

ABOUT THE BOOK

This book consists of over about 200 practical activities in form of UNEB practical examinations-type questions arranged systematically for every practical topic on the O level and A level syllabus.

Following UNEB's circular concerning the use of **support files** in subsidiary ICT practical examinations

starting 2016 onwards, a new section has been added with guidance on support files usage and Extra Support-Files Format Lab Activities.

Teachers will find this book very helpful, especially those with big classes in terms of dividing theory and practical lesson time appropriately. This book is very useful to students doing Computer Studies and Subsidiary ICT and Information technology in Higher Institutions of Learning.

KEY FEATURES

- New section on the support files approach with links for downloading the files from the new resource.
- Sharing system, shareability website.
- Office 2007 and 2013 updates included
- Lots of lab activities per topic for students practice, including Examination- Format Practical questions.
- Comprehensive notes on each topic, including procedures for doing the key tasks of the applications.

The Author of this book is an experienced teacher of computer studies, who has dealt with students during hands on classroom and practical laboratory sessions for many years. He has therefore designed this book to specifically address the challenges that hinder teaching and learning computer studies.



COMPUTER PRACTICAL APPLICATIONS BY: ROGERS MUKALELE

LAB ACTIVITIES

for

COMPUTER PRACTICAL APPLICATIONS

Covers UACE Subsidiary ICT Paper S 850/2 or 3
AND UCE Paper 840/2

Rogers Mukalele

Revised by Mukwaya John



NEW SUPPORT FILE
FORMAT QUESTIONS and
Links for downloading Support
files

Over 170 Exam type
Practical Questions
and Activities

Includes Office 2007
and 2013 Procedures

LAB ACTIVITIES

FOR

COMPUTER PRACTICAL APPLICATIONS

Covers
UACE S850/2 AND UCE 840/2

2nd Edition 2016: Support Files Approach, Microsoft Office
2007 and 2013 updates included

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PREAMBLE

This book consists of over about 200 practical activities in form of UNEB practical examinations-type questions arranged systematically for every practical topic on the O level and A level syllabi.

Following UNEB's circular concerning the use of **support files** in subsidiary ICT practical examinations starting 2016 onwards, a new section has been added with guidance on support files usage and Extra Support-Files Format Lab Activities. However teachers are advised to teach their students the practical skills traditionally, so that the students can acquire the typing speed and all core skills. The support files approach can be introduced to the learners after they grasp the basic skills or it can be incorporated into the training from the early stages.

Teachers will find this book very helpful, especially those with big classes in terms of dividing theory and practical lesson time appropriately. This book is very useful to students doing Computer Studies and Subsidiary ICT and Information technology in Higher Institutions of Learning.

Other books by the same authors are:

- U.C.E. COMPUTER STUDIES WORKBOOK Vol 1
- Computer Studies for Uganda (2nd, 3rd and 4th Edition)
- Lab Activities for Computer Practical Applications.

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CHAPTER 1: WORD PROCESSING

Word processing is the art of creating, saving, editing, formatting and printing text and graphic documents using electronic word processors. Examples of word processors include: Microsoft Word, Corel WordPerfect, Lotus WordPro, Apple Pages, OpenOffice.org Writer, etc.

NB: Text editors are simple word processors that are generally used to type without any special formatting. Text editors are mainly used to create small notes, memos and programs. Examples of common text editors are: Notepad, Notepad++, Gedit etc.

Purpose of Word Processing

Word processors are the most commonly used computer applications in the world.

Word processors are mostly used for writing letters, reports, projects, books, essays, memos, resumes (CVs) etc.

BASIC WORDPROCESSING TERMINOLOGY

Typeface - A typeface is the shape of the characters. Some common typefaces are Times New Roman, Arial, and Tahoma.

Font: – a style of a typeface

Line Spacing refers to the amount of vertical white space between two lines of text, from baseline to baseline. Line spacing is measured in points.

Text Alignment refers to the way lines of text are arranged relative to the edges of a block of text. There are four types of alignment: left, centre, right, and justify.

Justification is the process of aligning text in a document to both the left and right margins at the same time. Justified text may have extra spaces between letters within words, so that paragraphs appear as a block with an even right-margin ending.

Indent: An indent is the amount of white space set in between the margin and the beginning of text. Examples of indents include the first line indent, hanging indent and right indent.

Formatting Text Formatting text is the process of changing the appearance of text in a document. Formatting text involves using commands like bold, italics, underlining, changing font colour, etc.

Editing text: This refers to the process of making changes to the content of an existing document. Editing text involves commands like cut and paste, overtyping, undo, insert, and delete.

Copy – To place selected text on the clipboard, without removing it from its current location.

Cut – To remove selected text from its current position and place it on the clipboard.

Copy and paste duplicated text, while Cut and paste moves text to a new location.

The clipboard The Clipboard is an area of memory in which you can store copied or cut text, graphics or any other items temporarily before being pasted into other locations.

The **paste special** feature helps to avoid pasting text with all its formatting. The paste special feature provides more control over what to paste.

Header - The header refers to text that appears in the top margin of all pages in a document.

Footer - The footer refers to text that appears in the bottom margin of all pages in a document.

Ruler - You can use the ruler to set the indent, margin and tab markers. Avoid using the space bar to align text!

Tabs Stops – tab stops are places where text can be made to line up. You can set a tab stop by clicking on the ruler bar at the desired position.

Hard Copy – A copy of a document printed out on physical paper.

Soft Copy – A copy of a document that is stored on a disk or other computer storage device.

Overtyping Mode – Also called overwrite mode, causes any characters you type to replace ("overtyping") the characters at the cursor. You can switch between overtyping mode and insert mode by pressing the insert key.

Paragraph – The text between one paragraph break and the next. A paragraph break is inserted by pressing Enter key.

Save – To write the document's current state from RAM to a storage device.

Proofreading is the process of reviewing a document to ensure the accuracy of its content. Proof reading tools include spelling and grammar check (F7), thesaurus, etc.

COMMON FEATURES OF WORD PROCESSING APPLICATIONS

1. **Word Wrap:** this feature automatically sends a word that does not fit within the margin settings onto the next line, without the user pressing Enter key.
2. **Find:** allows the user to locate all occurrences of a particular character, word or phrase.
3. **Replace:** allows the user to substitute existing characters, words or phrases with the new ones.
4. **Spell checker:** allows the user to check spellings of the whole document at one time or to check and even correct the spelling of individual words as they are typed (Autocorrect)
5. **Grammar checker:** this reports grammatical errors, usually by a wavy green line, and suggests ways to correct them.
6. **Thesaurus:** suggests alternative words with the same meaning (synonyms) for use in the document.
7. **Mail Merge:** This is feature used to create similar letters to be sent to several people. The names and addresses of each person can be merged with one single main document.

8. **Automatic page numbering:** numbers the pages automatically in a document
9. **Tables:** allow users to organize information into rows and columns.
10. **Multi-columns:** arranges text into two or more columns that look similar to newspaper or magazine
11. **Drop cap** – Formats the first letter in paragraph to be dropped across two or more lines.
12. **Clip art:** refers to pre-made images about various subjects used to illustrate concepts in documents.
13. **Templates:** initial document layouts and formats for various document types.
14. **Printing:** allows a user to obtain a hard copy of a document from the printer.
15. **Word Count:** Establishes the number of words, characters, paragraphs, etc. in a document.
16. **Headers and Footers:** Used to insert text in the top and bottom margin through the document.
17. **Footnotes** and **Endnotes** are used as references that provide additional information about a word or phrase within a document.
18. **Insert** and **Delete** allows a user to add and remove portions of text while editing document

ADVANTAGES OF USING ELECTRONIC WORD PROCESSORS AS COMPARED TO MANUAL TYPE WRITERS

- i) Word processors can save softcopies for future use **while** with a type writer; a document has to be fully retyped if needed again.
- ii) During typing with a word processor, it is possible to undo a mistake, **while** any error made with a type writer is immediately impacted on the printout.
- iii) A type writer prints one character at a time **while** a word processor prints many pages at a time.
- iv) There is a variety of quick text formatting features such as bold, italic, underline, colour, etc. in a word processor **whereas** there are limited formatting options with a typewriter.
- v) A word processor provides grammar and spell check options **whereas** a typewriter cannot help in spell checking.
- vi) It is easier to insert graphics and drawings in a word processor **yet** it is not easy to draw with a type writer.
- vii) A word processor allows the user to type continuously without pressing the enter key at the end of each line (word wrap) **whereas** the user needs to advance the lever of a typewriter manually, at the end of every line.
- viii) It is very simple to align text in a document to Left, Centre, Right or Justified **whereas** with a type writer, one has to manually align the text, which is very difficult.

- ix) A word processor has edit features such as Copy and Paste in which repeatedly occurring text in a document can be copied to and pasted from the clipboard **whereas** a type writer has no clipboard.
- x) A word processor can work on many pages at a go by inserting pages numbers, footers, headers, watermarks, etc. **whereas** a type writer works on one page at a time.
- xi) A word processor can insert drawings word arts and pictures **whereas** with a type writer, drawings and pictures can only be drawn by a hand on the stencil.
- xii) With A word processor, you can use mail merge feature to create a set of documents, such as a letter that is sent to many customers, by only creating one main document and inserting different fields for the customers' details **whereas** with a type writer, you have to type the each document separately.
- xiii) A type writer requires a lot of strength to strike a key so as to have a strong impact on the stencil in order to get a reasonably visible printout **whereas** a computer keyboard has easy-to-press buttons which don't require too much strength during typing.
- xiv) A type writer makes a lot of noise during its operation as **compared** to a word processor which is relatively quiet.
- xv) A word processor has a lot of symbols such as Greek, Arabic, Latin, and Hebrew alphabet character sets **whereas** a type writer can only add the English alphabet and commonly used symbols that are currently calibrated on the typewriter.
- xvi) A Word processor can add preformatted elements (templates) by selecting from a gallery of professional templates e.g. cover pages, resumes, etc. **whereas** with a type writer it is up to the typist to know the layout and professional look of document types.

NB: more points can still be generated basing on the features and operation of a word processor in comparison to a type writer

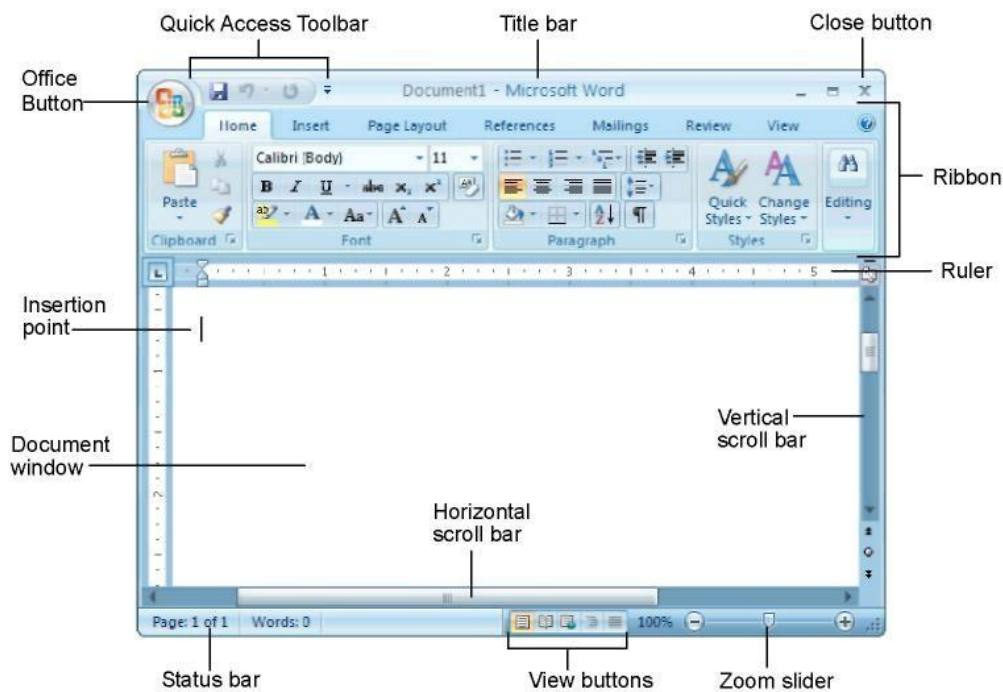
DISADVANTAGES OF USING ELECTRONIC WORD PROCESSORS

- i) Word processors cannot be used without Electricity.
- ii) Word processors Use is Expensive due to the cost of computers.
- iii) They have led to Unemployment of typists because one person using a word processor can do work which would be done by many using type writers.
- iv) Many people are Computer illiterate, and cannot use the program.
- v) Computers have Viruses, which lead to loss of data in soft copies.
- vi) Using word processors on light emitting computer monitors for long leads to eye disorders, which isn't the case with type writers
- vii) Word processors require purchase of hard ware like printers in order to obtain hard copies yet with typewriters, whatever is typed is permanent and instantly available as a hard copy: there is no delay for printing or risk of unintended file deletion.

NB: It is this tangible writing experience free from computer meltdowns or deletions that is saving the typewriter from extinction.

WORD PROCESSING WITH MICROSOFT WORD 2007

Word 2007 Screen



Keyboard Shortcuts

General

Open a Document	<Ctrl> + <O>
Create New	<Ctrl> + <N>
Save a Document	<Ctrl> + <S>
Print a Document	<Ctrl> + <P>
Close a Document	<Ctrl> + <W>
Help	<F1>

Editing

Cut	<Ctrl> + <X>
Copy	<Ctrl> + <C>
Paste	<Ctrl> + <V>
Undo	<Ctrl> + <Z>
Redo or Repeat	<Ctrl> + <Y>

Formatting

Bold	<Ctrl> +
Italics	<Ctrl> + <I>
Underline	<Ctrl> + <U>
Align Left	<Ctrl> + <L>
Center	<Ctrl> + <E>
Align Right	<Ctrl> + <R>

Justify	<Ctrl> + <J>
---------	--------------

Navigation and Layout

Up One Screen	<Page Up>
Down One Screen	<Page Down>
Beginning of Line	<Home>
End of Line	<End>
Beginning of Document	<Ctrl> + <Home>
End of Document	<Ctrl> + <End>
Open the Go To dialog box	<F5>

Text Selection

Bold	<Ctrl> +
Italics	<Ctrl> + <I>
Underline	<Ctrl> + <U>
Align Left	<Ctrl> + <L>
Center	<Ctrl> + <E>
Align Right	<Ctrl> + <R>
Justify	<Ctrl> + <J>

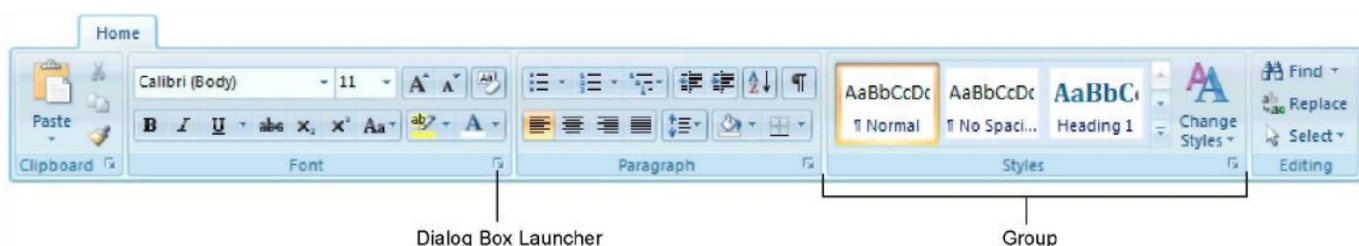
The Fundamentals

The **Office Button**, located in the upper left-hand corner of the program window, replaces the File menu found in previous versions of Microsoft Word. The Office Button menu contains basic file management commands, including New, Open, Save, Print and Close.



- ⌚ **To Create a New Document:** Click the **Office Button**, select **New**, and click **Create**, or press <Ctrl> + <N>.
- ⌚ **To Open a Document:** Click the **Office Button** and select **Open**, or press <Ctrl> + <O>.
- ⌚ **To Save a Document:** Click the **Save** button on the Quick Access Toolbar, or press <Ctrl> + <S>.
- ⌚ **To Save a Document with a Different Name:** Click the **Office Button**, select **Save As**, and enter a new name for the document.
- ⌚ **To Preview a Document:** Click the **Office Button**, point to the **Print** list arrow, and select **Print Preview**.
- ⌚ **To Print a Document:** Click the **Office Button** and select **Print**, or press <Ctrl> + <P>.
- ⌚ **To Undo:** Click the **Undo** button on the Quick Access Toolbar or press <Ctrl> + <Z>.
- ⌚ **To Close a Document:** Click the **Close** button or press <Ctrl> + <W>.
- ⌚ **To Get Help:** Press <F1> to open the Help window. Type your question and press <Enter>.
- ⌚ **To Exit Word:** Click the **Office Button** and click **Exit Word**.

Formatting



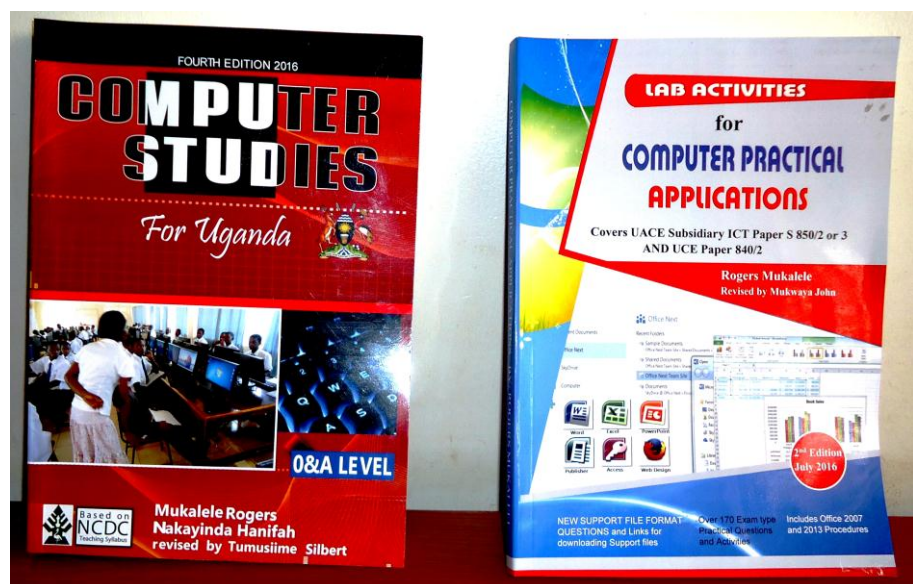
- ⌚ **To Cut or Copy Text:** Select the text you want to cut or copy and click the **Cut** or **Copy** button in the Clipboard group on the Home tab.
- ⌚ **To Paste Text:** Place the insertion point where you want to paste and click the **Paste** button in the Clipboard group on the Home tab.
- ⌚ **To Format Selected Text:** Use the commands in the Font group on the Home tab, or click the **Dialog Box Launcher** in the Font group to open the Font dialog box.
- ⌚ **To Copy Formatting with the Format Painter:** Select the text with the formatting you want to copy and click the **Format Painter** button in the Clipboard group on the Home tab. Then, select the text you want to apply the copied formatting to.

End of Preview!

Please acquire the rest of the content as outlined in the table of contents from the book.



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