

August 2018

SPREADSHEET

The accountant of **Kalerwe International School Uganda(KISU)** uses a manual spreadsheet to prepare monthly payroll for the school. You have been asked to generate an electronic spreadsheet. Type the following data as it appears and save your file as **STAFF SALARY** in your folder.

ALLOWANCES RATES	
Housing	Medical
9%	7%

No#	NAME	DEPARTMENT
1	TABALA	Accounts
	ACAYO	Security
	ODONGO	Kitchen
	AKELLO	Security
	ZAKE	Accounts
	AKURUT	Security
	NANOZI	Manager
	RANIA	Accounts
	ASERO	Manager
	KANSIME	Reception
	ATIM	Security
	MIREMBE	Reception
	AYEBAZIBWE	Transport
	CHELIMO	Transport
	ISOKE	Reception

Additional information:

- Create column headings for: **BASICPAY, HOUSING, MEDICAL, INSURANCE, GROSS PAY, NSSF, PAYE, NET PAY**, from cell D5 to cell K5.
- Using a relevant formula, automatically generate **No#** for all the rest of the employees.
- The basic pay for member is 685000, 730000, 650000, 780000, 350000, 750000, 630000, 440000, 330000, 810000, 260000, 550000, 600000, 700000 and 300000 respectively.
- All insurance fees are calculated through the department as follows: Accounts = 95000; Security = 80000; Kitchen= 90000; Managers= 60000; Reception = 30000 AND Transport=15000 respectively. Determine the insurance paid to each worker.
- Using absolute cell referencing, determine the allowances for Housing and Medical for each employee based on their basic pay.
- Determine Gross Pay for each worker. *Hint* Total of all allowances and basic pay.
- It is also given that NSSF = 5% of Basic Pay. Determine the nssf amounts for each employee.

h) Pay as You Earn (PAYE) is given as below: (*Note: PAYE is computed from Gross Pay*)

Amount range	Tax
0 - 250000	0
250001 - 450000	250,000 - 180,000 + 5% of Basic Pay
450001 - 800000	250,000 - 160,000 + 10% of Basic Pay
800001 - 1200000	250,000 - 140,000 + 15% of Basic Pay
1200001 and above	250,000 - 120,000 + 20% of Basic pay

- i) Determine the amount of PAYE for all the workers using a relevant formula or function.
- j) -Determine Net Pay for each worker after deductions of nssf and paye.
- k) Sort the employees by their names in ascending order.
- l) Add new column for PAY RANK, and rank the employees by their net earning in ascending order.
- m) Apply an outside border to your data and ensure your work fits on landscape page.
- n) Insert your name in the header of your worksheet.
- o) Create a combined column and line chart to show gross pay and net pay respectively of employees in the *Transport* and *Security* departments. Move your chart to a new sheet named CHART.

PRESENTATION

Social Activist PWC INTERNATIONAL is to present a theme on ‘Corruption in Uganda’ to Parliament. You have been asked to prepare a manually running presentation with the following details:

Slide: Title Slide

Topic and presenters full name.

Slide: What is corruption

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

Slide: Forms of Corruption

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: Regulating 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: 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) Save your work as 'corruption' in your folder.
- b) Apply action buttons to link slides manually to each other.
- c) Insert relevant graphics.
- d) Apply appropriate simple background and slide numbers.
- e) Insert footer 'your name' header 'your Combination'.
- f) Ensure that each point appears in an ordered list.
- g) Insert a new slide between slide 3 and slide 4, for Statistics of corruption and create a pie-chart to show Bribery 69, Fraud 88, Favoritism 64, Kickbacks 71, Over Charging 49 and Patronage 91.
- h) Apply Split Transition to the slides and minimal animation to the text.
- i) Set all headings to font size 45 and the content font size 28.

WORD PROCESSING

Typeset the following text as it appears using a word processing application of your choice and save as 'internet'.

OTT tax will stifle communication

In a public notice on OTT tax dated June 29, 2018, Uganda Revenue Authority (URA) informed Ugandans that following directives from the government, a new tax would be imposed on OTT services involving applications that offer voice and messaging over the Internet.

Some of the affected social platforms include: Whatsapp, Facebook, Twitter, Truecaller, Viber, SnapChat

It may have been easy for someone to think of this new tax as a good idea for government to get the money desperately needed to maintain the ever increasing cost of public administration and for URA through the telecom companies.

This will however go down our history books as the turning point that saw the information era in Uganda that was ushered in by the invention of the world wide web downgraded through a punitive tax. Some activists believe this new tax is intended to cripple young people's participation and freedom to associate.

Adopted from: Daily Monitor Website article posted on Wednesday July 04 2018

Instructions:

- a) Copy the work to page two of your document and carry out the following instructions.
- b) Change the font style to Bookman Old Style, font-size 13pts and justified.
- c) Format the heading with Comic Sans MS font style, 18pts, Center aligned and bold.
- d) Apply the small caps effect to second last paragraph with and expanded character spacing of 1.3pts.
- e) Convert the list of social media platforms to a numbered list.
- f) Insert page number in the format of: Page 1 as i and Page 2 as ii and header with your name and a combination.
- g) Set the line spacing of the text in page two to 1.5pts
- h) Set your work on paper size A4, with left and top margins of 1.25".
- i) Hyperlink the Words "Daily Monitor" to www.monitor.co.ug
- j) Apply a picture watermark using any relevant image on your computer.
- k) Apply a page boarder around page two of your document.

END

Name:

S5 EOT2 - P850/2 EXAM SCORE SHEET

SPREADSHEET

Skill Tested	Actual Score
Typing / Saving file 03	
Column Headings 01	
Auto Number 01	
Basic Pay 01	
Insurance Amounts 02	
Hosing / Medical 02	
Gross Pay 01	
Nssf 5% 01	
PAYE 01	
Net Pay 01	
Sort by Name 01	
Border / Landscape 02	
Header Name 01	
Combo Chart 02	
TOTAL 20	

PRESENTATION

Skill Tested	Actual Score
Save file 01	
Title Slide 01	
Define Corruption 01	
Forms of Corruption 01	
Conclusion 01	
Action Buttons 02	
Relevant Images 02	
Simple Bgrnd 01	
Slide Numbers 01	
Footer / Header 02	
Ordered List 02	
Statistics Slide 02	
Split Transition 01	
Fonts 45, 28 02	
TOTAL 20	

WORD PROCESSING

Skill Tested	Actual Score
Type / Save 03	
Copy / Paste 01	
Bookman font (13pts) 01	
Comic Sans Titles 01	
Small Caps Effect 01	
Numbered List 02	
Roman Pages 02	
Name Header 01	
1.5line space 01	
A4 Page Size 01	
1.25 left / top margin 01	
Hyperlink 01	
Picture Watermark 02	
Page Border 02	
TOTAL 20	