

840/2
COMPUTER STUDIES
(PRACTICAL)

Paper 2

Oct. / Nov. 2017

2½ hours



UGANDA NATIONAL EXAMINATIONS BOARD

Uganda Certificate of Education

COMPUTER STUDIES
(PRACTICAL)

Paper 2

2 hours 30 minutes

INSTRUCTIONS TO CANDIDATES:

*This paper consists of **two** Sections; **A** and **B**.*

*Section **A** contains **one** compulsory question.*

*Section **B** contains **three** questions. Answer any **two** questions from this section.*

*Any additional question(s) answered will **not** be marked.*

*Each candidate is provided with a **new blank Compact Disc (CD)**.*

Candidates should continuously save their work.

*Each candidate **must** produce a hard copy for each of their work to accompany the Compact Disc (CD)*

SECTION A: (40 MARKS)

This section is compulsory.

1. (a) (i) Using an appropriate word processing software, type the passage below as it is. Save it as your name and personal number. (07 marks)

'The Internet is like a library.' You will hear this kind of statement a lot from people who know very little about either.

If the Internet is a library, it's a strange one indeed. For starters, there is no indexing system. At any rate, the books are not arranged on numbered shelves but scattered on the floor. A lot of what is in the books is untrue, even in the non-fiction ones. There is no librarian, and no information desk. Did we mention also that the lights are turned off?

What's more, you can make as much noise as you like when using the Internet, while at the same time collecting facts and figures (and fiction and music and video and sports results and weather reports and recipes) from all around the world.

In fact, the principle use of the Internet is for e-mail; a way of sending messages from your computer to someone else's computer whether in the next room or in a different hemisphere.

Think of this as your chance to borrow knowledge and skills, you won't ever be asked to return, and become part of an online electronic community. Welcome to the Internet Age.

- (ii) Insert a suitable heading for the passage. Bold and centre the heading. (03 marks)
- (iii) Copy the passage to another page. (01 mark)
- (iv) Set the font size of the passage to 10 points. (01 mark)
- (v) Set the page orientation to landscape and divide it into two columns. (02 marks)
- (vi) Copy the passage and paste it on the second column. (02 marks)
- (vii) The last paragraph is a statement made by Paul Holden. Set a footnote to indicate the author. (02 marks)
- (viii) Insert a footer of your name and personal number. (01 mark)
- (ix) Save and print your work. (01 mark)

- (b) The table below shows the wages of staff in Otuke Technical school, in June 2014.

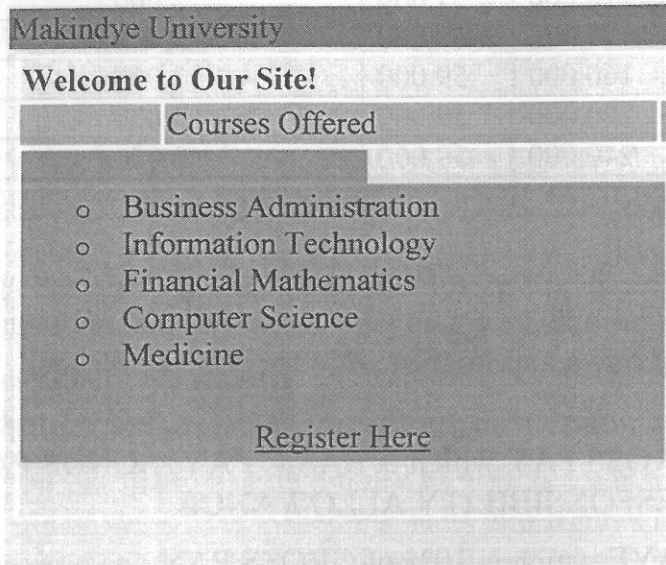
NAME	BASIC PAY	BONUS PAY	RESPONSIBILITY ALLOWANCE	GROSS PAY	PAYE	NSSF	NET PAY
OBOOTH KENT	170,000	59,000	3,000			5,700	
APIYO CHRISTINE	172,000	59,000	2,000			6,200	
BIRABWA DAPHINE	170,000	59,000	2,000			2,000	
KARIM HUSEIN	160,000	59,000	2,000			3,000	
MALE JACKIE	200,000	59,000	5,000			2,300	
MUSYA DAVID	240,000	59,000	3,000			2,119	
TOTAL PAYMENT							

- (i) Enter the above information into a spreadsheet application of your choice and save it as your name and personal number. (05 marks)
 - (ii) Provide an appropriate title for your worksheet. (02 marks)
- Use appropriate formulae/function to calculate parts (iii) to (v).*
- (iii) GROSS PAY which is BASIC PAY, BONUS PAY and RESPONSIBILITY ALLOWANCE. (02 marks)
 - (iv) PAYE which is 10% of GROSS PAY. (02 marks)
 - (v) NET PAY which is GROSS PAY less PAYE and NSSF. (02 marks)
 - (vi) Determine the total for each type of payment. (02 marks)
 - (vii) Draw a bar chart to represent the NAME and NET PAY of the staff. (03 marks)
 - (viii) Insert your name and personal number as a footer. (01 mark)
 - (ix) Save and print your work. (01 mark)

SECTION B (60 MARKS)

Answer any **two** questions from this section.

2. The two web pages below are for Makindye University website.



Makindye University

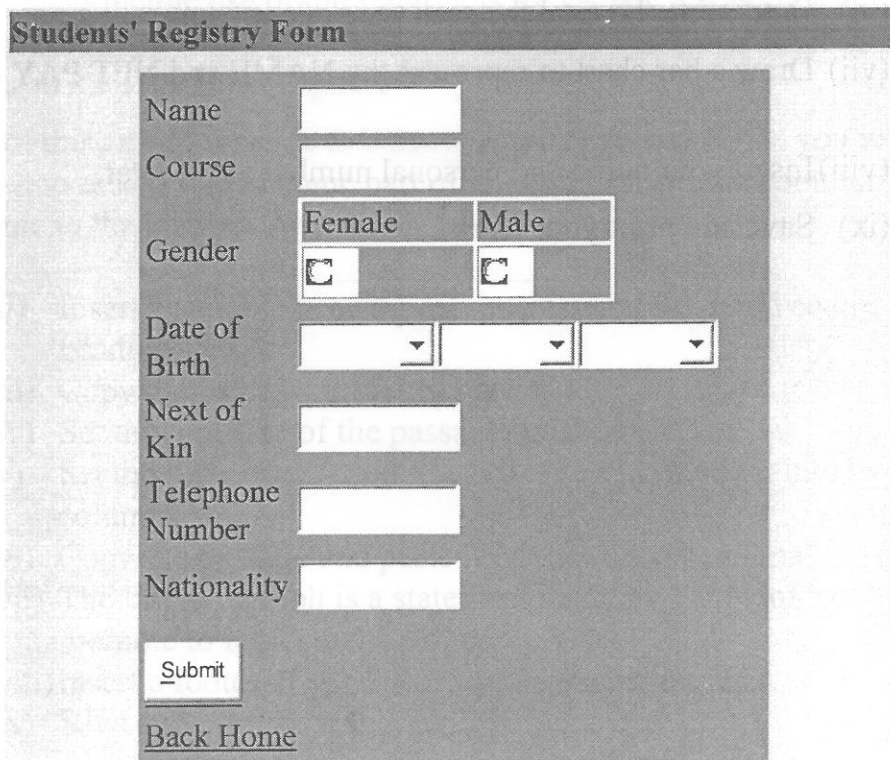
Welcome to Our Site!

Courses Offered

- Business Administration
- Information Technology
- Financial Mathematics
- Computer Science
- Medicine

[Register Here](#)

Home page



Students' Registry Form

Name

Course

Gender

Female	Male
☐	☐

Date of Birth

Next of Kin

Telephone Number

Nationality

[Back Home](#)

Page 2

- (a) Using web publishing software of your choice, create a website for Makindye University with the above webpages. Save it as your name and personal number.
- (i) *Home page* (05 marks)
 - (ii) *Page 2* (07 marks)
- (b) Create links to ease navigation within the pages. (04 marks)
- (c) Apply Marquee on the page titles. (04 marks)
- (d) Use different background colour on each page. (02 marks)
- (e) Insert appropriate graphics on each page. (02 marks)
- (f) Add a suitable logo on the *Home page*. (02 marks)
- (g) Add contact information on the *Home page*. (02 marks)
- (h) Save and print your pages. (02 marks)
3. A Revenue Authority (RA) is an organization that is responsible for the collection of Taxes from eligible citizens. RA carries out sensitization exercises before imposing the Tax.

AREAS FOR SENSITIZATION

- Types of taxes
- Importance of taxes
- Eligible people to pay taxes
- RA departments

The organization is made up of departments with departmental heads in the following order; **MANAGING DIRECTOR, GENERAL MANAGER**, two **ASSISTANT MANAGERS** each with a **BRANCH MANAGER**.

You have been approached by RA to prepare a presentation for a one-day sensitization workshop.

- (a) Make a five-slide presentation for the workshop as follows;
- (i) SLIDE ONE: The name of the organisation, a welcome message and name of the presenter. (04 marks)
 - (ii) SLIDE TWO: Types of taxes charged. (04 marks)
 - (iii) SLIDE THREE: Reasons why people pay taxes. (04 marks)
 - (iv) SLIDE FOUR: An organisational chart showing the departmental hierarchy. (06 marks)
 - (v) SLIDE FIVE: A summary of the main points and an encouragement message. (04 marks)
- (b) Apply a slide master for uniformity. (02 marks)
- (c) Apply appropriate animation and transition effect. (02 marks)

- (d) Link slide **four** to slide **two** using an action button. (02 marks)
- (e) Save your work as your name and personal number. (01 mark)
- (f) Print your presentation as a handout. (01 mark)

4. The following information is for **BANANA-ZIWE**, a company that buys bananas from local farmers, makes flour out of it and then sells the product to local buyers.

- (a) Open a database application and create a database. Save it as your name and personal number. (02 marks)

FARMER'S ID	FARMER'S NAME	REGION	QUANTITIES SOLD (Kg)	FARMERS' CONTACTS	UNIT PER Kg	TOTAL AMOUNT
R01	J. Oposa	WESTERN	6000	075-21233333	UGX20,000	
R02	K. Lasue	WESTERN	4500	077-66633322	UGX20,000	
R03	H. Maware	SOUTHERN	8500	074-54254211	UGX20,000	
R04	P. Kopolo	NORTHERN	1400	083-24569821	UGX20,000	
R05	T. Yujolo	EASTERN	6540	077-44477712	UGX20,000	
R06	W. Wasedde	WESTERN	3200	075-65665631	UGX20,000	
R07	G. Tendy	EASTERN	7000	022-55566641	UGX20,000	
R08	E. Salilopo	CENTRAL	4500	078-25632145	UGX20,000	
R09	T. Fishic	CENTRAL	7400	012-33366602	UGX20,000	
R10	B. Sacocol	NORTHERN	200	077-85885862	UGX20,000	
R11	N. Ribon	EASTERN	1200	034-01245630	UGX20,000	
R12	P. Elieto	EASTERN	4000	085-23333225	UGX20,000	

- (b) Create a table in design view with appropriate field data types and enter the given data. Save it as **Farmers table**. (06 marks)
- (c) (i) Create a form that can be used to enter data in the table and save it as **Data entry form**. (06 marks)
- (ii) Include a formula in the form that will calculate the **TOTAL AMOUNT** for each farmer. (03 marks)
- (iii) Insert a header of your name on the form. (01 mark)
- (d) Create a query that will select only farmers from eastern region who sold quantities of less than 5500 Kg and save it as **Less than**. (03 marks)
- (e) Create a query showing only field of **FARMER'S NAME** and **REGION** for farmers who don't come from NORTHERN region. Save it as **NOT Northern**. (04 marks)

- (f) Create a report from the query **Less than** and save the report as **Quantities report**. (03 marks)
- (g) Print all your work. (02 marks)