

840/2  
COMPUTER STUDIES  
(PRACTICAL)  
Paper 2  
Jul/Aug 2018

2  $\frac{1}{2}$  hours



**MUKONO-KAYUNGA JOINT MOCK EXAMINATIONS BOARD**

**Uganda Certificate of Education**

COMPUTER STUDIES  
(PRACTICAL)

**Paper 2**

**2 hours 30 minutes**

**INSTRUCTIONS TO STUDENTS:**

*This Paper consists of **two** sections **A** and **B**.*

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

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

*Each candidate is provided with a **new blank compact disc (CD)**.*

*Each candidate **must** produce a **hard copy** for each of their work to accompany the compact disc (CD).*

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

## SECTION A: (40 MARKS)

*This section is compulsory.*

1. a) (i) Using an appropriate word processing software, type the passage below as it is. Save it as your name and personal number. (10 marks)

### MICROSOFT WORD

Microsoft Word is a menu driven application package. Most of its text manipulations involve using the Menu and Toolbars/ribbons (with the help of the mouse buttons) or even the keyboard.



Toolbars/ribbons have a brief description of what each one does and also a symbolic representation of its effect in the document, so one can quickly move a mouse pointer and read what it does.

As shortcuts, when text is highlighted (left button), the right button has some few of the operations that can be carried out on the text e.g. copy, cut etc.

Help (F1 key) allows a user to get guidance on how a particular text manipulation is carried out.

**NOTE:** After using, its window should be closed.

### Other Key concepts

- ↪ *Use of Enter Key – End of paragraph*
- ↪ *Entering Text in small and Capital letters*
- ↪ *Using Num lock Key*
- ↪ *Closing, minimizing and resizing a given window and their implication.*

- (ii) Insert page number at the bottom centre of the document. (02 marks)
  - (iii) Copy the passage to another page. (01 marks)
  - (iv) Insert your name and personal number as a watermark on page two only in red colour. (03 marks)
  - (v) Format the second paragraph with a drop cap of two lines. (02 marks)
  - (vi) Place a page border (artistic) on the second page only. (02 marks)
- Save and print a hardcopy of your work.

- b) The table below shows the payroll of Amyr Secondary School, for the month of July 2018.

Staff Name	Salary Scale	Basic Pay	Housing	Medical	Risk	Gross Pay	PAYE	Net Pay
Makoporo	SS1			145,500				
Luka	SS2			120,000				
Nene	SS1			145,500				
Mirembe	SS2			120,000				
Kampi	SS2			120,000				
Nandiyo	SS1			145,500				
Kacumita	SS1			145,500				

- (i) Enter the data provided above into a spreadsheet application of your choice and save it as your name and personal number. *(03 marks)*
- (ii) Using the IF function, compute the Basic pay for each employee using the following information: *(03 marks)*

Salary scale	Basic Pay
SS1	970000
SS2	850000

- (iii) Use appropriate formula/function to calculate:
- Housing allowance which is 12% of basic pay *(02 marks)*
  - Risk allowance which is 18% of Medical allowance *(02 marks)*
  - Gross pay which is Basic pay, Housing pay, Medical pay and Risk allowance *(02 marks)*
  - PAYE which is 30% of gross pay *(02 marks)*
  - Net Pay which is the difference between Gross Pay and PAYE. *(02 marks)*
- (iv) Insert a pie chart to represent the Name and Net Pay of the staff. *(03 marks)*
- (v) Copy work into a new worksheet and show formulae used. *(01 mark)*  
Save and print your work.

## SECTION B: (60 MARKS)

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

2. Below is Payment Schedule for Tabula's Computer Engineering Company.

FirstName	SurName	EmpNo	Occupation	Dept	Salary	DoB
Betty	Akello	AD1	Custodian	Admin	300,000	11/11/1979
Harriet	Nassuuna	AD5	Librarian	Information	310,000	20/12/1989
Johnson	Mutebi	AD3	Librarian	Information	310,000	11/12/1956
Musa	Hamus	AD15	Driver	Admin	365,000	20/05/1984
Jane	Atukunda	AD9	Consultant	Business	2,500,000	15/01/1970
Jason	Mwebaze	AD6	Consultant	Computing	2,500,000	26/10/1980
Sophia	Nansubuga	AD7	Secretary	Admin	975,000	14/10/1970
Moses	Birigwa	AD10	Consultant	Business	2,500,000	01/04/1978
Juliet	Ninsiima	AD8	Consultant	Computing	2,500,000	17/06/1974
James	Nkata	AD17	Driver	Admin	985,000	13/04/1986
John	Okello	AD13	Driver	Admin	365,000	13/08/1970
Joyce	Aliyo	AD4	Secretary	Computing	975,000	11/04/1964

- Create a database called Engineering. Using the data in the table above, design a table in the database created and name it Pay Schedule. Give it an appropriate primary key and data types. *(08 marks)*
- Create a query using all fields to display only those employees born before 1975. Save it as Mature. *(03 marks)*
- Design a query to display all employees from the computing department and have SurName containing letter "e". Name it Computed. *(05 marks)*
- Using the fields: Surname, EmpNo, Dept and Salary, design a query to display all employees satisfying any of the following; with salary above 1,000,000, with occupation of Librarian. Save it Mega. *(05 marks)*
- Using the following fields: FirstName, SurName, Occupation, EmpNo, Dept and Salary, design a query to compute how much each employee earned at the end of the month given that each was given a profession allowance of 15% of his/her salary. Name it Total Amount. *(06 marks)*
- Design a report using the query Total Amount displaying all the information, and save it as Pay Schedule. *(03 marks)*

3. Road accidents are very rampant in Uganda, many people have lost their lives in road accidents. You are required, using presentation software to educate Ugandans about road accidents. Create four slides as indicated in parts (i) to (iv).

Every slide should:

- Use minimal graphical effects to make the presentation entertaining.
- Be able to convey the appropriate message to the community.
- Run with a click of the mouse.
- Have your name and index number as a footer.

(i) Slide 1 Should include the title, your school name.

*(6marks)*

- (ii) Slide 2 should include the actual cause of road accidents in Uganda. (7marks)
- (iii) Slide 3 should include the contribution of the traffic police in the prevention of road accidents. (7marks)
- (iv) Slide 4 should include the preliminary precautions to avoid road accidents. (7marks)
- (v) Save the presentation as “Road Accidents”. (1mark)
- (vi) Print your slides. (2marks)

4. You have been awarded the contract of designing a website made up of four pages for KLA FM radio station. The station manager gives you the following information to be included on the website.

**Page One: Index Page** (9 marks)

- a) Should be a homepage with a page title, “KLA F.M”
- b) A shared banner with the station logo and motto: “*Your life. Your music. Your Info*”
- c) A marquee with words “Welcome to KLA F.M Online” slightly after the page banner. (this should not be shared).
- d) Active links to other pages of the site.
- e) A Message about the radio including:
  - When the radio station was started (The date it first went on air)
  - Mission statement of the radio (to develop significant radio signals that will enhance development and social mobilization in Kampala).

**Page two: Program Lineup** (05 marks)

- f) Add a **table** and think of your own programs with the times at which they are on air.  
Eg News, sports, Music countdown, e.t.c

**Page three: Photo Gallery** (05 marks)

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

**Page four: Contact us** (05 marks)

- h) 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.
  - Feedback link (mailto) which a visitor to the website can follow to send an email.

**NB:** Assign imaginary corresponding numbers and addresses to the above.

- i) Insert your name in the right bottom corner (as footer) on each webpage. (02 marks)
- j) Print each of the four web pages. (03 marks)
- k) Save and Rename your web folder as KLA WEBSITE. (01 marks)

**END**