

WORD PROCESSOR

1. (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		B R E A K	10:30-11:30	11:30-12:30		L U N C H	2:00-3:00	3:00-4:00		
Mon												
Tues												
Wed										FREE		
Thur.												
Fri.												
Sat												

(14 marks)

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)
2. (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) 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.

(17 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)

3. (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 (X²+Y²) and subscripts (A₂1); 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)
4. (a) (i) Using a suitable word processing software, type this document as it is. (06 marks)

TUBERCULOSIS (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)
5. (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 communicate with each other in case of war and even, theoretically 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)

6. (i) Type the document below as it is, and save it under the name

Computer expert calls for IT course in schools.

Uganda's young generation needs to be taught to appreciate the rise of Information Technology (IT) in their day-to-day lives, Sultan Awan, the managing director, Silicon computer series said.

The website [www. Uganda schools. Org](http://www.Uganda schools. Org), for a fee of shillings 30,000,, school will publish information about themselves on the site. There is a separate page for every school.

By John Ricks Kayizzi
(Monitor Publications)

You are required to:

- (i) Change the heading to uppercase, bold and underline it. (03 marks)
- (ii) Correct any misspelled words(s) in the document. (04 mark)
- (iii) Replace the fee of Shillings 30,000 by shillings 40,000. (01 mark)
- (iv) Add your name and index number as a footer. (02 mark)
- (v) Save the document as "My work2" (01 marks)

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 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.

8. Type the following document in any of the word processing document

INTERNATIONAL VEHICLE TRACKING

C-tracking does a 3-in-1 fleet management system comprise an on-board computer, a GPS location device and a vehicle communication unit which is linked back to base station software which allows you to see to precise location and status of all vehicles at will. The information is presented graphically in a real time down to street and even house number level using scaleable, on-screen maps. Completing the picture, a full suite of management reports is provided to support quicker, better-informed decision-making.

Some of the major companies that use C-track include British American Tobacco, Caltex, MTN, The Coca-Cola Company, Vodacom, Imperial Holding, debis fleet management, Virgin Media, Thames water, Chevron(Regional Account), Sony power, SAR Miller, Batavia Air, Kone, Mainka and bhp biliton(Global Account)

According to ABI Research(telematics USA) –C-track was recently ranked 2nd Global basic on implementation(relative cost, installed base, regional deployment and range solutions) and innovation(user interphase, hardware and software functionality, availability or wireless links and other features)

C-tracking products are in investment in two key areas: vehicle security and fleet management solutions. The unique solution offered includes Asset Management-reduce risks on valuable assets and cargo. Driver Behavior-monit or driving patterns and reduce risky behaviour. Fleet Safety & Security-reduce unauthorised vehicle use. Fleet Productivity-reduce fuel & maintenance costs stolen vehicle recovery.

Required

- i. Centre the above heading and change the font size to 15
- ii. Justify the whole document and insert a page number on the right top of the page
- iii. Put the phrase “New Technology” as a header and index number as footer.
- iv. Use a ruler to set the second paragraph 1 inch left and right sides and italicize the same paragraph.
- v. Change the font of the second paragraph to be Tahoma style
- vi. Change the color of the last paragraph to red and underlined
- vii. Put a thick frame to engulf your whole document
- viii. Create a folder called SECURICAL and save your document within this folder as “Tracking program”

- ix. Copy all the list of unique solutions offered to the new document file and save the new file as "Our services" within the same folder.

9. 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 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 me as 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) |

vii. Add your name as footer and print your work

(03 marks)

10. Type the following document.

Secondary Memory

Secondary memory is where programs and data are kept on a long term basis. Common secondary storage devices are the hard disk and floppy disks.

- The hard disk has enormous storage capacity compared to main memory.
- The hard disk is usually contained in the system unit of a computer.
- The hard disk is used for long-term storage of programs and data.
- Data and programs on the hard disk are organised in files- named sections of the disk.

A hard disk might have a storage capacity of 40 gigabytes. This is about 300 times the amount of storage in main memory (assuming 128 megabytes of main memory.) However, a hard disk is very slow compared to main memory. The reason for having two types of storage is this contrast.

Primary Memory

- | | |
|-----------------|---------------------------------------|
| 1. Fast | 2. Expensive |
| 3. Low capacity | 4. Connects directly to the processor |

Secondary memory

- | | |
|-------------------|--|
| 1. Slow | 2. Cheap |
| 3. Large capacity | 4. Not connected directly to the processor |

Required

- Type the text (03 marks)
- Change the font size of your document to 13.5 (02 marks)
- Justify the last paragraph and make it appear as two column (02 marks)
- Indent the bulleted paragraph to 1 inch for both left and right sides and shade it with a blue background colour (02 marks)
- Put your name as a header and your class and stream as a footer (02 marks)
- Fix the phrase "Computer Hardware" as water mark, and diagonal style

vii. Italicise and put the red colour to all details in the table (02 marks)

11. (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
<u>MID TERM EXAMSINATION</u>				
4	Storage hw	1 month	April	£35,000
5	Output hw	1 month	April	£25,000
<u>END OF TERM EXAMINATION</u>				

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.
12. Type the following letter and save it.

Mr. Robert Campanellas
1223 Superior Avenue
Cleveland, OH 44183

Dear Rob:

Thank you for choosing Worldwide Sporting Goods as your primary supplier of recreational equipment. Worldwide is proud of its twenty- year history of supplying quality products goods and excellent customer service. We have grown with the sporting goods industry, and currently serve customers throughout the United States and Canada.

The enclosed packet includes World Wide’s product catalog, highlights of the benefits of stocking your store with Worldwide sporting Goods, products, details of the terms and conditions of all sales, and our advertising agreement.

An equipment and supply order form is also included. Your initial credit limit is \$3,500. After six months, we will review your credit status and adjust the limit, as warranted. I look forward to receiving your first order and working with you to meet all your equipment and supply needs.

Sincerely,
Thomas A. Stevenson
Sales Representative

13. **Computer case**

A computer case [also known as computer chassis ,cabinet ,box , tower , enclosure , housing , system unit or simply case] is the enclosure that contains most of the components of a computer [usually excluding the display ,key board and mouse].

A computer case is sometimes incorrectly referred to metonymously as a CPU referring to a component housed within the case. CPU was common term in the earlier days of home computers, when peripherals other the motherboards were usually housed in their own separate cases.

The motherboard is the main component inside the case. It is a large rectangular board with integrated circuitry that connects the other parts of the computer including the, CPU, the RAM, and the disk drives [CPU, DVD, hard disk, or any others] as well as any peripherals connected via the ports or the expansion slots. Components directly attached to the motherboard include:

The CPU [central processing unit] performs most of the calculations which enable a computer to function, and is sometimes referred to as “brain” of the computer. It is usually cooled by a heat sink and fan. Most new CPUs include an on-die Graphics processing [GPU]. The t, chipset, which includes the north bridge, mediates communication between the CPU and the components of the system, including main memory.

The Random- access Memory [RAM] stores the code and data that are being actively accessed by the CPU.

Buses connect the CPU to various internal components and to expansion cards for graphics and sound.

Required

- i. Type the above document precisely (04 marks)
- ii. Change the font size of the paragraph one to 14 and justify it and put the colour orange. (06 marks)
- iii. Make the second paragraph to font size 13, italic, bold and justified(08 marks)
- iv. Indent the second paragraph to 1 inch left and 1 inch right (04 marks)
- v. Make the third paragraph to columns and line space of 1.5 (04 marks)
- vi. Put bullets to all paragraphs describing the components attached to the motherboard (06 marks)
- vii. Make the Bulleted paragraphs to font style “Arial Narrow” (04 marks)

viii. Surround the entire bulleted paragraphs with a thick body (02 marks)

14. *Worldwide Sporting Goods News Update*

Product Boosts Sales by Two Million

Record sales of the new line of sportswear have boosted first quarter revenues to the tune of 2 million dollars.

It is expected that by the year 2004, one of every 3 people in the United States and Canada will participate in recreational sports. By the year 2010, it is estimated that one out of every 2 people will participate in at least one recreational sport per week. As the population grows, it is estimated that by the year 2020 that 1.5 out of every 2 people will participate in recreational sports per week.

On the drawing boards are expanded lines of children and infant sportswear, portable at-home fitness centres and more. The best is yet to come!

Sportswear with figurines depicting various occupational motifs will be available in June. A line designed for corporate sports team.

Research indicates that the upsurge in purchasing sportswear stems from a trend towards health fitness and safety

HALVA Goes Retail

A turning point in the history of HALVA international came on January 18th at the Grand Opening of the first HALVA retail outlet in over 50 years as a mail-order house for racquets sports.

Attending the opening were city officials, the Governor of New York, and the Prime Minister of Atlantis. Our own illustrious President was there for the occasion, and warmly greeted all in attendance. We were pleased and honoured to have such distinguish notable people at the grand opening. We could not have hoped for a finer guest list.

Required

- i. Indent the paragraph
- ii. Copy the two paragraphs and place them just below the original
- iii. Italicise the second paragraph of your work.
- iv. Save the work as your names 2000

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

Computer College, Kalugu.				
ADMINISTRATION	KITCHEN	COMPUTER DEPARTMENT	DORMITORY	SICKBAY
Headmaster’s office	General Catering Course to Cater for All.	24 computers	‘O’ level boys	First class
Deputy Headmaster’s office		12 modems	‘A’ level boys	Medical
Accounts office		6 sets of Speakers	‘O’ level girls	Facilities and
- Examination office. - Director of studies			‘A’ level	Care
	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.

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
• 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.

1. Using word processing application software of your choice typeset the following text as it appears and save as 'abacus'. **Hint: Use a table of 1 by 1 with a border line width of 3 pts.**

The abacus The abacus is a device, usually of wood (plastic, in recent times), having a frame that holds rods with freely-sliding beads mounted on them. Traditionally the Chinese abacus has 2 beads in the top section over the horizontal bar and 5 beads in the lower section, for each "column". The upper row beads could each represent one hand. The lower columns could represent the 10 fingers. The earliest counting devices known to man were his own hands and fingers. If that wasn't enough, things in nature were used like shells, twigs, pebbles, stones, and so forth. It is a good idea to think about the history of arithmetic, mathematics, writing and recorded information. Man's invention of the computer resulted from man's need to quantify, to count and to do mathematic calculations.
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Instructions:

- a) Copy your work and paste it on page four of your document.
- b) Format heading to upper case, bold, underline and font size 16.
- c) Justify align the content.
- d) Underline the word 'abacus' wherever it appears in your work.
- e) Set your work in Times New Roman font face.
- f) Insert a header your name and footer your class.
- g) Print pages 1 and 4 of your work.
- h) Copy your work on page four to a new document and save as 'abacus_new'. Do not print this work.

2. 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.

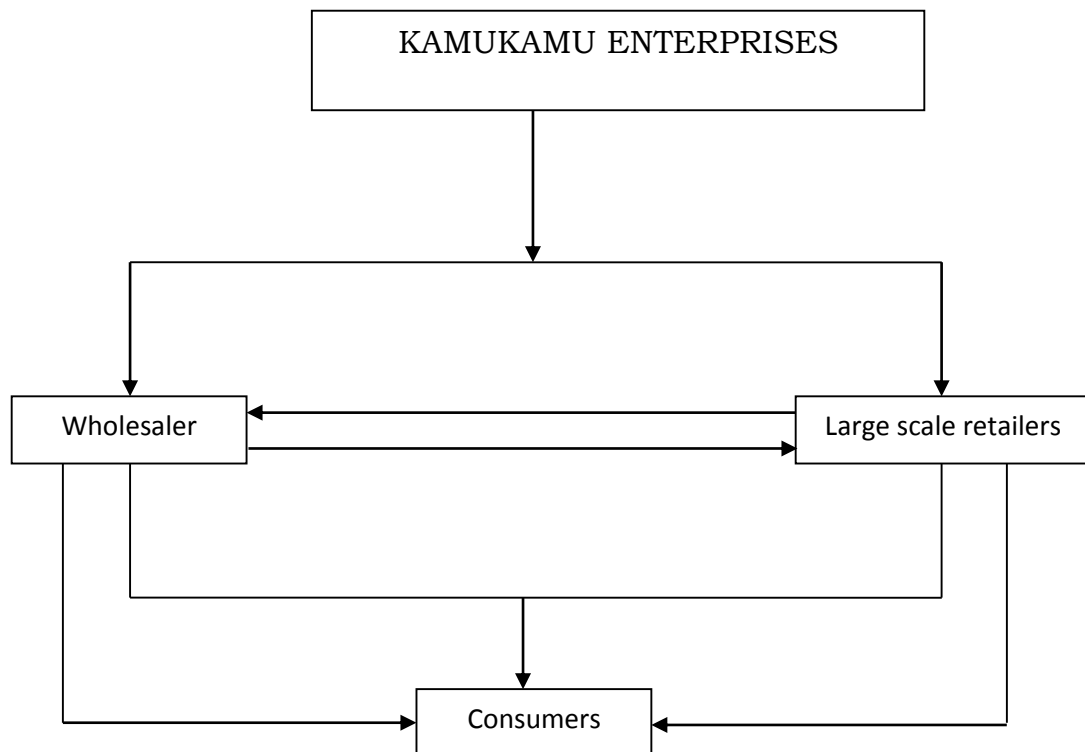
h) Save your work and print two copies.

3. The entrepreneurship club of your school is going to participate in an exhibition at Lugogo shortly this year. The club has been asked to show a simple marketing flow chart. You have been asked to typeset the following as it appears.

Marketing is a very important aspect in the process of production of goods and services. A good entrepreneur studies the market pattern and then decides on the marketing technique to employ. He / she carefully chooses a channel of distribution also called a marketing flow chart that theoretically illustrate how goods move from this production warehouse to the final consumer.

A good marketing flow chart includes the following:

- i. Wholesalers.
- ii. Retailers.
- iii. Agents.
- iv. Distributors.



Instructions:

- a) Insert a heading KamuKamu Enterprises Ltd.
 - b) Add a caption to appear at the bottom of your marketing flow chart to read 'Marketing Flow Chart'.
 - c) Group your work and centre.
 - d) Print two copies of your work.
 - e) Save your work as KamuKamu and exit the application.
4. 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:

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

5. The school bursar has asked you to typeset the following fees demand note to be sent to parents and save the document as 'demand_note'.

st. john's s.s. wakitaka

p.o. box 597,

jinja.

Date: 12-04-2011

The Parent / Guardian of

<<Name>>, <<Class>>

Dear Sir / Madam,

Re: fees damand note

Your <<Sex>> <<Name>>, <<Class>> has an outstanding fees balance of Shs. <<Fees>>. Therefore, the school has decided to send him / her home to collect the said sum.

The school administration is finding it exceedingly difficult to run the normally.

Your co-operation in this matter will be appreciated with great urgency. For any question, do not hesistate to call the school bursar for clarification.

'Knowledge is power'

Yours truly,

Nakabago Faith N.

Headteacher SJW.

The school bursar has also provided you with the following list of defaulters. Generate it in a different document and save as 'fees_source'

Name	Sex	Class	Fees
Namulinda Leah	Daughter	S.1	120,000
Kiirya Peter	Son	S.2	450,000
Oboyoi James	Son	S.1	123,000
Nassali Hajirah	Daughter	S.4	250,000
Ojambo Moses	Son	S.3	130,000
Kayemba Robert	Son	S.6	1,000,000
Lwanga Charles	Son	S.5	750,000

Instructions:

- Set your work on an A5 portrait paper size with margins set as 10mm for top, bottom, left and right respectively.
- Correct all the grammatical mistakes in the document.
- Change the school address to title case and centre align it.
- Insert today's day and allow a provision for automatic updating.
- Change the sentence that begins with Re: to upper case, bold and double under score.
- Merge the two documents such that the names of students, class and fees are entered into the main document.
- Merge to printer and create two copies for each student.
- Print a copy of your work on an A5 paper size.
- Create fresh document to create envelopes (Italiano size) that will carry these fees demand notes. Save your work as 'letters'.

6. Using a word processing application of your choice typeset the following text and save as 'certification of appreciation'.

MAKINDYE SECONDARY SCHOOL P.O. BOX 3456 KAMPALA COMPUTER CLUB Certification of Appreciation This certificate is being awarded to For his / her meritorious performance as a club This certificate is therefore a token of appreciation for the tremendous effort to the club. "Gakyali Mabaga" <table><tr><td>Club patron</td><td>Headmaster</td></tr></table>	Club patron	Headmaster
Club patron	Headmaster	

Instructions:

- Set your certificate in font colour navy blue.
- Ensure that your work is in double line spacing.
- Make the following changes in respect to your title:
 - Change the first line to Stencil Bold font style. Font 38, navy blue colour.
 - Change the second line to font size 30, and the third to font 28 pts.
- Between the last heading and certificate of merit, allow a provision for a graphic that will work like your school badge.
- Underline the heading 'certificate of merit' and apply a double strike through.
- Change the boarder colour to red.

- g) Make sure that your work fit well on one page of your document.
- h) The certificates are to be presented to the following members. Create a data source saved as 'datasource'.

Name	Post
Nanokha Daniel	Chairperson
Oboyoi Moses	Vice chairperson
Mbabazi Phiona	Treasurer
Sempala Harriet	Secretary
Senkumba Pafra	Member
Masaba Swabulin	Member
Kibuye Davis	Member

- i) Using the mass documentation facility, merge the above fields to the certificate. Change the colour of merged fields in a red colour on your main document.
- j) Merge to document the certificate such that each member has a complete document for printing.
- k) Print copies of your certificate and exit the application.

Type this passage as it is:

Environmentalism.

Ecological diversity is the intricate network of different species present in local ecosystems and the dynamic interplay between them. An ecosystem consists of organisms from many different species living together in a region that are connected by the flow of energy, nutrients, and matter that occurs as the organisms of different species interact with one another. The ultimate source of energy in nearly all ecosystems is sun, the sun's radiant energy is converted to chemical energy by plants. This energy flows through the systems when animals eat the plants and then are eaten, in turn, by other animals. Fungi derive energy by decomposing organisms, releasing nutrients back into the soil as they do so. An ecosystem then is a collection of living components- microbes, plants, animals and fungi – and nonliving components- climate and chemicals – that are connected by energy flow.

Removing just one species from an ecosystem damages the flow of energy of that system. For instance, in the late 19th and early 20th centuries, sea otters were hunted to near extinction in many kelp forests off the coast of the Pacific Northwest of the United states and western Canada, causing the entire ecosystem to suffer. Others eat Sea urchins, spiny organisms that share their habitat. When the otters disappeared, the sea urchin population exploded and started to destroy the vast beds of kelp. Without the kelp, other species that live-in the ecosystem, including many species of fish and snails and other invertebrates, began to decline in number. Efforts to restore sea otter populations brought the kelp communities back to near normal in the late 20th century.

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- ii) set the page size to A4 and the page orientation to landscape,
- iii) Set the top and bottom margins to 3 orientations and the left and right margins to 2 centimeters,
- iv) Place your name left aligned, your centre number aligned and your candidate number right aligned in the header. Place an automated page number right aligned in the footer.
- v) Format the entire document into three equally spaced columns, with a 4 millimeter gap between the columns.
- vi) Make the following changes to the passage:
 - a. Set the text to a serif front
 - b. Set the text to 1.5 line spacing,
 - c. Make the text fully justified,
 - d. Set the text size to 10 point,

- e. Insert a page break before the first paragraph,
- f. Format ONLY the first page of the document as a single column.
- vii) Make this first page a little page by adding the heading Ecological Bio – Diversity.
 - a. Make the heading centre aligned,
 - b. Set the text size of the heading to 72 point.
- viii) Import a graphic image showing a tree (from clip art, scanner, digital camera or elsewhere), and place this in the top left corner 4 of page 2.
- ix) Change the image so that:
 - it is re- sized to fill the column width,
 - the text sits below the image.
- x) Check the passage for spelling errors,
- xi) Save the document in a folder named 'Bio – Diversity' on the diskette provided.

3. (i). Using the tab facility in a word processor, rearrange the data below in three columns of the; NAME OF STUDENTS, SCHOOL and POINTS SCORED.

Namuleme Shanin of Kakoora Academy scored 128 points; Walakira Ambrose from Lubanga memorial school got 234 points, Mivule Charles from St. Anthony S.S.S scored only 101 points; Nantongo Tanma from Christ the King S.S.S got 449 points; Luwalira Micheal from Rise and Shine College got 341 points; Mikolo Chris also from Rise and Shine College got 128 points; Kimuli Faith also from Lubanga Memorial School got 128 points.

(ii). Highlight the student with the highest score using any colour (02 marks)

(iii). On the next page, insert a three- column table to tabulate the same given data. (02 marks)

(iv). Insert a row above your table and type the heading **MUBENDE DISTRICTS SPORTS ACTIVITIES.** (02 marks)

(v). Insert a header and a footer as your name and personal number respectively (02 marks)

(vi). Save and print all your work. (02 marks)

1.B Type the following document and draw the chart as seen below:

Software is a set of instructions or programs that tells the hardware parts on what task to perform and how to do it. Software has two major parts that include:

Systems software

Applications Software

However, software can be shown with all its subordinates as seen in the chart below:

COMPUTER SOFTWARE									
Systems Software							Applications Software		
Operating Systems	Utility Programs	Programming Languages					Off-the-Shelf Software	Custom Made Software	
UNIX	Anti Virus Utility	Machine Programming Language	Assembly Programming Language	High Level Programming Languages	Forth Generation Languages	Fifth Generation Languages	Object oriented Languages	Electronic spreadsheets	- These are programs that are designed to solve a specific user problem.
LINUX	Merge Utility							Database Languages	
DOS	Sort Utility							Presentation Software	
Windows xP	Disk Repair							Word processing	
NetWare	Screen Saver							Web Browsers	
Macintosh	File Defragmenter							Desktop Publishing.	

Required:

Typing and tabulation of the above work (10 marks)

Format your work in the boxes to appear with different colors of your own choice (02 marks)

Change the font face of the operating systems column to appear as "Impact"(02Mks)
Put your name and index number as a footer (02 marks)
Put the page number at the top right of your document. (02 marks)
Save your work as "Your Names" (02 marks)

(a) Fire 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-

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.

"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."

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)

SPREADSHEET

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)
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	Semujju .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)

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)

4. The table below shows the average sales (in millions of litres of liquid soap of four companies in a certain city during the first quarter of the year 2003)

	Patro	Coltexn	Hellen	Prove
January	23.9	40.0	65.5	18.7
February	15.0	54.8	69.0	22.6
March	20.4	67.0	78.9	24.4

- (i) Enter the above information in a spread sheet. (03 marks)
 - (ii) Create a pie chart that indicates a title and labels to represent the sales of the four companies in the first quarter of 2003. (05 marks)
 - (iii) Draw a bar chart to represent the sales of the companies. (05 marks)
 - (iv) Determine the total sales for each month. (04 marks)
 - (v) Insert your name and index number in (ii) and (iii) above. (02 marks)
 - (vi) Save your work on a floppy diskette as my spreadsheet. (01 marks)
5. The following rates were quoted by some forex bureau in Kampala, for some currencies sold in Uganda shillings. Enter this table into spread sheets.

Bureaux	Dollars	Pound s	Euros	DM
A	1808	2600	1560	800
B	1808	2605	1605	-
C	1805	2600	1600	-
D	1803	2650	1645	-
E	1807	2600	1600	-

You are required to:

- (i) create a pie-chart representing Forex Bureau A entries in percentages. Put the legend at the bottom. (09 marks)
- (ii) add a title to the pie chart in (b)(i). Place the chart as an object below the table. (02 marks)
- (iii) add your name and index number below the pie-chart (02 marks)
- (iv) save the work sheet as “My chart”. (01 mark)

1. The recording of rainfall figures for the first six months of 1997 and 1998 were: 1997: January 23.4 mm, April 34 mm, June 67 mm, February 33.4 mm, March 55.5 mm, 1998: May 66 mm, January 33.4 mm, March 55.5 mm, April 44 mm, June 77 mm, February 55.9 mm.

You are required to

- i. Enter the information in a tabular format in spread sheets. (06 marks)
 - ii. Put borders on the data and centre align the data of the months (03 marks)
 - iii. Calculate the total rainfall in mm for the two years, in the seventh column using formulae.
 - iv. Create a column chart using the given data (05 marks)
 - v. Save your work on a diskette, using your name as the file name. (02 marks)
6. The following rates were quoted by some fore bureaux in Kampala, for some currencies sold in Uganda Shillings. Enter this table into spread sheets (06 marks)

Bureaux	Dollars	Pounds	Euros	DM
A	1808	2600	1560	800
B	1808	2605	1605	-
C	1805	2600	1600	-
D	1803	2650	1645	-
E	1807	2600	1600	-

You are required to:-

- i. Create a pie – chart representing Fore Bureau a entries in percentage put the legend at the bottom. (09 marks)
 - ii. Add a title to the pie chart in (b)(i). Place the chart as an object below the table. (02 marks)
 - iii. Add your name and index number below the pie – chart (02 marks)
 - iv. Save the worksheet as ‘My Chart’ (01 marks)
7. The statistics below show rainfall received in a certain district of Uganda for six months (in mm) as follows:-June – 186, July -191, September – 158, October -181, November – 133, December -91
 - i. Tabulate the data in a work sheet. Include a tittle for the table called rainfall statistics. (03 marks).
 - ii. Create a column graph of the entries above showing the amount (mm) of rainfall per month. (06 marks)
 - iii. Provide a suitable title for the graph in (ii) above and label the X – and y axes. Place the chart as an object in sheet 1, below the table. (03 marks)

- iv. Create a pie-chart showing the amount of rainfall received in percentage. Place the pie-chart as an object in sheet 1, just below the bar graph.
- v. Write your name and index number below the pie chart bar (02 marks)
- vi. Save your work on a floppy diskette as a graph (01 mark)

8. The table below shows the average sales (in millions of litres of liquid soap of four companies in a certain city during the first quarter of the year 2003.

	Patro	Coltexn	Hellen	Poven
January	23.9	40.0	65.5	18.7
February	15.0	54.8	69.0	22.6
March	20.4	67.0	78.9	24.4

- i. Enter the above information in a spread sheet
- ii. Create a pie chart that include a title and label to represent the sales of the four companies in the first quarter of 2003.
- iii. Draw a bar chart to represent the sales of the companies.
- iv. Determine the total sales for each month.
- v. Insert your name and index number in (ii) and (iii) above.
- vi. Save your work.

9.

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 Sale 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.
- iii. Net profit is equal to Gross Margin minus Variable and Fixed Expenses
- iv. Draw a bar graph for the Net profit for the four quarters.
- v. Add a title "School canteen Net Profit" and label the x – axis as "Quarterly Net Profit" and y-axis as "Amount in Shillings" (03 marks)
- vi. Save your worksheet as your surname and print. (02 marks)

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 title 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'

10. 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:

- 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.
- Determine the average and total amount of tax the school collects from the canteen.
- Change the name of sheet 1 to canteen sales.
- 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.
- Format all figures with UGX currency symbol with one decimal place.
- On a separate sheet, plot a line chart to represent the items, costs price, and selling price.
- Apply a centered footer of your name and registration in your worksheet.
- Sort the list in descending order to items.
- Change the orientation of the first row of the table to 45 degrees and change its colour to blue
- Copy and paste your work on sheet two and rename it 'Canteen.
- Wrap you text in the selling price title cell.

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.

- i. Overall Revenue and Overall expenditure for the company.
- ii. The profit earned for each month
- iii. The Overall profit earned by the company
- iv. Save your work as "My account"

11. 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 No	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.
- (ix) Print your work.

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.

(f) Print your work.

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)

15. Use the following data collected from Honest Hill Primary School to create a spreadsheet saved as "enrolment".

Class	Boys	Girls
P. 1	23	12
P. 2	12	34
P. 3	100	56
P. 4	34	36
P. 6	100	124
P. 7	56	16

Instructions:

- a) Insert a row between P.4 and P.6 to hold enrolment for P.5. Boys 45 and Girls 78 respectively.
- b) Add a line boarder to make your work appear professional.

- c) Sort your work in ascending order basing on the number of girls.
- d) Centre columnar headings.
- e) Insert a header, your name and footer your class.
- f) Insert a new work such that your workbook has four worksheets.
- g) Copy your work from sheet1 and paste it in worksheet4.
- h) Add a row after P.7 to accommodate total, hence determine the total enrolment for boys and girls respectively.
- i) Using data series to include totals for both girls and boys, create a pie chart to reflect this data. Remember to apply a title just below your work.
- j) Rename worksheet one “All”, and worksheet4 “Copied.
- k) Print a copy of your work and exit the application.

16. 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:

- a) Enter the above table in a suitable spreadsheet program of your choice and save as supermarket.
- b) Apply a line boarder around your work.

- c) Copy and paste in sheet two of your workbook.
- d) Determine the total sales for each commodity.
- e) 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'.
- f) Place your legend at the bottom of the graph.
- g) In cell D12, insert the minimum total sale for the supermarket.
- h) Rename the tab sheets to, Original and Pasted respectively.
- i) Insert a header your name and footer today's date.
- j) Change the tab colour for original to red and pasted to yellow.
- k) Print a copy of your work and exit the application.

17. 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.

18. 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

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

19. 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

- Type in all text and numbers shown in the spreadsheet below.
- Format all numbers as a currency.
- Center the spreadsheet heading 'Sales and Produce Department' across the spreadsheet.
- Format all text as displayed in the sample above..
- Create formulas to display a total for each fruit.
- Create formulas to display a total for each month.
- Create a formula to calculate the total sales for all fruit items for the year to date.
- Insert a row between Bananas and Pears for Lemon: 234, 345, 456, 567. Allow your spreadsheet to update automatically.
- Add a line boarder to make your work look attractive.
- 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.
- Make sure that all labels appear on your graph.
- Change the font size for labels on your graph to 8 pts and font colour green.
- Align all columnar headings to 45o
- Centre your work horizontally and vertically and print one copy.

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

Item	Quantity	Unit price	Total
Stabile boss highlighters	2	1,500	
Blue track	1	2,890	
Push pines (pkt)	1	1,390	
Chrome letter clips	5	590	
Stephens Whiteboard Markers (Blue)	2	2,390	
Stephens Whiteboard Markers (Green)	2	2,390	
Stephens Whiteboard Markers (Black)	2	2,390	
Stephens Whiteboard Markers (Ream)	10	2,390	
Order total			

Instructions

- Type in all text and numbers shown in the spreadsheet below.
- Format all numbers with appropriate formats.
- Center the spreadsheet heading 'Mike's Stationery Order' across the spreadsheet.
- Format all text as displayed in the sample below, including the rotated text labels.
- Create formulas to display a total for each stationery item ordered.
- Create a formula to calculate the total for the stationery order.
- Centre your work vertically and horizontally.
- Insert header your name and footer your class.
- Print three copies of your work.

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

Sales Rep.	Week 1 km	Week 2 km	Week 3 km	Week 4 km
Nambuya Immaculate	150	234	456	234
Nasali Hajirah	219	908	123	543
Zirintusa Andrew	300	100	543	654
Daudi Mwendha	890	456	654	765
Ojambo Moses	1000	789	765	887
Zeede Recheal	348	123	987	765
Musene Patrick	456	456	1000	123

Instructions

- Type in all text and values shown in the spreadsheet below.
- Format all numbers with appropriate formats).
- Center the spreadsheet heading 'Travel Expenses for the Month of May' across the read sheet.
- Add two columns labeled Total Distance moved and Amount Reimbursed.
- Create formulas to display a total for each Sales Rep.
- Create formulas to calculate the amount due to each Sales Rep, on the basis that each Rep. is reimbursed 6,000 per kilometer traveled.
- Apply all borders and shading, feel free to experiment with your own colour schemes.
- Insert header, your name and footer your class and stream.
- Print three copies of your work and exit the application.

22. Type in the following spreadsheet, and format it to look like the sample below.

Daniel's Hotel			
Lunch items	Units sold	Unit price	Sales
Sandwiches	2,300	1,000	
Meat pies	1,100	500	
Macaroni and other salads	3,650	2,500	
Filled rolls	560	500	
Soup	348	1,000	
Dessert	288	1,000	
Tea	890	1,200	
Coffee	974	1,700	
Cold drinks	599	600	
Totals			
Average			

Instructions

- Format all numbers with appropriate formats.
- Format all text as displayed in the table above.
- Create formulas to display a total for each item in Daniel's Hotel.
- Create a formula to calculate the total sales for the Lunch Bar.
- Determine the average sales for the period.
- Add a red line boarder around your work.

- g) Insert header, your name and footer your class and stream.
- h) Centre your work both vertically and horizontally.
- i) Print a copy of your work.

23. 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.

24. 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
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.

25. 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:

- Enter the raw data above and save as 'fruits'.
- Apply appropriate number formats to your numbers.
- Center your spreadsheet horizontally on the page
- Give your spreadsheet an appropriate title and center it across your spreadsheet.
- Select the best page orientation for your spreadsheet.
- 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.

26. Create a spreadsheet using the following information. You have been asked to construct a spreadsheet for Mike's Mail Order Company.

Item	Price	Delivery Charge	Ordered This Month
Bath Towels	6,905	500	319
Bathroom Radio	24,905	800	150
Bathroom Scales	99,950	1,000	63
BBQ	199,905	2,000	38
Beach Towels	9,950	500	412
Board Games	39,950	800	95
Book Ends	29,950	1,000	241
Book Shelf	49,950	1,500	168
Camera	69,950	1,000	112
Card Games	14,950	500	243
Carving Fork	17,950	500	177
Clothes Hanger	4,950	500	588
Computer Games	89.95	500	126
Cooking Timer	21,950	500	169
Cordless Telephone	119,950	1,000	87
Curtain Rails	129,950	1,000	94
Curtains	124,950	800	317
Digital Camera	999,950	1,000	349
Digital Clock	99,950	1,000	476
Double Sheets	49,950	500	355

Item	Price	Delivery Charge	Ordered This Month
Electric Blender	299,950	2,000	122
Electric Knife	149,950	1,000	52
Electric Mixer	399,950	2,000	12
Fan Cooker	199,950	2,000	49
Fire Extinguishers	249,950	2,000	79
Hand Towels	79,500	500	513
King Sheets	69,950	500	299
Kitchen Scales	89,950	1,500	83
Kitchen Utensils	29,950	1,000	197
Microwave Oven	799,950	2,000	42
Model Boat	59,950	1,000	179

- Enter the raw data above and save as 'mail order'.
- Apply appropriate number formats to your numbers.
- Center your spreadsheet horizontally on the page
- Give your spreadsheet an appropriate title and center it across your spreadsheet.
- Select the best page orientation for your spreadsheet.
- Adjust the column width and row height to suit the layout you have selected.
- Create formulas to calculate delivered cost for each item.
- Create formulas to calculate the Monthly Income for each Item, the Monthly Income from the delivery of each Item, and the total Monthly Income for each item.
- Create formulas to calculate totals for each column in your spreadsheet.
- Set the layout of your spreadsheet to display the header or column labels at the top of each page when printed.
- Setup an appropriate header for this spreadsheet as your name.
- Setup a page number for this spreadsheet and place it in the footer. Print your work.

27. 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:

- Enter the above data in suitable spreadsheet program of your choice and save as 'primary'.
- Apply line boarder, align the subject names to 900
- Sort all names in ascending order.
- 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.

28. 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.

29. Mulefu Original Designers have a number of design garments for sale. This data is represented in a spreadsheet program as below.

Garment name	Quantity	Unit price	Total price
Suit (male)	30	300,000	
Shoes (pairs)	40	23,000	
Shirts	100	10,000	
Shorts	34	6,000	
Underwear	54	15,000	
Sleeveless	32	6,000	
Ties	200	7,000	
Coats	32	60,000	
T – shirts	44	20,000	
Blouse	21	10,000	
Legging	45	20,000	
Caribbean wear	65	30,000	
		Good stock	
		Re-order	

Instructions:

- Save your work as 'mulefu'.
- Determine total price for each item in stock.
- Create a new column with a columnar heading, 'stock status'.
- It is a company tradition that stock should be maintained in two ways. Quantity less than 45 units should be re-ordered and equal or above 45 is a 'good stock'. Create a function that will return stock status that is 'good stock' and 're-order stock' respectively.
- Insert a row on top of your table to hold the heading 'Original designers'. Merge and centre the heading, bold with font size 24.
- Save font style to Arial Narrow.

- g) Attach footer, your name and header, your class.
- h) Determine the number of items that have good stock or need to re-order. (Hint: Use the Countif function).
- i) Insert a header, original designer.
- j) Using the column for garment name and total sales, create a pie chart to represent the data above. It should slightly below the table above.
- k) Print two copies of your work, save and exit the application.

30. 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 borders 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.

31. 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.

- g) Insert a header, your name and footer your class.
- h) Centre your work horizontally and vertically.
- i) Copy your work and save it in sheet4 of your workbook.
- j) Print your work, save and exit the application.

32. 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:

- a) Apply boarder lines around your work.
- b) Format your currency to accommodate separators.
- c) Sort the items in descending order.
- d) Add a column with a heading 'Amount'.
- e) Determine the amount paid by your school in respect to each item.

- f) Determine the total amount paid altogether.
- g) Insert a column after that of Amount and label it 'percentage'.
- h) Determine the percentage amount for each item. Make sure that it totals to 100.
- i) Copy your spreadsheet and paste it in sheet6 of your workbook.
- j) Rename your worksheet tabs as: sheet1 'homeandaway' and sheet6 'copy' respectively.
- k) Create a 3D pie chart to represent the percentage amount and the items.
- l) Insert page numbers in sheet named percentage.
- m) Print your work and exit the application.

33. The Games Master of Kasana High School maintains table standings for the football league played in 2009. Enter the following information in a suitable spreadsheet program of your choice and save as 'football'.

House	P	W	D	L	F	A	Gd	Ppts
Kabelega	5	2	3	0	12	2		
Rwenzori	5	3	2	0	12	6		
Elgon	5	2	3	0	3	1		
Victoria	5	0	0	0	1	29		
Kyoga	5	3	0	2	14	8		
Nile	5	4	1	0	21	4		
Ssezibwa	5	5	0	0	18	9		
Kidepo	5	1	3	1	6	10		
Churchill	5	5	0	0	23	8		
Kilimanjaro	5	4	0	1	13	7		
Semulki	5	3	1	1	10	13		

Instructions:

- a) Copy this work and paste into sheet2 and perform the following instructions.

- b) Apply boarder lines around your work.
- c) Determine the Gd which is given by $F - A$.
- d) Calculate the number of points accumulated by a team given that each W = 3pts; L=0 pts; D=1pt.
- e) Using the data series for House and Gpts, represent this data onto a line graph to indicate performance for each house. Insert it as a object in sheet4.
- f) Sort your data in ascending order basing on 'House'.
- g) Create a column labeled Posn: in column J.
- h) Using the Rank function, determine the position of each house and insert your answer in column J basing on total points accumulated by each house.
- i) Insert a header, 'interhouse'.
- j) Align columnar headings to 300.
- k) Print three copies of this work and exit the application.

34. Eastern Motor Club provides the following records to use. Present the data below in a spreadsheet program of your choice and save as 'motorclub'.

	Stage 1		Stage 2	
Rally driver	Time flag off	Time arrived	Time flag off	Time arrived
Lumala	8:00	10:01	10:30	2:00
Susan M	8:05	10:13	10:31	2:01
Sula Kato	8:10	10:15	10:32	2:01
Chippa A.	8:15	10:16	10:33	2:04
Binasali	8:20	10:17	10:34	2:30
Emma Kato	8:25	10:19	10:35	3:00
Karim Hirji	8:30	10:20	10:36	3:12
Rwakataka	8:35	10:21	10:37	3:13
Amin Dada	8:40	10:35	10:38	3:14

Instructions:

- a) Merge cells A1 and A2.
- b) Format the time to A.M/P.M.
- c) Insert a column for total time used in column F2.
- d) In this column, determine the total time spent by each rally drive to complete the two stages.
- e) Using data series in column F and A respectively, create a line graph to represent this data.
- f) On your chart, apply a relevant title and labels for x and y axes respectively. Adjust your legend to fit at the bottom of your graph.
- g) Copy your work from sheet1 and paste into sheet2.
- h) Rename the sheet tabs: for sheet1 as 'Original' and sheet2 as 'Duplicate'.
- i) Centre your work on duplicate sheet both vertically and horizontally.
- j) Print a copy of your work and exit the application.

35. Using a suitable spreadsheets application of your choice, enter the following data in a works sheet and save as your name.

Year	Cattle '000	Sheep '000	Goats '000	Pigs '000
1991	5,121	820	4,950	1,210
1992	5,209	845	5,070	1,228
1993	5,370	871	5,227	1,266
1994	5,106	897	5,383	1,304
1995	5,233	924	5,545	1,343
1996	5,301	951	5,684	1,383
1997	5,460	980	5,826	1,425
Minimum				
Maximum				
Average				

Instructions:

- Copy your data and paste it in sheet2 of your worksheet.
- On sheet2, format your data to include a separator and zero decimal places.
- Apply boarder on your range of selected data.
- Determine total number of livestock for each year.
- Determine minimum, maximum and average livestock per category above.
- On sheet2, insert a row in row1 to hold the heading, 'livestock numbers: 1992 – 1997'. Merge and centre the heading.
- Using relevant range of data series, represent data for 1996 on a pie chart.
Remember to insert it as an object in sheet3, include a suitable title and legend.

- h) Insert a header, your name; footer, your index number.
- i) Print a copy of your work.

36. The following table shows details of electricity meter readings for ten different customers of UMEME (U) Limited at the beginning and end of the months of September, October and November respectively. Save your work as 'electricity_bill'.

Customer's name	Meter reading as at 1st Sept.	Meter reading as at 1st Oct.	Meter reading as at 1st Nov.
Tegule Arnold	35839	36852	36990
Musifata Alex	13538	14011	15673
Okima Whyclif	20153	20542	20933
Ssentongo David	28603	29256	30189
Otunga Peterson	32568	33410	34667
Luumu Oliver	42398	43630	44802
JJJ Enterprises	15644	15644	15644
Nantume Justine	22893	39955	50993

Additional information:

The cost of one unit of electricity is shs. 250, and each customer pays a constant service fee of shs. 5,000, regardless of the number of units of electricity consumed.

Instructions:

- Enter the above table on a worksheet 1 as it is (remember to wrap the columnar headings).
- Copy the data on sheet 1 and paste it onto sheet 4.
- Rename sheet 4 as 'finalbill'.
- Insert a blank row above the table on sheet 4 and enter the label, Unit cost in cell A1 with corresponding values 250 in B1 and the label, Service fee in D1 with a corresponding value of Shs. 5,000 in cell E2.
- Use columns F and G to calculate the electricity bill for September, October and November respectively.
- Use column H and I to compute the electricity bill for September and October. Assign all columns suitable headings.

- g) Format all currencies to have a symbol UGX, before all the values.
- h) Re- arrange the data to have customers' name in ascending order.
- i) Insert a centred footer, your name and print sheet 4 on paper size A4 landscape and save your work.

37. 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:

- a) Calculate the figures in cells E10 and E16 to find the total income and expenditure in each case.
- b) Calculate the figures in Cell E18 to find the profit.
- c) Calculate the new expenditure in Cells F12, F13 and F14 respectively.
- d) Calculate the new income in cell F6, F7 and F8.
- e) Calculate the new profit in Cell G18.
- f) Save your work as 'profit for the year'.

g) Print your work and exit the application.

38. 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.
- g) 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.

39. 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.

40. Using a spreadsheet application of your choice, key in the following data as it appears from cell A1 and save a 'sales_eats'.

Item	Quantity	Rate	Amount
Ice cream	129	500	
Soda	345	800	
Buns	234	200	
Popcorn	567	100	
Bagiya	453	100	
Pancake	678	200	
Cassava chips	799	150	
Lollipops	123	200	
Chewing gum	376	100	
Books	900	150	

Instructions:

- Insert a heading 'Canteen Sales for two weeks'.
- Insert a row between buns and Popcorns for Mineral Water with recorded at Qty: 340 each 800.
- Format the amount to accommodate the currency format with a zero digit place. Format to hold a prefix of "Shs."
- Determine the amount received for each item respectively.
- Insert a fresh row after that of books labeled "Total" to determine the total amount received.
- Insert a column after amount labeled "% Sales income". In this column, determine the percentage representing each item. Total the percentage as well.
- In cell D14, determine the maximum amount received.
- Using the columns for items and Amount, create a bar chart and insert as an object in sheet 3 of your workbook.
- Insert header in sheet 3 of your work as your name and footer as your class.
- Insert page numbers in your spreadsheet program in the format of page 1 of ...
- Insert today's date. Ensure that this date is automatically updating.
- Using the columns for item and amount, populate a line graph to represent this data. Remember to insert correct heading, x and y axes labels respectively. Insert your legend to the right of the graph. Print a copy of your work and exit the application.

41. 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:

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

Status	Mon	Tue	Wed	Thur	Frid
A					
B					

- Using the count function, populate the table above.
- Generate a column graph to represent this data as an object in sheet4 of your workbook.
- Insert a row between Kasadha and Walugembe for Ikendi with P, A, A, A, P for the attendance.
- Make sure that your summary table and graph automatically updates.
- 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.
- 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.

42. 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		
Kirya 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:

- a) In the column for Agg., determine the total of the best done four subjects.
- b) 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.

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

Division	No:
1	
2	
3	
4	

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

43. 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:

- a) Beginning from cell A1, enter the above data in a suitable spreadsheet program of your choice.
- b) Format quantity to '00', general style.
- c) Format unit cost to hold a prefix of 'Shs'.
- d) Insert a column after quantity for sales. Hence, determine sales for each item.
- e) Create another column for percentage sales. Determine percentage sales of each item as a ratio of the total sales.

- f) Create a pie-chart using data series for item and percentage sales. Insert it as an object in sheet4 o your workbook.
- g) Provide a centred header as your name and class as a left aligned footer.
- h) Save your work as 'sales_june_2000' and provide a printout of your relevant worksheets.

44. 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:

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

1B. 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)	Selling 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							

- i) Enter the above data in your worksheet (1 marks)
- ii) Rename your sheet as "Business" (01 mark)
- iii) Use formulas to calculate the profit in each kilogram for each item (03 marks)
- iv) Use formulas to calculate the total profit obtained from each item (03 marks)
- v) Calculate the total cash at hand after all sales have been performed in cell F11 (2 marks)
- vi) 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).
- vii) Create a Column graph showing the variation of Profit (in Kg) column and fix it on its own sheet (3 marks)
- viii) 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)

(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)

PRESENTATION

45. Road accidents are very rampant in Uganda. Many people have lost their lives in road accidents. You are required, using presentation software to educate Ugandans about road accidents. Create four slides as indicated in parts (i)-(iv). Every slide should:

- Use minimal graphical effects to make the presentation entertaining.
 - Be able to convey the appropriate message to the community.
 - Run with a click of the mouse.
 - Have your name and index number as a footer.
-
- (i) Slide I- should include the title, your name and your school name. (06 marks)
 - (ii) Slide II- should include the title actual causes of road accidents in Uganda. (07 marks)
 - (iii) Slide III- should include the contribution of the traffic police in the prevention of road accidents. (07 marks)
 - (iv) Slide IV- should include the preliminary precautions to avoid road accidents. (07 marks)
 - (v) Save the presentation as “Road Accidents”. (01 mark)
 - (vi) Print your slides. (02 marks)

46. 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. (07 marks)
 - (b) A text slide with the departments in the school. (07 marks)
 - (c) A text slide with the subjects taught in the school. (07 marks)
 - (d) A two column text slide with the names of teachers in the school (7 marks)
 - (e) A text slide with co-curricular activities in the school. (07 marks)
 - (f) A tabular slide with ten (10) imaginary senior four candidates with their imaginary marks in end of term two computer studies test. (10 marks)
 - (g) A line graph for analyzing performance of the ten candidates in (f) above. (10 marks)
 - (h) Save your name and index number. (02 marks)
 - (i) Print your slides. (02 marks)

47. As an education official in your 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 education. History of education in district and Uganda.) (09 marks)
 - (ii) Slide II: Content (types of education) (09 marks)
 - (iii) Slide III: Benefits and achievements of education. (10 marks)
 - (iv) Slide IV: Short comings of education and conclusion.
 - (v) Save your presentation as 'Education.' (10 marks)
- N.B. Insert a relevant graphic
- Set your slides to have suitable background. (10 marks)
 - Include your name and index number each slide as a header. (04 marks)
 - Set the slides to run automatically. (04 marks)
- (d) Save the slide show on a floppy diskette as show. (01 mark)

48. Malaria is one of the major killer diseases in Tropical countries. As an informed person, you are required to design a slide show on Malaria, the killer:

- (a) Create 4 slides:
 - (i) Slide One should elaborate on the causes. (10 marks)
 - (ii) Slide Two should focus on the spread. (10 marks)
 - (iii) Slide Three should show the prevention methods.
 - (iv) Use normal graphics in the three slides. (05 marks)
 - (v) Slide four should show an illustration using a suitable clip art picture related to malaria on the right hand side with related text on the left hand side. (12 marks)
- (b) Link one slide to another. (08 marks)
- (c) Include your name index number on each slide as a copyright.

1. The Ministry of Health has appointed you as a Health Education. You are required to give a talk on "The Role of Sex Education in Schools".

You are required to:

- (a) Design 3 slides as follows: (15 marks)

Slide I should have the introduction of the topic. (15 marks)

Slide II should have the content of the topic. (15 marks)

Slide III should have the relevancy of sex education in schools. (15 marks)

- (b) Include your name and index number at the end of each slide. (03 marks)
- (c) Save your presentation as "Myslide". (02 marks)
- (d) Use minimal graphical effects. (10 marks)

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

2. 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 of your work as in a handout mode.

i) Save your work as 'corruption' and exit the application.

3. 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.
 - f) Print a copy of your presentation using a handout mode of four slides per sheet.
4. 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'.
5. 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.
6. News, E-commerce, Research Education, e.t.c.... are some of the benefits of internet. Prepare four slides to include the following information.

Instructions

- i) Slide I – representing an introduction of the topic.
 - ii) Slide II – representing services offered by the internet.
 - iii) Slide III – representing benefits of the internet.
 - iv) Slide IV – representing the disadvantages of the internet.
- (b). Use minimal graphics and design.
- (c). Link one slide to another.

- (d). Include your name as header and 'internet' as footer.
- (e). Save your presentation as 'training'.
- (f). Print your work in handout mode of four per page.

7. Computer viruses are some of the biggest nightmares all over the world faces. As a computer student, you have volunteered to educate computer users this threat.

Create six slides which you are going to use during the presentation. Each slide should have:

- a) The relevant message needed to convey the required information.
- b) Your name, index number and slide number as footer at the right hand of each slide.
- c) It should run after a single click of a mouse.
- d) Use minimal and relevant effects to make the presentations entertaining.
- e) Use relevant clips which are to be placed at the right hand top of the slide.
- f) Be able to convey the appropriate message to the users.
- i) Slide I should include the title and definition of viruses, your name and school.
- ii) Slide II should include symptoms of computer viruses.
- iii) Slide III should include damage made by viruses in a computer and its accessories.
- iv) Slide IV should include the ways through which viruses enter a computer.
- v) Slide V should include the precautions of preventing viruses from entering the computer.
- vi) Slide VII should include cure of computer viruses when they have also entered the computer, give examples of cures you are familiar with.
- vii) Save your presentation as computer_virus 2009.
- viii) Print your slides as hand out notes on three pages.

8. The health prefect has appointed you as a health educator in your PIASY group and you are required to talk about "ABSTINENCE – the way of preventing STDs". You are therefore required to:

- a) Design 5 slides as follows:
 - i) Title slide: Should have the topic, your name and date of presentation.

- ii) Slide 2: Introduction to the topic and definition of abstinence.
- iii) Slide 3: Four principles that adolescents can use to abstain.
- iv) Slide 4: Six Consequences of early sex.
- v) Slide 5: Conclusion.
- b) Include slide numbers on all slides excluding the title slide.
- c) Save your presentation as 'abstain'.
- d) Use uniform themes, text entry animations and suitable transitions.
- e) Printout a handout having all the slides fitting on one page, which you will issue out to your PIASY group members during the meeting as you give a talk.

9. 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.

10. 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.

11. 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

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

12. 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 routine. 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.

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:

- a) Use a green slide background.
- b) Replace on slide one 'your school' with the real name of your school.

- c) Add a name of the prep masters / mistresses at your school on slide one. In the form of Presented by: Mr./Ms./Mrs. x
- d) Insert slide numbers, footer your name and header 'PREP'.
- e) Ensure that the text animations stand at 3 sec. and slide transition at 1sec. respectively.
- f) Change the slide resolution to 800 x 600.
- g) Print one copy of slide 3 in slide mode and slide 1 and 2 in hand out mode.

14. 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.

15. You 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.

16. 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’.

17. 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.

18. 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.

19. The games master of your school has organized inter house competitions. He has decided to use a presentation to make students aware of the upcoming event. You have been requested to design an automatically running slide that will include the following:

Slide one: Introduction

Once again, the sports and games department is informing students and the entire school that this year's sports activities are as follows:

Slide two: Activities

Football

- Junior category
- Intermediate category
- Senior category

Handball

- Junior category
- Intermediate category
- Senior category

Slide three: Rules

- i) Junior games are set for students below the age of 14 with body weight of less than 32 kgs
- ii) Intermediate games are open to junior members and students below the age of 16 and body weight of less than 40 kgs.
- iii) Senior games are open to all members.
- iv) Rules and regulations for each game will be in force.
- v) School rules will be in force

Slide four: Conclusion

All house teachers and captains are encouraged to prepare their teams for a colourful event this year.

Instructions

- a) Work on slide 2 should appear in two columns.
- b) Insert three graphics in your presentation.
- c) Use a uniform colour scheme, animation and transition.
- d) Allow the presentation to run until Esc.
- e) Insert slide numbers at appropriate place on each slide.
- f) Add footer, your name and header your class.
- g) Save your work as your name.
- h) Print a copy of your presentation.

20. The Managing Director of Wairaka F.M. has asked you to prepare an automatically running presentation to be used at the radio station reception area for visitors' view to include the following information and save as 'wairakafm'.

Slide one: introduction

This slide is to have the name of the Radio station "Wairaka F.M", P.O. box 866 JINJA – Uganda PLOT 10 Daudi Street, Wairaka

Slide two: Programmes

Include a table of 2 x 6 to hold programs that the radio relays to the people.

Program	Presenter
Morning breeze	MC Zonto
Music as you work	DJ Shiru, Afande Kelekele
Youth attention	Tuff B, Sharon O
Welcome back	Uncle Kine, Juliana Kanyomozi
Talk show	Andrew Mwenda, Mzeei Owana

Slide three: Advantages of Wairaka F.M

- It has a wide listener ship.
- It has competent and popular presenters.
- Has a feedback mechanism that allows listeners to call producers for orders immediately.
- Plays commercials at peaks hours for half a price.
- A variety of music albums ranging from oldies to classical memories.
- Conveniently located along the Jinja – Iganga Highway.

Slide four: conclusion

With Wairaka F.M, you will not miss out any minute of entertainment and amusement. Stay tuned.

Instructions:

- a) Insert relevant graphics and background themes.
- b) All the slide headings should stand at font size 32 and the rest of your work at size 26 respectively.
- c) Insert an automatic date in the format of Day e.g, Saturday, Month and day of the month e.g. March 12, and year e.g. 2009.
- d) Use minimal effects on your presentation.
- e) Ensure that the timings are 4 seconds for text and graphics animation and 1 second for slide transition.
- f) Change the slide size for on-screen show of 16:10 and orientation of landscape.
- g) Let the slide speed be medium, insert your name as footer and “Wairaka F.M” as header.

h) Print a copy of your presentation and exit the application.

21. Pacific computers deals in computer related accessories. You are the sales person of the enterprise and you are required to create a presentation that you will use to market items in your shop saved as 'pacific_computers'.

Slide one: Hardware

On this slide, include a list of 10 hardware accessories the Pacific Computer deals in. consider generating them in a table of 2 x 5.

Slide two: Software

On this slide, include a list of 6 popular software programs that you will be marketing.

Slide three: Repair and Maintenance

On this slide, include range of repair and maintenance activities you are capable of handling in the workshop section of Pacific Computers.

Slide four: conclusion slide

On this slide, include that Pacific Computers has other services that can be of help but outside the computer arena and these include:

- Book printing.
- Sorting and binding.
- Calendar, magazines, fliers, brochures, etc
- Large format printing and item customizing.

Instructions:

- a) Include well animated graphics that are relevant.
- b) Add footer, pacific computers in upper case and a slide number.
- c) Include uniform slide colour themes.
- d) Add Action Buttons in your presentation that is well linked in a convenient way.
- e) On each graphic, add a reflection variation from the bottom.
- f) Insert a fixed date in your presentation.
- g) Print a copy of your presentation in hand out mode.

22. The school's Careers Master of Y.Y. Okot - Kitgum is organizing a career's day for Senior One. You have been identified as a good computer studies student who can create a good presentation for use. The following details are important to note:

Slide one: Introduction

On this slide, include the name of the school; name the title 'Careers Day'. Include the name of your careers master at the bottom.

Slide two: What is a career?

On this slide, define the term career; mention any five different careers one can choose from.

Slide three: Choosing a good Career

On this slide, mention 5 factors that determine choice of career.

Slide four: Benefits of a good job

On this slide, mention any 6 advantages of getting a good job as a result of choosing a good career.

Slide five: Conclusion

On this slide, include a summary of statement that you will include on related to career guidance.

Instructions:

- a) Insert graphics that are related to the topic.
- b) Remember to add a reflection to each graphic.
- c) Use different colour themes for each slide.
- d) Ensure that your text is well animated with fewer slide transition effects.
- e) Prepare your presentation for a 4:3 on screen play.
- f) Let your slide number begin from 10.
- g) Insert the file name as footer and slide 1 topic as header.
- h) Save your work as 'careersmaster'
- i) Print a copy of your work and exit the application.

23. You are working as Computer Training Volunteer with a new NGO in your community. You are to handle the topic “COMPUTER CLASSIFICATION BY SIZE”. Prepare a manually running presentation you will use to deliver the lesson. Consider the following and save as ‘ngo’.

- i) Super computers
- ii) Mainframe computers
- iii) Mini computers
- iv) Micro computers

Instructions:

- a) Make sure that each sub heading appears on its own slide.
- b) Generate at – least four characteristics for each type of computer (i) to (iii).
- c) Describe micro computers and give five examples of personal computers. This should be included on slide five.
- d) Insert a new slide, slide 6 to hold a conclusion. Write a brief conclusion for your topic of discussion.
- e) Insert a slide (slide one), on it write the heading: Computer classification by size. Add the name of the presenter (your name)
- f) Insert footer ‘COMPUTER CLASSIFICATION’ and header your NAME.
- g) Print a copy of your work in handout mode.

24. National Environmental Management Agency (NEMA) is to conduct a sensitization program entitled ‘Environmental Degradation’. You have been requested to create an automatically running presentation for use in their campaign saved as ‘nema_0x’ and carry out the following instructions.

Instructions:

- a) Create on slide, containing the definition of the term environmental degradation, you name for presenter.
- b) Insert three slides to hold titles for: causes of environmental degradation, dangers and solutions to environmental degradation.
- c) On slide four, include a conclusion from the NEMA with a line pointing out a piece of advice to people in your community.
- d) Insert well animated text and graphics.
- e) Ensure that your slide background is consistent.
- f) Change the font size to 34 for all the headings in your presentation in font style Verdana and font colour Green.
- g) Insert your name as footer. Add a fixed date in the format of dd/mm/yy.
- h) Format your presentation to slide sizes for overhead.
- i) Print a copy of your presentation.

25. 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.

26. 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.

27. 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.

28. Ministry of Tourism and Industry is to carry out mass advertisement. One of the methods is to use presentations for this purpose. The Ministry is conducting a competition and you interested at applying. The Ministry has set out the following to be included in the presentation:

Instructions:

- a) Insert a new slide with a title: Tourism in Uganda. On this slide, define the term tourism. Write your name at the bottom for the presenter.

- b) Add another new slide; on this add a title, animal scenery. Insert a two column slide where you are to write a list of animals in Uganda that form the animal scenery.
- c) Insert a slide with title: Water bodies – on this slide include beautiful water bodies that are worth visiting by tourist in Uganda. This slide should have a layout similar to that of slide two.
- d) Insert two slides to contain a title accommodation. Write an ordered list of 15 hotels where tourists can reside. Ensure that you write 7 on slide four and 8 on slide five. At the end of slide 4 write a word “continued...”
- e) Insert relevant graphics and text animation.
- f) Apart from slide four and five, write a word next at the bottom of each slide correctly hyperlinked.
- g) On slide four, hyperlink the word “continued...” to the required destination.
- h) Save your presentation as ‘tourism’ print on copy in hand out mode and exit the application.

29. The examination’s master of your school is preparing a talk “Preparing for examinations’. He is to have four slides of his presentation ready for senior one students. You have volunteered to create a presentation to include:

Instructions:

- a) Insert four blank slides for your presentation and save as ‘exams’
- b) On slide one, include the title: “Examinations’ Department” on this slide, include the name of the examinations teacher in your school.
- c) Slide two should include a title: How to Prepare for an Exam, also remember to include the tips for successfully making yourself ready for an examination in your school.
- d) On slide three to include a title: Causes of bad performance. On this slide include 5 points that explain why students fail examinations.
- e) Slide four to include a conclusion. On behalf of the examinations master, write a conclusion mentioning the fact that exams are part of life and are here to stay.
- f) Re-arrange the slide such that slide three comes just after slide one.
- g) Insert good graphics and text animations.
- h) Ensure that your presentation has a simple transition scheme and effect. The presentation should be manually running.
- i) Use your school uniform colours for the slide background.

- j) Include your name as footer and name of your examinations master as header.
- k) Save your work as 'seniorone'.
- l) Print a copy of your work and exit the application.

30. Ministry of Education and Sports is carrying out an awareness program to all parents concerning computer studies training at "O" Level. As a computer studies student, create a presentation that the Ministry will use for this purpose.

Instructions:

- a) Create a new slide (slide one) with title: Computer Training. On this slide, indicate your name as presenter.
- b) Insert a new slide (slide two) with a title: Reasons for studying computer. On this slide include 5 reasons for taking computer studies at "O" Level.
- c) Insert a slide, (slide three) with a title, topics covered. On this slide, mention any seven topics that are taught in computer studies in paper 1. Write text at the bottom 'continued...'
- d) Duplicate slide three and replace the content for topics taught in paper 2. Erase the word 'continued...' from this slide.
- e) On slide five, note a title: conclusion. On this slide, encourage parents accept paying fees for computer training for their children while still in "O" Level.
- f) Insert relevant graphics and text animations.
- g) Use minimal effects in your presentation.
- h) Save your work as your name.
- i) Insert your name as header and class as footer.
- j) Make your presentation run automatically loop until Esc.

31. The School Champlain has organized the following lyrics for use during the worship and praise. You are member of the Chapel Choir and responsible for casting the hymn on the wall. Key in the hymn as it appears below and save as 'lyrics'.

Onward, Christian soldiers, marching as to war,

With the cross of Jesus going on before.

Christ, the royal Master, leads against the foe;

Forward into battle see His banners go!

Refrain

Onward, Christian soldiers, marching as to war,
With the cross of Jesus going on before.
At the sign of triumph Satan's host doth flee;
On then, Christian soldiers, on to victory!
Hell's foundations quiver at the shout of praise;
Brothers lift your voices, loud your anthems raise.

Refrain

Like a mighty army moves the church of God;
Brothers, we are treading where the saints have trod.
We are not divided, all one body we,
One in hope and doctrine, one in charity.

Refrain

What the saints established that I hold for true.
What the saints believèd, that I believe too.
Long as earth endureth, men the faith will hold,
Kingdoms, nations, empires, in destruction rolled.

Refrain

Crowns and thrones may perish, kingdoms rise and wane,

But the church of Jesus constant will remain.
Gates of hell can never gainst that church prevail;
We have Christ's own promise, and that cannot fail.

Refrain

Onward then, ye people, join our happy throng,
Blend with ours your voices in the triumph song.
Glory, laud and honor unto Christ the King,
This through countless ages men and angels sing.

Refrain

- a) Insert the heading 'onward Christian soldiers' and save as 'hymn'
 - b) Each stanza should appear on its own slide ending with the word Refrain.
 - c) Use correct font sizes for different stanzas to make sure that the lyrics fit appropriately well.
 - d) Centre all your work in the presentation and show the word refrain in italics.
 - e) Ensure that the slide is manually running.
 - f) Add slide numbers starting at 12 and add necessary animations.
 - g) Add a word 'forward' on each slide apart from the last. This word should be hyperlinked correctly and print all your work.
-
1. 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.
(06 marks)

- b) Set the following styles of text throughout the entire presentation: (04 marks)
- 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:* (04 marks)
- Enter the heading The **college**, enter the subheading **student enrolments** below the heading and fill in the relevant content in the body.
 - Add the following presenter notes to this slide:

Introduce yourself and your role with in the college.
- d) *On the second slide:* (08 marks)
- Enter the **Department enrolments** 2007 in the same style as the first slide
 - Enter the following list on the left side of the slide, as shown below:
 - ✓ Business/IT
 - ✓ Catering
 - ✓ Art and design
 - ✓ Science
 - ✓ Technology
 - 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 |
- The bullets should appear one at time.
 - Add the following presenter notes to this slide:

We have a variety of courses on offer. Call in and speak to our enrolment department
 - Enter the heading Student activities in the same style as the first slide.
On the third slide: (06 marks)

- vii) Enter the following list on the left side of the slide:
- Keep fit
 - Basketball
 - Rugby
 - Cricket
 - Soccer
- Use a clipart image that can suitably apply to this slide.

DATABASES

49. 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 Philosopher'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. (02 marks)
 - (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)
50. (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 from 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

1”.

(06 marks)

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

(02 marks)

51. 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)

(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.(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)

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)

52. (a) Create a database structure (table) using appropriate data types in relation to the table given below. Set Staff No. as the primary key. Save the table as staff 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)

53. 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	HOLOWO	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)

54. (a) Create a database structure (table) using appropriate data types in relation to the table given below. Sets Staff 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.

32. (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)

- (b) 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)

(c) (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.

Your country is about to hold

Voter	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

- Create a database and name it Electoral commission. (1 mark)
 - Create a table in design view and name it EC table (3 marks)
 - 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)
 - Create a query displaying all fields. Use it to calculate the net pay. Name it net pay. (4 marks)
 - Create another query displaying only female voters, name it females only. (2 marks)
 - Create a query for all male voters born before 1980. Name it aged males. (3 marks)
 - 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	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
	HLOWO	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.

- (a) (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 are 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

- a. Create a query of all names ending with “E” and phone numbers with “070” or “071”
 - b. 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
 - c. 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
 - d. Create a query to calculate the profit attained by the Boss using a new field “profit”
 - e. 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
 - f. Add your name and index numbers as a footer in E above
 - g. Save your data base as JML data base
1. 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:

- a) Create a table that you will save as ‘fish’.
- b) Insert a primary key in the field name of FishID.
- c) Format the FishID to be automatically incremental in the format of “LVF-00”.
- d) Create a query to return fish quantities that were below 10,000.
- e) Design a report using all field names in the table and save as ‘fish’.

- f) On the report add fields for: Quantity Unsold, create a formula to return records for the quantity unsold.
- g) Ensure that all the records are on one report.
- h) 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	Bufulibi	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:

- a) Create a table and save as 'beaches'.
 - b) Insert a primary key basing on the field name BeachId.
 - c) 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....
 - d) Design a form that will be used to enter the above data into a table and save as 'beaches'.
 - e) Create a query that will generate a dynaset for beaches where music shows and swimming are carried out and save as 'beaches'.
 - f) Design a new query that will return activities whose first letter is B or F and save as 'beachbnf'.
 - g) 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
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:

- a) Create a table saved as 'coaches'.
- b) Format the field for No. o f buses to accommodate the two figure output.

- c) Insert a primary key in a relevant field name.
 - d) 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'.
 - e) Using all the field names form the table, create a query for companies that have less than 07 buses and save as 'buses'.
 - f) 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:

- a) Create a table saved as processor to hold the data above.
- b) Format the ProcessorID to reflect and auto number with the ID format already given in the table.
- c) Create a query where you will add two fields for price and amount.
- d) 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.
- e) 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 borders 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
SFS-016	B	23,000

(i). Key: B = Boarding Section; D = Day Section

(ii). B = 200,000

(iii). D = 60,000

Instruction:

- Create two tables and use the table names as a file name to each.
- Format the StudentID to incremental auto number and amounts to support separators.
- Create a table relationship among the tables. Remember to insert a foreign key.
- 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.
- Given that New Balance = (Section Fees + Balance) – Fees paid. Generate a function to return the new balance on your query saved as 'balance'.
- 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.
- 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

Cno	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)

WEBPAGE PUBLISHING

55. You have been selected as the web-master for the school's "Computer Club: to design a website for the club. In your planning stage you decide to include the following features on the website:

- | | | |
|--------|--------------------------------------|------------|
| (v) | Membership | (05 marks) |
| (vi) | Organizational structure of the club | (05 marks) |
| (vii) | Activities | (05 marks) |
| (viii) | News | (05 marks) |
| (ix) | Feedback | (05 marks) |

Design the website including a logo to make it professional. Include also the source, data when written, contact of authUsing any available web publishing software, design a web site above your personal information.

- (a) Create a home page for your personal information with appropriate links to other following pages. (05 marks)
- (b) Create other pages with the following information: (04 marks)

Page I: Page title, Bio-data e.g. name, age, nationality and religion. (04 marks)

Page II: A table of schools attended , period of attendance and qualifications acquired. (04 marks)

Page III: A bulleted list of activities and responsibilities held e.g. head prefect. (04 marks)

Page IV: Hobbies and special skills. (04 marks)

Note:

- (i) Create a moving (marquee) page title. (02 marks)
- (ii) Use appropriate graphics. (02 marks)
- (iii) Insert a personal email address (email hyperlink) (02 marks)
- (iv) Save your work as your name and index number. (01 mark)
- (v) Print your work. (02 marks)

56. Using any available web publishing software, design a web site above your personal information.

- (c) Create a home page for your personal information with appropriate links to other following pages. (05 marks)
- (d) Create other pages with the following information: (04 marks)

Page I: Page title, Bio-data e.g. name, age, nationality and religion.(04 marks)

Page II: A table of schools attended , period of attendance and qualifications acquired. (04 marks)

Page III: A bulleted list of activities and responsibilities held e.g. head prefect. (04 marks)

Page IV: Hobbies and special skills. (04 marks)

Note:

- (vi) Create a moving (marquee) page title. (02 marks)
- (vii) Use appropriate graphics. (02 marks)
- (viii) Insert a personal email address (email hyperlink) (02 marks)

- (ix) Save your work as your name and index number. (01 mark)
 (x) Print your work. (02 marks)

57. You have been contacted to design a website for Human Local Government Administration which includes the following:

- (a) An index page with the title “HUMAN” and heading “HUMAN LOCAL GOVERNMENT ADMINISTRATION”.

The page should have:

- (i) Provision for inserting the administration block photograph. The building is still under construction. (08 marks)

- (ii) Six local government department i.e.
 - Administration department
 - Finance department
 - Human Resource department
 - Health department
 - Education and Sports department
 - Security department

(12 marks)

- (iii) The following three column table:

First name	Last name	Department
James	Okello	Finance
Hellen	Mukisa	Human Resource
Isa	Lutalo	Health

(18 marks)

- (b) Create a link on the education and Sports department in (a)(ii) above which will lead you to a page explaining what the department does. (05 marks)
- (c) Include the district’s mission statement at the bottom of the index page. (08 marks)
- (d) Provision should be made for originality, creativity, innovation and appropriate use of graphics. (02 marks)
- (e) Save your work in your name and index number. (02 marks)
- (f) Print your work. (02 marks)
- (g) East African Community (made up of Uganda, Tanzania and Kenya-UTAKE) is gradually moving into a political, economical and social federation. The

three countries are determined to form the most powerful economic giant on the African continent.

Using any available web publishing software, design a web page for the East African Community. Make sure your home page is impressive, creative and has appropriate graphics and not too slow to download.

- (i) The home page should have a short story about East Africa of about 100 words. (22 marks)
- (ii) The home page should have a link to each of the three countries; Uganda, Tanzania and Kenya. (15 marks)
- (iii) Each linked page, in (ii) above should have a short story about that country. (18 marks)
- (iv) Indicate your name and index number as a footer. (02 marks)
- (v) Save your work as HEAC_surname. (01 mark)
- (vi) Print your work including your links. (02 marks)

58. Using any available web publishing software, design a hotel's homepage. Make sure the home page is very impressive but not too slow to down load.

You are expected to include the following:

- (a) A page title. (05 marks)
- (b) appropriate graphics. (10 marks)
- (c) a 100-120 word text. (15 marks)
- (d) 1 link (for the hotel's email address). (03 marks)
- (e) table-showing at least four services offered by hotel. (12 marks)
- (f) layout. (06 marks)
- (g) creative designing. (08 marks)
- (h) Save your work as Hotweb. (01 mark)

59. You are contracted to design a webpage for Top, an East African Company that manufactures tooth paste, washing soap, margarine and cooking oil. As a webmaster, you are required to include:

- (i) a page title (05 marks)
- (ii) appropriate graphics (10 marks)
- (iii) Not more than 120 words on the company and its products (20 marks)
- (iv) a link for each of the products. (05 marks)

- (v) a layout. (06 marks)
- (vi) the author of the text who can be contracted. (02 marks)
- (vii) creativity. (10 marks)
- Save your page on a floppy diskette as U page. (02 marks)

60. The Information Technology (IT) teacher had given you an assignment to design webpage for the IT Department in your school.

Required to:

- (i) a page title. (05 marks)
- (ii) appropriate graphics. (10 marks)
- (iii) not more than 110 words about the IT Department and computer programmes taught. (20 marks)
- (iv) two links at the bottom of your home page (08 marks)
- (v) creativity. (10 mark)
- (vi) date of publish/source of information. (05 marks)
- Save your webpage on a floppy diskette as “My IT Page” (02 marks)

33. Using a web design software of your choice, design a website for your former Primary School which includes:

(a) an index page with the name of the school and a picture of an important feature in the school. (The picture does not have to be the actual one but should be closely related).

(b) one page on the

- (i) different subjects offered.
- (ii) school administration,
- (iii) sports and co-curricular activities,
- (iv) neighboring community.

(c) in the website

- (i) write your name and index number at the end of the last page.
- (ii) the pages should be well linked. (04 marks)
- (iii) save as “My preschool” (02 marks)

1. You have been awarded a contract of designing a site made up of four pages for HILTON FM, your school’s radio station. The following information is to be included on the website.

Page one: Index Page

- a) Should be a homepage with a shared banner with the page name Hiltonhome and title Hilton FM website and the station motto “At Hilton we Share”.
- b) A marquee with words ‘Welcome to HILTON FM Online’ slightly after the page banner and it should not be shared.
- c) Provision for active links to other pages of the site.
- d) Not more than 100 words on your home page.

Page two: Program Lineup

- e) Add a table and think of your own programs with the times at which they are on air e.g. News, Sports Update, Hilton Top 20 count down, e.t.c.

Page three: Photo Gallery

- f) Add about 8 well organized photos from the clip art collection to represent how this page will be used.

Page four: Contact us

- g) Add on this page in a bulleted format:

- Telephone contact (office)
- Telephone contact (studio line)
- Location of the Radio Station.
- Postal Address of the Station.
- The phrase, “Click here to give us your feedback”, which a visitor to the website can follow to send an e-mail.

N.B: Assign an imaginary corresponding numbers and addresses to the above.

- h) Insert your name in the right bottom corner of each page.

2. Using any available web publishing software, design a two page website for your former primary school:

- (i). the first page in the index or Home page, it should include the following:

- The name of the school and a school logo. (The logo may not necessarily be the correct logo of your former school)
 - Any introduction information.
 - Addresses of the school (does not have to be the actual address)
 - A facility for visitors to send an e-mail to the school.
 - Well linking navigation bar.
- (ii). The second page should contain a bulleted list of the departments in the school, and a table showing at least four teachers indicating the classes and the respective subjects they do teach.
- The two pages must be linked together.
 - Save your website as Name_primary School.
 - Print out the home page and the linked pages.
3. Using any available web publishing software, design a web page for a hotel, make sure your home page is impressive but not too slow to download.

You are expected to include:

- i) A page title.
 - ii) Appropriate graphics.
 - iii) Between 150 – 200 words.
 - iv) Proper layout
 - v) Creativity
 - vi) Save your work as hweb.
4. Using web publishing software of your choice, prepare a website for the school's computer club and save all your assets in a folder called 'computer club'. On your website include the following:
- Page 1: title of the page should be Home or Index.
- i) Insert a shared border containing the word "Computer Club".
 - ii) With less more than 200 words, write a brief literature about the club on your home page.
 - iii) Use relevant graphics situated will on your page.

Page 2: title name should be members

- i) Insert a table of 8 x 2, populate a list of numbered 8 members and their posts.
- ii) Below the table, write the format of recruiting members for the club.

Page 3: Activities page:

- i) Mention 5 activities of the club.
- ii) Insert 2 relevant graphics.
- iii) Add 3 activities that will be carried out with other schools

Instructions:

- a) Insert a well linked navigation buttons into your site.
- b) Add a mail link at the bottom of page 1
- c) Use good colour theme to enhance the appearance of the site.
- d) Add an alternating marquee “IT for Every One”.
- e) Print a copy of your site.

5. An NGO, “BUKHASA ORPHANAGE” is looking for a webmaster. You have been recruited to carry out the task. In a folder named ‘Bukhasa’, save all your assets. Include the following details.

Page 1: Index Page

Include a brief introduction about the NGO like, founding body, location, physical address, number of orphans, services given to orphans.

Page 2: Menu

Generate a table of 5 x 4 to include the menu for orphans. Use the following layout and populate it according to your wish. Include the literature below:

6. Bukhasa Orphanage provides a well balanced diet to all orphans. This includes morning tea, breakfast, lunch, dinner and super. Each meal is equally nutritive to the young and energetic orphans. A menu is prepared to cater for better service delivery every week. The menu is display below

Menu for week one, January 2010

	Morning tea	Breakfast	Lunch	Dinner	Super
Monday					

Tuesday					
Wednesday					
Thursday					
Friday					
Saturday					
Sunday					

Page 3: Schools attended

On this page, generate a list of 10 first schools where the orphans attend school. Include a full address of the school (the address may not necessarily be the correct one). Also include the fees paid at each school and a list of terminal requirements.

Instructions:

- a) Make sure that the site is self-linking.
 - b) Use relevant graphics on each page.
 - c) Add an e-mail link to all pages with a word 'Click here to donate'.
 - d) Remember to provide a scrolling marquee containing a word "Life for Orphans made Brighter".
 - e) Print a copy of your work and exit the application.
7. Using a suitable website authoring application of your choice, prepare a website containing your personal information on two pages saved as 'personal'.

Instructions:

- a) On page one (Home) of your project, include four lines describing yourself. Also include your age, order in family, classes attended so far, hobbies, e.t.c. generate a list of 3 sisters and 2 brothers on this page. Give the name of your father and mother in their correct order.
- b) On page two, include a title: Clubs and Activities. Include a list of all clubs you belong and where each club is located. Also mention activities that you perform for each club. Remember to present this information in a table of 8 x 3 with these titles:

Club	Location of club	Activities you carry out

- c) Include a well positioned banner with a title “MY PROFILE”. This banner should be shared in all the two pages of you work.
- d) Add a marquee that keeps on alternating from right to left and forth.
- e) Add a beautiful background colour theme.
- f) Ensure that the two pages are well linked.
- g) Add a button for Next on page one and back on page two well hyperlinked. The buttons should be at the bottom of a page.
- h) Include today’s date as the last date of updating.
- i) Slightly after the marquee, insert today’s time and date.
- j) Add relevant graphics on each page.
- k) Print a copy of your work.

8. The Ministry of Health is to carry out mass immunization in Uganda. The Ministry is to conduct a competition for selecting the best site. You have been asked to participate in the competition and provided the following details.

Instructions:

- a) Your site should have three pages well linked.
- b) On the home page include the meaning of immunization. Mention three bulleted reasons for immunizing children below the age of 5 years. Include the six killer diseases that children have to be immunized against. Bullet the diseases.
- c) Page two: program; on this page, include the program of immunization in Uganda. Uganda is divided into five sections: North, East, West, Central and South. Under these headings, mention two districts from each region to work as a co-ordinating centre. Remember to bullet the districts respectively.
- d) On page three: Contact us, on this page, write down a list of 10 individuals that have to be contacted for details. Give the details in a table of 10 x 2 in the form of:

Name	Contact

You are free to write the physical address, telephone number and time of contact.

- e) Add a banner ‘Ministry of Health – Uganda’ that will be shared on the two pages.
- f) Your banner should have yellow text and a black background.
- g) Add a marquee, ‘Kick polio out of Uganda’. It should be is a red colour.
- h) Insert three relevant graphics in your work.
- i) Add a search facility of other Ministry Links in Uganda.
- j) Include a page transition.

- k) Add a background music piece, the Uganda anthem.
- l) Choose a uniform, good background theme for the two pages.
- m) Add the current time after the marquee on the extreme right with: Time in Jinja:
your date goes here. Print your work.

9. Design a three page website for your village tourism potential. Save as 'tourism'
Instructions:

- a) Insert shared page banner 'village tourism potential'.
- b) Create a marquee "new potentials unveiled".
- c) Add a green banner background with a white text.
- d) Insert relevant graphics.
- e) Add well positioned navigation buttons.
- f) The site should download easily (quickly).
- g) One page one: Home, include the definition for tourism; describe the nature of tourism items that are located in your home village. Ensure that you describe each item to enable readers to understand the tourism scenery well.
- h) One page two: Facilities, include a list of hotels, restaurants that are in your village that can offer lunch, accommodation, breakfast and other hotel facilities.
- i) On page three: Contact us, include addresses of 5 prominent village members and imagine their telephone numbers.
- j) Print out each page of your site and exit the application.

10. Environmental degradation is a common problem in your village. Design a website that will be used to sensitize your community about the topic. Save your site as 'environment'.

Page one: Home, on this page include the definition of environmental degradation. Mention at least five causes of environmental degradation in your community.

Page two: Solutions, on this page, include 6 solutions to environmental degradation in your country.

Page three: Contact us, write down a list of 8 members that can be contacted. Write the contact in a table.

Instructions:

- a) Insert banner 'Environmental Degradation'.
- b) Insert a marquee that scrolls containing text 'Environment our concern'.
- c) Add graphics that are relevant.
- d) Ensure that the navigation buttons are well hyperlinked.
- e) Apply a uniform background scheme.
- f) Add a hit counter on your site.

g) Print your work.

1. The Business Manager 'Mwena Construction Ltd' has contacted you to design for him a business card and he provides you 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) 3,500
 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)**