

**Student's workbook for
COMPUTER PRACTICAL
For Schools and Colleges
In East Africa**

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PREFACE

“Student’s workbook for COMPUTER STUDIES” has been compiled to assist learners prepare for Computer Studies Practical examinations. This workbook contains a series of exercises targeting particular package skills that have been collected and moderated by a number of people. Some exercises are a true reflection of students’ practice yet others a teacher’s original expression.

Users of this workbook should remember that each instruction requires one to demonstrate a skill asked for. For example, double underline the first paragraph. In this case, a user has to demonstrate knowledge of double underlining. It is important that each instruction is attempted before moving on. A user who skips an instruction means he / she is not fully aware of the procedure.

I therefore encourage users of this workbook to always consult where possible from instructors, teachers so as to complete each instruction fully.

I am pretty confident that this workbook shall enable computer users accustom to necessary computer literacy skills. For any query, advice or contribution, kindly refer to:

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ACKNOWLEDGMENT

I am grateful to the following persons for their remarkable contribution during the period of compiling this workbook.

- a) The Headmaster, staff and students of Emirates College School-Nkoowe for your positive encouragement towards the production of this work.
- b) Mr. Ssembuya Abdurahman, Muwonge Salim, Nakalema Janat and the entire staff of the Computer Department of Emirates College School-Nkoowe. Thanks for your help accorded.
- c) Colleagues in the profession including: Matovu Mugitaba Sulaiman, Munisha Birungi, Mayambala Rashid, Mulyazawo Raashid, Kakembo Hakeem, Wagaba Frank e.t.c.
- d) Head of Department – ICT; Emirates College School-Nkoowe, King's College-Budo, Uganda Martyrs S.S-Namugongo, Mariam High School, Our Lady of Good Counsel, Gayaza, Hilton High School – Mukono, Seroma Christian High School – Mukono, Kisubi Mapeera, Merryland High School – Entebbe, Y.Y. Okot Melu, College – Kitgum, Namungoona Salaf SS, Green Light Islamic SS-Nansana, Namungoona Parents SS, Pimbasa SS, Makindye SS, Victoria High School-Nansana e.t.c.
- e) Staff, Aptech Computer Education – Uganda (Entebbe Road) for your encouragement.
- f) My wife and children for their spiritual and moral support accorded during the time of putting together this book.

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GENERAL INSTRUCTIONS TO USERS

To understand and memorize the following package exercises, remember these golden instructions:

- a) Use a correct application e.g. word-processing exercises, use any word processing application e.g. Ms. Word.
- b) Avoid using self-help wizard for any application.
- c) Save your work after every five minutes.
- d) Attempt instructions in sequence i.e. from the first to the last but not last to first or any other orders you would prefer.
- e) Eject your storage medium after successfully completing a day's work. Do not eject midway saving because this can damage your drive and storage device.
- f) While using a CD – ROM Recordable, consider using a Window's writing wizard or a professional CD writing software like Nero with multisession writing to enable you add other files on a CD-R.
- g) Do not move your storage device to various machines, stick to one machine and remember to virus scan and update the antivirus program.
- h) Do not share your storage device with other users.
- i) Avoid using old storage devices, you will be disappointed!
- j) Do not save shortcuts.
- k) IF IN DOUBT, ASK.** Do not copy a friend's work.

MYTHS ABOUT COMPUTER PRACTICAL EXAMS

Many candidates have expressed fears and false belief about computer studies practical exams. Some of which include:

- a) When one uses office 2007, the work looks professional and fetches more marks than lower versions.
- b) Examination time is not enough to enable a candidate complete the paper.
- c) When you use a flash disc, it will show that you are modern.
- d) When you save a shortcut, that file will open in another computer.
- e) A Compact disc Recordable can be used only once. One can't write onto it another time.
- f) Power point fetches more marks if you use many effects.
- g) Database and spreadsheets are difficult. No one can obtain total marks if he / she attempted them.
- h) Word processing and presentations are obvious applications.
- i) A difficult instruction will attract a free mark.
- j) Older versions of office cannot open in newer versions.
- k) Computer practical does not require notes and practice, it is inborn.
- l) A slow candidate can never finish the exam.

All these and more are wrong. Learn better practices that will enable you pass this paper very well. These false beliefs do not exist in this paper. The only answer is **“DO A LOT OF PRACTICE”**.

APPLICATION EXPECTATION

Word-processing:

- a) Use correct application software.
- b) Demonstrate knowledge of a word processing application.
- c) Attempt all instructions.

Spreadsheets:

- a) Use correct application software.
- b) Nest a formula from the given set of data. Do not use a calculator and then feed in the results.
- c) If asked, populate a correct type of graph. This graph should have a title, legend, x and y axes labels.
- d) Format the spreadsheet as asked.
- e) Follow instructions as given by the teacher.

Presentations:

- a) Use correct application software.
- b) Each slide must have a title.
- c) Use relevant color themes.
- d) Use minimal effects and animation.
- e) Use clips that are relevant to the topic being discussed.
- f) For automated presentations, use realistic timings 3-5 seconds
- g) For manual slides, link your action buttons to relevant slides if asked.
- h) Where a header is required, print your presentation in handouts.
- i) Follow other instructions as given.

Database management:

- a) Use correct application software.
- b) Use correct data types to avoid wrong query, forms and reports in future.
- c) Save each database object in your database.
- d) Each table should have a primary key.
- e) Insert a foreign key if more than one table is used to form a table relationship.
- f) Format your data type with appropriate mask symbols e.g. @ for text, # for digit entry, e.t.c. if necessary.

- g) Practice how to insert footer and header in your form and report respectively.
- h) For a query, use the appropriate criteria.
- i) Generate a correct formula to return a required response in the query, form and report where necessary.
- j) If a form is required, use it to enter data into a table where applicable.
- k) Attempt all the instructions as given.

Web publishing:

- a) Use a correct application.
- b) Create number of pages as required.
- c) Link the pages.
- d) Use shared borders and navigation buttons.
- e) Apply relevant color themes.
- f) Use graphics that are relevant to the topic and should be placed at strategic places in your site.
- g) Save your graphics and other imported assets in your website preparation folder.
- h) Publish your site after working.
- i) Follow any instruction given.

At the end of the exercise, ask yourself, **HAVE I ATTEMPTED THE INSTRUCTIONS CORRECTLY?**

WORD PROCESSING

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

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

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

Instructions:

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

A word processor is a powerful application used to create, edit, format, save and print professional documents. In an office, a word processor can be used to typeset letters, correspondences, timetables, minutes, and typesetting of examinations. The most common word processor is Ms. Word which comes as an add - on for Microsoft Office suit.

Ms. Word window has many parts that include:

- Title bar.
- Menu bar.
- Tool bar.
- Workspace.
- Scroll bar.
- Status bar.
- Rulers.

- Task pane.
- View buttons.
-

Instructions:

- Copy and paste your work on page 2 of your document.
 - Insert a heading, 'word processors'.
 - Centre, double underline, bold and set your heading in title case.
 - Change the heading font colour to red with a blue highlight marker.
 - Drop cap the first letter in paragraph one.
 - Format the bulleted outline into two columns.
 - Add your name as footer and your class as header.
 - Insert a page number at the top of each page in the format of (i).
 - Save your work as 'word_processors' and print a copy.
- Using a word processing program, key in the document below as it appears and save as 'energy crises'

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

- 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:
- a) Insert a title 'effects of the crises' and make it italic, underline and font type Arial Black.
 - b) Change the font size of the body to size 14.
 - c) Change the left indentation of the last paragraph to 0.5" (inches).
 - d) Change the table borders to red. Fill the columnar cells with a red shading.
 - e) Insert your name and class as footer of your document.
 - f) Save your work as 'illustrations'.
 - g) Print out your document.
4. 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.

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.
5. 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.
6. Using a suitable word processor of your choice typeset the following work the way it appears and save as 'textbooks'.

A textbook is a very important source of material for reference. In class, a teacher gives an exercise and reference made to a textbook. A teacher prepares for a lesson after reading through a number of references. Today, textbooks are very expensive to find and read. This is partly because, many parents cannot afford or we students have inadequate reading skills.

Schools maintain a library where selected titles are kept for students to borrow and read. In my school, students can complete their assignments, exercises in good time because the library is equipped with necessary books.

We students have little respect for material. Some tear away pages; others drop the books on the floor carelessly. A small fraction of students have gone ahead to steal school books at the end, we suffer dangers of having inadequate reference material.

Instructions:

- a) Copy this work and paste on page six of your document.
- b) On each blank page, insert a water mark 'This space is blank' with a gray diagonal text.
- c) Underline the work textbooks wherever it appears in the document.
- d) Insert a heading 'textbooks'.
- e) Change the heading font colour to red.
- f) Centre, bold, under the heading.
- g) Bold the word student wherever it appears in the document.
- h) Set your work to appear in three columns.

- i) Print the two documents.
 - j) Save as 'textbook2' and exit the application.
7. Using a word processing application of your choice typeset the following text as it appears and save as your name.

Water is a chemical substance with the chemical formula H_2O . Its molecule contains one oxygen and two hydrogen atoms connected by covalent bonds. Water is a liquid at ambient conditions, but it often co-exist on earth with its solid state, ice, and gaseous state (water vapor or steam). Water also exists in a liquid crystal state near hydrophilic surface.

Water covers 70.9% of the earth's surface, and is vital for all known forms of life. On earth, it is found mostly in oceans and other large water bodies, with 1.6% of water below ground in aquifers and 0.001% in the air as vapor, clouds (formed of solid and liquid water particles suspended in air), and precipitation. Oceans hold 97% of surface water, glaciers and polar ice caps 2.4%, and other land surface water such as rivers, lakes and ponds 0.6%. A very small amount of the earth's water is contained within biological bodies and manufactured products.

Water on earth moves continually through a cycle of evaporation or transpiration (evapotranspiration), precipitation, and runoff, usually reaching the sea. Over head evaporation and transpiration contribute to the precipitation over land.

Instructions:

- a) Copy this work and paste onto page three of your document and take out the following instructions.
 - b) Convert your table into text and format the paragraphs to stand after one clear typing line.
 - c) Drop cap every first letter in each paragraph of your work by three lines.
 - d) Insert a heading 'water' centre, bold and double underscore.
 - e) Change the heading to upper case.
 - f) Insert header, your name and footer your class.
 - g) Insert page number in the format of 'page x of y'.
 - h) Print two copies of your work.
8. Using a word processor of your choice, type the following document exactly as it is and save as 'computer virus article'

A man who admitted infecting thousands of computers across the world with fast – spreading viruses has been jailed for two years. Simon Vallor, 22, created a virus at his home in Llandudno, North Wales, and released them on the internet.

The ‘mass – mailer’ viruses were sent as e-mails that would corrupt data on the computer’s hard drive when they were opened. In addition, the viruses were automatically sent to everyone on the computer’s address book.

On Tuesday, the 22 year old DJ and web designer was sentenced at London’s Southwark Crown Court to two years for each of three offences, to run concurrently. Valor admitted three charges of writing and releasing computer viruses onto the internet on or before 14 February last year. Vellor did not react as the sentence was announced and was led down the cells. Judge Geoffrey Rivlin QC said the jail term was a deterrent to others and reflected the serious nature of the crime.

“People who commit such offences are not just computer buffs or nerds sitting alone in their bedrooms obsessed with their computers”

“They also happened to be criminals who are difficult to detect, as they well know”

“His sentence reflects the severity of his crime and it’s reassuring to computer users in the UK Courts are treating cybercriminals on a par with more traditional offenders”.

Vellor is thought to have seized up 27,000 computers and caused mayhem in 42 countries with viruses dubbed Gokar, admirer of the Rede si. Judge Rivlin said Goka was probably the least destructive virus but the most disruptive, with messages sent to then of thousands in 40 countries Vallor told police he had not intended to do any harm.

Instructions:

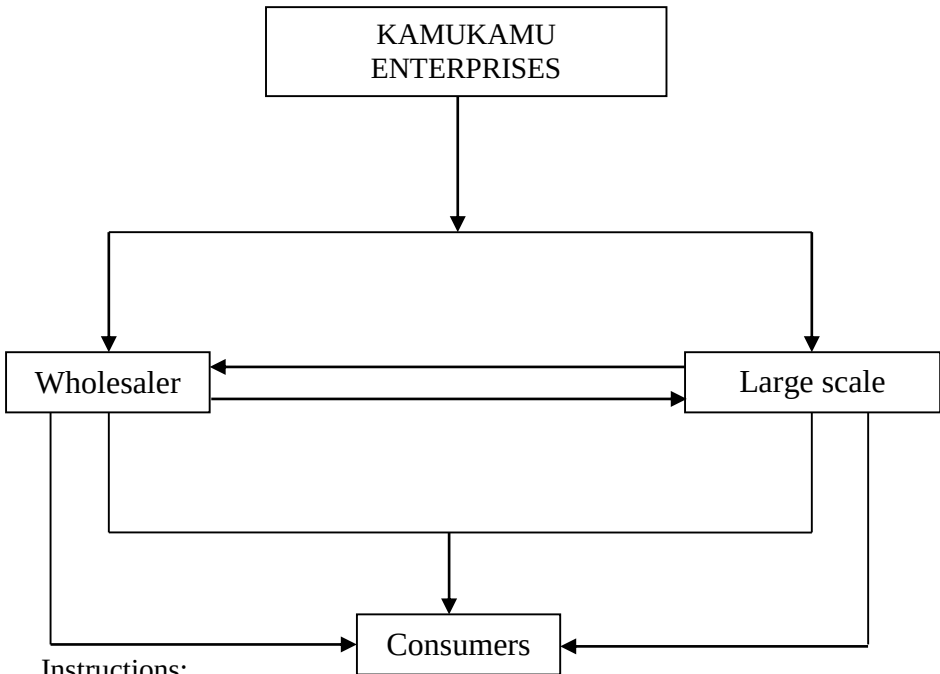
- a) The first page of your work is paper size letter and page two is paper size A4. Do not change the page margins for this page.
- b) Copy your work from page 1 to page 2 of your document.

- c) Format the page bottom, left, top and right margins are all at 0.4”.
 - d) The font is Arial Narrow 12.
 - e) Spacing is 12 points after paragraph and 0pts before paragraph. Line spacing is single.
 - f) The three paragraphs that begin with quotation marks are bold and indented by one inch from both left and right margins.
 - g) Add a title “BBC NEWS: Computer Virus Author Jailed” in font style impact, centered bold and font size 20 pts.
 - h) Change the heading font face colour to red.
 - i) Justify the entire document and should fit on one page.
 - j) Add your name as footer.
 - k) Print a copy of your work.
 - l) Save as ‘finished_work’.
9. 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:

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

10. Typeset the following table as it appears and save as “Kawamu Restaurant Ltd”.

Item	Price	Discount
Drinks:		
Soda	1,000/=	} No discount
Butunda	1,000/=	
Safi	600/=	
Yoghurt	1,200/=	
Rwenzori water	1,000/=	
Foods:		
Matooke + G.Nuts	4,000/=	} 20% upon payment
Food mix	6,000/=	
Kalo + dry fish	10,000/=	
Rice + chicken	5,000/=	
Other Local dishes	6,500/=	

Instructions:

- Insert a heading “Kawamu Restaurant Ltd”.
- Centre the heading, double underling, bold and apply a text boarder.
- Choose the best table border lines for the table above.
- Bold all item headings in your table.
- Single space the work.
- Set your work on an A5 paper size.
- Centre the table on your page.
- Insert a caption: “Kawamu Restaurant Menu 200x”
- Print one copy of your work and exit the application.

11. The following table was prepared by the Director of Studies of Light College pertaining extra lessons covered by 10 teachers.

Name of teacher	Mon	Tue	Wed	Thur	Fri	Sun	Max
Kasode Andrew	80	40	20	45	67	87	
Katongole David	120	34	56	78	90	100	
Musolini Philip	56	34	34	56	90	100	
Nantume Agnes	100	56	54	78	100	90	
Idyeghe Amos	80	32	34	56	78	14	
Waguma Joseph	40	13	45	67	89	200	
Mawalo Moses	40	23	43	32	65	98	
Murangira Bruce	40	100	200	123	231	100	
Mausu Ivan	200	34	56	78	98	200	
Rwabu Verna	40	136	213	222	150	180	
Total minutes							

Instructions:

- Typeset the above table as it appears.
- Bold all the columnar headings.
- Copy this table to page four of your document.
- Determine the number of minutes taught each day.
- Centre all the work in your table.
- Sort your work in the table in ascending order in respect to name of teacher.
- Insert a heading at the top of your table as, “Daily returns”
- In the column for Max. Determine the maximum number of minutes taught by each teacher respectively. Print your work.

12. Using a suitable word processor of your choice, set the margins to 1cm top, bottom, left and right respectively. Set your work space tab stop at 9 cm and 18 cm; choose a correct dot leader to the right of the document. Save your document as ‘Admission Letter’

KIGOMBYA HIGH SCHOOL – MUKONO

P.O. BOX 1234 MUKONO

TEL: 0777-777-777

In God we Trust

Admission Letter:

Name: Age:

Sex:District:

Name of father: Occupation:

No. of children:Your Posn.:

Father’s contact: Office:

District of birth:Nationality:

Relative near school:Address:

Name of mother: Occupation:

No. of children: Contact:

Mother’s contact: Office:

District of birth: Nationality:

Relative near school:Address:

Healthy record:

Ailment: When detected:

Personal doctor: Contact:

Pocket money record:

Amount paid:.....Withdraw times:

I declare that this information provided is correct to the best of my knowledge. signature and date.

Instructions:

a) Set this work in one – half line spacing.

b) Apply page boarder around this work.

- c) Set your paper size to A4 with margin dimensions of 1 cm for bottom, top, right and left respectively.
 - d) Bold; apply font size 21pts to your 3 line heading. Remember to change font color to red.
 - e) Provide a free line between 'Admission letter' and the text above.
 - f) Apply an outline on 'Admission Letter' and activate all caps check box in your form.
 - g) Set the tab stops at: 9cm and 18 cm, centred with dot leader style.
 - h) Insert an empty box of 3 x 4 cm where the passport photograph will be put. It should be at the top right hand corner of your form.
 - i) Apply a 2 ¼ paragraph shadow boarder around your work.
 - j) Make sure that your work fits on only one page.
 - k) Print a copy of your work and exit the application.
13. Typeset the following text as it appears using a word processing application of your choice and save as 'internet'.

Taxes hindering internet penetration

The sale of internet and non- internet enabled phone devices is curtailed by exercise duty and value added tax levy, a leading handset vendor said last week.

Huawei Technologies, a Chinese firm that has so far sold 30,000 Android powered handsets that enable mobile phone users to access internet, explained that the figure would be higher even for basic handsets if there was no tax levied.

While this has boosted internet penetration, the figure is still too small compared to Kenya where close to 20,000 handset devices have been sold through the different vendors.

Kenya scrapped VAT on mobile phones about two years ago.

“The problem is brought about by VAT and import duty” said Steven Zhang, the Huawei Technologies Terminal Sales Director.

Adopted from: NEW VISION Tuesday, September 27, 2011

Instructions:

- a) Copy the work to page two of your document and carry out the following instructions.
- b) Insert page number in the format of: Page 1 as A and Page 2 as ii.
- c) Insert line numbers on your work that is on page A.
- d) Indent each paragraph to 0.5 cm to the right.
- e) Centre, bold, change to upper case the heading.
- f) Bold the last line of your work on both pages A and ii.
- g) Insert a header your name and footer your class.
- h) Print a copy of your work and exit the application.

14. Using a suitable word processing application of your choice typeset the following text as it appears and save as ‘calculations’.

A business needs to report and communicate its performance, level of profit margin obtained and other important aspects to shareholders. An accountant prepares what is called ‘financial ratios’ that assists a stakeholder to interpret a set of accounts well.

These ratios are generated using already tested formulae which include:

- A. $\text{Cost of Sales} = \text{Opening Stock} + \text{Net Purchases} - \text{Closing Stock}.$
- B. $\text{Net Purchases} = \text{Purchases} - \text{Returns Outwards}.$
- C. $\text{Net Sales} = \text{Sales} - \text{Returns Inwards}.$
- D. $\text{Gross Profit} = \text{Net Sales} - \text{Cost of Sales}$

$$E. \text{ Margin} = \frac{\text{Gross profit}}{\text{Net Sales}} \times 100$$

$$F. \text{ Mark up} = \frac{\text{Gross Profit}}{\text{Cost of Sales}} \times 100$$

G. Net Profit = Gross Profit – Expenses for the year.

A shareholder will then interpret an income statement with ease for example; at a glance he will ascertain the number of times stock was replaced by the business for a given financial period under review.

Instructions:

- a) Insert a heading ‘Business Calculations’.
 - b) Set the line spacing between the formulas to 1.5.
 - c) Set your work on paper size A4, with margin settings of 0.4” (inches) for top, bottom, left and right.
 - d) Ensure that you use an equation editor for all the formulae.
 - e) Change the bullets to a) format.
 - f) Print two copies of your work and then save.
 - g) Change to upper case the title.
 - h) Find and replace shareholder with member.
 - i) Print a copy of your work and save as ‘financial ratios’.
15. 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 demand 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 hesitate 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.

- e) Change the sentence that begins with Re: to upper case, bold and double under score.
- f) Merge the two documents such that the names of students, class and fees are entered into the main document.
- g) Merge to printer and create two copies for each student.
- h) Print a copy of your work on an A5 paper size.
- i) Create fresh document to create envelopes (Italiano size) that will carry these fees demand notes. Save your work as 'letters'.
- j) Print envelopes for carrying these demand notes and exit the application.

16. Using a word processor of your choice, key in the following text as it appears and save as 'ram_for_microprocessors'

The main type of memory and the most familiar to users is random access memory (RAM). RAM is the same as main memory. A computer can both write data into RAM and read data from RAM. Every time a user turns on his or her computer, a set of operating instructions is copied from the hard disk into RAM. These instructions, which help control basic computer functions, remain in RAM until the computer is turned off.

Most RAM is volatile, which means that it requires a steady flow of electricity to maintain its contents. As soon as the power is turned off, whatever data was in RAM disappears. The contents of RAM are necessary for the computer to process data. The results of the processing are kept temporarily in RAM until they are needed again or until they are saved onto the hard disk or other storage device.

Today the storage capacity of RAM is measured in megabytes (MB). PCs (microcomputers) typically have between 128 and 512 MB of RAM, which means they can hold between 128 and 512 million bytes of data (a standard A4 page of text typically holds about 2,000 bytes or characters of text).

Instructions:

- a) Save your work.

- b) Copy and paste this work on page four of your work.
 - c) Insert a heading, 'Main Memory' well centred, double underlined in font colour Green.
 - d) Drop cap each word that begins a paragraph.
 - e) Format your work to fit in two columns.
 - f) Save your work as 'Ram_formatted'.
 - g) Print two copies of your work and exit the application.
17. Using a suitable word processing program of your choice typeset the following text as it appears.

In computing, a keyboard is a typewriter-style keyboard, which uses an arrangement of buttons or keys, to act as mechanical levers or electronic switches. Following the decline of punch cards and paper tape, interaction via teletype-style keyboards became the main input device for computers.

Despite the development of alternative input devices, such as the mouse, touch screen, pen devices, character recognition and voice recognition, the keyboard remains the most commonly used and most versatile device used for direct (human) input into computers.

A keyboard typically has characters engraved or printed on the keys and each press of a key typically corresponds to a single written symbol. However, to produce some symbols requires pressing and holding several keys simultaneously or in sequence. While most keyboard keys produce letters, numbers or signs (characters), other keys or simultaneous key presses can produce actions or computer commands.

Source: http://en.wikipedia.org/wiki/Computer_keyboard

Instruction:

- a) Copy and paste on page three of your document.
- b) Insert a heading 'Keyboard', font colour green with a yellow highlight, in title case.
- c) Format your work into three columns such that each paragraph stands out in each column.

- d) Underline the source and change to font color light blue.
- e) Add footer, your name; footer your class.
- f) Add page number in the format of page 1 of 3. It should be automatic.
- g) Print a copy of your.
- h) Save as 'keyboard' and exit the program.

18. Typeset the text below using any word processing application program.

How to conserve power for your pc

Ever run of battery power in the middle of a meeting? Has the urgent beep of your mobile PC's battery alarm made you the centre of attention during an executive presentation? Even with recent advancement in battery cell technology and in software that makes efficient use of power, you can do only so much work on a single charge. The trick is to get the most out of the power that is available. Chances are, you already have ways to make sure your mobile P.C has power no matter where you are. May be you always carry the power cord or an extra battery for times when AC power isn't available. Those strategies work, but do you know to get the most out of the battery you'll be using during your next five – hour flight?

Instructions:

- a) Break the text into two paragraphs, the second beginning with "Chances..."
- b) Drop cap the first letter of each paragraph to two lines.
- c) Make the heading appear in title case, bold. Double underline and font size 17.
- d) Make your text appear in dark blue and in Vedana font style.
- e) Make all necessary spell checks in your document.
- f) Underline the word 'power' wherever it appears and change it to colour red.
- g) Save your file as 'your name' in a folder earlier named 'conserve power'.

a) Print a copy of your work.

19. Using a suitable word processing application of your choice, typeset the following sweeping rosta for Senior One North for week one.

Day	10:00 a.m	1:00 pm	5:00 pm
Mon	Mukiibi V. Waiswa J. Outa C.	Nagudi G. Kabale P. Ongelle G.	Kiirya U. Walusa H. Buyinza A.
Tue	Kato john Luwede C. Kibuye D.	Mukiibi V. Waiswa J. Outa C.	Nsuuba H. Matovu D. Maganda M.
Wed	Kibumba P. Asiimwe E. Nandudu P.	Kato john Luwede C. Kibuye D.	Mukiibi V. Waiswa J. Outa C.
Thur	Nsuuba H. Matovu D. Maganda M.	Naiga S. Mawalo M. Mukwaya S.	Kato john Luwede C. Kibuye D.
Fri	Naiga S. Mawalo M. Mukwaya S.	Kibumba P. Asiimwe E. Nandudu P.	Nagudi G. Kabale P. Ongelle G.
Sat	Nagudi G. Kabale P. Ongelle G.	Kiirya U. Walusa H. Buyinza A.	Kibumba P. Asiimwe E. Nandudu P.
Sun	Kiirya U. Walusa H. Buyinza A.	Nsuuba H. Matovu D. Maganda M.	Naiga S. Mawalo M. Mukwaya S.

Instructions:

- Using the copy and paste facility, populate the table above. Remember each student has to sweep four times a week.
- Centre all the names in the table above.
- Insert a heading, senior one north sweeping rosta for week one 2011. Break the heading in three lines well centred.
- Change the heading to upper case and in font outline.

- e) Using the cell alignment facility, centre the days of the week.
 - f) Double click each column to enable the names to appear on each typing line automatically.
 - g) Centre the days of the week both vertically and horizontally. Change the text direction of all the days.
 - h) Bold all the days of the week and change to font colour blue with a red highlight.
 - i) Print three copies of your work.
20. Using a word processing application of your choice typeset the following text and save as ‘certification of appreciation’.

AISHA ISLAMIC CENTER P.O. BOX 3121 KAMPALA <u>COMPUTER CLUB</u> 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” Club patron Headmaster	
--	--

Instructions:

- b) Set your certificate in font colour navy blue.
- c) Ensure that your work is in double line spacing.
- d) Make the following changes in respect to your title:
 - i) Change the first line to Stencil Bold font style. Font 38, navy blue colour.
 - ii) Change the second line to font size 30, and the third to font 28 pts.
- e) Between the last heading and certificate of merit, allow a provision for a graphic that will work like your school badge.
- f) Underline the heading ‘certificate of merit’ and apply a double strike through.
- g) Change the boarder colour to red.
- h) Make sure that your work fit well on one page of your document.
- i) 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

- j) 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.
- k) Merge to document the certificate such that each member has a complete document for printing.
- l) Print copies of your certificate and exit the application.

21. Using a word processing application of your choice typeset the following text as it is and save as 'digital_divide'. Carry out the instructions below.

Across Africa, new information technologies are rapidly changing the lives of a small but growing number of people. In rural Togo a farmer gets real-time information on market prices in the capital, Lomé, through a cellular phone. In Accra, Ghana, entrepreneurs who in the past were not able to get a dial tone on their land-line telephones can now connect immediately using Internet telephony, technology that allows phone calls to be made through the Internet. And in Niger, the Bankilare Community Information Centre downloads audio programmes from the African Learning Channel and rebroadcasts them on local radio.

So far, these are some of the few, fortunate Africans. For most people even making a telephone call is still a remote possibility in an era when most of the world is now communicating almost instantly across cities, regions and the globe using wireless and satellite technologies to send high-speed electronic messages.

Africa has the fewest telephone lines, radios, television sets, computers and Internet users of any part of the world. These tools, used to package and transmit information and knowledge, are broadly referred to as information and communications technologies (ICTs). The gap between those with access to ICTs and those without is generally referred to as the "digital divide." It is most extreme in Africa, where in 2001, out of 800 million people, only 1 in 4 had a radio, 1 in 13 a television set, 1 in 40 a telephone and 1 out of 130 a computer. The divide widens in Africa's countryside, where a lack of roads, telephone lines and electricity separates the rural majority from their urban counterparts.

Bridging the digital divide

"The digital gap brings with it a danger of isolating certain peoples, those in Africa in particular," says Senegalese President Abdoulaye Wade. "It is paradoxical and ironic that the continent which invented writing . . . [is] excluded from universal knowledge." In December, President Wade will be popularizing his "digital solidarity" programme at the World Summit on the Information Society (WSIS) to be held in Geneva, Switzerland. Under the programme, technologically advanced nations would commit to assisting

poorer ones. A country can express solidarity, for example, by signing onto a digital charter committing itself to "a specified, quantified action for the benefit of countries where the rate [of Internet access] is lower than a given level," explains President Wade. A digital solidarity fund should be set up to pay for ICT projects in poor countries, he says, financed by "raising large amounts of money collected painlessly because the contributions are so small." Levies of one US cent could be charged on every international call or one dollar on the purchase of each personal computer or software package.

"The digital gap brings with it a danger of isolating certain peoples, those in Africa in particular."

Instructions:

- a) Set your margins to 2cm left, right, top and bottom. Use paper size A4.
- b) Insert the heading **AFRICA TAKES ON THE DIGITAL DIVIDE**.
- c) Centre the heading, double underline, in upper case and font colour blue.
- d) Expand the heading by 2pts, with a words only underline.
- e) Insert line numbers on your document in allowing a 5 line count.
- f) Replace the word personal computer to PC wherever it appears in the document.
- g) Justify align the document.
- h) Insert an automatic hyphenation in your document.
- i) Change the page color to Olive Green, Accent 3.
- j) Insert header your name and footer your class and stream.
- k) Put a boarder around the second last paragraph with a shadow and 3pts of thickness.
- l) Print a copy of your work.

22. Key in the following text as it appears and save as 'triangle'.

A triangle is one of the basic shapes of geometry: a polygon with three corners or vertices and three sides or edges which are line segments. A triangle with vertices A, B, and C is denoted ΔABC .

In Euclidean geometry any three non-collinear points determine a unique triangle and a unique plane (i.e. a two-dimensional Euclidean space).

Triangles can be classified according to the relative lengths of their sides:

In an equilateral triangle all sides have the same length. An equilateral triangle is also a regular polygon with all angles measuring 60° .

In an isosceles triangle, two sides are equal in length. An isosceles triangle also has two angles of the same measure; namely, the angles opposite to the two sides of the same length; this fact is the content of the Isosceles triangle theorem. Some mathematicians define an isosceles triangle to have exactly two equal sides, whereas others define an isosceles triangle as one with at least two equal sides. The latter definition would make all equilateral triangles isosceles triangles. The 45-45-90 Right Triangle, which appears in the Tetrakis square tiling, is isosceles.

In a scalene triangle, all sides are unequal. The three angles are also all different in measure. Some (but not all) scalene triangles are also right triangles.

Instructions:

- a) Insert a word art heading 'Triangle'.
- b) Bold the word triangle wherever it appears.
- c) Add footer your name and header your class and stream.
- d) Copy and paste your work on page two of the document.
- e) Format the text to appear in two columns.
- f) Add a shadow paragraph boarder around your work on page two. It should be in a red colour.
- g) Change the font colour of the text in blue.
- h) Print a copy of your work and exit the application.

23. Using a word processing application, key in the following text as it appears and save as 'compact disc'.

The Compact Disc (also known as a CD) is an optical disc used to store digital data. It was originally developed to store and playback sound recordings exclusively, but later expanded to encompass data storage (CD-ROM), write-once audio and data storage (CD-R), rewritable media (CD-RW), Video Compact Discs (VCD), Super Video Compact Discs (SVCD), PhotoCD, PictureCD, CD-i, and Enhanced CD. Audio CDs and audio CD players have been commercially available since October 1982.

Standard CDs have a diameter of 120 millimetres (4.7 in) and can hold up to 80 minutes of uncompressed audio or 700 MB (700×220 bytes) of data. The Mini CD has various diameters ranging from 60 to 80 millimetres (2.4 to 3.1 in); they are sometimes used for CD singles, storing up to 24 minutes of audio or delivering device drivers.

CD-ROMs and CD-Rs remain widely used technologies in the computer industry. The CD and its extensions are successful: in 2004, worldwide sales of CD audio, CD-ROM, and CD-R reached about 30 billion discs. By 2007, 200 billion CDs had been sold worldwide. Compact Discs are increasingly being replaced or supplemented by other forms of digital distribution and storage, such as downloading and flash drives, with audio CD sales dropping nearly 50% from their peak in 2000.

Instructions:

- a) Replace the word 'millimeters' with an abbreviation 'mm' wherever it appears in the entire document.
- b) Insert a heading, compact disc in upper case, font colour green and double underline.
- c) Double strike through your heading.
- d) Copy and paste the work on page four of your document.
- e) On page four, double space the work.
- f) Indent each paragraph to 2 cm inside on the left of the document.

g) Print a copy of your work and exit the application.

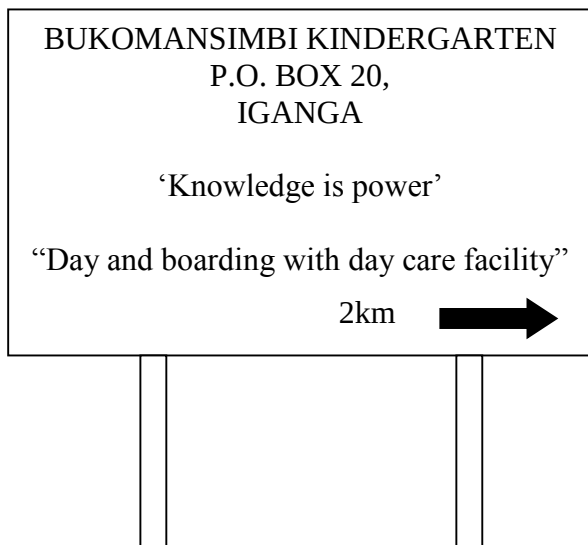
24. Using a word processing application of your choice, key in the following text as it appears and save the document as 'advert'.

Advertising

Businessmen need to make their products known to customers. In doing so, each business man chooses a suitable medium is selected. To select a medium to advertise, a businessman studies a number of factors that includes cheapness of the medium.

Today, many schools have made serious and beautiful signposts to advertise. The select catching words included on the signpost to augment product superiority, for example; 'A four star institution'. Some use modern equipment to make modern billboards that are placed in appropriate areas in the city centre.

In the countryside, schools still prefer using wood to design a sign post. A signpost looks like the specimen below:



Instructions:

- a) Bold, change to upper case the heading.
 - b) Auto fill your signpost with a red colour.
 - c) Add a figure caption: A simple sign post.
 - d) Save as advert2.
 - e) Print your work from the file advert and advert2 respectively.
 - f) Insert a header your name and footer your stream.
 - g) Group your object
 - h) Let your signpost be centred squarely on your page.
 - i) Print a copy of the merged document and exit the application.
25. Using a word processor of your choice, design the following document for use by a retailer in your village. Save the document as 'receipt'.

Lumala Retailers P.O. Box 855 Jinja	
RECEIPT	Date:
Received with thanks from:	
Being payment for:	
The sum of:	
Shs:	
Cash / cheque:	Balance:
	sign

Instructions:

- a) Set your work in a table of 1 x 1 with a column dimension of 12.23 cm.
- b) Change the title inside your table to upper case.

- c) Insert text a 2 ¼ shadow boarder around the word RECEIPT.
 - d) Set the rest of the work in 1.5 line spacing.
 - e) Copy and paste the document such that you have two on the same page.
 - f) Centre the two documents on the same page.
 - g) Insert footer your name and header the name of the business using the document.
 - h) Print a copy of your work and exit the application.
26. Typeset the following text as it appears and save as ‘Graduation budget’.

GRADUATION CEREMONY OF NALUWAIRO DAVIS TO BE HELD ON THE 9 TH OCTOBER 2010			
Item	Quantity	Unit cost	Amount
Food:			
Matooke	40	20,000	
Meat	20	8,000	
Fish	05	10,000	
Rice	23	2,000	
Sub total			?
Drinks:			
Soda	400	1,000	
Mineral water	300	600	
Local brew	700	300	
Sub total			?
Music			
Public Address	01	250,000	
Local artistes	08	500,000	
Sub total			?
Miscellaneous	-	1,000,000	

Instructions:

- a) Copy and paste this table on page two of your document. Ensure that all the instructions below are carried out on page two of the document.
 - b) Determine the amount due to each item in the budget.
 - c) Bold, font blue all sub-total. (Hint: the subtotal is arrived at after adding the sum above for each category.
 - d) Insert a caption: “proposed graduation budget’.
 - e) Change the heading to title case.
 - f) Copy and paste to page three of your document and carryout the following instructions.
 - g) Convert the table into text, separating text by tabs.
 - h) Save your work, print a copy and exit the application.
27. Using a word processing application of your choice, text in the following as is appears and save as ‘chair’.

L'HISTOIRE D'UNE PRÉSIDENTE

La chaise est de l'antiquité extrême, bien que pendant beaucoup de siècles et en effet pour des milliers d'années c'était été un article d'état et de dignité plutôt qu'un article d'une utilité ordinaire. « La chaise » encore est intensivement employée comme emblème d'autorité dans la Chambre des Communes britannique et lors des réunions publiques. Il n'avait pas lieu, en fait, jusqu'au 16ème siècle qu'il est devenu commun n'importe où. Le coffre, le mettre hors jeu et le tabouret étaient jusque-là les sièges ordinaires ont employé pour être employés pour l'usage de salle de bains. et le nombre de chaises qui ont survécu d'une date plus rapprochée est excessivement limité ; la plupart de tels exemples sont d'origine ecclésiastique ou seigneurial. Notre connaissance des chaises de l'antiquité à distance est dérivée presque entièrement des monuments, de la sculpture et des peintures. Quelques exemples réels existent dans le musée britannique, dans le musée égyptien au Caire, et ailleurs.

- a) Set your work in double line spacing.
- b) Using the internet, translate the above passage from French to English.

- c) Paste the translated passage into page two of your document.
 - d) Change the font size of your work on page two to 13.5, font style rounded Arial, regular.
 - e) Add footer your name and footer your class.
 - f) Print a copy of your work.
28. Using a word processing application of your choice, key in the following text as it appears and save as 'kiribaki'.

Name	Class	House
Kakaire Robert	B	Kob
Nakabago Faith	B	Kob
Mwondha David	G	Giraffe
Muwabe Moses	G	Elephant
Mawalo Mike	O	kob
Anziku Draku	G	Giraffe
Timbiti Paul	B	Elephant
Butono Paul	G	Giraffe
Mukama Patrick	O	Kob
Lukwago Robert	B	Giraffe
Karuhanga Alex	G	Elephant
Bazalaki Richard	O	Kob
Migereko Denis	O	Elephant
Lwanga Charles	B	Elephant
Kyamba Baker	B	Giraffe
Lukuman Arajab	B	Giraffe
Yusuf Kirya	B	Elephant
Zirintusa Andrew	G	Kob
Kiiza Arajab	G	Elephant
Okiring Amos	O	Giraffe
Wamanga Moses	B	Elephant
Katongole Denis	O	Giraffe

Instructions:

- a) Copy the table above and paste to page 2 and page 3 of your document.
- b) In page 1 sort the names in ascending order.

- c) Sort the class in descending order on page 2.
 - d) Sort the houses in descending order on page 3.
 - e) Insert a heading in Page 1 as “Kiribaki Secondary School Class list for term one”. Copy and paste to the rest of the tables in page 2 and 3 respectively.
 - f) Centre all the work on page 2.
 - g) Insert two rows in page 2 and add records of your choice and sort your work again.
 - h) Insert page numbers for page 1 as (i), page 2 as A and page 3 as 1.
 - i) On page A, add a table boarder with a shadow and a 3pt thickness.
 - j) Print a copy of your work.
29. Typeset the following text as it appears and save as “property masters’.

Property masters

An association of persons who deal in buying and selling of houses, vehicles, plots of land and getting for people maids. These persons are of great importance to landlords, tenants and the entire public. They dispense a number of services alongside. These include:

Section	Purpose
Land	i) Buy land from persons. ii) Sales to people at a discount. iii) Helps in land leasing and fencing. iv) Enable money settlement in good time.
Vehicles	• Buy new and used vehicles. • Sales to people at a discount. • Helps in vehicle card transfers. • Enable money settlement in good time.

Section	Purpose
Plots	✓ Buys plots of land. ✓ Sells to people at a discount. ✓ Construct houses for sale. ✓ Enable the buyer to acquire property without strings. ✓ They help the buyer at land leasing and boundary demarcation
Maids	1. Train maids in acceptable home standards. 2. Settles disputes between maids and employers. 3. Bargains on behalf of the tenants. 4. Operate as caretakers of maids.
Consultation	❖ Carries out general property consultations.

Instructions:

- a) Set your work on a A4 paper size.
- b) Copy and paste this table on page two of your work.
- c) Centre, bold and underline the heading.
- d) Apply an outline format to the heading.
- e) Set the table in 1.5 line spacing.
- f) Change the page margins to 0.9” for top, bottom, left and right.
- g) Centre the text both vertically and horizontally in each cell for the section column respectively.
- h) Change the headings to font size 20, style Tahoma.
- i) Centre the section headings both vertically and horizontally between cells.
- j) Insert a caption to each table: ‘Property master’ for table on page 1 and ‘Copied’ for table two on Page 2 of your document.

- k) Insert your name as header and your class as footer.
- l) Print a copy of your work and exit the application.

SPREADSHEETS

1. 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.
2. 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	

Item	Quantity	Unit price	Total sales
Cowboy	12	4,000	
Toilet soap	23	1,200	

Instructions:

- Enter the above table in a suitable spreadsheet program of your choice and save as supermarket.
 - Apply a line boarder around your work.
 - Copy and paste in sheet two of your workbook.
 - Determine the total sales for each commodity.
 - Use the data series for item and total sales to create a column graph. Remember to insert a chart heading ‘Mukono Town Shoppers Total Sales’.
 - Place your legend at the bottom of the graph.
 - In cell D12, insert the minimum total sale for the supermarket.
 - Rename the tab sheets to, Original and Pasted respectively.
 - Insert a header your name and footer today’s date.
 - Change the tab colour for original to red and pasted to yellow.
 - Print a copy of your work and exit the application.
3. 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:

- Insert new columns for Housing, Total Allowances, after Medical.
- 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.
- 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 90°.
 - h) Format your figures to allow ,000 separators.
 - i) Apply line borders on your work.
 - j) Print your work and exit the application.
4. 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 45°
 - l) Print your work and exit the application.
5. Type in the following spreadsheet, and format it to look like the sample below. Save your spreadsheet at 'sales_representatives'.

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

Instructions

- Type all text and values shown in the spreadsheet below.
 - Format all numbers as a currency.
 - Center the spreadsheet heading 'Sales for the Month' across the spreadsheet.
 - Format all text as displayed in the sample below.
 - Create formulas to display a total for each sales rep.
 - Create formulas to display a total for each product.
 - Create a formula to calculate the total sales for all sales rep's for the month.
 - Word wrap the heading Sales Rep. Total.
 - Format your work to show separators.
 - Insert a header your name and footer the page number.
 - Centre your work both vertically and horizontally.
 - Print a copy of your work.
6. 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.

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

Item	Quantity ordered	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

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

8. 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		234	456	234
Nasali Hajirah	219	908	123	543
Zirintusa Andrew	300	100	543	654
Daudi Mwondha	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.
9. 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.
 - Insert header, your name and footer your class and stream.
 - Centre your work both vertically and horizontally.
 - Print a copy of your work.
10. 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

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

11. 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:

- 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.

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

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

Instruction:

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

- f) Adjust the column width and row height to suit the layout you have selected.
 - g) Create formula's to calculate the percentage of the total number of people surveyed that preferred a specific fizzy drink as their first preference.
 - h) Create formula's to calculate the percentage of the total number of people surveyed that preferred a specific fizzy drink as their second preference.
 - i) Setup an appropriate header for this spreadsheet.
 - j) Setup a page number for this spreadsheet and place it in the footer.
 - k) Change the paper size to A4.
 - l) Print your work.
13. 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.
14. 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
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

Item	Price	Delivery Charge	Ordered This Month
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

- a) Enter the raw data above and save as ‘mail order’.
- b) Apply appropriate number formats to your numbers.
- c) Center your spreadsheet horizontally on the page
- d) Give your spreadsheet an appropriate title and center it across your spreadsheet.
- e) Select the best page orientation for your spreadsheet.
- f) Adjust the column width and row height to suit the layout you have selected.
- g) Create formulas to calculate delivered cost for each item.
- h) 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.
- i) Create formulas to calculate totals for each column in your spreadsheet.
- j) Set the layout of your spreadsheet to display the header or column labels at the top of each page when printed.
- k) Setup an appropriate header for this spreadsheet as your name.
- l) Setup a page number for this spreadsheet and place it in the footer. Print your work.

15. 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 90°
 - Sort all names in ascending order.
 - Create three columns for 'total', 'average' and 'minimum' score.
 - Using the newly created columns, use relevant formula to generate total, average and minimum score for each student.
 - Using a column for total mark, create a new column heading for position. Use this column to position all students.
 - Using the columns for name of student and total mark, create a bar chart to represent this data. Print all your work.
16. 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.
17. 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:

- a) Save your work as ‘mulefu’.
 - b) Determine total price for each item in stock.
 - c) Create a new column with a columnar heading, ‘stock status’.
 - d) It is a company tradition that stock should 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.
 - e) Insert a row on top of your table to hold the heading ‘Original designers’. Merge and centre the heading, bold with font size 24.
 - f) 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.
18. 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 45°.

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.

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

Bus category	Capacity	Luggage capacity
--------------	----------	------------------

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

Instructions:

- Enter the above data on spreadsheet program of your choice and save as 'transport'.
 - Apply boarder formats as it appears in the data above.
 - Assuming all buses travel to Kampala from Jinja with the same capacity. Each passenger pays Shs. 4,000 and each luggage for shs. 2,000 each. Create a column with a heading labeled total fare received. Hence determine the fare obtained for each category of bus.
 - In column E, insert a columnar heading, 'comment'.
 - In column E, use a formula that will return the following condition. If luggage capacity if less than 300, 'below capacity' and above or equal to 300, 'Optimum required'.
 - Create a chart a doughnut using column A and D respectively.
 - Insert a header, your name and footer your class.
 - Centre your work horizontally and vertically.
 - Copy your work and save it in sheet4 of your workbook.
 - Print your work, save and exit the application.
20. 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

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

Instructions:

- Apply border lines around your work.
 - Format your currency to accommodate separators.
 - Sort the items in descending order.
 - Add a column with a heading 'Amount'.
 - Determine the amount paid by your school in respect to each item.
 - Determine the total amount paid altogether.
 - Insert a column after that of Amount and label it 'percentage'.
 - Determine the percentage amount for each item. Make sure that it totals to 100.
 - Copy your spreadsheet and paste it in sheet6 of your workbook.
 - Rename your worksheet tabs as: sheet1 'homeandaway' and sheet6 'copy' respectively.
 - Create a 3D pie chart to represent the percentage amount and the items.
 - Insert page numbers in sheet named percentage.
 - Print your work and exit the application.
21. 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		

House	P	W	D	L	F	A	Gd	Ppts
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:

- Copy this work and paste into sheet2 and perform the following instructions.
 - Apply boarder lines around your work.
 - Determine the Gd which is given by $F - A$.
 - Calculate the number of points accumulated by a team given that each $W = 3\text{pts}$; $L=0\text{pts}$; $D=1\text{pt}$.
 - 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.
 - Sort your data in ascending order basing on 'House'.
 - Create a column labeled Posn: in column J.
 - 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.
 - Insert a header, 'interhouse'.
 - Align columnar headings to 30°.
 - Print three copies of this work and exit the application.
22. Eastern Motor Club provides the following records to use. Present the data below in a spreadsheet program of your choice and save as 'motorclub'.

Rally driver	Stage 1		Stage 2	
	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:

- Merge cells A1 and A2.
 - Format the time to A.M/P.M.
 - Insert a column for total time used in column F2.
 - In this column, determine the total time spent by each rally drive to complete the two stages.
 - Using data series in column F and A respectively, create a line graph to represent this data.
 - 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.
 - Copy your work from sheet1 and paste into sheet2.
 - Rename the sheet tabs: for sheet1 as 'Original' and sheet2 as 'Duplicate'.
 - Centre your work on duplicate sheet both vertically and horizontally.
 - Print a copy of your work and exit the application.
23. 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.

- b) On sheet2, format your data to include a separator and zero decimal places.
 - c) Apply boarder on your range of selected data.
 - d) Determine total number of livestock for each year.
 - e) Determine minimum, maximum and average livestock per category above.
 - f) On sheet2, insert a row in row1 to hold the heading, 'livestock numbers: 1992 – 1997'. Merge and centre the heading.
 - g) 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.
24. 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 1 st Sept.	Meter reading as at 1 st Oct.	Meter reading as at 1 st 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:

- a) Enter the above table on a worksheet 1 as it is (remember to wrap the columnar headings).
- b) Copy the data on sheet 1 and paste it onto sheet 4.

- c) Rename sheet 4 as 'finalbill'.
- d) 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.
- e) Use columns F and G to calculate the electricity bill for September, October and November respectively.
- f) 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.

25. 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.
26. 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:

- a) Determine the total quantity of exports for the year 2008.
- b) Calculate the percentage export for each commodity.
- c) Determine the total percentage.

- d) Calculate the amount obtained from export sales for the period.
 - e) Determine the total income received for the period.
 - f) 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.
27. 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:

- a) Beginning from cell A1, key in this data into a suitable spreadsheet program of your choice and save as ‘family’.
- b) Complete the spreadsheet using percentages given for each column respectively.
- c) Apply line borders to make your work look professional.
- d) Insert a row between Masaba and Sempala for Nabweteme and insert 1,200,000.
- e) Allow the rest of the columns to automatically calculate the required amounts.
- f) Format your data to hold the mask for ‘Shs’’. in each column before the amount in each case.

- g) 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.
- h) Insert an automatic date in each sheet where your work is stored. Print your work and exit the application.
28. 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.

- h) Using the columns for items and Amount, create a bar chart and insert as an object in sheet 3 of your workbook.
 - i) Insert header in sheet 3 of your work as your name and footer as your class.
 - j) Insert page numbers in your spreadsheet program in the format of page 1 of ...
 - k) Insert today's date. Ensure that this date is automatically updating.
 - l) 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.
29. 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
Lukyamuizi	P	A	P	P	A
Kasadha	P	P	A	A	A
Walugembe	A	A	P	P	P
Zirintusa	P	P	A	A	A
Ojambo	P	A	P	A	A

Note: P = Present and A = Absent

Instructions:

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

Status	Mon	Tue	Wed	Thur	Frid
A					
B					

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

30. 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		

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

Instructions:

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

Determine the Division allocation for each pupil.

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

Division	No:
1	
2	
3	
4	

- Generate a formula that will be used to filter the results for the summary table above.
- Rename sheet1 as 'Raw Data' and sheet2 as 'Copied Data'

- 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.

31. 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.
32. Music Uganda provides data concerning show performance of local artistes for the month of December, 2010.

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

Instructions:

- Beginning from cell A1, enter the above data in a suitable spreadsheet program of your choice.
- Format column B and C to hold ‘00’ general format.
- Given that on each show, 100 copies are sold. In column D, determine the number of Music Compact Discs sold.
- Apply a border line to make your work look professional.
- Align columnar headings to 45°
- Sort your data A-Z basing on No. of Cds sold.
- Add header your name and footer your class.
- Using data series for Name of artistes and No. of Cds sold; prepare a bar graph to represent this data.
- Print your work and exit the application.

PRESENTATIONS

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

Slide one: **Introductory Slide**

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

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

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

Slide three: **Ways of regulation corruption**

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

Slide four: **Conclusion**

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

Instructions

- a) Apply action buttons to link slides manually to each other.
- b) Insert relevant graphics.
- c) Apply appropriate simple background.
- 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.
2. Uganda Manufacturers Association is planning a workshop to sensitize Nationals about the theme, ‘Environmental Pollution’, later this year. You have been appointed to design a four manually running presentation for the function to include the following and save your work as ‘Environmental Pollution’.

Slide one: **Definition of terms**

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

Slide two: **Types of Pollution**

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

Slide three: **Dangers of Pollution**

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

Slide four: **Measures to control effects of Pollution**

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

Instructions:

- a) Prepare a presentation using the data given above, save your work as your name.

- b) Add relevant graphics to enhance your work.
 - c) Add footer your name and header your class and stream.
 - d) Insert slide numbers.
 - e) Use a simple but attractive background and it must be uniform.
 - f) Print a copy of your presentation using a handout mode of four slides per sheet.
3. The Ministry of Education and Sports is to embark on sensitizing students on a number of scholarly issues. This year's theme is '**Strikes in Secondary**'. You have been approached to create a presentation to include the following slides.

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

Slide two: Causes of Strikes in Schools

Slide three: Solutions to Strikes in Schools

Slide four: Conclusion Slide

Instructions

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

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

Slide one: Introductory Heading (computer club)

Slide two: Executive Committee

Slide three: Activities of the Club

Slide four: Conclusion

Instructions:

- a) On the first slide, include the motto of the club “*IT for Everyone*” and name of the presenter (write your name).
 - b) Include names of all executive members in a table of 7 rows by 2 columns to include Name and Post respectively
 - c) Mention activities that have been carried out last year and what the club intends to cover this year.
 - d) Include relevant graphics.
 - e) Apply a simple background design.
 - f) Insert action buttons on each slide that links a slide to the required direction both for back and next.
 - g) Insert footer, ‘Computer Club, 200x’ and a header, ‘enroll now’. Include the correct year for 200x.
 - h) Print a copy of your presentation in handout mode.
 - i) Save your work as ‘computer club’ and exit the application.
5. 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.
- 6. 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.
7. 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.
 8. 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.
9. 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.
10. The entrepreneurship club of your school is to have a talk show on the visitation day this term. You have been asked to generate a manually

running presentation saved as 'entrepreneurship' with the following content.

Slide one: Title Entrepreneurship

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

Slide two: Who is an entrepreneur?

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

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

Slide three: Functions of an entrepreneur

An entrepreneur carries out the following functions:

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

Slide four: Advantages of entrepreneurship

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

Instructions

- a) Insert action buttons that link slides in the sequence of next, next to last and to first respectively.

- b) Use a uniform theme for all the slides.
 - c) Add two relevant graphics at the top right hand side of your slide.
 - d) Carefully, insert relevant animation pattern to your text and graphics.
 - e) Ensure that your slide transition is visible enable but not too strong.
 - f) Insert slide numbers, and change the presentation to fit on a 16:9 on screen show.
 - g) Print your presentation fitting on one A4 standard paper size.
11. You are campaigning for the post of class captain in your class. Prepare an automatically running presentation that you are to cast before the class members and save as 'campaign'.

Slide one: Self introduction

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

Slide two: Present Situation

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

Slide three: Class cleaning

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

Slide four: Lesson Attendance

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

Slide five: Debates

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

Instruction:

- a) Use different colour schemes for each slide.
 - b) Ensure that the font size of the titles for each slide stand at 32pts.
 - c) On each slide, insert a relevant graphic at an appropriate position.
 - d) Insert a header ‘Campaign’ and footer your name.
 - e) Number your slides starting at slide 10.
 - f) Change your slide to resolution of 1024 x 768 (Slowest, Highest Fidelity).
 - g) Print your presentation in a handout mode and exit the application.
12. 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.
13. 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

- Use relevant graphics to make the advert appealing.
 - You are free to alternate the text animation to make the advert appealing.
 - Insert necessary slide transition schemes of your choice.
 - Insert footer 'Care and Care Hotel'.
 - Set your work to fit on the screen size 4:3 on screen show.
 - Print a copy of your work and exit the application.
14. 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.
15. 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'.
16. 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.

17. 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.
18. 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

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

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

19. 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.
20. 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.

21. 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.
22. 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.
23. 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, your 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.
- 24. 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.

- 25. 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.

26. 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.

27. 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.
28. 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.
29. 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.
30. 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.

DATABASE MANAGEMENT SYSTEMS

1. The Manager Nalumulesa Soap Works provides a list of product distributors. You are required to create a database saved as 'namulesa' and carry out the following instructions.

DistributorID	Name	Quantity taken (boxes)	Weekly returns (boxes)
NSW-001	Yeko	2,000	
NSW-002	Ziwa	1,000	
NSW-003	Waiswa	3,000	
NSW-004	Mukulu	4,000	
NSW-005	Mpiiya	6,000	
NSW-006	Nsimbi	7,000	
NSW-007	Mafabi	10,000	
NSW-008	Muloki	8,000	
NSW-009	Waako	2,000	
NSW-010	Wagubi	3,000	
NSW-011	Longido	4,000	
NSW-012	Kerekere	1,000	
NSW-013	senkubuge	1,900	

Instructions:

- a) Create a table saved as 'namulesa'.
- b) Insert a primary key using a suitable field name.
- c) Format your DistributorID using auto number datatype.
- d) Format your values to allow for thousands.
- e) Create a query to return records of distributors whose name has letter 'e' in its formation. Save as 'lettere'.
- f) Design a new query saved as 'returns' to calculate the weekly boxes returned as expected to be 3% of the total quantity taken.
- g) Design a report to return fields for DistributorID, Name, Quantity Taken, Weekly Returns and Sales. Create a formula to determine sales given that each box contains 50 bars of soap and each sold at shs. 3,500. Save as 'sales'.

- h) Add a prefix 'Shs' in the field for sales. Save your work.
 - i) Right align your value in the sales field.
 - j) Insert footer in your report as your name and today's date.
 - k) Print your work and exit the application.
2. The Chairman Electoral Commission of Hilton High School provides results of Library prefect elections for 2008. Create a database named 'results_2008'.

CandidateID	Name	Other name	No. of votes	%
HHS/001	Kibuye	Davis	400	
HHS/002	Asiimwe	Gloria	100	
HHS/003	Akankwatsa	Phiona	80	
HHS/004	Balinda	Ronald	20	
HHS/005	Matovu	Peterson	10	
HHS/006	Bakibinga	Isaac	04	
HHS/007	Naiga	Sandra	02	
HHS/008	Leek	Melik	01	
HHS/009	Nakimuli	Sarah	200	
HHS/010	Mwamkonda	Patra	160	
HHS/011	Kamoga	Davis	399	
HHS/012	Senkubumba	Pafra	392	
HHS/013	oboyoi	Moses	350	

Instructions:

- a) Create a table named 'elections'.
- b) Insert a primary key in a relevant field.
- c) Format the CandidateID to auto number data type.
- d) Determine the percentage votes obtained by each candidate in a query provided that the total number of votes case were 2.300. Save as 'results'.

- e) Create a form to show multiple records in a datasheet with each record in a row from the query designed above. Save as 'results'. Print your work and exit the application.
3. Uganda poultry farmers association provides a record of egg production of member farms for the year 2010. Create a database and save as 'eggs'.

Farmer ID	Name of Farm	Quantity (crates)	Quantity exported
UPFA/001	Wairaka Poultry Farm	1,250	
UPFA/002	Hilton Mixed Farm	8,180	
UPFA/003	Hilltop Poultry Farm	7,190	
UPFA/004	Seta Farmers	8,200	
UPFA/005	Kipamba Farmers	9,400	
UPFA/006	Katende Mixed Farmers	7,500	
UPFA/007	Walukuba Poultry Farm	2,600	
UPFA/008	Katwe Farmers	4,700	
UPFA/009	Excel Mixed Farm	1,000	
UPFA/010	B.K. Poultry Farm	8,400	
UPFA/011	Amidu Farmers	9,000	
UPFA/012	Kobs Poultry Farm	8,000	
UPFA/013	Plannet Farmers	9,000	
UPFA/014	Makindye Poultry Farm	10,000	
UPFA/015	Goodlyfe Poultry Farm	9,000	

Instructions:

- a) Create a table saved as 'eggs'.
- b) Create a form to enter the data above in the table and save it as 'eggs'.
- c) Design a query named 'eggs', to return items whose quantity of crates produced are between 2,000 and 8,000. On this query, determine the quantity exported which is 72% of the total quantity of eggs.
- d) Design a form to return multiple records from the query and save as 'multiple_eggs'. Adjust the borders for the records to auto fit.
- e) Print your work and exit the application.

4. The database manager of Hiltop dairy farm provides the following data relating to farm animals. From the data below, create a database with a file name 'Hiltopdiaryfarm'

AnimalID	Animal name	Average water consumption (lts)	Average milk letdown per week (lts)
HDF/001	Sandra	23	54
HDF/002	Immaculate	45	32
HDF/003	Diana	67	36
HDF/004	Africa	65	11
HDF/005	Uganda	43	34
HDF/006	Moreen	43	54
HDF/007	Amina	21	33
HDF/008	Agnes	12	12
HDF/009	Deborah	32	34
HDF/010	Lilian	42	54
HDF/011	Hope	34	32

Instructions:

- Create a table with a file name 'hiltopdf'.
 - Insert a primary key using a relevant field name.
 - Generate a form in design view for use while entering data into the table. Save it as 'hiltopdf'.
 - Create a new field on your form for amount and label it Gross Amount and save it as 'hiltopdf'.
 - Given that each litre is sold at shs. 800; create a formular that will return total milk sales expected from each animal.
 - Enable the ,000 (separators) to be returned on your form.
 - Create a query to return animals whose average milk letdown per week is greater than 32 litres. Save it as 'letdown'.
 - Create a query to return animals whose names begin with letter A. Save at 'letterA'.
 - Print all your work.
5. The following data was provided by the class teacher of Primary Seven of Mukono Junior School. Create a database and name it mukonjschool.

StudID	Student Name	MTC	ENG	SCIE	SST	Total
MJS/001	Naiga S.	78	56	78	100	
MJS/002	Nanokha D.	09	23	45	65	

StudID	Student Name	MTC	ENG	SCIE	SST	Total
MJS/003	Ssempe L.	03	45	67	89	
MJS/004	Oboyoi D.	08	34	43	87	
MJS/005	Gidudu I.	45	32	23	67	
MJS/006	Nabubolo A.	43	54	21	54	
MJS/007	Mwanja A.	56	65	34	54	
MJS/008	Rukundo A.	76	43	32	43	
MJS/009	Kamau D.	54	21	23	32	
MJS/010	Mulefu D.	32	12	43	12	
MJS/011	Nagudi G.	12	34	54	10	

Instructions:

- Design a table with a file name 'primaryseven'.
 - Format the table to hold the data as it appears.
 - Insert a primary key in a relevant field.
 - Create a query to return all the field names. Create a field name for Average. Use your query to determine the total score and average for each student.
 - Sort the total mark in ascending order.
 - Print all your work.
6. The house teacher of Kob House provides the following records to you. Create a database with a file name Kob.

MemberId	Name	Adm. Year	Hobby
KHM/001	Kiirya Umar	2007	Football
KHM/002	Nandudu Agnes	1999	Netball
KHM/003	Wambete Joshua	2010	Handball
KHM/004	Kibuye Davis	2009	Handball
KHM/005	Nabukera Cathy	2008	Football
KHM/006	Matovu Dickson	2009	Football
KHM/007	Bakibinga Reagan	2005	Handball
KHM/008	Kajumbula Henry	2000	Netball
KHM/009	Sembajje Ashraf	2008	Football
KHM/010	Kayambe Isaac	2006	Netball
KHM/011	Yeeko Augustus	2009	Netball
KHM/012	Mukoba Ausi	2004	Football
KHM/013	Bumali Umar	2002	Football
KHM/014	Zziwa Sylvester	2001	Football
KHM/015	Kakungulu Ismail	2000	Netball

Instructions:

- a) Design a table called Kobs.
 - b) Insert a primary key into your table using a relevant field.
 - c) Using all field names, design a dynaset to return a list of all students whose hobby is football and where admitted in Kobs house between 2000 and 2008 respectively and save as query1.
 - d) Design another query to return a list of all students whose hobby is handball and save as handball.
 - e) Create a query to return names of students whose names have letter 'u' in its formation and save as 'letteru'.
 - f) Print all your work.
7. The table below gives information on some students in a certain secondary school about their registration numbers, names, class, age and names of houses where they reside. Create a database names 'registration' to hold the following database objects.

REG NO.	Names	CLASS	AGE	HOUSE
001	Lule S.	S.2	15	Muteesa
002	Kizza V.	S.2	14	Simba
003	Omeda A.	S.4	16	Simba
004	Sempebwa S.	S.3	16	Muteesa
005	Kibuuka D.	S.2	13	Muteesa
006	Amit J.	S.3	15	Lumumba
007	Semuli M.	S.5	17	Simba
008	Sendi J	S.1	12	Lumumba
009	Kasanya D	S.1	11	Muteesa
010	Onen L	S.4	16	Simba

Instructions:

- a) Create a table called 'personal details' with fields: Reg No. Names, Class, Age and House having appropriate data types.
- b) Insert a primary key in the appropriate field name.
- c) Enter the data above in the table created using a form.
- d) Create a query for Muteesa and Simba house members. Save as houses. Save the form as 'registration'.

- e) Create a report that shows the following fields: Name, Class and House. Save the report as 'registration'.
 - f) Print one copy of your database objects created above.
8. The table below is a record of employees in a school canteen.

Surname	First name	Sex	Date of birth	Tel. numbers
Nandaula	Margret	F	02/16/1967	079-488-888
Okello	Joel	M	12/17/1970	090-500-555
Nyaika	Ronnie	M	07/28/1980	040-400-767
Waibale	Anthony	M	10/03/1979	090-333-212
Jamila	Liza	F	02/25/1985	099-233-345
Saidi	Juma	M	11/12/1977	011-333-466
Zaweede	Zubeda	F	14/12/1977	088-4444-666

Instructions

- a) Create a database saved as 'canteen'.
 - b) Create a table of the data above and save as 'staff record'.
 - c) The first field on your table design holds the field name EmployeeID. Format the data type to auto random number for this field and adjust your table accordingly.
 - d) Design a form for using to enter data into the database table, and name it 'entry data form'. Therefore, use it to populate the table above. The form should display:
 - All field options as they appear in the table except the Sex field which should be a combo box to display "sex".
 - Fill the form background with a yellow colour.
 - e) Create a query for workers who are above 30 years and save as 'old'.
 - f) Create a query to filter names of workers whose names end with letter 'a' and save as 'lettera'.
 - g) Print the report in ascending order basing on the first name.
9. The table below shows details of employee designation for Karlstard College.

EmpNo	Surname	Sex	Title	D.O.B	Salary
	Aduwo	F	Deputy	17-06-36	620,000
	Holowo	M	Teacher	06-08-77	510,000
	Yayaya	M	Teacher	05-06-70	600,000
	Watonya	F	Secretary	20-07-36	275,000
	Komakech	M	Director	15-06-63	1,000,000
	Oundo	M	Cashier	17-07-66	500,000
	Mutebi	M	Driver	14-04-68	256,000
	Aliyo	F	Teacher	16-06-63	275,000
	Nasuuna	F	Librarian	20-08-70	310,000
	Ndaual	M	Driver	07-11-74	200,000

Note:

EmpNo represent Employee Number, which should be automatically generated as a random auto number.

- You are required to design a suitable database to manage the above information, save the database as Karlistard.
- Insert a primary in an appropriate field name.
- Create a table using design view which include a lookup for M and F, and save it as employee table.
- Create a form called 'employee form' and enter the above records. Remember to use the combo box appropriately.
- Create a query displaying all fields in the above table to filter employees whose title begins with letter D. and save as 'employee name'.
- Create a query for employees whose title end in the format 'er' and save as 'letterser'.
- Print the query and its output.
- Create another query to display names of all employees whose salary scale is more than shs. 300,000 and save the query as 'salary scale'.
- Print your table and query.

- j) The academic retirement age is 55 years. Populate a query to filter employees whose ages are above 55 and save as 'retirement'.
 - k) Print your query.
 - l) Create a report using the employee table and save as 'employees'.
 - m) On your report add today's data as footer and provide a page number.
 - n) Print your report and exit the application.
10. The table below gives the information about employee members of 'kamukamu enterprises'.

Emp.No	Name	Sex	District	D.O.B	Paid
C001	Kainza M.	M	Iganga	23/11/88	25,000
C002	Aine J.	F	Kampala	03/07/79	70,000
C003	Agero M.	F	Jinja	12/02/90	32,000
C004	Fayi K.	F	Jinja	28/12/75	25,000
C005	Namono P.	F	Ibanda	18/11/91	20,000
C006	Mansa W.	M	Kamuli	20/07/90	84,000
C007	Muhire T.	M	Igala	03/04/80	40,000
C008	Opio X.	M	Oyam	17/05/90	24,000
C009	Sempa A.	F	Kabala	09/08/79	15,000
C010	Nakita O.	F	Semuto	24/12/80	38,000

Instructions:

- a) You are required to design a suitable database to manage the above information. Name your database 'employee_database', and your table as, 'employee_table'.
- b) Design a form to be used to populate the above table.
- c) On your form, create a new label 'Housing', which is 30% of the Amount paid. Hence, calculate for each worker the amount due for housing, save as 'entry'.
- d) Create a query to filter employees who come from a District that has letter 'i' within the district name and save as 'district'.

- e) Insert a new field name into your query for medication, which is assumed to be 25% of the amount paid. Run a query showing all the other field names and save as 'medication'.
 - f) Create a report showing employee name, sex, district, amount paid, medication and save 'complete_report'.
 - g) Print a copy of each of your work respectively.
11. Bright Future Primary School provides a database of students to your.

StudentId	Name	Sex	MTC	ENG	SCIE	SST
BFPS/001	Musubika E	F	80	90	15	100
BFPS/002	Asiimwe L	F	90	90	45	89
BFPS/003	Zirintusa A	M	100	56	98	100
BFPS/004	Mukembo M	M	100	100	58	97
BFPS/005	Nalubwama A	F	89	89	56	41
BFPS/006	Naiga S	F	100	100	15	98
BFPS/007	Walusimbi S	M	58	98	65	64
BFPS/008	Galiwango I	F	78	98	56	45
BFPS/009	Kayemba F	F	89	98	89	100
BFPS/010	Musita M	M	100	56	89	74
BFPS/011	Ikendi D	M	56	89	74	51
BFPS/012	Mawalo M	M	56	89	74	51
BFPS/013	Nsubuga K	F	100	56	98	45
BFPS/014	Waiswa C	M	56	98	98	100
BFPS/015	Mulengani V	M	96	56	100	56

Instructions:

- a) Using a suitable software program of your choice, create a database and name it 'brightfuture'.
- b) Design a table named 'future' and insert a primary key.
- c) Design a form named 'future' that should be used to enter the above data into a form.
- d) On you form, create a provision for total, and hence, determine a formula that will return a total mark for each student.

- e) Create a query named 'futureG' and return records for all the girls in the class.
 - f) Create a query 'futureM' to return records for all the boys in the class.
 - g) Print a copy of your work.
12. The following tables were provided by the sales person of YY Computers. Create a database named YY to store the following records.

Table 1: Hardware Components

HardwareID	Item	Make	D.O.M
YYC-001	Data projector	Hp	12/04/2010
YYC-002	Dell – System unit	Dell	24/12/2009
YYC-003	Smart board	Hp	25/07/2010
YYC-004	HP LaserJet Printer	Dell	18/09/2011
YYC-005	Cartridge	Hp	19/10/2010
YYC-006	TFT monitor	Accer	05/12/2010
YYC-007	USB adapters	Lightware	30/09/2011
YYC-008	USB cables	Hp	17/07/2009
YYC-009	Memory cards	Concord	18/05/2010
YYC-010	Printing Screen	Dell	19/04/2011
YYC-011	32 Port Switch	d-link	10/01/2012

Note: D.O.M = Date of Manufacture

Table 2: Specification and Price

HardwareID	Price (Shs)	Quantity sold
YYC-001	2,500,000	01
YYC-002	1,200,000	05
YYC-003	6,000,000	20
YYC-004	500,000	400
YYC-005	180,000	450
YYC-006	200,000	03
YYC-007	20,000	40
YYC-008	15,000	100
YYC-009	30,000	34
YYC-010	100,000	200
YYC-011	150,000	300

Instructions:

- a) Create two tables with the table names to be used as file names.
 - b) Insert a primary key in the field HardwareID.
 - c) Create a table relationship between the two tables using the HardwareID.
 - d) Create a query using all the fields from the two tables and add one field for Amount (shs). In this column determine the amount of money received from the sales. Save the query as 'sales'.
 - e) Design a query that will return products that were manufactured during the year 2010 and save as 'man_2010'.
 - f) Design a report to show items from the query using the following field names: HardwareId, Item, Price, Quantity and Amount.
 - g) Print a copy of all your work.
13. Applesport supermarket operates a point on sale database for commodities in store. Create a database for use to manage the supermarket and save as 'apple_market'.

CommodityID	Item	Stock - In	Issue
APM-001	Chocolates	40,000	38,000
APM-002	Ice – cream		
APM-003	Dry cells	23,000	22,800
APM-004	Geisha	2,000	2000
APM-005	Toothbrush	70,000	60,000
APM-006	Mango juice	100	99
APM-007	Exercise books	20,000	19,000
APM-008	Magic markers	1,000	1,000
APM-009	Shoe polish	200	190
APM-010	Bread		
APM-011	Blue band	20,000	19,000
APM-012	Royco	12,000	12,000
APM-013	Fan		
APM-014	Sweets (pkts)	340	380

CommodityID	Item	Stock - In	Issue
APM-015	Math sets		
APM-016	Tinned fish		
APM-017	Packed chicken	200	180
APM-018	Towels	100	98
APM-018	Soap (in bars)	600	500
APM-019	Bulbs	1,000	980
APM-020	Flasks	20	18
APM-021	Toilet paper	20,000	19,500

Instructions:

- a) Create a table saved as 'apple_market'.
 - b) Insert a primary key in an appropriate field.
 - c) Design a form that you will use to populate the table saved as 'apple_form'.
 - d) On your table add two labels for "Balance" and "Waste".
 - e) Create a formular that will return the Balance is obtained by deducting Issue from Stock In.
 - f) For waste, it is given by getting 10% of the balance.
 - g) Save the form as 'apple_form'.
 - h) Insert a header, Applesport Supermarket.
 - i) Generate a query that will retun items that did not have any value posted for Stock In., and save as 'apple_empty'.
 - j) Create a query that will return items whose names begin with letters T and M and save the query as 'TnM'.
 - k) Print all your work and exit the application.
14. Amos and Moureen stationers maintain a manual database and you have been asked to convert the records into an electronic database save as 'amos and moureen'.

ItemId	Item name	Store	In charge
AMS/001	Exercise books	A	
AMS/002	Black books	C	
AMS/003	Manila	A	
AMS/004	Art bond	C	
AMS/005	A4 bond paper	C	
AMS/006	New print	A	
AMS/007	Johnson	A	
AMS/008	Sets	A	
AMS/009	Office glue	A	
AMS/010	Printing plates	C	
AMS/011	Boxes of chalk	A	
AMS/012	Duplicating paper	A	
AMS/013	Art pencils	A	
AMS/014	HB pencils	C	
AMS/015	Pens – Bic	C	

Instructions:

- Design a table with a file name ‘amos-moureen’. Insert a primary key in an appropriate field.
 - Create a query using all the field names. It is given that the in charge for store A is Alex and for C is Christine. Generate a function that will return all the in charge persons and sort the records in ascending order. Save the query as ‘in_charge’.
 - Using the field names for ItemId, Item name and store, create a query that will return only items that are found in store A.
 - Create a report to accommodate all items in query saved as ‘in_charge’ and save the report as ‘in_charge’. Print a copy or your work.
15. Music Uganda monitors local artistes by recording the albums so far produced and launched. Create a database to manage the album info for the organization saved as ‘music_uganda’.

MusicianId	Name	No. of albums
MUM-001	Dr. Jose Chamillion	15
MUM-002	Bob wine	14

MUM-003	Bebe cool	10
MUM-004	Kenzo	07
MUM-005	Dr. hilderman	03
MUM-006	King micheal	08
MUM-007	Red banton	03
MUM-008	Haruna mubiru	05
MUM-009	Mesach semakula	10
MUM-010	Abdu mulasi	07
MUM-011	Mukabya	17
MUM-012	Big eye	02
MUM-013	Stecia mayanja	09
MUM-014	Nandujja	10
MUM-015	Madox sematimba	11
MUM-016	Chris evans	03
MUM-017	Aziz azion	07
MUM-018	General megadee	05
MUM-019	Papa cidy	02
MUM-020	Weasel and radio	08
MUM-021	Kanyomozi	11

Instructions

- Create a table with a file name ‘musicians’.
- Design a form that you will use to populate the above table. Save the form as ‘musicians’.
- Using all the fields, design a report to output the information above. On your report, create a text box that will hold amount. It is given that each album was estimated to sale about 2,000 copies. Let your report indicate the number of copies each artiste had.
- Assuming that each copy was taken at a cost of shs. 3,000; on your report, create a text box that will return this. Remember to use a formula.
- Insert a date on your report in the footer position, centred,
- Change the report setup to A4 paper size.

- g) Save the report as ‘musicians’.
 - h) Design a query to populate a list of musicians whose names begin with letter A – D and save as ‘a_d musicians’.
 - i) Print all your work and exit the application.
16. The caterer of Katono Primary School maintains the following stock records for term one. Create a database saved as ‘Katono’ to store the following records.

Table 1: Stock In

Itemid	Item	Quantity
KPS/001	Books (dozens)	200
KPS/002	Chalk (boxes)	120
KPS/003	Maize flour (bags)	80
KPS/004	Sugar (bags)	12
KPS/005	Salt (cartons)	07
KPS/006	Cooking oil (jerrycans)	09
KPS/007	Onions (kgs)	100
KPS/008	Dusters (pcs)	38
KPS/009	Brooms (pcs)	500
KPS/010	Soap (bars)	36
KPS/011	Plates (pcs)	2,000
KPS/012	Forks (pcs)	3,000

The caterer also provides you with table two for other information related to the items.

Table 2: Item Issues

Itemid	Quantity
KPS/001	180
KPS/002	100
KPS/003	20
KPS/004	03
KPS/005	01
KPS/006	03
KPS/007	40

Itemid	Quantity
KPS/008	29
KPS/009	479
KPS/010	21
KPS/011	1,940
KPS/012	2,904

Instructions:

- a) Create two tables and save using the title names for file names.
- b) Insert a primary key for each table.
- c) Remember to relate the two tables using a primary key and a foreign key for your work.
- d) Create a table relationship between the two tables using appropriate field names,
- e) Using all the field names for both tables, create a query saved as 'katono'. On this query add a field name; Balance to return the balance of amount is stock after deducting Issues from Stock In.
- f) Design a report to hold all records from the query. On your report, add a text box that you have to name "Loss". The loss is estimated to be 3% of the Balance Stock.
- g) On your report, insert a date and time.
- h) Set your report to fit on paper size A4.
- i) Change the report background colour to Red.

17. Nuvilla Private Academy maintains a list of staff and other information. Create a database to manage these records saved as 'staff'.

Table 1: Staff List

StaffID	Name	Other Name	Sex
NPA/001	Musubika	Grace	F
NPA/002	Mutumba	Paul	M
NPA/003	Kyotalya	Ivan	M
NPA/004	Mwondha	David	M

StaffID	Name	Other Name	Sex
NPA/005	Balisanyuka	George	M
NPA/006	Nassali	Hajirah	F
NPA/007	Rwabu	Verna	F
NPA/008	Nkonte	Jenel	M
NPA/009	Misera	Agnes	F
NPA/010	Mbabazi	Phiona	F
NPA/011	Sempala	Harriet	F
NPA/012	Oboyoi	Moses	M
NPA/013	Kasubi	Anthony	M
NPA/014	Katimbo	Godon	M
NPA/015	Mausu	Rwalf	M
NPA/016	Kibumba	Peter	M
NPA/017	Kirabira	Fred	M

Table 2: Contacts

StaffID	Telephone	District
NPA/001	0772-404040	KAMULI
NPA/002	0702-345432	JINJA
NPA/003	0752-987609	JINJA
NPA/004	0782-474245	KAMULI
NPA/005	0782-956469	JINJA
NPA/006	0772-350408	KAMULI
NPA/007	0792-545454	KAMPALA
NPA/008	0413-889732	KAMULI
NPA/009	0392-992233	KAMULI
NPA/010	0701-238746	KAMULI
NPA/011	0332-768989	KAMPALA
NPA/012	0752-987654	KAMWENGE
NPA/013	0712-987652	KAMULI
NPA/014	0777-654723	KAMULI
NPA/015	0447-987654	KAMWENGE
NPA/016	0772-909090	IGANGA
NPA/017	0751-090909	MBALE

Instructions:

- a) Design the two tables and save using the table titles. Use a data type of auto number and add and incremental numbering. Format your field to contain NPA/000.

- b) In the two tables, format all text to appear in title case. Show your input mask format.
- c) Insert a primary key into the two tables.
- d) Create a table relationship for the two tables above.
- e) Generate a dynaset that will return records for all staff members whose telephone numbers begin with 07 and come from districts that begin with letter K and save as 'staff'.
- f) Create a query that will return only male staff members and save as 'male'.
- g) Design another query that will return only female staff members and save as 'female'.
- h) Create a query that will return all names of staff who do not come from Kamuli and save as 'other districts'.
- i) Design a report that will return a list of all staff members with all the records provided and save as 'staff' and print all your work.

18. The Manager Jobiah Hotel maintains a record for the hotel. Create a database to hold the following information saved as 'jobiahhotel'.

ItemId	Name of item	Quantity in store	Category
JBM/001	Saucepan	20	A
JBM/002	Forks	1,000	B
JBM/003	Plates	1,000	A
JBM/004	Tea ports	350	A
JBM/005	Kettles	30	B
JBM/006	Cups	2,000	B
JBM/007	Spoons	4,0000	C
JBM/008	Tables	500	A
JBM/009	Plastic chairs	700	B
JBM/010	Tents	10	A
JBM/011	Shelves	23	A
JBM/012	Empty bottles	300	C
JBM/013	Dust bins	04	C

JBM/014	Face towels	100	B
JBM/015	Water tanks	08	A
JBM/016	Television set	07	C
JBM/017	Television stands	04	B
JBM/018	Counters	03	A
JBM/019	Stoves	21	C

Instructions

- Design a table to hold the above field names and save as 'jobiah'. On your table collect a field data type that allows for lookup facility on the form for A, B and C respectively.
 - Insert a primary key in an appropriate field.
 - Create a table that you will use to enter the above data into a table and save as 'jobiah'.
 - Design a query to accommodate all the field names above. On the query, add a field for 'Comment'. In this field, generate a function that will return the following comments: A = Good Stock; B = Average Stock and C = Replacement Needed. Save this query as 'jobiah'.
 - The hotel has a policy that every year, 3% of the items present is added the following year. Create a query using all field names that will return this and save as 'nextyear'.
 - Generate a report using records in query saved as 'nextyear' and on your report, add a textbox labeled Depreciation. It is in the interest of Jobiah Hotel that 5% of quantity in stock is disposed of. Formulate a logical expression to cater for this.
 - Print all your work and exit the application.
19. St. Denis Kijjaguzo operates a canteen and sales a wide range of commodities. Organize the following tables into a database for easy monitoring and save as 'kijjaguzo'.

CommodityId	Commodity name	Quantity Sold	rate
SDK-001	Sumbi (pcs)	200	200
SDK-002	Coca cola (bttts)	400	800

CommodityId	Commodity name	Quantity Sold	rate
SDK-003	Sprite (bttts)	180	800
SDK-004	Buns (pcs)	500	250
SDK-005	Bagiya (pkts)	200	100
SDK-006	Doughnut (bttts)	790	200
SDK-007	Yogurt (bttts)	159	700
SDK-008	Handkerchief (pcs)	09	1,000
SDK-009	Pens (pcs)	700	200
SDK-010	Pencils (pcs)	123	50
SDK-011	Books (pcs)	1,000	250
SDK-012	Sets (pcs)	78	2,500
SDK-013	Fried chips (pcs)	200	500
SDK-014	Fried chicken (pcs)	800	2,000
SDK-015	Packed water (bttts)	145	800
SDK-016	Pancakes	8,000	200
SDK-017	Shoe polish (tins)	04	700
SDK-018	Fools caps (papers)	34	100
SDK-019	Katogo (plate)	2,000	1,000
SDK-020	Milk tea (cup)	6,000	200

Instructions:

- Create a table saved as 'kijjaguzo' to hold the above data.
- Input a mask that will return all items names in capital letters.
- Format the quantity sold and rate to hold commas.
- Insert a primary key in a relevant field.
- Design a query that will return all the field names in the table. Add four field names for: Amount, Margin, Expenses and Profit respectively. Amount is obtained as a product of Quantity Sold and Rate; Margin is 20% of the amount obtained and Expenses are 10% of the amount obtained. Profit is Margin – Expenses. Save your query as 'profit'.
- Using the field names for CommodityID, Item Name and Quantity Sold, create a query to filter items sold whose quantity sold is less than 250. Save your query as 'quantityless'.
- Print your work and exit the application.

20. Uganda Super League Ltd runs the Uganda first division football. Create a database to manage the table standings for one season saved as 'ugandasleague'.

TeamId	Team name	P	W	D	L	F	A	GDF	PTS
USL-001	KCC	12	8	2	2	30	12		
USL-002	BIDCO	12	9	1	2	25	11		
USL-003	Police	10	6	4	0	15	8		
USL-004	Villa	12	7	4	1	40	21		
USL-005	Express	14	10	4	0	23	19		
USL-006	Victors	10	7	2	1	17	32		
USL-007	Simba	09	9	0	0	26	27		
USL-008	Bunamwaya	10	7	1	2	18	19		
USL-009	Masaka LC	12	2	5	5	20	32		
USL-010	Firemasters	15	2	3	10	12	36		
USL-011	URA	10	10	0	0	36	5		
USL-012	Maroons	13	1	1	11	7	41		

Instructions:

- Create a table that to hold the above fixture and save as 'uslltd'.
- Insert a primary key in an appropriate field.
- Design a query that will return a dynaset saved as 'pts' using all the field names. In this query, create a formula that will show the number of points each team has given that each $W=3$, $D=1$ and $L=0$.
- Design query saved as 'pts' to return the Goal difference of each team. Given that $F-A$ = goal difference. Insert this field before PTS and save as 'complete'. Remember to sort your records in descending order using the field name of PTS.
- Create a report that uses records from the query saved as 'complete' to return all the items stored therein.
- Insert footer your name and date of printing.
- Print a copy of all your work in this database and exit the application.

21. Mummy's electrical enterprises records sales in an exercise book. The manager asks you to prepare an electronic database for use saved as 'mummys_ltd'.

ApplianceID	Appliance Name	Quantity	Make
MEE-001	Sockets	400	England
MEE-002	Flat iron	700	Germany
MEE-003	CCTV set	20	England
MEE-004	Micro Oven	30	China
MEE-005	Cockers	56	Germany
MEE-006	Juice blender	100	England
MEE-007	Television set	23	England
MEE-008	Radio	34	China
MEE-009	Fan	67	China
MEE-010	Deep fryer	200	England
MEE-011	Bed room fan	300	Germany
MEE-012	Air conditioner	20	China
MEE-013	Electronic toys	450	England
MEE-012	Ipods	400	China
MEE-013	Walk talkies	34	China

Instructions:

- Create a table you will save as 'mummy_e_enterprises'.
- Format your table such that the ID is an auto number, make it to allow look up for China, Germany and England.
- Insert a primary key in a relevant field.
- Design a form that will have the facility of look up for model.
- Use this form to enter the data above in the table.
- Using all field names, design a query that will return items that have a model name England and save the query as 'england'.
- Create another query using all the field names for items with model name of China and save as 'china'.

- h) Create another query using all the field names for items that do not have a model name 'Germany' and save as 'not_germany'.
- i) Create a report containing all field names from the table. On it add a field name for Price Range. It is assumed that England = Expensive, German = Cheaper and China = Cheapest. Generate a function that will return this argument.
- j) Print a copy of all your work and exit the application.
22. Muto hardware shop sales a large assortment of building and roofing items Muto manages two stores A and B. Create a database to hold these tables below saved as 'muto_hardware'.

Store A: Basic Information

HardwareId	Item	Quantity A
MHS-001	Iron sheets (pcs)	4,000
MHS-002	Tiles (pcs)	10,000
MHS-003	Nails – 6” (kgs)	400
MHS-004	Nails – 4” (kgs)	200
MHS-005	Nails – 3” (kgs)	500
MHS-006	Bricks (pcs)	3,000
MHS-007	Glasses 3mm (pcs)	10,000
MHS-008	Tape measure (pcs)	30,000
MHS-009	Iron bars (pcs)	50,000
MHS-010	Cement (bags)	10,000
MHS-011	Sand (trips)	3,000
MHS-012	Paint (tins)	10,000
MHS-013	Timber (pcs)	78,000
MHS-014	Spades (pcs)	400
MHS-015	Hoes (pcs)	300
MHS-016	Chisel (pcs)	240
MHS-017	Trowel (pcs)	450

Store B: Other information

HardwareId	Quantity B
MHS-001	3,000
MHS-002	5,000

MHS-003	300
3MHS-004	150
MHS-005	400
MHS-006	2,000
MHS-007	7,000
MHS-008	20,000
MHS-009	40,000
MHS-010	9,000
MHS-011	2,000
MHS-012	9,000
MHS-013	50,000
MHS-014	300
MHS-015	700
MHS-016	300
MHS-017	1,000

Table 3: Unit Cost

HardwareId	Cost (shs)
MHS-001	70,000
MHS-002	15,000
MHS-003	6,000
MHS-004	5,000
MHS-005	4,000
MHS-006	250
MHS-007	10,000
MHS-008	4,000
MHS-009	18,000
MHS-010	30,000
MHS-011	90,000
MHS-012	60,000
MHS-013	8,000
MHS-014	5,000
MHS-015	3,000
MHS-016	2,000
MHS-017	2,000

Instructions:

- Create three tables to hold the data above. Save each table using the table title for each. Remember to have the auto number data type for the HardwareID

- b) Insert a primary key in the field HardwareID.
 - c) Create a table relationship among the three tables using the HardwareID field name.
 - d) Generate a query that will return all fields apart from Hardware ID for table two and three.
 - e) Using your field, add a new field for 'Total Income' to determine the total income received from the two stores altogether given that $(\text{Quantity A} + \text{Quantity B}) * \text{Cost} = \text{Total Amount}$ and save as 'total_amount'.
 - f) Generate a report to hold all records from the query above and save it as 'total_amount'.
 - g) Print a copy of your work and exit the application.
23. Nkabi tours and travel maintains a list of hotels that tourists can choose from. Design a database to hold the following records for the organization.

HotelID	Hotel name	District
NTT/001	Triangle	Jinja
NTT/002	King fisher	Jinja
NTT/003	Imperial	Kampala
NTT/004	Tourist	Kampala
NTT/005	Mum – hotels	Iganga
NTT/006	Zamo	Jinja
NTT/007	Oasis	Mbale
NTT/008	Daniels	Jinja
NTT/009	Paranoma	Jinja
NTT/010	Serena	Kampala
NTT/011	Hilton	Mbale
NTT/012	Mwana	Jinja
NTT/013	Obama	Mbale
NTT/014	Africana	Kampala
NTT/015	Sesse – Hotels	Kalangala
NTT/016	Bellevue	Jinja
NTT/017	Crystal palace	Jinja

NTT/018	Fireball	Kampala
NTT/019	mushroom	Mbale

- a) Design a table to hold the above data and save as ‘hotels’.
- b) Use the auto number data type for the HotelID in the format of “NTT/000”.
- c) Insert a primary key in a relevant field name.
- d) Enter an input mask in your table to return all the text in title case.
- e) Remember to create a look up facility for Districts in your table.
- f) Create a table that will have the look up menu for the districts in the table.
- g) Design a query that will return hotels that are in Kampala and Mbale districts.
- h) Design a report that will return all fields from the table. Add one field name on your report for “Description”. For Jinja = New water bodies, Kampala = City Centre, Mbale = The Masaba Land and Sesse = Island Scenery. Generate a function that will return this.
- i) Print a copy of your work and exit the application.

24. Pick Hill Primary School manages a manual payroll to regulate salary payment to workers. Design an electronic database named ‘pick_hill’ and carry out the following instructions.

WorkerId	Name of employee	Other name	Gross pay (shs)
PHP-001	Idude	David	1,000,000
PHP-002	Lwanga	Charles	650,000
PHP-003	Senkubuge	John	400,000
PHP-004	Ochegele	Vincent	500,000
PHP-005	Lugadha	Isaac	350,000
PHP-006	Balanda	Ronald	800,000
PHP-007	Kibuye	Davis	1,000,000
PHP-008	Oboyoi	Moses	780,000
PHP-009	Sempala	Harriet	560,000
PHP-010	Asimwe	Gloria	1,000,000

PHP-012	Masaba	Swabulin	300,000
PHP-013	Namugaya	Proscovia	600,000
PHP-014	Nalugya	Imelda	500,000
PHP-015	Nambuya	Immaculate	700,000
PHP-016	Kainembabazi	Christine	450,000

Instructions:

- Create a table saved as 'payroll'.
- Insert a primary key in an appropriate field.
- Create a format in your table to return names in title case.
- Apply suitable formats to return separators in shillings.
- Create a form with all the field names in the table and add the following field names on your query: Housing = 30%, food = 10%, medical = 20%; tax which is in ranges i.e. above 500,000 = 20% and those below, 18% on the gross pay. .

Add these fields on your form. Generate a working formula to enable the school have this as a complete record and save as 'payroll'. Resize the form to make sure that the data fits,

- Change the header 'computer studies' in upper case and in font colour red.
- Change the colour of the header section to white.
- Using the records form the form, design a query to return workers whose savings is above 200,000 and save as 'savings'.
- Print a copy of work and exit the application.

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

FishID	Fish name	Quantity harvested (kgs)	Quantity Sold (kgs)
LVF-001	Tilapia	10,000	10,000

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

Instructions:

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

26. 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:

- Create a table and save as 'beaches'.
 - Insert a primary key basing on the field name BeachId.
 - In your table, select a suitable data type that will have a drop down menu for music shows; music shows, swimming; swimming; fishing, boat racing; birad watching, swimming; boat rafting, e.t.c....
 - Design a form that will be used to enter the above data into a table and save as 'beaches'.
 - Create a query that will generate a dynaset for beaches where music shows and swimming are carried out and save as 'beaches'.
 - Design a new query that will return activities whose first letter is B or F and save as 'beachbnf'.
 - Print your work and exit the application.
27. 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

BusID	Company Name	Passenger Capacity	No. of buses
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:

- Create a table saved as ‘coaches’.
 - Format the field for No. of buses to accommodate the two figure output.
 - Insert a primary key in a relevant field name.
 - Create a form that will display all the record on one form that shows multiple items. Insert one field name fare collection. The Association has a fixed charge per passenger of shs. 15,000 from Mbale stage. Create a function that will return a product of passenger capacity, No of buses and charge per passenger. Save the form as ‘buses’.
 - Using all the field names form the table, create a query for companies that have less than 07 buses and save as ‘buses’.
 - Print your work and exit the application.
28. 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
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ProcessorID	Processor type	Clock speed	Quantity
KCV/001	Pentium III	1.2 Ghz	40
KCV/002	Pentium III	1.8 Ghz	50
KCV/003	Pentium III	1.0 Ghz	45
KCV/004	Pentium IV	1.2Ghz	80
KCV/005	Pentium IV	3.6 Ghz	100
KCV/006	Pentium IV Celron	2.0 Ghz	30
KCV/007	Pentium IV AMD	2.0 Ghz	50
KCV/008	Pentium IV Intel	2.0 Ghz	200

Instructions:

- Create a table saved as processor to hold the data above.
- Format the ProcessorID to reflect and auto number with the ID format already given in the table.
- Create a query where you will add two fields for price and amount.
- The company assumes that processors: 1.2 Ghz = 100,000; 1.8 Ghz = 120,000 1.0 Ghz = 80,000; 2.0 Ghz = 180,000. Create a formula to return the logical expression in the field of price.
- In the field of amount, generate a formula that will return amount received from the sale of the processors and save as 'processor'.
- Create a form of multiple items that will display data in the query and save as processor.
- Create red line borders across your form.
- Insert a header, Processors – your name.
- Print your work and exit your application.

29. 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)
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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:

- a) Create two tables and use the table names as a file name to each.
 - b) Format the StudentID to incremental auto number and amounts to support separators.
 - c) Create a table relationship among the tables. Remember to insert a foreign key.
 - d) Using all the field names in table one and only stream from table two, create a two field names for: Section Fees and New Balance on the query saved as 'balance'. Create a function that will return Section fees per student.
 - e) Given that New Balance = (Section Fees + Balance) – Fees paid. Generate a function to return the new balance on your query saved as 'balance'.
 - f) Using records in the query named 'balance' create two new queries for 'sectionb' and 'sectiond' to return students in boarding section and day section respectively.
 - g) Print all your work and exit the application.
30. Water Mission Uganda supplies safe and clean water to household in Kampala suburbs. The organization prepared the following water usage meant to develop bills for customers. Create a database saved as 'water' to hold the following information.

CustomerID	Customer Name	Old Reading	New Reading
WMU/001	Kidoma A.	2345	9870
WMU/002	Luyima P.	6543	7986
WMU/003	Walwasa A.	0876	1000
WMU/004	Mulwana H.	4530	8907
WMU/005	Kulika U.	0234	7000
WMU/006	Kirya M.	0987	1409
WMU/007	Mulamba Q.	0123	1908
WMU/008	Kawesa J.	0789	1998
WMU/009	Wafula C.	0345	9870

WMU/010	Katirima F.	0456	5099
WMU/011	Kawase B.	0567	8090
WMU/012	Mukwana M.	0678	9870
WMU/013	Apio H.	0789	1009
WMU/014	Kabito Z.	0890	1098
WMU/015	Pulusi O.	0910	2989
WMU/016	Oundo H.	0023	0987
WMU/017	Bameka B.	0432	1000
WMU/018	Bakileka S.	8800	3000
WMU/019	Zirintusa A.	9001	4908

Instructions:

- Create a table with a file name 'metre'.
- Format the metre readings to output as it is.
- Create a multiple item form to return all the fields. Add two columns for: Litres used, Amount Paid. Given that each litre is sold at shs. 2. Generate a function that will return this. Save the form as 'bill'.
- Create a query form the table using all the fields above to return consumers whose new metre reading is above 1000.
- Print all your work and exit the application.

31. The Program manager of Maranatha Radio 104.7 F.M maintains a database of play list. Create a database saved as 'play_list' to record the following.

TrackID	Name of track	Track time
MRF-001	Baby Love	3:42
MRF-002	Strong Thing	4:10
MRF-003	Beat them bad	5:09
MRF-004	Best I ever had	4:19
MRF-005	Best love song	3:22
MRF-006	Better life	3:20
MRF-007	Black culture	3:47
MRF-008	Slow love	4:07
MRF-009	Meet he halfway	4:44
MRF-010	Bloody city	4:34

MRF-011	Blue magic	3:10
MRF-012	Born to be winner	4:59
MRF-013	Kanya Mpisa	5:45
MRF-014	Gukwabaza	4:27
MRF-015	Tsumani	3:48
MRF-016	Champion dance king	3:32
MRF-017	How we do it	3:39
MRF-018	Nkwagala Nyo	4:00
MRF-019	Minzani	4:08
MRF-020	Omukiza Gwo	3:33
MRF-021	Nafunye Omwana	3:40

Instructions:

- Create a table and save it as 'playlist'.
- Format your table to hold the track time.
- Create a query to return all tracks whose names have letter 'i' and save as 'letter'.
- Select all tracks whose track length is between 3:10 and 4:00 minutes. Save your query as 'tracklength'.
- Print your work.

32. A teachers maintains a record of assignment marks obtained by Senior One students for term one. Create a database to hold this information saved as 'assignment'.

StudentID	Name	Other name	BOT	EOT
CS/R/001	Kalulu	Richard	80	100
CS/R/002	Kaduli	Sandra	56	76
CS/R/003	Wante	Stephen	78	87
CS/R/004	Kimera	Richardson	90	98
CS/R/005	Mutaka	Nathan	91	83
CS/R/006	Kalembe	Aida	93	91
CS/R/007	Nanono	Sarah	76	93
CS/R/008	Wahab	Arafat	87	90
CS/R/009	Kadoli	Amphrey	78	78
CS/R/010	Musobya	Paul	98	89

StudentID	Name	Other name	BOT	EOT
CS/R/011	Kizito	Geoffrey	100	80
CS/R/012	Asiimwe	Esther	65	100
CS/R/013	Nsereko	Kerich	76	76
CS/R/014	Lukwago	Amos	56	87
CS/R/015	Omakada	Moses	87	98
CS/R/016	Walugembe	Samson	96	90
CS/R/017	Magumba	Hakimu	99	87
CS/R/018	Ebokorait	Patrick	93	98
CS/R/019	Bamutya	Jamali	87	90
CS/R/020	Kasumba	Karen	90	100
CS/R/021	Lubowa	Kyemba	92	76

Instructions:

- Create a table with a file name 'results'.
- Create an auto number using the studentid. Remember to format for incremental values by 1.
- In your table, format all names to begin with capital letter.
- Create a form for use to enter the above information into a table saved as 'results'.
- Create a query saved as 'results'. In your query, add three field names: 30%, 70%, TOTAL (100). Remember to convert your values for BOT to 30% and EOT to 70%. Determine the total obtained by each student after conversion.
- In your query, do not display the BOT and EOT fields. Run the query and save.
- Design a report using all records from your query saved as 'results'. Add footer, today's date, your name and page number.
- Adjust your header to read: End of Term one Results, Senior One.
- Save your report as 'converted results'.
- Print all your work.

33. Nakasozi Supermarket maintains a Point of sale system. You are required to create an independent database that will be included in the system for use. Create a database saved as ‘supermarket’ and carry out the following instructions.

CommodityID	Commodity	Quantity	Unit Price (Shs)
HSM-001	Rolex	65	700
HSM-002	Lolipos	78	200
HSM-003	Europa	98	200
HSM-004	Sumbi	34	500
HSM-005	Coca cola	65	800
HSM-006	Sprite	78	800
HSM-007	Mirinda	98	800
HSM-008	Pepsi cola	76	800
HSM-009	Quencher	56	1,200
HSM-010	Pikey	54	200
HSM-011	Buns	31	200
HSM-012	Irish	23	1,000
HSM-013	Bic	45	350
HSM-014	Nice clear	54	250
HSM-015	2HB pencils	32	100

Instructions:

- Create a table saved as ‘supermarket_Hilton’.
- Insert a primary key in a relevant field.
- Create a form saved as ‘supermarket’.
- Add a command print this record on your form.
- Using field names for commodity name, quantity and unit price, add a new field name for amount. Determine the amount paid for each item and save the query as ‘sales’.

WEBPAGE PUBLISHING

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 altenating 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:

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 were 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.
6. 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 your 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.
7. 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.
8. 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.
9. 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.

APPENDIX

Principles of a good PowerPoint presentation

1. Should have a title slide, content slide and conclusion slide.
2. Each slide has to address a specific topic only.
3. Each point in a slide has to begin with a bullet.
4. Points need to be short and straight forward.
5. Should have minimal animation for both text and graphics.
6. Always use simple background themes and colours.
7. Should have relevant graphics to either the title or content in the slide.
8. Do not use many graphics on an individual slide.
9. Always rehearse the timings.

10. A presentation should have a required number of slides.

Table 1.1: Data types used in Ms. Access

Data type	Stores	Size
Text	Alphanumeric characters Use for text, or text and numbers that are not used in calculations (for example, a product ID).	Up to 255 characters.
Memo	Alphanumeric characters (longer than 255 characters in length) or text with rich text formatting. Use for text greater than 255 characters in length, or for text that uses rich text formatting. Notes, lengthy descriptions, and paragraphs with formatting such as bold or italics are good examples of where you would use a Memo field.	Up to 1 gigabyte of characters, or 2 gigabytes of storage (2 bytes per character), of which you can display 65,535 characters in a control.
Number	Numeric values (integers or fractional values). Use for storing numbers to be used in calculations, except for monetary values (use the Currency for data type for monetary values).	1, 2, 4, or 8 bytes, or 16 bytes when used for replication ID.
Date/Time	Dates and times. Use for storing date/time values. Note that each value stored includes both a date component and a time component.	8 bytes.

Data type	Stores	Size
Currency	Monetary values. Use for storing monetary values (currency).	8 bytes.
AutoNumber	A unique numeric value that Office Access 2007 automatically inserts when a record is added. Use for generating unique values that can be used as a primary key. Note that AutoNumber fields can be incremented sequentially, by a specified increment, or chosen randomly.	4 bytes or 16 bytes when used for replication ID.
Yes/No	Boolean values. Use for True/False fields that can hold one of two possible values: Yes/No or True/False, for example.	1 bit (8 bits = 1 byte).
OLE Object	OLE objects or other binary data. Use for storing OLE objects from other Microsoft Windows applications.	Up to 1 gigabyte.
Attachment	Pictures, Images, Binary files, Office files. This is the preferred data type for storing digital images and any type of binary file.	For compressed attachments, 2 gigabytes. For uncompressed attachments, approximately 700k, depending on the degree to which the attachment can be compressed.

Data type	Stores	Size
Hyperlink	Hyperlinks. Use for storing hyperlinks to provide single-click access to Web pages through a URL (Uniform Resource Locator) or files through a name in UNC (universal naming convention) format. You can also link to Access objects stored in a database.	Up to 1 gigabyte of characters, or 2 gigabytes of storage (2 bytes per character), of which you can display 65,535 characters in a control.
Lookup Wizard	Not actually a data type; instead, this invokes the Lookup Wizard. Use to start the Lookup Wizard so you can create a field that uses a combo box to look up a value in another table, query or list of values.	Table or query based: The size of the bound column. Value based: The size of the Text field used to store the value.

Table 1.2: Field property explanations

Field Property	To
Field Size	Set the maximum size for data stored as a Text, Number, or AutoNumber data type.
Format	Customize the way the field appears when displayed or printed.
DecimalPlaces	Specify the number of decimal places to use when displaying numbers.
NewValues	Set whether an AutoNumber field is incremented or assigned a random value.
InputMask	Display editing characters to guide data entry.
Caption	Set the text displayed by default in labels for forms, reports, and queries.

Field Property	To
DefaultValue	Automatically assign a default value to a field when new records are added.
ValidationRule	Supply an expression that must be true whenever you add or change the value in this field.
ValidationText	Enter text that appears when a value violates the ValidationRule expression.
Required	Require that data be entered in a field.
AllowZeroLength	Allow entry (by setting to Yes) of a zero-length string ("") in a Text or Memo field.
Indexed	Speed up access to data in this field by creating and using an index.
UnicodeCompression	Compress text stored in this field when a large amount of text is stored (> 4,096 characters)
IMEMode	Control conversion of characters in an Asian version of Windows.
IMESentenceMode	Control conversion of characters in an Asian version of Windows.
SmartTags	Attach a smart tag to this field.
AppendOnly	Allow versioning (by setting to Yes) of a Memo field.
TextFormat	Choose Rich Text to store text as HTML and allow rich formatting. Choose Plain Text to store only text.
TextAlign	Specify the default alignment of text within a control.
Precision	Specify the total number of digits allowed, including those both to the right and the left of the decimal point.
Scale	Specify the maximum number of digits that can be stored to the right of the decimal separator.

Table 1.3: Some input masks used in a table object

This input mask	Type of value	Notes
(000) 000-0000	(206) 555-0248	In this case, users must enter an area code because that section of the mask uses the 0 placeholder.
(999) 000-0000!	(206) 555-0248 () 555-0248	In this case, the area code section uses the 9 placeholder, so area codes are optional. Also, the exclamation point (!) causes the mask to fill in from left to right.
(000) AAA-AAAA	(206) 555-TELE	Allows you to substitute the last four digits of a U.S. style phone number with letters. Note the use of the 0 placeholder in the area code section, which makes the area code mandatory.
#999	-20 2000	Any positive or negative number, no more than four characters, and with no thousands separator or decimal places.
>L????L?000L0	GREENGR339M3 MAY R 452B7	A combination of mandatory (L) and optional (?) letters and mandatory numbers (0). The greater-than sign forces users to enter all letters in uppercase. To use an input mask of this type, you must set the data type for the table field to Text or Memo.
00000-9999	98115- 98115-3007	A mandatory zip code and an optional plus-four section.
>L<??????????????	Maria Pierre	A first or last name with the first letter automatically

This input mask	Type of value	Notes
		capitalized.
ISBN 0- &&&&&&&-0	ISBN 1-55615- 507-7	A book number with the literal text, mandatory first and last digits, and any combination of letters and characters between those digits.
>LL00000-0000	DB51392-0493	A combination of mandatory letters and characters, all uppercase. Use this type of input mask, for example, to help users enter part numbers or other forms of inventory correctly.

Table 1.4: Criteria used in a query

Criteria	Effect
>234	Returns all numbers greater than 234. To find all numbers less than 234, use < 234.
>="Wairaka"	Returns all records from Wairaka through the end of the alphabet.
Between #2/2/2007# And #12/1/2007#	Returns dates from 2-Feb-07 through 1-Dec-07 (ANSI-89). If your database uses the ANSI-92 wildcard characters, use single quotation marks (') instead of pound signs (#). Example: Between '2/2/2007' And '12/1/2007'.
Not "Germany"	Finds all records where the exact contents of the field are not exactly equal to "Germany." The criterion will return records that contain characters in addition to "Germany," such as "Germany (euro)" or "Europe (Germany)".
Not "T*"	Finds all records except those beginning with T. If your database uses the ANSI-92 wildcard character set, use the percent sign (%) instead of the asterisk (*).

Criteria	Effect
Not "*t"	Finds all records that do not end with t. If your database uses the ANSI-92 wildcard character set, use the percent sign (%) instead of the asterisk (*).
In(Uganda,UK)	In a list, finds all records containing Canada or UK.
Like "[A-D]*"	In a text field, finds all records that start with the letters A through D. If your database uses the ANSI-92 wildcard character set, use the percent sign (%) instead of the asterisk (*).
Like "*ar*"	Finds all records that include the letter sequence "ar". If your database uses the ANSI-92 wildcard character set, use the percent sign (%) instead of the asterisk (*).
Like "Maison Dewe?"	Finds all records that begin with "Maison" and contain a 5-letter second string in which the first 4 letters are "Dewe" and the last letter is unknown. If your database uses the ANSI-92 wildcard character set, use the underscore (_) instead of the question mark (?).
#2/2/2007#	Finds all records for February 2, 2007. If your database uses the ANSI-92 wildcard character set, surround the date with single quotation marks (') instead of pound signs (#); for example, ('2/2/2007').
< Date() - 30	Uses the Date function to return all dates more than 30 days old.
Date()	Uses the Date function to return all records containing today's date.
Between Date() And DateAdd("M", 3, Date())	Uses the Date and DateAdd functions to return all records between today's date and three months from today's date.
Is Null	Returns all records that contain a null (blank or undefined) value.
Is Not Null	Returns all records that contain a value.

Criteria	Effect
""	Returns all records that contain a zero-length string. You use zero-length strings when you need to add a value to a required field, but you don't yet know what that value is. For example, a field might require a fax number, but some of your customers might not have fax machines. In that case, you enter a pair of double quotation marks with no space between them ("") instead of a number.

APPLICATIONS FOR COMPUTER PRACTICAL

WORD PROCESSING

Examples of electronic word processors

Free / open source software (FOSS):

1. AbiWord
2. Bean
3. Document.Editor
4. EZ Word
5. Feng Office Community Edition
6. GNU TeXmacs
7. Groff
8. JWPce is a Japanese word processor, designed primarily for the English speaker who is reading or writing in Japanese.
9. KWord
10. LyX
11. OpenOffice.org Writer
12. Ted
13. TextEdit (Bundled with Mac OS X)
14. LibreOffice Writer (fork of OpenOffice)
15. WordPad
16. Suite Office - WordGraph

Proprietary software / Commercial software:

1. Applix Word - Linux
2. Atlantis Word Processor - Windows
3. Altsoft Xml2PDF - Windows
4. Final Draft Screenplay / Teleplay word processor
5. FrameMaker
6. Gobe Productive Word Processor
7. Han / Gul (a.k.a. HWP)
8. InCopy
9. IntelliTalk
10. iStudio Publisher - Mac
11. Kingsoft Writer - Windows and Linux
12. Lotus Word Pro
13. Mariner Write - Mac
14. Mathematical - technical and scientific word processing
15. Mellel - Mac

16. Microsoft Word - Windows and Mac
17. Microsoft Works Word Processor
18. Microsoft Write - Mac (a stripped-down version of Word)
19. Nisus Writer - Mac
20. Polaris Document Master - Android and Windows Mobile
21. Pages - Mac
22. PolyEdit
23. Ragtime (an all-in-one desktop publishing software) - Mac, Windows
24. Oracle Open Office Writer
25. QuickSilver formerly Interleaf
26. Scientific Word & Workplace - technical and scientific word processing producing latex documents
27. Scrivener
28. TextMaker
29. ThinkFree Office Write
30. WordFile4ME
31. WordPad included with all versions of Windows since 95.
32. WordPerfect
33. Xiosis Scribe - Windows
34. Xoom Office
35. Word Pro

Freeware:

1. Atlantis Nova
2. Baraha Free Indian Language Software
3. IBM Lotus Symphony
4. Jarte
5. Kingsoft Office Personal Edition
6. Madhyam
7. Qjot
8. TED Notepad
9. SSuite Office - WordGraph
10. Softmaker / Textmaker
11. PolyEdit Lite
12. Rough Draft

Online word processors

1. Adobe Buzzword
2. EtherPad, real time word processor
3. Google Docs - free online service
4. Nevrocode Docs
5. Microsoft Office Web Apps - free online service

6. ThinkFree Office Write
7. Verbosus - Free LaTeX and Octave Editor
8. WriteOnline
9. ZCubes – free online service
10. Zoho Writer
11. FeyaSoft Office Suite

SPREADSHEETS

Examples of spreadsheet packages

Historical

1. 3D-Calc multi-dimensional spreadsheet for Atari ST
2. Lotus 1-2-3
3. Lotus Improv
4. Lotus Symphony
5. Multiplan
6. Perfect Calc - CP/M-80 and CP/M-86 Part of the Perfect Office suite, included with early Kaypro 8-bit computers
7. PlanPerfect. This was a companion to WordPerfect.
8. qubecalc the original 3d spreadsheet ms-dos
9. shared public spreadsheets - Works records system
10. SuperCalc - CP/M-80 Included with early Osborne computers
11. VisiCalc
12. Vu-Calc spreadsheet for Sinclair and Timex-Sinclair computers
13. Wingz Multi Dimensional Spreadsheet from Informix (1988)

Cloud and On-line Spreadsheets

1. EditGrid - Free for both personal and commercial use.
2. Espresso spreadsheet - Free edition.
3. Google Docs - Free.
4. Office Web Apps - Free.
5. Sheetster
6. Simple Spreadsheet - Free and open source.
7. Smartsheet - Free trial.
8. Tiki Wiki CMS Groupware includes a spreadsheet since 2004 and migrated to jQuery.sheet in 2010. - Free and open source.
9. wikiCalc (now called SocialCalc) - Free, download application for online use.
10. ZCubes - Calci - Free.
11. Zoho Office Suite - Free for personal use.

Spreadsheets that are parts of suites

1. Gnumeric - for Windows and Linux. Started as the Linux Gnome desktop spreadsheet. Reasonably light-weight but has very advanced features.
2. Kingsoft Office Spreadsheets Free 2012 - For MS Windows. It can handle Microsoft Excel .xls and .xlsx files, and also produce other file formats such as .et, .txt, .csv, .pdf, and .dbf. [4]
3. KSpread - following the fork of the Calligra Suite from KOffice in mid-2010, superseded by KCells in KOffice and Tables in the Calligra Suite.
4. LibreOffice Calc - developed for Windows, Linux, Bsd and Mac operating systems by The Document Foundation. TDF was formed in mid-2010 by several large organisations such as Google, RedHat, Canonical (Ubuntu) and Novell along with the OOo Community (developed by Sun) and various OpenOffice.org forks, notably Go-oo. Go-oo had been the "OpenOffice" used in Ubuntu and elsewhere. LibreOffice started as StarOffice in the late 1990s, became OpenOffice under Sun and then LibreOffice in mid-2010. TDF works with external organisations such as NeoOffice and Apache Foundation to help drive all 3 products forwards.
5. NeoOffice - for Mac. Started as an OpenOffice.org port to Macs but by using the Mac-specific Aqua user interface instead of the more widely used X11 windowing server it aimed to be far more stable than the normal ports of other suites.
6. OpenOffice.org Calc - for Windows, Linux and Mac. Started as StarOffice. Sun changed the name to OpenOffice.org and developed a community of developers (and others) between the late 1990s and mid-2010. Oracle gave it to the Apache Foundation in 2011. IBM contributed their fork of OOo, IBM Lotus Symphony, to Apache a few weeks later.
7. Siag - for Linux, OpenBSD and Mac OS X. A a simple old spreadsheet, part of Siag Office.
8. Tables - for Windows, Linux, FreeBSD, Mac OS X and Haiku. Part of the extensive Calligra Suite. Possibly still mainly for Linux but ports have been developed for other Operating Systems.

Standalone spreadsheets

1. Bean Sheet
2. GNU Oleo

List of online spreadsheets

1. EditGri – access, collaborate and share spreadsheets online, with API support
2. Google Spreadsheets – as part of Google Docs & Spreadsheets
3. iRows – closed since 31 December 2006
4. JotSpot Tracker – acquired by Google Inc.
5. Spreader - Free service that converts OpenOffice Excel spreadsheets into web .NET applications.
6. Smartsheet - Online spreadsheet for project management, interactive Gantt, file sharing, integrated with Google Apps
7. ThinkFree Online Calc – as part of the ThinkFree Office online office suite, using Java

Spreadsheets that are parts of suites

1. Ability Office Spreadsheet - for MS Windows.
2. Apple iWork Numbers, included with Apple's iWork '08 suite exclusively for Mac OS X v10.4 or higher.
3. AppleWorks - for MS Windows and Macintosh. This is a further development of the historical Claris Works Office suite.
4. WordPerfect Office Quattro Pro - for MS Windows. Was one of the big three spreadsheets (the others being Lotus 123 and Excel).
5. EasyOffice EasySpreadsheet - for MS Windows. No longer has freeware, this suite aimed to be more user friendly than competitors.
6. Framework - for MS Windows. Historical office suite still available and supported. It includes a spreadsheet.
7. IBM Lotus Symphony - freeware for MS Windows, Mac OS X and GNU/Linux.
8. Kingsoft Office Spreadsheets 2012 - For MS Windows. Both free and paid versions are available. It can handle Microsoft Excel .xls and .xlsx files, and also produce other file formats such as .et, .txt, .csv, .pdf, and .dbf. It supports multiple tabs, VBA macro and PDF converting.
9. Lotus SmartSuite Lotus 123 - for MS Windows. Widely considered to be responsible for the explosion of popularity of spreadsheets during the 80's and early 90's.
10. MarinerPak Mariner Calc - for Apple Macintosh. Full featured and light weight.
11. Microsoft Office Excel - for MS Windows and Macintosh. The proprietary spreadsheet leader.
12. Microsoft Works Spreadsheet - for MS Windows (previously DOS and Macintosh). Only allows one sheet at a time.
13. PlanMaker - for MS Windows, Linux, Windows Mobile, and Windows CE; part of SoftMaker Office

14. Quattro Pro - part of WordPerfect Office
15. StarOffice Calc - Cross-platform. StarOffice was originally developed by the German company Star Division which was purchased by Sun in 1998. The code was made open source and became OpenOffice.org. Sun continues developing the commercial version which periodically integrates the open source code with their own and third party code to make new low price versions.
16. Xoom Office Spreadsheet - for MS Windows.

Stand alone spreadsheets

1. As Easy As - from Trius, Inc. Windows version currently available as freeware
2. Mariner Calc for Macintosh.
3. Abykus (shareware for Windows)

Multi-Dimensional spreadsheets

1. numberGo Publisher
2. Quantrix Modeler
3. Lotus Improv
4. Javelin

PRESENTATIONS APPLICATIONS

Examples of Presentations applications

1. Adobe Persuasion
2. Apple Keynote
3. Beamer (LaTeX)
4. Corel Presentations
5. Digitalsoft Keypoint
6. Google Docs
7. Harvard Graphics (obsolete)
8. IBM Lotus Freelance Graphics
9. IBM Lotus Symphony
10. IPE Presentations
11. Kingsoft Presentation
12. KPresenter
13. Lotus Freelance Graphics (obsolete)
14. Microsoft PowerPoint
15. Office Web Apps
16. OpenOffice.org Impress (open source)

17. Prezi
18. S5 Web-Based Presentation Format
19. Slide Effect
20. SlideRocket
21. SlideShare
22. SoftMaker Presentations
23. Worship presentation program
24. Zoho

DATABASE DESIGN

Examples of Database Management applications

1. ADABAS
2. Adabas D
3. Adaptive Server Enterprise
4. Advantage Database Server
5. Alpha Five
6. Altibase
7. Applications-By-Forms
8. Architecture of Btrieve
9. Automatic Storage Management
10. Bento (database)
11. Borland Database Engine
12. Btrieve
13. Butler SQL
14. C-treeACE
15. Calpont
16. CDS ISIS
17. User:Alexkachanov/Transactions
18. ConceptBase
19. Cornerstone (software)
20. Database Marketing Agency
21. Database Programmer's Toolkit
22. Datablitz
23. DATACOM/DB
24. DATATRIEVE
25. Db for dummies
26. DBase
27. DBASE Mac
28. Dbfree
29. DevInfo
30. DyBASE
31. FileMaker
32. FilePro
33. Flash Recovery Area
34. FoxPro
35. FrontBase
36. Gemstone (database)
37. Helix (database)
38. IBM Business System 12

39. IBM DB2 Express-C
40. IBM Informix
41. IBM Informix Dynamic Server
42. IBM InfoSphere
43. IBM Lotus Approach
44. IBM Lotus Domino
45. IBM Lotus Notes
46. IBM System R
47. IDAPI
48. Illustra
49. InfiniDB
50. InfinityDB
51. Integrated Data Store
52. InterBase
53. InterSystems Caché
54. JBASE
55. Jet Propulsion Laboratory Display Information System
56. JSMDB
57. Lexst Database Cluster
58. Linter SQL RDBMS
59. MaxDB
60. Micro DBMS
61. Microsoft Access
62. Microsoft Jet Database Engine
63. Mimer SQL
64. Model 204
65. MSDE
66. MSQL
67. Multics Relational Data Store
68. NexusDB
69. Nomad software
70. NonStop SQL
71. Objectivity/DB
72. OneTick
73. OpenBase
74. OpenEdge Database
75. OpenInsight
76. Oracle Database
77. Oracle interMedia
78. Paradox (database)
79. Polyhedra DBMS
80. PrimeBase

81. R:Base
82. RDM Embedded
83. Relational Interface System
84. Rocket U2
85. SAND CDBMS
86. Sav Zigzag
87. ScimoreDB
88. Sones GraphDB
89. Soup (Apple)
90. Spatial Query Server
91. SQL Anywhere
92. SQL Server Express
93. StepSqlite
94. Sybase IQ
95. TeraText
96. TimesTen
97. Unisys DMSII

WEBSITE PUBLISHING

Website authoring applications

Text editors: Plain text editors may be used to produce webpages. The following are some commonly used text editors:

1. AkelPad
2. Crimson Editor
3. FAR Manager (+Colorer plugin)
4. gedit
5. jEdit
6. Kate
7. Metapad
8. nano
9. NEdit
10. Notepad
11. WordPad
12. SciTE
13. TextEdit
14. TextMate
15. TED Notepad
16. UltraEdit

Source code editors: Source code editors evolved from basic text editors, but include additional tools specifically designed toward handling code.

1. ActiveState Komodo
2. Alleycode HTML Editor
3. Aptana
4. Arachnophilia
5. BBEdit
6. BlueFish
7. Coda
8. E Text Editor
9. Eclipse with the Web Tools Platform
10. EditPlus
11. Emacs
12. EmEditor
13. Geany
14. HTML-Kit
15. HomeSite

16. Notepad++
17. NetBeans IDE
18. NoteTab
19. PHPEdit
20. PhpStorm IDE
21. Programmer's Notepad
22. PSPad
23. RJ TextEd
24. Scintilla
25. Smultron
26. skEdit
27. TED Notepad
28. TextMate
29. TextPad
30. TextWrangler
31. TopStyle
32. UltraEdit
33. WebStorm IDE
34. vi
35. Vim

Discontinued editors

Editors that have been discontinued, but may be in common use

1. Adobe GoLive – Now discontinued. Replaced by Adobe Dreamweaver.
2. AOLpress – Now discontinued.
3. Adobe PageMill – Now discontinued. Replaced by Adobe Dreamweaver.
4. Macromedia HomeSite - Replaced by Adobe Dreamweaver
5. Microsoft FrontPage – Now discontinued. Replaced by Microsoft Expression Web and Microsoft SharePoint Designer
6. Netscape Composer - Mozilla Composer – Not updated or supported. Replaced by Nvu then KompoZer, or SeaMonkey Composer
7. Nvu - Developer Daniel Glazman is working on replacement called BlueGriffon, not directly derived from Nvu but still based on Mozilla technology. The KompoZer project maintains Nvu codebase and fixes bugs until a successor to Nvu is released.
8. HotDog – essentially discontinued with no updates since 2003.
9. HoTMetaL – Replaced by XMeTaL, a commercial XML editor.
10. Claris Home Page - replaced by iWeb (part of iLife for Mac.)