

MID TERM III EXAMINATIONS 2019

S.3 COMPUTER STUDIES

PRACTICAL

Duration: 1¹/₄ Hours

Instructions:

- All numbers are compulsory

1. a) Type the following information in a relevant computer application as it is
(14 marks)

There is potential stress when an environment situation is presenting a demand that threatens to exceed an individual's capabilities and resources for meeting it. Mc Garth (1970) Stunner and Freeman (1989) view stress as the pressure and tension that results when an individual views a situation as presenting a demand that threatens to exceed his capabilities or resources. In his book Mr. Kabugo David (2005) writes about stress in this order.

OVERVIEW OF STRESS

- A-1) INTRODUCTION
- A-2) BACKGROUND
- A-3) CONCEPTUALIZING STRESS
- A-4) SYMPTOMS OF STRESS
- A-5) CAUSES / SOURCES OF STRESS
- A-6) EFFECTS OF STRESS
- A-7) MANAGING AND COPING WITH STRESS
- A-8) CONCLUSION

✓ INTRODUCTION
✓ BACKGROUND
✓ CONCEPTUALIZING STRESS
✓ SYMPTOMS OF STRESS
✓ CAUSES / SOURCES OF STRESS
✓ EFFECTS OF STRESS
✓ MANAGING AND COPING WITH STRESS
✓ CONCLUSION

- b) Insert a header and footer and in them enter your first and second name respectively.
(2 marks)
- c) Number the page
(2 marks)
- d) Save the work as "My table"
(2 marks)

2. Below is a pay roll of GT Secondary School, use it to answer the questions that follow;

TEACHERS	ID NO	BASIC PAY
MAGOLA	KYU/001	750000
KIGONYA	KYU/002	450000
NAMUGANYI	KYU/003	500000
KYOMUGISHA	KYU/004	500000
LWEMBAWO	KYU/005	650000
KISAKYE	KYU/006	320000
MUSISI	KYU/007	450000
NANONO	KYU/008	350000
KANSIIME	KYU/009	600000
ODEMA	KYU/010	450000

REQUIRED;

- i) Enter the data into a spread sheet. **(2 Marks)**
- ii) Calculate the following
 - Housing allowance **(3 Marks)**
 - Transport allowance **(3 Marks)**
 - Gross pay **(3 Marks)**
 - PAYE **(2 Marks)**
 - NSSF **(2 Marks)**
 - Net pay **(3 Marks)**

NOTE:

- Housing allowance is 3% of Basic pay
- Transport allowance is 2% of Basic pay
- PAYE is 2% of Gross pay
- NSSF is 5% of Gross pay

- iii) Save your work as **PAY ROLL** **(2 Marks)**