

840/2

**COMPUTER STUDIES
PRACTICAL**

Paper 2

Oct. / Nov. 2014

2¼ hours



UGANDA NATIONAL EXAMINATIONS BOARD

Uganda Certificate of Education

COMPUTER STUDIES PRACTICAL

Paper 2

2 hours 15 minutes

INSTRUCTIONS TO CANDIDATES:

This paper consists of two sections A and B.

Section A contains one compulsory question.

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

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

Each candidate is provided with a new flash disk or blank compact disc – rewritable.

Candidates should continuously save their work.

Each candidate must produce a hard copy for each of their work to accompany the flash disk or compact disc.

SECTION A: (40 MARKS)

This section is compulsory.

- 1(a) (i) Type the following document using a word processing program.

(06 marks)

HOW TO EDIT A DOCUMENT IN WORD

Entering Text

Once you have a new document open in word, you can immediately begin inputting text by clicking within the document window and typing.

The font, font colour, font style, font size and line spacing will vary depending on any customization that have been made to the normal.dot template.

However, if no customizations have been made, the following will apply to the text you type:

- Times New Roman font.
- 12 point.
- Black font colour.
- Plain font style.
- Single line spacing.

Text will appear at the location of the cursor and will wrap to the next line. Pressing the return (or enter) key will end the paragraph and you begin typing on a next line.

Editing Documents

Editing documents in word is just as simple as entering text in a blank document. By clicking within the body of the document, you can add text. By default, overwriting is turned off, which means text to the right of the insertion point will be moved to the right.

In the event that you accidentally delete part of your document, you can use the Undo feature (Ctrl + Z) to undo up to 100 changes you have made to your document.

- (ii) Copy the document you have typed and paste it on page 2.

(02 marks)

- (iii) Using the copy on page 2, change the heading to a font size 20 and underline it with double line style.

(02 marks)

- (iv) Change the bulleted text in paragraph one to be numbered using Roman Numerals.

(02 marks)

- (v) Move the paragraph which starts with the word **Text** to the end of the document and make the background yellow. (02 marks)
- (vi) Insert your name as a header and your index number as a footer. (02 marks)
- (vii) Insert a print watermark with the text **UNEB 2014**. (02 marks)
- (viii) Save and print your work. (02 marks)

1(b) A school canteen has the data below as the sales records for the months of May, June, July and August.

May sales: Cakes - 50 packets, Biscuits 2500 packets,
Chocolates - 450 packets, Sweets - 4500 packets.

June sales: Cakes - 78 packets, Biscuits - 2300 packets,
Chocolates - 250 packets, Sweets - 2500 packets.

July sales: Cakes - 76 packets, Biscuits - 2600 packets,
Chocolates - 510 packets, Sweets - 3000 packets.

August sales: Cakes - 60 packets, Biscuits - 2000 packets,
Chocolates - 500 packets, Sweets - 2800 packets.

- (i) Enter the data given in a suitable spreadsheets program. Use months as columns. (04 marks)
- (ii) Using formulas find the:
 - Total number of packets for each item sold in the four months. Label this column "**totals.**" (04 marks)
 - Average unit sales per month per item. Label this column "**averages.**" (04 marks)
- (iii) Draw a pie-chart showing the monthly chocolate sales in percentages. Include your index number below the pie chart. (05 marks)
- (iv) Print your table and pie-chart. (02 marks)
- (v) Save your work as "**sales.**" (01 mark)

SECTION B: (60 MARKS)

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

2. You have been given a contract to design a four-page website for a school in your district.

- (a) Design the pages as outlined below:

Page I: Name of the school, contact address and any Clip Art to represent the school buildings. (06 marks)

Page II: Location:- this should include the district, division and a simple autoshape drawing of a school map showing the direction of the school. (06 marks)

Page III: A simple form for the interested parents to fill for their children on-line. It should include Name, Class, Age, Nationality, Religion, Parent's names and Contact. (06 marks)

Page IV: It should show the organisations that are friends to the school. (06 marks)

- (b) Use appropriate working links. (02 marks)

- (c) Save your web pages as "school web." (02 marks)

- (d) Print your work. (02 marks)

3. The tables below show information about DOMINO HOUSING ESTATE. Use the information to answer the questions that follow.

Table1: House

House Reference	House Type	Price (\$)	Area	Beds	Garage	Comments
32140	DH6	124,950	Rich	4	2	Easy to reach
34612	AA3	93,000	Rich	2	1	Spacious rooms
35478	TH5	53,950	Brill	3	1	End Terrace.
36725	DH7	127,950	Brill	5	2	Ground floor good
37865	DH7	149,950	Tile	4	2	Glazed
37896	DH7	125,000	Rich	5	0	3 Storeyed.

Table2: Owner

Name	Address	House Reference	Comments
Sharma H	6, Rommer Groove Richton	32614	Urgent new job
Jarrat, P.T	18, Railes Richton	34612	New instruction.
Eisen, H	23 Forest drive, Brillhurst	35478	
Mailer, T.V.	65, Wittering Lane, Tilemech	36725	Contract ends 18/04
Seale, M.J.	Old Chapel Tilemesch	37865	
Miraz, J.Z	27, Compton Rd, Richton	37896	Quick sale required.

- (a) Create a database and name it “**DOMINO HOUSING ESTATE.**”
(02 marks)
- (b) Design, using appropriate data types, two tables and enter the given data.
(09 marks)
- (c) Create a query that will return Name, House-Type as DH7 address, a house with 2 garages, and the price and call it **Type**.
Print the design of your query. (06 marks)
- (d) Design a form for each of the two tables and name them “**House Form**” and “**Owner form**” respectively. (08 marks)
- (e) Generate a report for the query **Type** in (c) and name it **Report Type**.
Print a copy of the report. (05 marks)
4. (a) Create a suitable four-slides show presentation about your home town.
Use the following four areas.
- (i) Name and location of your home town.
- (ii) Economic activities.
- (iii) Education activities.
- (iv) Health services. (16 marks)
- (b) Incorporate the following in your slide show presentation design:
- (i) Appropriate colour schemes and background. (02 marks)
- (ii) Appropriate animations and transitions for viewing your presentation. (02 marks)
- (iii) A loop to make your show continuous until you press **esc** on the keyboard. (03 marks)
- (iv) A footer as your name and index number on all your slides. (03 marks)
- (c) Save your presentation using your name and index number.(02 marks)
- (d) Print your slides. (02 marks)