database management system of your choice, create a database to handle the patients' data. Call it Best service hospital Database (01 mark)

Open a file called kk.xls in the support files folder, copy that data and use it to create a database table called OPD table. (02 marks)

Apply the most appropriate data types to the fields in OPD Table. (01 mark)

Apply a primary key on an appropriate field (01 mark)

- Use a lookup wizard for sex field and fill in Male and Female. (02 marks)
- Sort the data in the table in Descending order of Amount paid. (01 mark)
- Create a form called Patients' Form to enter all the data. (01 mark)
- On this form, create a new field called NewAmountPaid if AmountPaid is increased by 10%. (02 marks)
- Put this footer on your form " Prepared by your Name" (01 mark)
- Create a query called Aged patients showing patients born before 1990. (02 marks)
- Create another query called Typhoid bush showing patient with Typhoid and come from Bushenyi district. (02 marks)
- Create a report showing patients born before 1990. Call it Aged Report. (01 mark)
- Put a footer of your name and current date in this report – Aged report. (02 marks)
- Print your table, form, queries and report. (01 mark)

4. Presentation software

Agriculture is Uganda's major economic activity. As the president of Agriculture club in your school, you have been asked to prepare a presentation to talk about agriculture in Uganda. One of the club members in charge of research for the club has obtained for you the following data.

A folder called picture part1 contains all the relevant pictures to be used in the presentation.

Some literature about agriculture in Uganda. Refer to economy.rtf file in support files folder.

Use this data to prepare a presentation with six slides putting the following into consideration. (01 mark)

Slide 1 should have information about the presenter and the topic to be presented. (01 mark)

Slide 2 should give a simple definition for agriculture. (01 mark)

Slide 3 should give branches of Agriculture. (01 mark)

Slides 4 should talk about one branch of Agriculture and Slide 5 another branch of agriculture in detail. (02 marks)

Slide 6 should give a conclusive remark about agriculture (01 mark)

Every slide should have a relevant image in the bottom right corner. (02 mark)

- Put two small images in the top corners of every slide using the slide master. These images should not cover any information. (02 marks)
- Use title and content slide layout on all the slides. (01 mark)
- Animate all the titles with the same animation scheme. (01 mark)
- Apply a simple transition on the slides. (01 marks)
- Apply a light design theme. (01 mark)
- Use action buttons in the left bottom corner. (02 marks)
- Insert a footer of your name(random number) (01 mark)
- Save your presentation as Agriculture(yourname) (01 mark)
- Print all your slides as handouts. (01 mark)
5. Using any desktop publishing program, design a book cover putting the following into consideration.
- The book title is called “Introduction To ICT” (02 marks)
- Use appropriate illustrations from support files folder. (02 marks)
- Additional words on the cover are “A guide to learning Information Communication Technology Better. (02 marks)
- Draw a table similar to one in file called Examptable. The table should be on the lower section of the book cover. (02 marks)
- Put an artistic boarder around the book cover. (02 marks)
- Give your book cover a yellow background. (02 marks)
- Write the word “First Edition” in the lower left corner and Your name as the Author in the lower right corner. (02 marks)
- Apply different font style (02 marks)
- Adjust the paper size to A5 portrait. (01 mark)
- Save your work as a picture file. Use bookcover(yourname).jpeg (02 marks)
- Print your work (01 mark)

UGANDA ADVANCED CERTIFICATE OF EDUCATION

SUBSIDIARY ICT

Paper 2

2 hours

INSTRUCTIONS TO CANDIDATES

- ❖ This paper is made up of five equally weighted questions
- ❖ You should attempt any three of his choice
- ❖ You should be provided with a folder containing original copy of support files called *(Support files 2)* which must be used where necessary
- ❖ You are required to create your own folder on your computer where you a going to save your work continuously until you finish.
- ❖ Each candidate should be provided with a compact disc rewritable (CD-RW) where is to save his work.
- ❖ A candidate should print and hand in a hardcopy of his/her work to accompany his softcopy.

QUESTION ONE; WORD PROCESSING.

Assuming you are the chairperson counseling bureau in your school, you are supposed to prepare your councilors for a counseling workshop which is due to take place in three days to come. You are going to prepare a document and send it to all of them for their personal presentation preparations.

Tasks.

- i. Using a word processing program available on your computer create a new document and save it as **your name**. [1 mark]
- ii. Copy the text from the file named as **for everybody** and past it in your document. [2 marks]
- iii. Insert a title “**VERY IMPORTANT FOR YOUNG PEOPLE**” for the bulleted list just above the first bullet. [1 mark]
- iv. Change the title to **Bauhaus 93** font, size 14 and center align it. [3 marks]
- v. Change the bulleted list to numbering of the alphabetical format and change it to Britannic Bold font face. [2 marks]
- vi. Change the last paragraph to Britannic Bold font face, three columns with a line between them. [3 marks]
- vii. Insert a text water mark of your name and adjust all the margins to 2cm. [1 mark]
- viii. Save the changes to your work close the current document and open up a new one using either word processing or spreadsheet and save it as **contact table**. [1 mark]
- ix. Copy the table from the file named as **people** and past it in **contact table** document. [2marks]
- x. Open up your first document you saved as your name and use mail Merge feature to generate five documents which are to be sent to the five counselors in the above table. [3 marks]
- xi. Print a copy of your original document. [1 mark]

QUESTION TWO; SPREAD SHEET.

Assuming you have been requested by one of your ICT illiterate teacher in your school to help him analyze marks for his students. The school gives three sets of the exams and you’re provided with raw marks and you are required to use the computer to do the work. Follow the tasks given bellow in order to finish what you are required to do.

- a) Open up a new spreadsheet application and save it as **your name**. [1 mark]
- b) Go to your support file folder and copy the table from the **RAW DATA** document and paste it in your work sheet. [1 marks]
- c) Add a new column called **AVERAGE** and use it to calculate the average marks from the three sets of exams. [1 marks]
- d) The A C decided that BOT is to take 20%, MOT to take 30% and EOT to take 50%. Add the three new columns on your table and name them **BOT 20%,MOT30%, and EOT 50%**. [2 marks]
- e) Use appropriate functions to calculate the new values for the above three columns from their respective columns of BOT, MOT and EOT. [3 marks]
- f) Add a **TOTAL 100%** column to your table and use it to calculate the total mark which is out of 100, (100%). [2 marks]

- g) Add a range column and use it to calculate the difference between the new total and average mark. [2 marks]
- h) Add a position column and use a rank function to find the positions of all students. [2 marks]
- i) Use name average and total 100% columns to plot a column graph. [2 marks]
- j) Insert a title and label the axes of your graph, and move it to sheet two. [2 marks]
- k) Rename your sheets as marks and graph respectively. [2 marks]

QUESTION THREE: PRESENTATION

- i. Open up a new presentation program on your computer and save it as your name. [1 mark]
- ii. Design a master slide to make your presentation attractive following the given guidelines below.
 - a. A master title of *Aharoni* font style and olive green font color. [2 marks]
 - b. The rest of the content should have an *Agency FB* font face. [2 marks]
 - c. Design the background with bright colored texture. [1 mark]
- iii. Create six slides for your presentation starting with a title slide and content slides. [3 marks]
- iv. Copy the text from a file saved as **hard work** in your support file folder and use it for each slide respectively. [3 marks]
- v. Add your name below the title on slide one and use it to link your presentation with hyperlink feature to a website named www.facebook.com. [2 marks]
- vi. Add your name, current date and slide number in the slide footer of your presentation. [2 marks]
- vii. Insert an image named as *comp* in your support file folder on slide two of your presentation and format it to appear behind the text. [1 mark]
- viii. Insert uniform animation and transition schemes in your presentation and set it to run by itself automatically after five seconds. [2 marks]
- ix. Print all your slides on one page in handout form. [1 marks]

QUESTION FOUR: DATABASE MANAGEMENT.

Assuming you have been invited for interviews the Uganda Electro commission Boss and you have tasked to write a sample of EC database which can be used for registering voters. Follows the guidelines in the tasks below for the best work.

- i. Create a new blank database and save it as **ELEC COMM** [2 MARKS]
- ii. Import a table for your database from your support file folder in a file named as **VOTERS**, make the first column of the table your primary key, change the data types appropriately and name your table as **voters table**. [4 marks]
- iii. Design a form from your table to act as a data entry sheet for new voters and name it personal data. [2 marks]
- iv. Insert your name in the form header plus the current date and time. [2 marks]
- v. Design a report from the table for those who are not coming from masaka and their polling stations start with letter “**K**”. name it summary with the first name sorted in ascending order. [2 marks]

- vi. Insert an image in your report header and fill the ground of your report with a brilliant color. [2 marks]
- vii. Create a query to filter out all female voters from masaka district, and name it masakanians. [2 marks]
- viii. Assuming that voters were supposed to pay a registration fee of Shs 20000 only each but charged higher as shown in the table but the Government resolve to pay back their balance which was charged as excess. Create a query with a **BALANCE** column and use it to calculate the balance to be given to each voter and name it balance. [2 marks]
- ix. Create another query to return the exact age for each employee. [2 marks]

QUESTION FIVE: DESKTOP PUBLICATION.

Using an application program, design 8 identical business cards for a company called KULYANYINGYI TRADERS on A4 paper size with the following particulars

- a. Card dimensions, 3.5 inch width by 2 inch height
- b. Card lay out and spacing
 - i. Left and right margins should be 0.5 “
 - ii. Top and bottom margins 0.6”
- c. Provide a company logo and place it at the top right corner of the card
- d. Include any photo from your support file folder to act as the owner’s photo.
- e. Personal details
 - i. Job title. Field Officer
 - ii. Employee name. *your name*
- f. Provide the address, phone contact and e-mail address of your choice
- g. Save the publication as *your name*
- h. Print all the 8 cards on one sheet.

END

S850/2
ICT
Paper 2
August. 2016
2 hours

UGANDA ADVANCED CERTIFICATE OF EDUCATION
S850/2 (PRACTICAL)
2 Hours

INSTRUCTIONS TO CANDIDATES

- Attempt only **three** questions
- You are provided with the support files (**UMTA support files 2016**) from where you must pick the required data
- Each candidate will require a new formatted CD-R or CD-RW
- All numbers attempted should be saved in one folder with students Names and index number.
- Each candidate must produce a hard copy for each of their work to accompany the CD-R or CD-RW

NOTE: **Flash disks are not accepted**

Qn.1. WORD PROCESSING

- a. Load the file umta.rtf from the support file folder. [1 mark]
- b. Change the page size to A4 and orientation to portrait. [1 mark]
- c. Change the font to Times New Roman, size 12. [1 mark]
- d. Insert a heading; **INTERNET BROWSER** to document [1 mark]
- e. Format the heading as follows; [1 mark]
 - i. Centre align and underline with a double line
 - ii. Change font to Algerian, size 24 and colour blue
- f. Insert two columns in the second and third paragraphs of your document with 1cm gap and a line between the two columns [1 mark]
- g. Justify your text in the entire document. [1 mark]
- h. Insert a picture; *image1.png* below the heading, centre align it, and change its height to 3cm [1 mark]
- i. Insert a table after the third paragraph below the columns from a file *browsers.rtf* [1 mark]
- j. Format the first row of the table with a 20% grey colour [1 mark]
- k. Insert a row above the first row of the table, merge the two cells of the inserted row to form one cell, in it enter a title **OTHER FORMS OF BROWSERS** [3 marks]
- l. Insert a text watermark on only the second page as “**INTERNET BROWSERS**” with font colour Blue. [2 marks]
- m. Apply a paragraph border with colour blue and 6pts to the second last paragraph [2 marks]
- n. Insert a header of your Name and index number on the right hand side. [1 Mark]
- o. Save your document as “INTERNET BROWSER” [1 mark]
- p. Print your work. [1 mark]

Qn.2. SPREADSHEET

You work for a company called Lamudahk inc. You are going to perform some clerical tasks for this Company.

- a. Using a suitable software package, load the file **IMPORTS.CSV** [1Mark]
- b. In the **Book Type** column use a lookup function to show the full book **type name**, use the **Code** column for the lookup value and the file **BOOK CODE.CSV** for the array. Replicate this formula so that the complete species name for each tree is shown. [1Mark]
- c. Enter the following data into the model [1Mark]

Book	Book Type	Weighing
2Quire		1.27
3Quire		0.928
4Quire		1

- d. Name the cell containing 1.27 as **Quire2** [1Mark]
Name the cell containing 0.928 as **Quire3**
Name the cell containing 1 as **Quire4**
- e. Format these three cells to 1 decimal place. [1Mark]
- f. Use a Countif function; [1Mark]
In cell **B2**, to count the number of **2Quire** entries in the **Book** column.
In cell **B3**, to count the number of **3Quire** entries in the **Book** column.
In cell **B4**, to count the number of **4Quire** entries in the **Book** column.
- g. Enter the following data into the model [1Mark]

Bsize	Rate
2	0.12
3	0.4
4	0.795

- h. Format these three cells as currency in pounds sterling to 2 decimal places. [1Mark]
- i. Name the following cells as the named range **MombasaPrice** [1Mark]

Bsize	Rate
2	0.12
3	0.4
4	0.795

- j. In the **Mombasa** column use a lookup function to show the **Rate**, use the **Size** column for the lookup value and the named range **MombasaPrice** for the array. Replicate this formula so that the **Mombasa** price for each Book is shown. [1Mark]
- k. In the **Cairo** column (Cell H7) use an IF function to calculate the cost of the Books used. If the **Book** is **2Quire** then multiply the named cell **2Quire** by the **Route** price.

If the **Book** is **3Quire** then multiply the named cell **3Quire** by the **Route** price.

If the **Book** is **4Quire** then multiply the named cell **4Quire** by the **Route** price.

Replicate the formula so that the **Cairo** price for each Book is shown. [2Mark]

- l. In the **Cost** column (Cell I7) add together the **Mombasa** and **Cairo** costs. Replicate this formula so that the **Cost** for each Book is shown. [1Mark]
- m. Format the **Route price**, **Mombasa**, **Cairo** and **Cost** columns as currency in pounds sterling to 2 decimal places. [1Mark]
- n. Set the page orientation to landscape.
- o. Save the data model and print a copy of the sheet showing the formulae used. Make sure that the contents of all cells are visible and that the printout fits on a single page, **your name**, **candidate number** and **random number** are printed in the header of the page. [1Mark]
- p. Set the page orientation to portrait. Save the data model and print a copy of the sheet showing the values. Make sure that the contents of all cells are visible and that the printout fits on a single page. [1Mark]
- q. Hide rows 1 to 5 inclusive. Hide columns A, C, F, G and H. Interrogate the data to find all the books where the total cost is less than **£1000**. Print this data. [2Mark]
- r. Select all of the data. Interrogate this data to find all the books where the size is 4 and the total cost is greater than **£1000**. Print this data. [2Mark]

Qn.3. PRESENTATION SOFTWARE

You are going to create and edit a presentation for this company.

a) On the master slide:

- i. Set up a new presentation consisting of 3 slides. [1Mark]
- ii. The slide master must have a very light blue background and your name and today's date in a small black font placed in the bottom left corner. [1Mark]
- iii. It must also contain an image from support files "**NET.JPEG**" of a network as a logo placed in the top right corner. The logo must be resized so that it will not overlay any text or graphics on any slide. [1Mark]
- iv. Include the slide number in the bottom right of the footer. [1Mark]
- v. Set the following styles of text throughout the entire presentation:
 - Heading:** Dark blue, centre aligned, large font (48 point) [1Mark]
 - Subheading:** Dark blue, left aligned, medium font (32 point) [1Mark]
 - Bulleted list:** Black, left aligned, small font (18 point). Use a bullet of your choice. [1Mark]

b) On the first slide:

- i. Enter the heading **Computer Networks** and a **Growing networks from Smallest, Large, to** below the heading. Add the following presenter notes to this slide: **Introduce yourself and your role within the company.** [1Mark]

c) On the second slide:

- i. Enter the heading **Computer Network types:** and enter the following [1Mark] bulleted list on the left side of the slide.
 - **Local Area Networks**
 - **Metropolitan Area Networks**
 - **Wide Area Networks**

ii. Enter the text **and other related Networks:** below the bulleted list on the left side of the slide as a subheading and enter the following bulleted list below the subheading on the left side of the slide. [1Mark]

- **Intranet**
- **Extranet**
- **Internet**

iii. Place the image “**NETWORK.JPEG**” so that it fills most of the right half [1Mark] of the slide. Make sure that it does not overlap with or cover anything placed on the master slide.

iv. Add a thin, dark blue, vertical line between the bulleted lists and the image.

[1Mark]

v. Both bulleted lists should have each bullet set to appear one at a time using the same animation effect. No other elements of the slide should be animated.

Add the following presenter notes to this slide: **Networks have connected offices all over the world.** [1Mark]

d) **On the third slide:**

i. Enter the heading **Costs of Network Setup** and enter the following bulleted list on the left side of the slide: [1Mark]

- **WLAN.**
- **Cabled LAN**
- **WLAN Connected to the web**
- **Cabled LAN Connected to the web**

ii. Using a suitable software package, load the file “**COST.CSV**” [1Mark]

iii. Create a bar chart from the data using only the names of networks and their price. Do not include a legend. Add the label **Names** to the category axis and **Costs (£)** to the value axis. Make sure that all of the Network names are visible. Place this bar chart on the right side of the slide. Add the following presenter notes to this slide: **We cannot be surpassed for quality of products or service.** [3Mark]

e) **For the whole presentation:**

i. Use the same transitional effect between each slide.

ii. Save the presentation using a new filename “**COMPUTER NETWORKS**”. [1Mark]

iii. Print the presentation showing all of the presenter notes.

iv. Print a screen shot of slide 2 showing the animation used for the bulleted lists. Print a screen shot of the presentation showing the transitions between the slides. [1Mark]

Qn.4. DATABASE

a) Using a suitable database package, Create a database called **Trade Points**. [2Marks]

b) Import the file **COUNTRY.XLS**, save the table as COUNTRY [1Mark]

c) Assign the following data types to the fields. [3Marks]

Code:	Text
Reference:	Numeric / Integer
Country:	Text
Current Area:	Numeric / Integer
Potential Area:	Numeric / Integer
Owned:	Boolean / Logical

d) Print a screen shot showing the field names and data types used. Make sure that *your name, random number* and *candidate number* are included on this printout. [1Marks]

e) Insert the data for the following three records: [1Marks]

Code	Reference	Country	Current	Potential Area	Owned
TZ	14	TANZANIA	8600	3500	Y
KY	15	KENYA	850	3500	N
BR	16	BURUNDI	12000	500	Y

Save the data.

f) Produce a report which: [4Marks]

- has a page orientation of portrait
- Fits on a single page
- Shows only the trade points where the Code is *UG* or *SS*
- Contains a new field called **Growth** which is calculated at run-time. This field will calculate the **Potential Area** minus the **Current Area**.
- Shows only the fields **Code, Country, Current area, Potential area** and **Growth** and their labels in full
- Sorts the data into ascending order of **Growth**
- Includes the heading **Far East trade points** at the top of the page
- Has your name on the right in the footer.
- Save and print this report.

g) Produce a report which: [4Marks]

- Has a page orientation of portrait
- Fits on a single page
- Shows only the trade points that are **Owned** and have a **Current area** of *less than 750*
- Shows only the fields; **Country, Current area, Potential area** and their labels in full
- Sorts the data into descending order of Country (with Tanzania at the top)
- Includes the heading **Small Trade Points already owned** at the top of the page
- Has your name on the left in the footer.
- Save and print this report.

h) Produce a new report from all the data which: [2Marks]

- Shows a summary of only the **Code** and **Potential area** fields
- Performs a count of the number of sites in each Code
- Calculates the sum of the **Potential area**
- Save this report as **ReportX**

Qn5. DESKTOP PUBLISHING

- (a) Using any desktop publishing software load the file *publication1.pub* and use it to design the newsletter. [1 Mark]
- (b) Load the file *Asthma Friendly School.rtf* and use the information to design the newsletter. [4 Mark]
- (c) For the information from *Asthma Friendly School.doc* to the news letter use font face Yu Gothic type face and front size 8 [2 Marks]
- (d) Line spacing between the lines in the main body of the newsletter is 1.25sp and before paragraphs 0pt and after paragraphs 3.6pt. [2 Marks]
- (e) Insert a picture *asthma1.jpg* in the right bottom corner scale height 103% and scale width 89%. [2 Marks]
- (f) Insert a picture *asthma2.jpg* in the top right corner below the title with scale height of 105% and scale width of 124%. [2 Marks]
- (g) Insert a text box (height 1.75" and width 4.5") opposite *asthma2.jpg* on the left hand side of the newsletter and type Authors Name. "Your Name", "your index number" using Size 18 and font face Comic sans Ms. [2 Marks]
- (h) Give your letter an appropriate title and a volume 1. [2 Marks]
- (i) Insert a duplicate copy and rename it Asthma 2 [2 Marks]
- (j) Print the newsletter. [1 Marks]

END

SUBSIDIARY ICT EXAMINATIONS 2016
Uganda Advanced Certificate of Education
PAPER 2
PRACTICAL
2 Hours

Instructions

- This paper is made up to five equally weighted questions. Answer any **three** questions
- Any additional question(s) answered will not be marked
- Each candidate is provided with support files on the computers desktop in a folder called **“Support files 3”**. Use these support files as appropriately asked in the question paper
- Each candidate must produce a **hardcopy** for each of their work to accompany the compact Disc

Question 1 Word processing

In this activity, you will deal with document and text formatting

- Using an appropriate application, load a file named **Ethics257881** from a folder called **Campree**
- Format the heading to appear **‘engraved’** (01 marks)
- Put a color highlight to the first two lines of paragraph 2 in the document (01 mark)
- On the third paragraph, insert a left Indent measuring 0.5 inches (01 mark)
- Drop cap on paragraph 1 leaving five lines (01 mark)
- Format paragraph 2 to double line spacing (01 mark)
- Adjust the top and bottom page margin on your document to 0.7 inches (01 mark)
- Insert a footer of your names in full (01 mark)
- Insert a picture named **dood** from your support folder as a water mark (0 1 mark)
- Format the last paragraph with text borders (0 1 mark)

In the following tasks, you will deal with images in text

- Move an image called Typist from the image folder to the top left corner of paragraph 2 (01mark)
- Flip the moved image horizontally (01 mark)
- Adjust the Brightness of the image to 80⁰ (01 mark)
- Now Wrap the image behind text (01 mark)

In the following activity you will deal with table formatting and editing

Name	Rate	% threat	Comment
Privacy	High	70	Serious measure to be take on the high rates
Global ICT	Moderate	60	
Creation of documents	Low	20	
Prevention of fraud	Low	10	

- o) Fill the first row of this table with a black background color (01 mark)
- p) Change the text direction of the text in the first row vertically upwards (01 mark)
- q) Format the table outside boarder to double line (01 mark)
- r) Merge all the cells in the column on the right (01 mark)
- s) Adjust the whole table to **Preferred cell width** of 2 inches (01 mark)
- t) Print and save changes and transfer your work to an external storage media. (02 marks)

Question 2: Spreadsheets

- a. Using a relevant office application software, open a file called **Stray35009xxls** from a sub-folder called **Drapota** found in the support files folder on your desktop.

Open the file and execute the following tasks

- a. Insert an appropriate title above the data table (01 mark)
- b. Merge cells in the row containing the title and center align it (01 mark)
- c. Change the table boarder color to an appropriate color of your choice (01 mark)
- d. Format the values in the basic pay column with units UGX (01 mark)
- e. Copy all the data and paste it in sheet two (01 mark)
- f. Rename sheet two as **Adjusta** (01 mark)

In this section you will use the copy in sheet two

- g. Set all the values in column H(Basic pay) to 2 decimal places (01 mark)
- h. Freeze the top row (01 mark)
- i. The following computations are made for each employee basing the basic pay
 - Deductions;**
 - PAYE charged at 25%
 - Allowances;**
 - Housing allowance given at 15%
 - Transport allowance given 30,000 each
- j. Use a formula to determine the following values for each employee
 - Housing allowance (01 mark)

- PAYE (01 mark)
- k. If the Net pay is arrived at as Basic pay plus allowances minus deductions. Determine the Net pay (01 mark)
- l. In cell H20 use a function to establish the number of employees who get a Net pay of shs 50,000 and above. (01 mark)
- m. In cell K20 determine the total amount of PAYE collected from the employees. (01 mark)

In the following section you will deal with charts using the copy on sheet two

- n. Create a bar chart including the Names, PAYE and Net pay for employees (04 mark)
- o. Make the chart clear of gridlines (01 mark)
- p. Print and save changes and transfer the work to an external device (02 mark)

Question 3: Presentation

- a. By using a relevant software application program, load the file called **Animola0998xxppt** from the sub-folder **Grazenked** in the support file folder on the desktop.
- b. Insert more three slides as follow (03 marks)
- i. Title slide
 - ii. Title and Two column/content slide
 - iii. Blank slide
- c. Move the title slide on top of the rest and in it type an appropriate title(02 marks)
- d. List four consumable domestic animals and four non-consumable domestic animals in the two column slide (02 marks)

The table below shows a list of wild animals with their heights and population in one forest. Use it to answer the questions following

Animal Name	Height (mm)	Rank	Population '000
Elephant	17	2	60
Zebra	12.5	3	123
Rhino	10	5	45
Lion	9.5	6	100
Hippopotamus	10	5	30
Giraffe	25	1	75
Chimpanzee	11	4	102

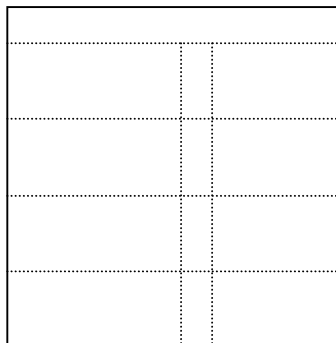
- e. Using a blank slide created and the table given above ,insert a smart art of a pyramid and show the ranking of these animals with the tallest being on the top most hierarchy (03 marks)
- f. Include speaker notes describing the pyramid on above slide (01 mark)

- g. Copy two different images from the image folder and insert them **ppropriately** on the title slide and slide 4 (02 marks)
- h. Adjust the measurements of the image inserted on slide one to 3” height and 4” width (02 marks)
- i. Apply appropriate transition effects on all slides to run after a single click. (01 mark)
- j. Insert an updating date to all slides (01 mark)
- k. Identify the words Wild animals in the introduction slide and use it to Hyperlink the slide to the image folder (01 mark)
- l. Print and save the changes and transfer the work to a device. (02 marks)

Question 3: Desktop Publishing

In this task you will develop and modify a food menu of a restaurant

- a. Using an appropriate programme, load a file called **MM33009Lnue.pub** from the support files folder **Grootaxell**
 - b. Adjust the dimensions of the page as follows
 - c. Left margin and Right margin (01 mark)
 - d. Top margin and Bottom margin (01 mark)
 - e. Using Word Art, put the name of the restaurant of your choice (01 mark)
 - f. Change the Word Art shape to **Triangle down** (01 mark)
- By use of page guides, divide your page to appear as follows (02 marks)*



- g. Develop a menu that should include the following information
 - Three types of foods (01 mark)
 - Three types of snacks (01 mark)
 - Three types of drinks (01 mark)
 - Three types of warm drinks (01 mark)
- h. First column for the item names (01 mark)
- i. Second column for their respective prices (01 mark)
- j. Change the page back ground to an appropriate color (01 mark)
- k. Insert part page boarders (02 marks)
- l. Import images from the folder named Foods and distribute evenly on the page (02 mks)
- m. Insert a footer of your name and random number (01 mark)
- n. Print and save the changes as your name (02 marks)

Question 5: Data bases

Using any database management system load file called 20xxxCoMpaNy.rtf and use it to answer the following questions. Any changes made should be saved.

- i. Open up table call *suplaya* in design view and adjust the data types appropriate 02 marks
- ii. To save time in data entry, you will apply a lookup wizard to feed data in the unit filed 01 mark
- iii. Change the default primary key field to the most appropriate field 01 mark
- iv. Change the date format in table properties to *medium date* 01 mark
- v. The currency field should be formatted to indicate *SHS* as units 01 mark
- vi. Create a tabula from that includes all the field that can be used to add more information in the table. Save it as *entry* 01 mark
- vii. If all suppliers offered a general discount of 0.2% use a form above to determine how much discount the company enjoyed from each supplier 02 marks
- viii. Change the background color of your form to a brighter color 01 mark
- ix. Insert a harder on the page of the form 01 mark
- x. Create a query with only the fields of SUPNAME and PRODCAT to filter those who supplied meals, stationery or text books save it as *power* 02 marks
- xi. Create another query that will filter suppliers who supplied items in during 1998 and after 2014. save it as *yearly* 02 marks
- xii. Create one other query with the fields of SUPNAME and COST to display those suppliers whose items were not valued and their names start with letter **K** save it as *Valueless* 02 marks
- xiii. Create a general report with the supplier names sorted in ascending order with a header of your name and number. Save it as *genrepo* 02 marks
- xiv. Print the genrepo on a landscape page orientation 01 mark

S850/2

Subsidiary Information &
Communication Technology

PRACTICAL PAPER

Paper 2

June.2015

2 hours

PRE-UNEB EXAMINATION 2015
Uganda Advanced Certificate of Education

SUBSIDIARY ICT

PRACTICAL

PAPER 2

Duration: 2 hours

Instructions to candidates:

- This paper is made up of **five** equally weighted questions.
- Answer any **three** questions
- Any additional question(s) answered will **not** be marked.
- Each candidate is provided with a **blank Computer Disc Rewritable (CD-RW) or a flash disk.**
- Candidates should continuously **save** their work

Each candidate **must** produce a **hard copy** for each of their work to accompany the Compact Disc or flash disk

1. (a) The sports department Wakiso division is organizing a sports gala. The participants include schools from all the five divisions in the district and you have been approached by the coordinator to write a letter that will be distributed to the five division coordinators.

Below is a headed letter to be delivered and a table of coordinators.

The Sports Dept of Wakiso Division

P.O BOX 123456

Wakiso

Date 22/May/2015

To; [title] [Name]

[Address]

Dear Sir/Mad

ANNUAL SPORTS GALA

This is to inform you that there is going to be a sports gala organized by the district during this December holiday starting from 13/Dec/2015 to 18/Dec/2015. Games will be held 4⁰ N and 6⁰ E of Wakiso town,

Please send in a list of [number of schools] schools from your division with a contribution of SHS [contributions] to cater for accommodation and meals.

Your participants are expected to arrive at [venue] stadium before 9:00 PM

Thank you very much

Required;

- (a) Typeset the above letter as it appears above. Save your work in your *full name* in your personal folder. **(1mk)**
- (b) Save the typeset document above as a *new document* saved as “*My Mail*”. **(1mk)**
- (c) Using the original copy on, format the heading of the text to font ‘*Bell MT*’ with font size 19, double underlined and shadowed. **(4mk)**
- (d) Ensure the rest of your document remains in font ‘Times New Roman’, font size 13 and justified. **(3mks)**
- (e) Convert paragraph 1 into a *two column text* with a *line in between* the columns. **(2mks)**
- (f) Change the line spacing of paragraph 2 to 1.5.
- (g) Drop cap the second paragraph and give the letter a *red font colour*. **(2mks)**
- (h) Apply a 3 point, shadow text border to paragraph 3 with a light blue highlight/shading. **(1mk)**
- (i) Insert your **names** and **Index number** as a Header. **(1mk)**
- (j) Insert footer of ‘*today’s date*’ aligned left and an auto text **page X of Y**, aligned to the right. **(1mk)**
- (k) Set the page margins at 1.25” left and right margins and 1.15” top and bottom**(1mk)**
- (l) Find the word gala and apply on it a footnote of “*cerebration*” **(1mk)**
- (m) Using the mail merge feature in any word processing application software, merge the pasted file of the mail with the following tabulated list of district coordinators **(3mks)**

DISTRICT COORDINATORS

Title	Name	ADDRESS	Number of schools	Contributions	Venue
Mr.	Musa Gayi	P.O BOX 12 NAKAWA	4(four)	1,200,000	Nakivubo
M/s.	Ayub Commander	P.O BOX 44, LUBAGA	5(five)	1,500,000	Namboole
Fr.	Bob Field	P.O BOX 55, KAWEMPE	3(three)	900,000	Namboole
Mrs.	Ann Goal	P.O BOX 66, CENTRAL	8(eight)	2,400,000	Nakivubo
Mr.	Tango Jogo	P.O BOX 77, Eastern Division	2(two)	600,000	Namboole

2. The spread sheet below relates to an extract of a couple of learners BOT scores in G/P and Sub-ICT in a Kampala school. Study it carefully and answer the questions that follow.
- a) Enter the information below in spreadsheet application software of your choice just as it appears. Save it as “*Subsidiary Scores*”. Remember to keep on saving as you add more data on your worksheet.

(02 marks)

Name	Gender	G/P		AVE. (G/P)	GRADE (G/P)	Sub-ICT		AVE. (Sub-ICT)	GRADE (Sub-ICT)	Rank	REMARKS
		P/1	P/2			P/1	P/2				
Siza	M	56	34			56	78				
Julianah	F	23	54			23	12				
Aziz	M	67	76			69	74				
Keko	F	56	78			65	85				
Shibah	F	55	77			95	99				
Kenzo	M	32	34			78	56				
Bebe	M	89	56			25	36				
Best score											
Count of Number of ICT scores greater than 60											
Overall average score.											

- b) Give your electronic spreadsheet a suitable title. (01 mark)
- c) Use a function to determine each learners average score in the two subjects (02 marks)
- d) Study the grading table below, and by using the **VLOOKUP** function determine the grade for each learner in every subject. (02 marks)

Grading Table

Range	Grade
0 - 39	F9
40 - 49	C6
50 - 59	C5
60 - 69	C4
70 - 79	C3
80 - 89	D2
90 - 100	D1

- e) Determine the overall average mark basing on the learners scores in all subjects. (01 mark)
- f) Use the RANK function to position all learners basing on their Sub-ICT average. (02 marks)
- g) By use of a function, determine the best mark in the two subject papers. (02 marks)

- h) Supposing **G/P** remarks are given as **Fair** for a learner whose average score is **below 50**, **Good** for those **below 70**, and **Excellent** for the rest. By use a simple IF Function assign these remarks in your spread sheet. **(01 mark)**
 - i) Copy and paste all your work onto the default “Sheet2”. Rename the sheet “**Subsidiary**”. **(02 marks)**
 - j) Use a separate sheet to plot a 3-D pie-chart for all learners against their SUB-ICT average scores. Let your chart have all important and relevant chart attributes. **(02 marks)**
 - k) Center your name in the Header section of your worksheet. **(01 mark)**
 - l) Use and appropriate function to state the number of learners whose ICT average is greater than 60. **(01 mark)**
 - m) Freeze the first two rows to ease data entry and navigation **(01 mark)**
3. In a learner centred approach a teachers uses some learners to pass knowledge to their fellow learners. It makes learning fun as learners get to learn from one another. S.6 learners can pass knowledge to the S.2s and vice versa.

Study the information below and perform its related tasks below.

Categories of Computer Devices

Computer devices are sub divided into four categories as follows:

- i. Input devices
- ii. Processing device
- iii. Storage devices
- iv. Output devices

Input devices: - These are any hardware components used to enter data and instructions into a computer system. E.g. keyboard.

Output devices: - These are any hardware components used to display or convey information or data to a user. E.g. monitor.

Processing device: - This is used to manipulate data into information. Processing is usually done in a Central Processing Unit (CPU).

Storage devices: - These are used to record and retrieve data to and from a storage medium in the computer system. They can be either internal like the HDD, or external like a CD. Storage devices have got their specialised drives through which data can be written or read. For example, data on a CD can be read with the help of a CD or DVD drive.

Conclusion:

Whereas the above devices are *standard input-output devices*, some other devices are referred to as computer peripherals. *Computer peripherals* are any electronic devices that are outside of the basic collection of the

computer system. Examples of peripheral devices include speakers, microphones, printers, scanners, digital cameras, etc.

Tasks:

- i. As a S.6 Subsidiary ICT learner prepare a *professional* presentation from the above the information. **(8marks)**
- ii. Save the created presentation with your name and index number. **(2marks)**
- iii. Insert a header as ‘Computer Hardware’, and current date as your footer. **(2marks)**
- iv. Change the background of all slides to texture fill of ‘*Blue tissue paper*’ **(1mark)**
- v. Set the slide transition to ‘*checkerboard*’, with transition advance slide time 4 of seconds **(1mark)**
- vi. Set your animations to ‘*bounce*’ for all slide titles, and ‘*wave*’ the other parts of the slides **(2marks)**
- vii. Make use of speakers’ notes and relevant graphics. **(2marks)**
- viii. Insert a summary tabular slide between the last slide and second last slide with the following data. **(2marks)**

Summary table 1:

NO.	DEVICE	HARDWARE CATEGORY
1	Keyboard & Mouse	Standard Input device
2	Monitor	Output device
3	CPU	Processing device
4	Hard disk	Storage
5	Speakers, microphones, printers, scanners and digital cameras.	Peripherals



4. The tables below were found in the procurement documents of some school in Kampala. Study them carefully and answer their related questions.

a) Create a database called '*Products Supplies*'. (01 mark)

b) Using design view, create structures for the tables below with appropriate data types. (04 marks)

Table 1: Product Table

Product ID	Product Name	Unit cost	Quantity	Date of Purchase	Code
P-1	Flat Panel Screen	8,000,000	4	03 rd /04/2012	IT123
P-2	Routers	640,000	4	10 th /01/2013	IT124
P-3	Modems	450,000	5	31 st /03/2012	IT122
P-4	Hubs	320,000	4	25 th /06/2006	IT121
P-5	Switches	280,000	4	12 th /04/2005	IT125
P-6	Smart Phones	880,000	6	20 th /10/2014	IT126
P-7	Printers	760,000	3	12 th /12/2004	IT127
P-8	I-Pads	1,840,000	5	10 th /10/2014	IT132

Table 2: Supplier Table.

Code	Product name	Supplier
IT125	Printer	NRC Uganda
IT122	Modems	Computer World
IT123	Smart Phones	Multi-Sys. Ltd
IT127	Flat Panel Screens	Orange Uganda
IT124	Routers	

c) By use of a form populate each of the tables above (04 marks)

d) Create a one-to-one relationship between the client's table and activities table. (01 mark)

e) Create *Query-1* for all those products whose names begin with letter 'S'. The query should have the following fields; Product ID, Product and Supplier. (02 marks)

f) Create a calculated query to return the *Total Amount* spent on each of the items above. Name it *Query-2*. (02marks)

g) Create another query to pick out all those products bought before 2006. Name the query "*First Generation*". (02 marks)

h) It is the schools policy to donate all those products above six years of usage. Create a query that can be used to determine the exact age of above ICT products in the school. Name it "*Age Query*". (02 marks)

i) Create a report of *Query-2* in (f) above with an appropriate title and your name in the footer section. Name it "*Total Amount Report*". (02 marks)

5. Using appropriate application software, design ten identical business cards for a company called **Nakhopesa Consult Ltd** (P,O, Box 89786 K1a, Tel: 256 702 748494, E-mail mugaruhanga@nakhopesa.com), on A4 sheet size with the following particulars **(3marks)**
- i. Card dimensions, 3.5 inch width by 2 inch height **(2marks)**
 - j. Card lay out and spacing
 - iii. Left and right margins should be 0.5 “ **(2marks)**
 - iv. Top and bottom margins 0.6” **(2marks)**
 - v. Horizontal gap of 0.6” and vertical gap of 0.2” **(2marks)**
 - k. Provide a company logo and place it at the top right corner of the card **(3marks)**
 - l. Personal details
 - iii. Job title. Field Officer **(1mark)**
 - iv. Employee name: Mugaruhanga Didas **(1mark)**
 - m. Provide the address, phone contact and e-mail address of your choice **(1mark)**
 - n. Include crop marks around each card **(1mark)**
 - o. Save the publication as my card **(1mark)**
 - p. Print your work (Optional). **(1mark)**

END

S850/2
Subsidiary Information and
Communication Technology
Practical Paper
PAPER 2
July/August 2018
2 hours



WAKISSHA JOINT MOCK EXAMINATIONS

Uganda Advanced Certificate of Education

SUBSIDIARY ICT

(Practical)

Paper 2

2 hours

INSTRUCTIONS TO CANDIDATES:

- *This paper is made up of five equally weighted questions.*
- *Attempt **any three** questions in this paper.*
- *Any additional question(s) answered will **not** be marked*
- *Each candidate is provided with a new **blank compact disk, Rewritable (CD-RW) AND NOT FLASH DISK.***
- *Each candidate must produce a hard copy for each of the work to accompany the compact disc.*
- *Create a folder in your name and index number on the desktop where you should keep saving your work. After ensuring that all your work is in the folder transfer it to the CD provided.*
- *There is no added time for printing and writing CD or saving after the stipulated time.*

— *Keep on saving your work as no extra time will be provided in cases of power failure.*

1. WORD PROCESSING

- i) Using any word processing program of your choice, load a file called “Marriage” from the support file and save it as “your name-marriage. (02 marks) **Turn Over**
- ii) Copy and paste the document onto pages 2 and 3. (03 marks)
- iii) Using a document on page 3, center align the title, face times new roman and size 23. (03 marks)
- iv) Justify your document. (01 mark)
- v) Format the text into two columns. (02 marks)
- vi) Change the font of the text to face Tahoma and size 14pts. (02 marks)
- vii) Drop cap to the first letter of each paragraph to 2 lines. (02 marks)
- viii) Insert a diagonal watermark of your name page 3 only. (01 mark)
- ix) Insert centered page numbers on your document. (01 mark)
- x) Insert any two color background in the document. (01 mark)
- xi) Save and print all your work. (02 marks)

2. PRESENTATION

The Electoral Commission is planning a sensitization of the mass upon the forth coming Local Council One General elections. The Commission is to hold a competition of sensitizers soon this year and you intend to participate.

Prepare for the following details provided.

- Slide one: Introduction to the general election. Use a suitable title. (02 marks)
- Slide two: Persons eligible to vote. (02 marks)
- Slide three: How to validate election registers. (02 marks)
- Slide four: How to avoid vote rigging. (02 marks)
- Slide five: Organization structure of electoral, use shapes. (02 marks)
- Slide six: Use the file “Local Council” to plot a chart showing the previous performance of candidates in different centers, use appropriate title for the chart. (02 marks)

Additional instructions:

- a) Design a presentation that runs automatically after 3 seconds. (01 mark)
- b) Use master slide to insert textural background for the presentation and your first name as footer. (02 marks)
- c) Apply relevant transitions and animations. (02 marks)
- d) Apply navigation buttons on the slides. (01 mark)
- e) Save your presentation as “Electoral-Your name and print. (02 marks)

3. SPREADSHEET

- a) Load a file called *Draft.xls* and save it as “RESULTS”. (01 mark)
- b) Using the appropriate formulae or function, compute the following:
- i) Total score for each student. (02 marks)
- ii) Average score for each student. (02 marks)
- iii) Rank for each student using their total mark. (02 marks)
- iv) Maximum value for each student. (01 mark)
- v) Minimum value for each student. (01 mark)
- c) Orient the titles to 45⁰ and bolded. (02 marks)
- d) Insert all borders on your text. (02 marks)
- e) Change your worksheet to landscape orientation. (01 mark)
- f) Using the **Hlook-up** function, accumulate the grade for the each subject using the information given below. (04 marks)

Mark	Grade
0-34	F9
35-44	P8
45-49	P7
50-59	C6
60-64	C5
65-69	C4
70-74	C3
75-79	D2
80-100	D1

g) Print your work. (01 mark)

4. DATABASE

QUARK is an organization that owns, runs a saving scheme for its members. You have been asked to use a database management system (DBMS) to help the scheme members maintain records of the association.

First Name	Last Name	Membership No	DOB	Membership fee(shs)	Fully paid
Kintu	Mark	4321	12/11/1990	200000	Y
Akullo	Warren	5855	10/01/2015	50000	N
Akongo	Joshua	514	08/08/2003	12000	N
Kifampa	Bob	123	12/01/1999	10000	N
Kaleb	Peter	411	10/03/2014	70000	N
Ondigo	Sophie	868	12/12/2010	100000	Y
Wakiaga	Precious	654	14/01/2013	140000	Y
Aketch	Lucy	744	11/03/1992	600000	N

a) Create a database file called “QUARK”- your name that has the Table called “MEMBERS” with the fields of data for each member. (05 marks)

b) Assign an appropriate primary key and data types for your choice. (03 marks)

c) Use a query to compute.

(i) Age of members of the association. Save query as Age. (02 marks)

(ii) Create another query that would be used to display those whose first name starts with letter A and O name it “Letter”. (03 marks)

(iii) For members whose membership fee is above 60,000. Save it as Above. (02 marks)

- d) Generate a report for age query and current date and time, save report as Age report.
(02 marks)
- e) Create a form to generate all the fields of the database, save the form as Mother Form.
(02 marks)
- f) Print your report. (01 mark)

5. DESKTOP PUBLISHING

Using any desktop publishing application program, load the file “Certificate” and save it as “Your name-CERT”. (01 mark)

- a) Add clips “scanner” and “web cam” at the top left and right corner of the Certificate respectively. Use any name to act as the institute’s name. (02 marks)
- b) Assume you have completed your course in some computer application, as a computer literate, modify the certificate to awarded even to other students for completing the applications successfully. Load the file “Courses” to see the computer application courses to be included in the certificate.
(03 marks)
- c) Use different font sizes, colors and styles. (02 marks)
- d) Include the following in the certificate.
-Your name as the owner of the certificate
-Signatories of Head of Institute and Head of Department. (02 marks)
- e) Use any textural background for the certificate. (01 mark)
- f) Include a header of your name and footer of your subject combination. (01 mark)
- g) Make a duplicate of the certificate and rename it “New CERT” (02 marks)
- h) Design a logo of letters of the institute’s name and insert it below the institute’s name use word art. (03 marks)
- i) Add a suitable border for the certificate. (02 marks)
- j) Print your work. (01 mark)

S850/2

Subsidiary ICT

Paper 2

(PRACTICAL)

2 HOURS

DENT’S WORK BOOK

Page 170



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UGANDA ADVANCED CERTIFICATE OF EDUCATION

Subsidiary Information and Communication Technology

Paper 2

2 Hours

INSTRUCTIONS TO CANDIDATES:

- *This paper is made up of five questions equally weighted*
- *A candidate will use **support files** where applicable .*
- *Answer any **three** questions*
- *All your work should be saved on the CD provided*
- *Candidates should continuously save their work*
- *Each candidate must produce a hard copy of each of the work on the CD*

Question 1

- a) Load a file called **SAMANDA** from the support folder on your computer.
- b) Rename the document in Your Names (01 mark)
- c) Copy and paste all the text to another page (01mark)

Use the copied work to perform the following tasks

- d) Type the words “**WIRELESS AREA NETWORK**” as the heading to the passage when underlined. (02 marks)
- e) Paragraph 2 should be turned to ***Justified*** alignment (01 mark)
- f) ***Indent*** the third paragraph to 1.5 inches left (01 mark)
- g) Insert the following table in the space to the left of the third paragraph (02 marks)

Name	Age

- h) At the bottom of the page, insert numeral ***page numbers*** in format x of y. (01 mark)
- i) Convert paragraph two into ***4 equal columns*** (02 marks)
- j) Set line spacing on paragraph **one** to ***multiple at 1.3*** (01 mark)
- k) Transfer an image called **WOOD.jpg** to the document and scale it to 40% H by 50% W (01 mark)
- l) Wrap the image behind paragraph 3. (01 mark)
- m) Insert a footnote on the word **Broadband** that is in paragraph three, with the details “***The beginning of wonderers***” (01 mark)
- n) Apply an ***Art page boarder*** on other pages apart from page one (01 mark)
- o) Put a footer of your name (01mark)
- p) Insert a ***water mark*** of the word ICT on one page (01 mark)
- q) Print the edited document (01 mark)
- r) Save your work (01 mark)

Question 2

- b. Using a relevant programme, open a support file called **Sampling**.
- q. Insert an appropriate title above the data table (01 mark)
- r. Merge cells in the row containing the title and center align it (01 mark)
- s. Apply all borders to the data (01 mark)
- t. Format the values in the **basic pay** column with **SHS** as units (01 mark)
- u. Copy all the data and paste it to sheet two (01 mark)
- v. Rename sheet two as **FAMBA** (01 mark)
- w. The following details are provided for each employee
- Pay As You Earn 10% on basic pay
 - Food allowance given at 12% on basic pay
 - Medical allowance 30,000 to each employee (01 mark)
- x. Use a formula to determine the following values for each employee
- Food allowance (*in this case use relative referencing*) (01 mark)
 - PAYE (*in this case use absolute referencing*) (01 mark)
- y. If the Net pay is equal to Basic pay plus allowances minus PAYE, determine the **Net pay** (01 mark)
- z. Use a function to establish the number of employees who earn a Net pay of shs 500,000 and above. (01 mark)
- aa. With the following grading system, use a **Lookup function** to determine the employees who are retiring after 1 year, 2 years or three years. (02 marks)
- 25 or more years in service to retire after one year**
- 16 or more years in service to retire after two years**
- 10 or more years in service to retire after three years**
- bb. Create a bar chart including the **Names, PAYE** and **Net pay** of employees (04 marks)
- cc. Transfer your chart to a new sheet. (01 mark)
- dd. Print and save changes and transfer the work to an external device (02 marks)

Question 3

Load a file called **TAMBULA** from the support folder provided.

- a) In a master slide view, make the following settings on the presentation.
- All the main tiles should be set to font size 35. (01 mark)
 - Change body slide **second level text** to Red color. (01 mark)
 - All headings should appear in **Arial Black** font face. (01 mark)
 - Transfer an image called **ENDANGER** from the folder and place it on the bottom right corner on master slide. (01 mark)
 - Adjust the image dimensions to 1.2 inches height and 1.8 inches width. (01 mark)
- b) Insert a *two Colum/content* slide between slide 2 and 3 and on it type three effects and three measures of industries to the environment. (03 marks)
- c) On the last slide, Put a title “**Organization chart**” using Word Art (01 mark)
- d) Use the following summary to create the organization chart of **NEMA** officers. (03 marks)
- *Chief Executive Officer*
 - *2 Departmental managers*
 - *1 NEMA secretary and a Lawyer*
 - *Assistant to the secretary*
- e) Write down one service of a secretary as speaker notes on the slide (01 mark)
- f) Link side 3 to slide 1 (01 mark)
- g) Insert a date that will keep updating (01 mark)
- h) Put a footer of your names to the slides (01 mark)
- i) Apply animation and transition effects to capture people’s attention. (01 mark)
- j) **Loop** all your slides (01 mark)
- k) Save your work as your name (01 mark)
- l) Print the work as handouts(six or five on one sheet) (01 mark)

Question 4

- a) Load a file called **IN TAKE** that is in the support folder.
- b) Change the name of table 2 to **New comers** (01 mark)
- c) Using table 2, in Table design view, adjust the following
- Assign appropriate data types. (03 marks)
 - Assign a primary key (01 mark)
 - Include the **Tuition field** between Date of birth and Remarks fields.(01 mark)
 - Put a validation rule in the tuition field **Not** to allow an amount less than shs. 500,000. (01 mark)
- d) Enter the following values as Tuition for Kaloli Charles, Nangwe Keneth and Bosa Boaz respectively **650,000; 500,000; 610,000** (01 mark)
- e) Create a form containing all the fields in New comers table and Save the form as **Discounts**. (01 mark)
- f) Supply a formula in a form to determine 12% on Tuition as discount offered. (01 mark)
- g) Create a **one –to- many** relationship between the **courses** and **New comers** (01 mark)
- h) Create **three** queries to give the following results
- i. To display only Weekend students Save the query as **Weekend** (02 marks)
 - ii. Use a formula in a query to show student’s current age. Name it **Age** (02 marks)
 - iii. Students who are taking **CRNW** and have not paid tuition. Save it as **Demanded** (02 marks)
- i) Create a report from a query called **Age**. And name it **product** (01 mark)
- A report should contain a header of your name. (01 mark)
- j) Make a hard copy of the report (01 mark)

Question 5

Traders Bank is one of the leading Banking institutions which award its employees who have excellently performed their duties at the end of each calendar year. You have been approached by the Bank to design and print customized certificates for the occasion for the year 2018.

- a) Open up any desktop publishing program and design an **Award certificate** as instructed below.
(01 mark)
- b) Insert a line page boarder of height 7.5 inches and width 10 inches. (02 marks)
- c) The certificate should include the following;
- *Certificate title* (02 marks)
 - *Company name* (01 mark)
 - *Your name as the recipient(employee)* (01 mark)
 - *A Company logo* (03 marks)
 - *A provision for the Branch Supervisor and Branch Manager's signatures and date.* (02 marks)

General features

- d) Apply
- Color variations. (01 mark)
 - Font variations (01 mark)
- e) Format the font size to 36 on the Title, 12 to the Company name, size 8 to the signature and date. (03 marks)
- f) Put a footer of your name and index number (01 mark)
- g) Save you publication as **Bank_ your name** (01 mark)
- h) Print a copy of the publication (01 mark)

END