**840/2**

**COMPUTER STUDIES**

**PRACTICAL**

**Paper 2**

**July/August 2017**

**21/4hours**



**WAKISSHA JOINT MOCK EXAMINATIONS**

**Uganda Certificate of Education**

**COMPUTER STUDIES PRACTICAL**

**Paper 2**

**2hours 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.*

*Each candidate is provided with* **a blank compact disk (rewritable). NOT FLASH DISK.**

* *Each candidate must produce* **hard copy** *for each of his/her work to accompany the compact disk.*
* *Software wizards* **must not** *be used.*

**Turn Over**

**SECTION A (40marks)**

**This section is compulsory**

1. Mr. Kamwanda is the head of ICT in Muduuma college school. He is organizing a computer studies students’ seminar at his school. He intends to send letters though computer studies teachers requesting Head teachers to release their students to attend this seminar in September 20XY.

Below is a copy of the letter to be sent to schools. And blow is a table showing the details of different schools.

**MUDUUMA COLLEGE SCHOOL**

**P.O. BOX 1234567, KIDOMOOLE**

**16-Aust-20XY**

**TO: <**Head teacher’s Name>

The Head teacher

<School’s Name>

<School Address>

**THRU:**<Computer studies Teacher’s Name>

Computer Department

<School’s Name>

Dear<TITLE>

**RE: COMPUTER SEMINAR SCHEDULED TO TAKE PLACE ON 15 SEPT 20XY**

The school through its computer studies department has organized a seminar at the school on the day indicated above. The seminar will be for students.

The seminar is aimed at enabling our students understand current global concerns in relation to computer studies and at the same time equipping them with skills and knowledge for enabling them sit for the fourth coming National Examinations in November this year.

The participation fee per student from your school is **<charges>**only. In addition the students must come with their own refreshments or they may individually order for food from our school canteen at **<Lunch>.**

We shall be very grateful for your usual positive response.

Yours faithfully,

**Kamwada**

**HEAD COMPUTER DEPARTMENT.**

**The Table below shows Details required from different schools**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Head Teacher’s name** | **Title** | **School** | **School Address** | **Computer studies Teacher’s Name.** | **Charges** | **Lunch** |
| Mr. Kidende Kapa | Sir | Mavundu SS | P. O. Box 10, Mavundu. | Ms.Mukulu Julie | 3,000 | 5,000 |
| Ms. Kasiru Jovial | Madam | Twakoowa SS | P. O. Box 1010, Twakoowa | Mr. Mwana David | 3,500 | 5,000 |
| Mrs. Kapa Zebra | Madam | Nabbutto College | P. O. Box 123, Kawere. | Mr. Obina Tom | 4,000 | 5,000 |
| Dr. Kasaala Pin | Sir | Serious SS | P. O. Box 9090, Lwamugolodde | Mrs. Nina Booked. | 4,500 | 5,000 |

**Required:**

1. Type the letter and save it as **Computer studies seminar.**  (02 marks)
2. Indent the body of the letter left and right by **0.5”.**  (02 marks)
3. Apply single spacing on each paragraph. (02 marks)
4. Put a spacing of **3pt before and after** each paragraph. (02 marks)
5. Apply heading 1 style to the subject for the letter with font size of 15.5 and

dashed underline. (02 marks)

vi). Insert a printed watermark of both of your names and save the changes. (02 marks)

vii). Create the table above and save it as **ICT-Schools**. (03 marks)

viii). Use the suitable word processing feature to merge the table to the letter in

order to generate individual letters to various schools. (03 marks)

ix). Save the resulting file in your folder as **School-ICT**-Letters. And produce a print out.

` (02 marks)

1. **Prepare the following spreadsheet exactly as it is seen below. Put in consideration the following:**  (05 marks)

* Gross pay = Hours Worked by the Hourly wage,
* Taxes = 35% of the Gross pay.
* Net pay column using a formula that subtracts the Taxes from Gross pay.

1. Calculate totals for the last three columns. (03 marks)
2. Format the Hours column to 1 decimal place and all other numbers to Accounting Number Format (money). (02 marks)
3. Sort the data by the employee’s name, A to Z. (01 mark)
4. Format the table with a border, shading and a graphic of your choice. (02 marks)
5. Create a well labeled pie chart of net pay for all the employees. (03 marks)
6. Add your name in a footer, and the date and time in a header. (02 marks)
7. Rename the worksheet my wok. (01 mark)
8. Save your work as payroll and produce a print out. (01 mark)

**Turn Over**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **MARKHOODxxx UG LIMITED** | | | | | |
| **Name** | **Hours** | **Hourly Wage** | **Gross** | **Taxes** | **Net** |
| Agut | 40.5 | 15.75 |  |  |  |
| Vidal | 39.5 | 35.5 |  |  |  |
| Isaac | 27.75 | 29.85 |  |  |  |
| Kipolopolo | 38 | 32 |  |  |  |
| Hakim | 29 | 31 |  |  |  |
| Magufuli | 15 | 18.54 |  |  |  |
| Kipayopayo | 14.75 | 15.75 |  |  |  |
|  |  | **Totals:** |  |  |  |

**SECTION B: (60 MARKS)**

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

**2.** The table below was extracted from the database of Watisa Ltd, a firm that deals in importation and distribution of electrical appliances.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **ID NO** | **First name** | **Last name** | **Gender** | **Date of birth** | **Residence** | **Basic pay** | **Tax** |
| R01 | Jabber | Debo | Male | 01/05/1990 | Matugga | 880,000 |  |
|  | Desire | Kisubi | Female | 05/02/1995 | Nansana | 660,000 |  |
|  | Ann | Vava | Female | 17/09/1994 | Wakiso | 670,000 |  |
|  | Faruok | Sekanjako | Male | 20/06/1997 | Gayaza | 750,000 |  |
|  | Alex | Njako | Male | 13/04/2000 | Kasangati | 940,000 |  |
|  | Thereza | Bamulanze | Female | 12/04/2002 | Kawanda | 780,000 |  |
|  | Tania | Mujjuzi | Female | 20/12/1999 | Gombe | 790,000 |  |
|  | Rona | Maseruka | Male | 15/10/1996 | Kyengera | 820,000 |  |
|  | Joyce | Opio | Female | 16/07/1997 | Namugongo | 890,000 |  |
|  | Ronald | Twino | Male | 03/07/1997 | Buddo | 450,000 |  |
|  | Theo | Ariho | Female | 08/07/2001 | Wakiso | 560,000 |  |
|  | Rashid | Dembe | Male | 07/11/1985 | Maya | 888,000 |  |

**You are required to:**

* Create a database file called Watisa Ltd. (02 marks)
* Create a table structure for the table above assigning it with appropriate data-types and primary key. Use auto number for **ID NO** as its data type and name it Wati table. (03 marks)
* Create a form called data and use it to calculate the tax column for all employees given that tax is calculated at **18%** of basic salary.

Insert your name in the footer section. (03 marks)

* Create a query that can return all those employees whose last names begin with letter “M”. Name it M-Query and produce a print out. (03 marks)
* Generate a database object that can be used to return details of all those employees

whose age is above 16 years. Name it above 16. (03 marks)

* Create a report for only female employees with an appropriate title and a footer

of your name. (03 marks)

* Let your gross pay figures be displayed with a “SHS” currency symbol. (03 marks)

1. You are on the Sports Committee of your school; you have been tasked to prepare a presentation about the **importance of sports** in the school.
2. Create a five slide presentation as **follows**: (08 marks)

**Title I:** Should have a suitable title for the presentation, your name and role

on the Sports Committee. Insert appropriate graphics in form of clip art.

**Slide II:** Show how students **benefit** from participating in sports.

**Slide III:** A bulleted list of five sports **activities** you know.

**Slide IV:** Previous Inter-House Competition Results in form of a Column chart displaying the number of points that each of the three houses (Africa, America and Asia) in the school got, in three major sports mentioned above.

**Slide V:** Should have a conclusion for your presentation.

Your conclusion can include a form of advice on how school heads can handle sports in their schools.

1. Set the following Master Slide-Styles: (04 marks)

**Titles:** Dark red, centered, bold, shadow.

**Text styles:** Dark blue, Arial.

1. Apply a suitable slide background, animations and transitions. (04 marks)
2. Include your name and index number in the header section of the handouts,

print preview. (02 marks)

1. Print a handout of all slides scaled to one page. (01 mark)
2. Save your work as **“Sports”** (01 mark)

4. As a webmaster, you are required to design a website for KEZEEKIA POUTRY FARM with the following page:

1. **Index page:-**
2. Should have the title: **KEZEEKIA POULTRY FARM ONLINE**. (05 marks)
3. A good navigation structure with hyperlinks to all the other pages on the website.
4. A brief welcome message and information about the farm of **not less than** 20 words.
5. A hit counter.
6. **Products page:-** (04 marks)
7. Should have the title: **PRODUCTS OF KEZEEKIA POUTRY FARM**
8. A table showing products such as Eggs, 1-day old chicks, layers, Broilers, Turkeys, Ducks, Chicken Feed, etc., with their corresponding prices.

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1. A few related photos (from the clip art section or otherwise) with their corresponding captions. (03 marks)
2. **Contact page:-**
3. Should have the title: **CONTACTS OF KEZEEKIA POUTRY FARM**
4. Physical Address: Plot 14, Ssezibwa Avenue, Mukono.

Postal Address: P.O. Box 100017, Mukono

Telephone: +256414988988, (Office) +256774988988 (Mobile)

1. Email (with active mailto hyperlink): [info@kezeekia.com](mailto:info@kezeekia.com)

Website: [www.kezeekia.com](http://www.kezeekia.com).

1. **Also required:**
2. A top shared boarder with a logo and the motto:

**“The source of superior poultry products”**  (03 marks)

1. Apply a suitable uniform theme thought the website. (02 marks)
2. Add your index Number and Name as footer of each of the webpages

and print each of the three pages. (02 marks)

1. Save your Web Directory as **KPM**. (01 marks)

**END**