

Sub- ICT and Computer Studies practical Manual: A Student's practical questions hand book.

For Secondary Schools and colleges.

Compiled by:

MUTYABA DANIEL

Head of ICT and Computer Department Hilton High School - Mukono

FOREWARD

Computer skills have become important in the modern world. ICT has been integrated in the UACE curriculum as one of the compulsory subsidiary Papers by UNEB.

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

It is important that, the students of both “A” and “O” level use it in order to enhance hands on activities for paper two.

PREFACE

“**A student’s practical hand book** ” has been compiled to assist the students in preparation for their practical examinations. It contains a series of exercises compiled and formulated basing on UNEB examination standards in relation to UNEB and NCDC syllabus targeting particular skills that have been collected and moderated by a number of people.

Users of this book at ‘A’ level and ‘O’ level should understand that ICT and computer studies paper II should be accompanied by the theory about the practical applications/ packages for example the definition of the application i.e. word processor, examples of an application, features of an application etc. This is because they are ever asked in Paper I(theory paper) I therefore encourage users of this ‘**a student’s practical hand book**’ always consult where possible from the instructors teachers so as to complete each section fully.

I hope that this booklet will be of great help to Secondary schools both ‘A’ and ‘O’ levels including college students during practicals and accustom to necessary computer literacy. I therefore admit and take full responsibility of any shortcomings that might be identified and welcome suggestions,contributions, advice kindly refer to;

Daniel Mutyaba Mukiibi

Hilton High School – Mukono

+256773926787 or +256700446960

ACKNOWLEDGEMENT

I would like to thank those who have worked tirelessly towards the preparation of this Revision Booklet.

I would like to extend my sincere appreciation to the following persons for their remarkable contribution during the period of compiling this practical booklet

- a) First of all I would like to extend my sincere gratitude to the members of Hilton high School computer department Mr. Maganda Moses and Mr. Serwadda George whom we have combined the efforts that has culminated into this wonderful work for all computer students of this great nation. May God bless you.
- b) Mrs. Mulindwa Vivian and my brothers and sisters (Namakula Grace, Mudde God, Kigongo Paddy, Babirye and Nakato Proscovia and Kato Emma) thanks so much for the great support.
- c) Ms. Nakato Angel who has tirelessly supported me materially, morally and spiritually during the period of compiling this book may the Lord bless you.
- d) Special thanks goes to my Pastors Pr. Maguzi Dan, Pr. Timothy and Jennepher Kakooza.
- e) Mr. Matovu David for his material, moral and technical advice that has enabled me to come up with this “a student’s practical questions hand book”.
- f) Head Of Department – ICT, Seroma Christian High School (Mr. Maganda Moses) and Mengo Senior Secondary school (Madam Eva Banda Lucy).
- g) Mr. Luwojja Edward of Seeta High School- Mbalala campus computer department thanks so much may God bless you.
- h) Colleagues in profession including Mr. Sserwadda George, Mr. Kasubi Anthony, Pr. Kigundu Benon Lincon and Mr. Kidde John Paul.
- i) Head of ICT UBTEB (Uganda Business and Technical Examination Board) Mr. Masaba Paul for the technical support.
- j) In the special way I can’t forget Mr and Mrs. Wadega for your continuous material support and encouragement that has put a zeal in me that has made compilation of this book possible, may the Lord Bless you.
- k) I cannot forget Mr. Katimbo Gordon Headmaster Hilton High School for the advise, moral and material support that has made this book possible.

May the lord God remunerate your efforts abundantly!

TABLE OF CONTENTS

FOREWARD	2
PREFACE	3
ACKNOWLEDGEMENT	4
TABLE OF CONTENTS	5
KEY ISSUES TO NOTE BY THE STUDENTS	6
WORD PROCESSING SOFTWARE	7
<i>Introduction of support files at “A”Level.....</i>	<i>24</i>
ELECTRONIC SPREAD SHEETS SOFTWARE	30
DATABASE MANAGEMENT SOFTWARE.....	72
PRESENTATION SOFTWARE	119
WEBPAGE DESIGNING	146
DESKTOP PUBLISHING.....	162
APPENDIX.....	174
APPLICATION SOFTWARE FOR COMPUTER PRACTICAL.....	174
Spreadsheets Software	178
Presentation Software	180
Database Management Software	182
Website Designing.....	185

KEY ISSUES TO NOTE BY THE STUDENTS

- Proper use of the storage media like a blank disk, flash disk or new formatted diskette of high density
- Software wizard can be used.
- Use correct application software. For example a question for word processing should be worked out using any word processor like Ms Word, not using any application.
- Stick to the instructions more so on the number of questions to be attempted.

WORD PROCESSING SOFTWARE

TIPS TO NOTE:

Word processing:

- a) Format the word document as asked not as you may think.
- b) Use the right application
- c) Follow the instructions as given by the teacher.
- d) Attempt questions skill by skill.
- e) Do only what you have been asked to do.

1. 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 a 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.
Smart Phones	To send sms and call friends
Laptop computer	To use the internet, face book activities daily,

Instructions:

- a) Copy your work to page two of your document and carry out the following instructions.
- b) Underline, bold and italicize the word computer everywhere it appears.

- c) Change the heading to appear in font size 16 and the rest of your work in font size 13.
- d) Apply a double underline on your heading.
- e) Format the abbreviation sums to appear in upper case.
- 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 as 'classification' and your name e.g.classification-John.

2. Using a word processing application of your choice, key in the following data as it is and save it as 'menu'.

Menu

A menu is a list of items that are sold in a hotel or restaurant bearing a unit price for each.

Hotels today provide lots of foodstuff to visitors. All the options are later transformed into a list of items sold their. Some big hotels give free drinks to visitors on arrival as a tool of welcome and public relations.

Each hotel has its format of a menu card. Some hotels even include items that they do not even prepare and if asked, the obvious answer is 'it is finished'. To sum it up all, a menu helps the visitor to choose the best possible choice of items he / she needs to consume. Below is an extract of a menu designed by 'KamuKamu Restaurant,'

kamukamu restaurant limitedP.o. box 568Entebbe

Item	Price
Soft drinks:	
Mineral water	800
Soda	1,000
Pineapple juice	1,000
Jackfruit juice	1,000
Water melon juice	1,000
African food:	
Katogo	2,500
Mulokoni	5,000

Matooke + chicken	10,000
Food mix + chicken	10,000
Matooke + beef	10,000
Take – away:	
Chicken + chips	12,000
Sausage + chips	12,000
Liver + chips	12,000

Instructions:

- (a). Copy your work to page two of your document.
 - (b). On page two, change case for the main heading to uppercase, bold and underline.
 - (c). Justify the content, centre the heading before the table and the table itself.
 - (d). Insert a caption ‘Menu’ to appear at the bottom of the table.
 - (e). Insert footer ‘your name and index number’.
 - (f). Drop cap the first letter in each paragraph of your work.
 - (g). Change your work to 1.5 line spacing.
 - (h). Insert a watermark inside your work carrying a word ‘Kamukamu’.
 - (i). Print a copy of your work.
3. The school bursar has asked you to typeset the following fees demand note to be sent to parents and save as ‘demand note’
- Winners’ S.S. Katosi.
- P. O.Box 43
- Mukono
- Date: 15-08-2014
- 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,

.....

Kalema William

Headteacher

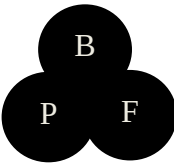
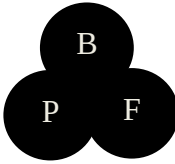
Type this text as a different document and save as ‘fees-source’

Name	Sex	Class	Fees
Nakitende Joan	Daughter	S.1	120,000
Nakabugo Stella	Daughter	S.3	520,000
Gimbo Sharon	Daughter	S.1	450,000
Nambozo Joy	Daughter	S.5	600,000
Kasubi Anthony	Son	S.2	750,000
Kibumba Peter	Son	S.6	150,000
Nakakande Oliver	Daughter	S.1	950,000

Instructions:

- Set your work on an A4 portrait paper size with the 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.
- Change the sentence that begins with Re: to uppercase,bold and double underline it.
- Merge the two documents such that the names of students, class and fees are entered into the main document.
- Print a copy of your work.

4. Key in the following using a word processing application of your choice and save it as 'invoice'.

	HILTON POULTRY FARM LIMITED P.O. BOX 593 KAMPALA (UGANDA) mobile: 0772-350408 email: hiltonpfarm@hhp.com		
<u>Dealers in:</u> fresh eggs, fertilizers, chicken meat, poultry feeds, Poultry consultancy and veterinary services.			
S.No: 562		Date: 03/08/2014	
INVOICE			
M/S: <u>ABC NURSERY AND PRIMARY SCHOOL, KYENGERA (UGANDA)</u>			
<i>The following products were supplied to you on credit:</i>			
No:	Item	Description	Condition
01.	Eggs	30 crates of eggs supplied on the 23/06/2012.	Good and Delivered
02.	Chicken meat	45 dressed broilers, 2 ½ kilograms each.	
03.	Fertilizers	60 trucks, half weight, delivered between 01/03/2102 and 30/06/2013	
04.	Crates	Empty crates of eggs supplied to your school.	
05.	Medication	Treatment of 06 puppies at your school on the 12/06/2013	
The above items were delivered to you under the following conditions: a) All goods are delivered to you as per order. b) Goods attract a 10% trade discount and 5% cash discount. c) This invoice is prepared in your favour on demand. d) Errors and omissions expected.			
Prepare by:		Authorised by:	
.....			
<i>This invoice is prepared in triplicate.</i>			

Instructions:

- a) Insert your name as footer and index number as header.

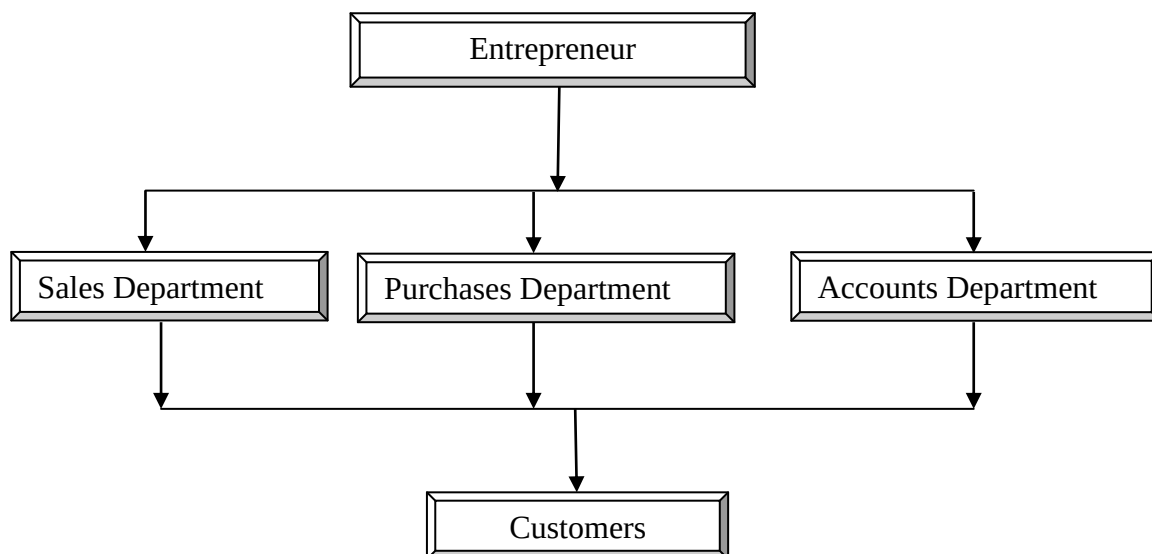
b) Print a copy of your work.

5. Using a suitable word processing application of your choice, key in the following work and save it as 'flowchart'.

Organizational chart

An organizational chart shows the flow of responsibilities among workers in a given organization. At a glance, one is able to accurately tell how authority flows and which offices are used for reporting purposes. Delegation is simple because, workers know that in absence of the office bearer, they can refer to any other person in a lower office.

An organizational chart of a small organization can be drawn to represent the following:



Sometimes, the organizational chart may prove difficult to interpret if all office bearers do not understand the operation of teamwork. Many office bearers can even delegate upwards which is not true if the officer in the above office has less self esteem.

Instructions:

- Change page size to A4, landscape, margin sizes: top = 2 cm, bottom = 1.5cm left and right = 1.75cm.
- Copy the work to page three of your document.
- Centre the heading, font size = 16.5, colour = Green, with a double underline.

- d) Add a caption below your grouped objects to read ‘Katunzi Enterprises Ltd – Organ gram’.
- e) Bold the word delegate wherever it appears.
- f) Shape width should be 15.2 cm.
- g) Change line spacing to 1.5.
- h) Insert footer your name, header your index number all centred and font size of 8cm.
- i) Insert page number as (i) on page one, (a) on page two and 1 on page three.
- j) Print a copy of your work on page 1 and 3 respectively.

6. Using a word processing software of your choice typeset the following text as it appears.

COLD BOOTING

This is the process of switching on a computer which was originally off by process the power button on the system unit.

The computer starts by checking all its components to determine whether they are functioning correctly and whether they are available for use. The process is called power-on-self-test (POST)

During this process, the monitor displays information showing the status of each device being tested.

If any of the devices is faulty or missing the process will halt and the message alerting the user is displayed on the screen.

The special program that directs the POST process is called basic input output system (BIOS).

- b) Insert a header “HiltonHigh School” and your name in footer.
- c) Change the line spacing to double line spacing
- d) Highlight/select the first sentence, centre it and change its colour to blue.
- e) The word COLD BOOTING should be changed to a word art design
- f) Insert a page border on your work
- g) Place an auto shape of your choice at the bottom and write inside the auto shape your name, class, and stream.

- h) Save your work under your name on the computer.
- i) Print a copy of your work.

7. Using a word processor of your choice typeset the following text as it appears and save as 'word processor'

A computer is a device that simplifies work. It is a fast machine, it stores data and it 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 on page three of the document.
- b) On page three; insert a heading, 'personal computer' and apply a text highlight of yellow colour.
- c) Bold, underline and change to uppercase
- d) Drop cap the first letter of each paragraph
- e) Insert page numbers in the form A, B....
- f) Insert a header, your name and footer your class.
- g) Print out a copy of your work.

7. Type the document below and save it under the name “PARENTS EXAM”

Construction of Bujagali Power project for 2006

CONSTRUCTION of the much-awaited Bujagali Hydropower project will start in June next year, the commissioner for Energy in the ministry of energy and mineral development, Mr. Paul Mubiru, said last week.

The project, expected to stretch on for a minimum of four years, dampens hopes of effectively ending the nightmare of load-shedding soon.

Mubiru said negotiations were continuing between the government and industrial promotion services (IPS), the firm selected to sponsor the dam early this year.

The company, which is a member of the Agha Khan fund for Economic Development (AKFED) successfully outbided about five other companies to develop the hydropower project supposed to produce 250MW.

Intense negotiations are particularly about the two fundamental aspects of the power purchase agreement and the implementation process.

Mubiru, who was speaking at an energy sector investment and awareness forum, said the discussions would end early August.

The forum, which was organised by the energy institute of Uganda, brought together energy policy formulators, regulators, industry executives and independent analysis to share knowledge and insights about the potential of the nation's energy resources.

(Monitor Publications)

You are required to:

- a) Change the heading to upper case
- b) Correct any misspelled word(s) in the document
- c) Change the font colour of the “industrial promotion services” to blue
- d) Add your name and index number as a header.
- e) Save the document as “PARENTS EXAMS”
- f) Print a copy of your work.

8. 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 documents. In an office, a word processor can be used to typeset letters, correspondences, and timetables. Minutes, and typesetting of examinations. The common word processor is Ms. Word which comes as an add-on for Microsoft office suit.

Ms. Word windows have many parts that include;

- Title bar.
- Menu bar.
- Tool bar.
- Workspace.
- Scroll bar.
- Status bar.
- Rulers.
- Task pane.
- View buttons.

Instructions:

- a) Copy and paste your work on page two of your document.
- b) Insert a heading, 'word processor'
- c) Centre, double underline, bold and set your heading in title case.
- d) Change the heading font colour to red with a blue highlight marker.
- e) Drop cap the first letter in paragraph one.
- f) Format the bulleted outline into two columns.
- g) Add your name as footer and your class as header.
- h) Insert page number at the top of each page in the format of (i).
- i) Save your work as 'word processor' and print a copy.

9. Using any word processing application program, insert the table below.

NAME	MARKS	
MATILA TOM	67	54
MATWALE CARLO	76	89
KYOBÉ ALEX	45	53
KATENDE IAN	83	57
OTIM EMMA	34	76
OGENRWOT STEPHEN	54	77

- ii) Apply a border on every cell.
- iii) Insert another row to represent the title as
“FOOD AND NUTRITION TEST II”
- iv) Merge the cells and centre the title
- v) Insert a row between Emma and Stephen for Nakato Angel.
- vi) Align all the records in the centre.
- vii) Save your work as ‘my table’
- viii) Print a copy of your work.

10.COMPARISON OF PERSONAL COMPUTER PROCESSORS

A microprocessor often is identified by its model name or model number.

Intel is a leading manufacturer of personal computer processors. With its earlier processors, Intel used a model number to identify the various chips.

After learning that processor model numbers could not be trademarked and protected from use by competitors, Intel began identifying its processors with names--thus emerged the series of processors known as the Pentium.

Most high-performance PCs today use a processor in the Intel Core family. Less expensive, basic PCs use a brand of Intel processor in the Pentium or Celeron family. The Xeon and Itanium families of processors are ideal for workstations and low end servers.

Other leading processor chip manufacturers for personal computers include are AMD, IBM, and Motorola.

The table below shows the clock speed (in GHz) for some of the popular processors produced by Intel, AMD, IBM and Motorola.

Processor Name	Manufacturer	Year introduced	Clock Speed(GHz)
Core 2 Quad	Intel	2007	2.67
Athlon 64 FX	AMD	2007	3.2
Power PC G5	IBM	2005	2.7
68030	Motorolla	1987	0.5

Required:

- (i) Type the document above and save it as ***processor manufacturers.doc***.
- (ii) Format all fonts to Bookman Old Style size 12 line spacing single and use paragraph spacing of 10 before and after paragraphs.
- (ii) Use the data in the table to create a column graph of Manufacturer against Clock Speed. Give it a suitable title and make pattern fills for the columns instead of colours.
- (iii) Add you name as footer and your Reg number as header to your document.
- (iv) Print your work.

11. Using a suitable word processing program 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 asset of accounts well.

These ratios are generated using already tested formulae which include;

A. Cost of sales = Opening Stock + Net Purchase – Closing Stock.

B. Net Purchase = Purchase – Return Outwards

C. Net Sales = Sales Return.

D. Gross Profit = Net Sales – Cost of Sales

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

F. 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 setting of 0.4” (inches) for top, bottom, left and right.
- d) Ensure that you use an equation editor for all formulae
- e) Change the bullets to a) format
- f) Change to upper case the title.
- g) Find and replace shareholder with member
- h) Print a copy of your work and save as ‘financial ratios’

12. Using a suitable word processing software, type this document as it is.

TUBERCULOSIS (TB) IN AIDS

The global war on AIDS could be lost if the world ignores tuberculosis, often a death sentence for people infected with HIV, former South African president Nelson Mandela warned at a global Aids Conference recently held in Bangkok. “The world has made defeating AIDS its priority. This is a blessing but TB remains ignored”, said Mandela. He steered clear that controversy to focus on the plight of millions suffering from HIV and TB

About 14 million people are infected with HIV and T.B, 70% living in Sub-Saharan Africa, the region hardest hit by HIV/Aids, Which killed 20 million people worldwide. HIV, the virus which causes AIDS, Destroys the immune system and makes patients more vulnerable to diseases such as T.B, an infectious illness that accounts for up to one third of all HIV/AIDS deaths.

“We cannot win the battle against AIDS if we do not also fight TB. TB is too often a death sentence for people with AIDS. It does not have to be this way” the world having had a cure for it more than 50 years ago.

(Adapted from: The New Vision, Monday, July 21, 2004)

- ii) Copy and paste the document to page 2.
- iii) Using the copy on page 2, centre, bold and underline the heading and make it font size 24
- iv) Centre align the third paragraph and make it all italics.
- v) Italicise the source and make it font Tahoma and font size 8.
- vi) Edit the document using any editing feature.
- vii) Insert your name as header and footer as your class.
- viii) Save your work as “my work”

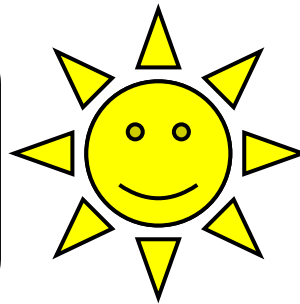
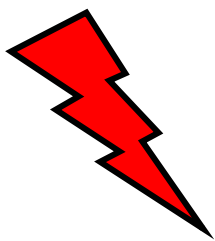
13. Type the following document as it is in a word processor of your choice and Save as Teaching with ICT.doc on the desktop:

Teaching and Learning with ICT

Why ICT?

General benefits of ICT in Education

- Greater efficiency throughout the school (Greene et al, 2002)
- Communication channels are increased through email, discussion groups and chat rooms
- Regular use of ICT across different curriculum subjects can have a beneficial motivational influence on students' learning (Cox 1997)



NB:

- i. Line spacing is 1 and paragraph spacing is zero
- ii. The font style is Arial 22 for Title, Arial 12 for subheadings and Impact 22 for the sentence in the box at the bottom and Arial 10 for the rest of the words.
- iii. The graphics are having the following fill colours: The Lightning symbol has a red fill while the sun has a yellow fill.
- iv. The colour of the title and subheadings is RGB (234,34,134)

- v. Make a word count and add an endnote reference to the Title with the words, “This Document contains [word count] words and [character count] characters”, where [word count] is the number of words in your document while [character count] is the number of characters (spaces inclusive) in your document.
- vi. Put your name and index/Reg. number in the header.
- vii. Print your work.

14. You are the secretary to the school's "Funds for Food" program and you are required to send out acknowledgement letters to people who have so far made contributions towards the program. The letter contents are the same for all the persons except the addresses, names and nature of contributions.

Below are the letter to be sent and a table of people who have made contributions towards the program. The letter contents are the same for all the persons except the addresses, names and nature of contributions

Below is the letter to be sent and a table of people who have made contributions.

Hilton High School,
P.O. Box 593,
MUKONO.

30TH June, 2014

[ADDRESS]

Dear [NAME],

Thank you for your contribution of [NATURE OF CONTRIBUTION] towards the "Funds for Food" program.

This project is in its inaugural year but it has been a resounding success.

The learners and staff agree that it should become an annual event.

The principal would like to thank you and hopes for more support in future.

Thank you very much.

.....

HEADMASTER

KATIMBO GORDON

	NAME	ADDRESS	NATURE OF CONTRIBUTION
1	Ainembabazi Sharon	P.O. Box 14, MBARARA	\$430
2	Wamazembe Brian	P.O. Box 92, MBALE	500,000/=
3	Ssekyondwa Steven	P.O. Box 160, BULOBA	20 kg of maize
4	Kwagala Winnie	P.O. Box 1413, KAMPALA	40 bags of rice

- i) Use an appropriate method in any word processing program to make a letter to be sent to each person in the table.
- ii) The address and names should be bolded and the contributions in italics.
- iii) Save your work as your names
- iv) Print each of the four letters and exit the application.

15. Type the text below using a word processing program.

CHOOSING WORD PROCESSING SOFTWARE

Word processing is using the computer to enter, store, manipulate and print text in letters, reports, books and so on. Once you have used word processing, you will probably wonder (like a million others before you) how in the world you ever survived without it.

As more word processing packages come on the market, Choosing the right software can become very confusing. Nevertheless, there is probably a word processing package that will serve your needs. As you begin looking, ask yourself these questions:

- I What types of documents am I
 Now producing?
 Planning to produce?
- II What types of features do I
 Need?
 Want?

Document types can range from simple letters and memos

To proposals, reports, legal documents, books, newsletters, scientific papers, if you need with the features in the software package. For example, if you write articles that require references, you will need the footnoting feature; if you develop a newsletter, having the multicolumn layout feature would be handy; if scientific notation is needed, you will want superscripts ($X^2 + Y^2$) and subscripts (A_{21}); and if you send “personalized” form letters the mail-merge feature is a necessity.

A number of add-on programs are available to enhance the functionality of word processing packages. These include:

- On-line thesaurus
- Spelling checker
- Grammar checker

Style checker

Idea processor (outliner)

What you can do with word processing is limited only by

Your imagination and willingness to learn the system. Good luck in your computer-assisted writing adventures-now and in the future!

- ii) Insert in the header the word “Tips” on the left hand corner and “Word processing” on the right hand corner.
- iii) Bold the heading font size 22-point, underline and centre it.
- iv) Block indent paragraph one by 1 inch in the right and left margins.
- v) In the paragraph starting with “Document” Bold the second sentence
- vi) Make 2 the superscript of X and Y in the expression $(X^2 + Y^2)$ and 21 the subscription of A in the expression (A_{21}) .
- vii) Insert bullets on the list of functionally of word processing packages given in the text.
- viii) Insert a footnote of your name and index number on the left and page number on the right hand corner
- ix) Save the work as *choosingsoftware* and make a print out.

16. Type the text below exactly as it appears and save it as text1

The Wizard of Oz

While she stood looking eagerly at the strange and beautiful sights, she noticed coming toward her a group of the oldest people she had ever seen. They were not as big as the grown folk she had always been used to; but neither were they very small. In fact, they were, so far as looks go, many years older.

The cyclone had set the house down very gently for a cyclone in the midst of a country of marvellous beauty. There were lovely patches of greensward all about, with stately trees bearing rich and luscious fruits. A little way off was a small

brocks rushing and sparkling along between green banks, and murmuring in a voice very grateful to a little girl who had lived so long on the dry, gray prairies.

When these people drew near the house where Dorothy was standing in the doorway, they paused and whispered among themselves, as if afraid to come farther. But a little woman walked up Dorothy, made a low bow and said, in sweet voice: “you are welcome, most noble Sorceress to the land of the Munchkins. We are so grateful to you for having killed the Wicked Witch of the east and for setting our people free from bondage”

“Your house did, anyway,” replied the little woman, with a laugh, “and that is the same thing See!” she continued pointing to the corner of the house. “There are her two feet, still sticking out from under a block of wood.”

- a. Put your name and class in the page footer and save your work
- b. Make the following changes to the text and your work as text 2
 - i) Embolden and centre the title “The Wizard of oz”. Change its font to Arial 20 point and its character spacing to 6 points.
 - ii) Change the font of your main body text to Arial, 13 point
 - iii) Delete the sentences “There were lovelyand luscious fruits” from the second paragraph.
 - iv) Apply 1.5 line spacing for all paragraphs and double spacing between paragraphs
 - v) Move the second paragraph [The cyclone had] to become the first paragraph
 - vi) Insert the following text between the third and fourth paragraphs:

“But the little woman evidently expected her to answer; so Dorothy said, with hesitation, you are very kind, but there must be some mistake. I have not killed anything.”

- c) Insert an automatic date as a left aligned header and save your work.
- d) Print a copy of your work and exit the application.

17. Using Microsoft Word, type the passage below as it is and answer the questions that follow.

“UNESCO hails Uganda”

The Director General of the United Nations Educational, scientific and cultural Organization (UNESCO), KIOCHIRO Matsuura, has commended Uganda’s efforts in emphasizing science Education. Matsuura, who is here for a two-day visit, said on his arrival at Entebbe Airport yesterday that the UN agency was “enjoying a strong bilateral relationship with Uganda.

“We appreciate Uganda’s efforts in embracing science and cultural education as part of national development. This being my first official visit here, I hope strengthen the ties between Uganda and UNESCO”, Matsuura said.

He emphasized that Uganda’s cultural and scientific education statistics which stand as shown in the table below were encouraging by world standards. These statistics were carried out in the year 2000, 2001, 2002, 2004 for both cultural and science education.

Cultural education:

Males (%) 70, 50, 28, 40, and 80

Females (%) 60, 30, 96, 48 and 78

Science education:

Males (%) 30, 78, 90, 20 and 60

Females (%) 56, 89, 76, 59 and 90

	Males	Females
--	--------------	----------------

Cultural education	Year	%	Year	%
Science Education	Year	%	Year	%

Instructions:

- (i) Set the font size to 13 and double space the document.
- (ii) Copy the document and paste it on the next page.
- (iii) Set the title “UNESCO” hails Uganda to font size 14 and bolded.
- (iv) Set the margins to(1.5) and (1.3 right) then bottom and top (1.2)
- (v) Set the document body text to’ Arial Narrow”
- (vi) Insert the header as “Diploma” and in italics

- (vii) Set the whole document to justified and font colour, red
- (viii) Number pages in uppercase alphabet.
- (ix) Save your work on the CD-RW provided in your surname and class.
- (x) If the statistics given in percentages correspond to the years shown, enter the percentages in the table appropriately.
- (xi) Print a copy of your work and exit the application.

18. Type the document below as it is, and save it under the name “My work1”

Computer expert calls for Its course is schools

Ugandans young generation needs to be taught to appreciate the rise of information Technology (IT) in their day to day lives, Sultan Awan, the managing director, Silicon computer series said.

The website [www. Uganda schools. Org.](http://www.Uganda.schools.Org) for a fee of shillings 30,000, school will publish information about themselves on the site. There is a separate page for every school.

By John Ricks Kayizzi
(Monitor Publications).

You are required to:

- i) Change the heading to uppercase. Bold and underline it
- ii) Correct any misspelled word(s) in the document.
- iii) Replace the fee of shillings 30,000 by shillings 40,000.
- iv) Add your name as a header and your class as footer.
- v) Save the document as “My work1”

19. Type the following article which appeared in the Sunday Monitor of June 12 2011, (Use font Tahoma 11)

Daily Monitor Roving Eye Article:

THE HANDWRITTEN LETTER IN THE COMPUTER AGE

For those fortunate enough to have access to a computer both at work and at home, its screen, keyboard and printer have had a massive effect on handwritten letters and communications.

So, if you now generally use a computer to write personal letters to family and friends, what effect does this have when you do choose to write by hand to them? Let's consider, in very simple fashion, such a personal handwritten letter and its variables (underlined below) and take a sample of one – my wife!

The most obvious variable is overall number. My wife tells me that in the early 1990s, she would regularly handwrite four or five letters per week, but that in 2011, this had fallen to a mere one or two every few months, because of her increased computer usage.

The next variable is length. Some of her 1990 handwritten letters would be as much as 10 pages long. Whereas today, with the coming of the computer age, and having grown used to typing on a keyboard, she can now only manage one or possibly two handwritten pages before her hand starts to ache. This aching has two effects. Firstly, the letter is brought to a hasty conclusion, hence its short length. Secondly the quality of handwriting greatly deteriorates – a clear script at the start and more of a scrawl by the letter's end.

Moving to the quality of content, she feels that handwritten letters require more careful forethought, as without the benefit of computer aids such as spellchecking, deleting, inserting, cutting and pasting etc., there has to be more consideration about the letter's content and composition before putting pen to paper.

Then there is the type of paper to use. Interestingly, my mother-in-law (who lives in the UK) recently complained that it was becoming increasingly difficult to buy a small (A5) writing pad, whereas reams of A4 computer printer paper are found in abundance. How does the situation compare in Uganda?

A sample of one is not a statistical survey. But readers who have computer access at work and home might wish to go through the variables for personal handwritten letters underlined above to see if the effect of the new technology is the same or different than my wife's experience.

— kevin@imul.com

Required:

- (i) Add 10pt paragraph spacing before and after each paragraph and single line spacing.
- (ii) Insert a drop cap to the first paragraph.
- (iii) Add a footnote to the word article in the first line with the description, “This article was Posted by Kevin O’Connor on Sunday, June 12 2011”
- (iv) Format the page background colour to RGB(240,240,150)
- (v) Add a footer of your name and class as a header
- (vi) Save it as “hand written better than computerized.doc” and exit the application.

20. Type the following information as it is: (use font size 14)

i) The time table below will be out by the beginning of next *academic* year. It should be copied and filled with relevant subjects.

Senior Four Table 2014												
		8:00-9:00	9:00-10:00	B R E A K	11:30	10:30-11:30	12:30	11:30-12:30	L U N C H	2:00-3:00	3:00-4:00	
Mon												
Tue												
Wed										F R E E		
Thur												
Fri.												
Sat												

Note: The outer borders are (3) triple lines.

- ii) Put a footer as your name and class
- ii) Colour “Senior Four Time Table 2014”, “Break”, “Lunch”, and “Free” green.
- iii) Save your work as your name.
- iv) Print your work and exit the application.

21.Key in the following text and save it as ‘triangle’

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



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 length 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 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 triangle 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 red in colour.
- g) Change the font colour of text to blue.
- h) Print a copy of your work and exit the application.

22. Using Microsoft word, prepare an electronic copy the table below

HIRED ITEMS	STATIONERY	RECEPTION		GARDENS
▪ 2 Tents ▪ 300 Chairs	20 Manila Charts	▪ 300 plates ▪ 300 meat pies ▪ 300 cakes		Flowers, Lights, aches, Red Carpet and Other Decoration Material
	2 Reams of Paper			
Music Systems	1 Roll of Flip Charts			
Public Address System	Stick Pads	Drinks		
	1 Pkt of Markers	20 Crates of soda	3 Cartons Of Wine	
Computer Projector And Screen	Masking Tape			
	Venue expenses			
	Rent	Connectivity Costs		
	Fuel and travel costs			

- ii) Insert a row above the first row and merge all the cells in this row
- iii) In it, type the following heading and format it exactly as it was formatted below.

LAUCHING CEREMONY FOR KAWUKU YOUTH PROJECT ITEMS TO BE COSTED

- iv) Save your work on a disk as “ *my list*”

23. Using a word processing program of your choice, type set the following text as it appears

INTRODUCTION TO UGANDA

Uganda is a small land locked country that lies astride the equator. It's found at the centre of the African plateau in the eastern part of Africa and a member of the 3 east African states. The country covers a total area of about 236,000km² smaller than Kenya with 583,000km². Uganda extends from approximately 4⁰N to 1⁰s of the equator and 29⁰E to 34⁰W of the green wish in the east, Rwanda in the south west and republic of Kenya in the east, Sudan in the north and Tanzania in the south. Uganda's population has been increasing every year and in 2002 (the last official census) Uganda had a population of 26.8 million people. This population has been doubling every after 20 years and the current estimates put Uganda at around 32 million people.

Uganda is also a member of many regional and international organisations such as E.A.C. (East African Countries) that was brought back in 2002, African Union (A.U.), Comesa, The Common Wealth, The UN etc. aimed at fighting poverty, smooth governance and promoting trade.

Required:

- i) Apply a printed water mark “Uganda Wild life” coloured red
- ii) Insert a wild life picture behind the text of the first paragraph and colour your text blue.
- iii) Put a footnote on the word COMESA as Uganda a member
- iv) Make letter “U” in the first paragraph a drop cap to two lines
- ii) Make paragraph two 1.5 line spacing and double character spacing
- iii) Copy paragraph two and paste it to the next page three times
- iv) Insert page numbering in the format of roman numerals aligned right

- v) Apply two colour background in your document
- vi) Apply a footer your name and a header your class.
- vii) Save your work as History of Uganda and print

24. Using a word processor of your choice, type set the following text as it appears
use font size 13.5

Hilltop College
P.O.Box 124,
NATETE
23rd March 2009

THRU: THE HEADTEACHER

TO: Parent/Guardian of: [STUDENT'S NAME][PARENT'S NAME]
[MOBILE TELEPHONE CONTACT]

Dear [TITLE]

RE: REQUEST TO RELEASE YOUR CHILD ON SAT 16TH APRIL

As the annual Inter-House MDD competitions draw nearer, our house is devising means of increasing time for practice.

I hereby request you to release your [SEX] on the above mentioned date, to enable us polish his/her performance as a [CATEGORY OF PARTICIPANT]

We will be grateful for your positive response.

Yours faithfully,

.....

Mrs. Luutu Betty

HOUSE MISTRESS – MBOIZI HOUSE

	Student's Name	Parent's Name	Mobile Contact	Title	Sex of Student	Category of Participant
1	Okech Kate	Mr. Okech Moses	0703-232 522	Sir	Daughter	Dancer
2	Kale Angel	Ms. Nankya Percy	0772-545 333	Madam	Daughter	Actress
3	Ssali Ben	Mr. Ssali James	0752-562 418	Sir	Son	Actor
4	Bbaale Tonny	Mr. Bbuye Bob	0712-214 555	Sir	Son	Singer
5	Nambi Annet	Ms. Sonko Sally	0783-655 631	Madam	Daughter	Actress
6	Ladli Robert	Mr. Okidi Fred	0752-989 536	Sir	Son	Drummer

- i) Type the letter and save it as **Permit Letter-Your name**
- ii) Create the table and save it as **Permit table-Your Name.**
- iii) Include a **footer** of your name and class on the letter.
- iv) Using an appropriate Word Processing feature link the table to the letter so as to generate 6 letters to be the respective parents of the participants in Mr. Lubanga's House.
- v) Print all the 6 letters.
- vi) Set the left and right page margins to 1.5 inches
- v) Insert a printed watermark of the name of your school in the entire document.
- vi) Save your work as 'letter'.

25.Type the following information as it is. Use font 13.5 for the main Text and the source font 11.5. Save using your name.

IBM developed extended Graphics Array. It improved upon the VGA standard (also developed by IBM) but was a proprietary adapter for use in Micro Channel Architecture expansion slots. It had its own coprocessor and bus-mastering ability, which means that it had the ability to execute instructions independent of the CPU.

It was also a 32-bit adapter capable of increased data transfer speeds. XGA allowed for better performance, could provide higher resolution and more colours than the VGA and SVGA cards at the time. However, it was only available for IBM machines. Other video card manufacturers later incorporated many of these features.

In terms of resolution | pixel size, monitors are classified as:

- VGA (Video Graphics Array) = 640 x 480 pixels
- SVGA (Super Video Graphics Array) = 800 x 600 pixels
- XGA (Extended Graphics Array) = 1024 x 768 pixels

Source: Introduction to Computer Studies for “O” Level pg 60-61

- (i) Copy your work and paste on page three of this document.
- (ii) Add a heading ‘Enhanced Graphics Array’, centre the heading, double underline, bold and use 18 font size.
- (iii) Add footer – your name, header – your index number.
- (iv) Insert different page numbers as page one – 1; page two (i); page three as (a) all outside the page.
- (v) On page (a) of your document, set your work on an A5 paper size and print two copies.

26. Using the suitable word processing software, type this document as it is.

HUMAN BEINGS

Most infants are guided through life by a parent or guardian and taught how to talk, walk, eat and generally behave. The socialization process begins as soon as we are born when we begin to imitate people around us, copying the shapes and noises in

our environment. Many other people and circumstances affect our appearance, attitude and behaviour, such as work, lifestyle, ethnicity, family, environment, peer group (friends), gender, media etc.

(Adapted from: McKenzie and Boyden (2004:50), Introducing Word 2000 for Windows)

Instructions:

- a) Copy and paste the document to page 2 of this work.
- b) Using the copy on page 2, centre, bold and underline the heading and make it font size 24.
- c) Italicize the source of the document and make it font size 8.
- d) Spell check your document.
- e) Save your work as ***MyWork.***

27. Use a word processor of your choice to type the following article and save as 'Face book'.

DEBATE.

Motion: Should teachers and students be friends on Face book?

Introduction: CHRISTOPER Wagima, 26, is a secondary school economics teacher. He is not much older than the students in his classes, many of whom find him more approachable than many of the older teachers.

As expected, a number of his students send him a Face book friend request, which he never declines. Like Wagima, more and more teachers are finding themselves in this dilemma, receiving friend requests from their students, which leave them confused as to whether it is right or wrong to decline or accept, for fear of being reduced to the level of their students' friends and colleagues thus losing their dignity as teachers or being labelled unfriendly and unapproachable.

Some teachers confess that most of their students are their Face book friends. Well, since Face book is a social network site where people fraternise and often share

personal details is it sensible for a teacher to have online interactions with his students?

Paul Mark Ojul, a teacher at St. Henry's College Kitovu, is against the idea. "It does not help students in any way; I do not see any good interaction going on through such an avenue," Ojul says.

"What can a teacher and student discuss here given their age difference?" Katimbo Gordon, the head teacher of Hilton High School wonders. He agreed with Ojul that the kind of information shared on Face book is not academic and hence would not encourage the teacher-student Face book interaction.

Jessica Namaleya, a student, differs with Katimbo on this, saying Face book is a tool for inquiry. "During holidays when I chat with my teachers, it is strictly about school work, it is more like coaching and the teachers never discuss anything outside what I ask," Namaleya says

Education ministry stand:

ggrey Kibenge, the ministry spokesperson says there is no problem if what is being shared can help enhance societal values and help students grow into Aresponsible citizens. By its very nature, Face book is more for entertainment and socialising. Whether a teacher could fit in with a student is a question of debate. When you relate on a site like Face book, you are almost relating as equals; it can eliminate the seriousness in terms of how you are perceived.

It is a delicate situation; how do you relate and maintain your influential position. It can create familiarity that erodes the relationship that should exist between a teacher and student. Teachers should be role models and this relationship and trust should never be abused. □

Article partly adapted from The New Vision Wednesday, 17th August, 2011.

(ii) Insert page breaks to send the heading "People's Opinions" to page 2 and "Education ministry stand" to page 3.

- (iii) Insert centred page numbers in the style (page i), (page ii) (page iii) in the header.
- (iv) Apply *Heading2* style to all the emboldened sub headings in the document.
 - (i) On page one, Just under the motion, generate an automatic table of contents for the document.
- (vi) Add your name and index number as Footer and printout page one of the document

28. Using a word processing application program of your choice typeset the following text as it is and save it as 'examinations'

Preparing for Your Examinations

Everyone feels nervous about taking exams. Here are some tips to help you make the most of your revision time and keep those nerves under control. It's important to remember that an examination is a test of learning, not memory. Examiners want to see evidence that you have drawn on your knowledge to develop a reasoned argument, rather than replicate course notes and textbook facts. Revision should be a process of consolidating understanding rather than cramming as much information as possible before the morning of the exam. You note the following for good results.

- ✓ Stay positive.
- ✓ Eat properly.
- ✓ Get enough sleep and exercise.
- ✓ Take regular breaks.
- ✓ Draw up a revision timetable early and allocate study time in proportion to how much the exam counts towards the final grade.
- ✓ Take time off work if you can.
- ✓ Find out exactly what is required for the exam – talk to your lecturer or tutor, refer to the unit outline.
- ✓ Check equipment needed, e.g. special pencils, calculator, or texts/notes for open book exams.
- ✓ Form a study group.
- ✓ Ask your lecturer if past exam papers are available.

Instructions:

a) Copy and paste this work to page two of your document.

Carry out the following instructions on page two of your document.

- b) Centre the heading and change its case to upper.
 - c) Increase font size for the heading to 18.5.
 - d) Insert a water mark containing words 'EXAMINATIONS'. It should be vertical with font size 72.
 - e) Insert a paragraph boarder of 2 ¼ width, black colour around your text on page two.
 - f) Insert a footer 'your name' and header 'your class'.
 - g) Change your work to 2 line spacing.
 - h) Change the font type to Times New Roman for all your work on page two of your document.
29. Using word processing software, type the text and apply the instructions at the end.

STORAGE CAPACITIES

Storage devices: - these hold data or information on file when it is needed for processing, processed data may also be put on to external storage files.

Storage and storage devices

Storage refers to the media on which data, instructions, and information are kept.

Storage is also known as backing storage or secondary storage.

Most computer systems have memory and backing storage.

Backing storage is necessary because memory is volatility and usually limited.

Backing storage cannot be directly addressed by the CPU therefore data and programs in backing storage must be read into memory before they can be processed

A storage medium is the physical material on which a computer keeps data, instructions, and information for future use.

Capacity is the number of bytes (i.e., characters) a storage medium can hold.

Four common types of storage media are;-

- Floppy disk
- Compact disc
- Hard disk
- Tape

- Zip drive

Other types of storage media include

- ❖ PC card
- ❖ Smart card
- ❖ Microfilm and microfiche
- ❖ Online storage

NO.	MEDIUM	CAPACITY	QTY	PRICE	AMOUNT
1.	CD-ROM R/W	700MB	520	2,500	
2.	Hard disks	80GB	450	100,000	
3.	Flash disks	2GB	45	35,000	
4.	DVDs	4GB	100	50,000	
5.	External Hard disk	250 GB	120	200,000	
		Total amount			

INSTRUCTIONS:

- Copy this work and paste onto page three of your document and take out the following instructions
- Centre, Bold and capitalize the title of the document it with font size as 18.5.
- Change the font style of the whole text to Lucida handwriting with font 14
- Use a word generated formula to calculate the Amount and the Totals amounts for Qty Bought Price and Amounts
- Include any relevant picture as a water mark.
- Include a 3-D 6PT page boarder.
- Include your name and personal number as a centred footer and header.
- Drop cap every first letter in each paragraph with an indent of 0.5cm to the right.
- Include page number in the format of 'page x of y'.
- Change the second page to orientation 'landscape'
- Save your work on a desktop as "**Computer storage**" and make a print out.

30. Using any word processor of your choice, type the document below and attempt the questions that follow.

Killer stabbed man to death

A ruthless killer who plunged two knives into a man's neck and chest "to see what murder felt like" has been jailed for life. James Hoyle was found calmly packing a bin bag of clothes while his victim's body lay in a pool of blood next to him.

When police arrested him on suspicion of murder he told them: “There’s no suspicion about this. He’s been dead for half an hour. I’ve killed him.”The 38-year-old had only just been released from prison after serving a five-year sentence for battering a homeless man with a metal bar when he stabbed Lee Doyle to death.

Mr. Doyle, a drug addict, was living in the same lodgings as Hoyle in Walton, Liverpool. At around 2am on March 22, neighbours heard a scream and saw bare-chested Hoyle walk out onto the street asking: “Could you phone the police? I seem to have killed a smack head.”Police arrived at the scene to find a “calm” Hoyle who had, without warning, used two knives to stab Mr. Doyle four times in the neck and chest, with one of the blades snapping off.

He told them that Mr. Doyle had: “Just p***ed me off so I thought sod it and got a knife and stabbed him.”One officer said: “It was a surreal situation and I found Hoyle quite scary. It appeared that he had just murdered somebody but was so calm about it.”Earlier that day, Hoyle had told a probation officer that he liked custody and “he would choose if he went back there”.

The self-confessed “hermit” pleaded guilty to murder at Liverpool Crown Court. Prosecutor Ian Unworthy QC said: “The murder was carried out with ruthless precision. One knife struck the heart of the deceased, another severed his jugular vein. The deceased had no chance of survival and died at the scene.”

- a) Apply a printed watermark “Killer in Manilla” coloured Red.
- b) Centre align the heading and give it a double underline of colour blue.
- c) Insert a picture about death behind the text of the first paragraph and colour your text blue.
- d) Insert page numbers of roman numerals and make sure the first page does not have a page number.
- e) Copy Paragraph three and paste it to the next page three times.
- f) Make letter H, the first letter in the fourth paragraph a drop cap of 2 lines and a distance of 0.1 inches from the text.
- g) Save your work as ‘Killer’ in a folder with your names on the desktop.

31.(a).Using a word processing application of your choice, key in the following text as it appears and save using file name '*textbook*'.

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 grey diagonal text.
- c) Underline the work textbooks wherever it appears in the document.
- d) Centre, bold, under the heading.
- e) Bold the word student wherever it appears in the document.
- f) Insert a heading 'textbooks', change the heading font colour to red and save your work.
- g) Set your work to appear in three columns.
- h) Print the two documents.
- i) Insert your name as header and footer your class. Save as 'textbook2' and exit the application.

32. Using a word processor of your choice type the following: -

AREAS OF APPLICATION FOR INFORMATION TECHNOLOGY

Education and training.

Many Universities, Colleges, school and public libraries are on line with websites for purposes of making easy access to educational information.

Education references software e.g. the Infopedia, Encarta, etc are programs used for helping people with English usage, data collection and analysis.

Business

E-Business in addition to encompassing E-commerce includes both front and back-office applications that form the engine for modern E-commerce. E-business is not just about E-commerce transactions; it's about re-defining old business models, with the aid of technology to maximize customer value. E-Business is the overall strategy and E-commerce is an extremely important facet of E-Business.

E-commerce facilitate the buying and selling of goods and services on line. E-commerce is buying and selling using an electronic medium. It is accepting credit

and payments over the net, doing banking transactions using the Internet, selling commodities or information using the World Wide Web and so on.

- ❖ Other businesses include;
- ❖ Computer Secretarial Bureau.
- ❖ Internet cafes.
- ❖ Commercial computer schools.
- ❖ On-line banking

Instructions:

- a) Change the type of the passage to comic Sans Ms and name it ICT areas of application
- b) Centre the heading, underline it, increase the font size to 20 and font type to Algerian
- c) Perform a word count for the passage and type it at the end of the passage as (number of words 23).
- d) Perform a drop cap on the last paragraph.
- e) Insert your name as header and footer your class.
- f) Print your work.
- g) Save your work as 'ICT areas of application'.

33. Using a suitable word processing program of your choice typeset the following text as it appears.

List of Science Fiction Films before 1920

This is a **list of science fiction films** organized chronologically. These films have been released to a cinema audience by the commercial film industry and are widely distributed

with reviews by reputable critics. (The exceptions are the films on the [made-for-TV list](#), which are normally not released to a cinema audience.) This includes [silent film](#)–era releases, [serial films](#), and feature-length films.

All of the films include core elements of [science fiction](#), but can cross into other genres such

Title	Director	Cast	Time Ratings
La Charcuterie mécanique	James Brothers	Kifampa and Sons	Short film ^[4]
Gugusse et l'Automate	George Miles	Georges Miles	Short film ^[5]
A Trip to the Moon	Georges Miles	Georges Miles	Short film ^[6]
20.000 Lieues Sous les Mers	Georges Miles	Georges Milles	Short film ^[6]
Airship Destroyer	Walter R. Booth		Short film ^[7]
Frankenstein	J. Searle Dawley	Augustus Phillips, Charles Stanton Ogle, Mary Fuller	Short film ^[4]

as drama, mystery, action, horror, fantasy, and comedy.

Among the listed movies are films that have won motion-picture and science fiction awards as well as films that have been listed among the worst movies ever made, or have won one or more Golden Raspberry Awards. Critically distinguished films are indicated by footnotes.

(a) Format your page layout as follows,

SIZE: A4

Margins: TOP and Bottom: 3 cm

Left and Right : 4 cm

Paper Height and Width : 30 x 42 cm

Paper Orientation: Landscape

Paper background colour : Olive green Accent 3

(b) Copy your document and paste it on page four, use the pasted copy to perform the rest of the work

(c) Change the table style to a medium shading 1 style

(d) Put a text a 2 ¼ shadow boarder around the second last paragraph, 3pts of thickness and a text highlighter of blue colour.

(e) Change the text direction for all column headers to face upwards.

- (f) Using the find and replace feature Replace the Name Georges Miles with John Woo wherever it appears in the document, Bold, italicize, and double underline the replaced name in the table wherever it appears automatically.
- (g) Format the title of the document as follows
Font style 20.5, Centred, double underlined and with a character spacing of up to 150% in upper case and font colour blue
- (h) Insert an automatic hyphenation in your document and justify the entire body text
- (i) Insert a caption at the table 'Science fiction'
- (j) Add page numbers at the top left corner of the page using page 1 of 3,page 2 of 3 format etc
- (k) Save your work as film with your personal number e.g. Film_501

34. Using a word processing application of your choice, typeset the following text and save as 'certification of appreciation'.

SEETA KINDERGARTEN P.O.Box 28 Mukono Sports Club Certificate of Appreciation This certificated is being a warded to For his / her outstanding performance in sports activities This certificate is therefore a token of appreciation for the Tremendous efforts towards the club. “Education is the Best” Club patron Headmaster	
--	--

Instructions:

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

Name	Post
Ntambi Isaac	Chairperson
Dorothy Linda Mwesige	Vice chairperson
Sekuuma Pafra	Treasurer
Nyakutar Esther	Secretary
Aluka Esther	Member
Nsimbi Alex	Member
Nandudu Phionah	Member

- i) Using the mass documentation facility, merge the above fields to certificate. Change the colour of merged fields in red colour on your main document.
- j) Merge to document the certificate such that each member has a complete document for printing.
- k) Print copies of your certificate and exit the application.

35. Using a word processing program of your choice, design the following document for use by retailer in your village. Save the document as ‘receipt’.

Lumala Retailers

P.O.Box 855

Jinja

Date:

RECEIPT

Received with thanks from:

Being payment for:

The sum of:

Shs:

Cash / cheque:

Balance:

Sign:

Instructions:

- Set your work in the table of 1×1 with a column dimension of 12.23 cm.
- Change the title inside your table to uppercase.
- Insert text a $2\frac{1}{4}$ shadow boarder around the word RECEIPT.
- Set the rest of the work in 1.5 line spacing.
- Copy and paste the document such that you have two on the same page.
- Centre the two documents on the same page.
- Insert footer your name and header the name of the business using the document.
- Print a copy of your work and exit application.

36. Using an appropriate word processor, type the text as it appears.

Office memo

24th March 2004

From: Public Relation Manager,

To: All Senior Staff.

Re: Salaries.

I am pleased to inform you following your sit down and the protracted negotiations put in your union representatives, the employment board in its last meeting agreed to increase your pay by 15%.

You will notice that this increment places you amongst the well most paid employees in this country. This is great and thanks to God!!!

However, I regret to inform you that the increments which should have been affected immediately will be delayed for one month due to the breakdown in our computer system. We are, however, working around the clock to ensure that you are paid fully including your arrears next month.

Happy Easter day.

Required:

- a) Copy and paste the document to page 2.
- b) Using the copy on page 2. format “office memo” as follows:
Centre Alignment, Bold, Font size = 19
- c) Select “th” in the date and format it to look like this 20th .
- d) Drop cap to two lines on the first and third paragraphs.
- e) Insert the footer as ‘Employment board’ on each page.
- f) Change the text “employment board” in the last line of paragraph 1 to font colour blue, font style italic.
- g) Set the left margin at 2.5 inches and the right margin at 2 inches.
- h) Use font size 13 points and font “monotype Corsiva” for the rest of the text.
- i) Insert a bottom boarder of size 3 points for your document.
- j) Save your work as your name and print all your work.

37. Using a word processing program, key in the document below as it appears and save it as ‘enegy crisis’

Deepening energy crises

Most Kampala residents hav shifted using electricity to charcoal, previously regarded as a cheap source of energy for the poor. But the charcoal pricess 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 crisis, some people especially low income earners now buy cooked food from the evening roadside markets.

Adapted from the New Vision Monday, December 22 2008

- (i) Insert the following table after the second paragraph of the text above.

sources of fuel in Uganda	Innovation
• Firewood • Charcoal • Kerosene • Gas	Improved Stoves Hydro

- (ii) Copy and paste the last two paragraphs onto the second page of this file and the following on the copied text.

- Insert a title 'effects of the crisis' and mark italic, underline and front type Arial Black.
- Change the font size of the body to size 14.
- Change the left indentation of the last paragraph to 0.5" (Inches).
- Change the table border to red. Fill the column cells with a Red shading.
- Change your name and class as footer of yr document.
- Save your work as 'illustration'.

38. Using a suitable word processing application of your choice type the following text as it appears and save as 'calculations'

A business needs to report and communicate its performance, level of profits margin obtained and other relevant aspects to the shareholders. An accountant prepares what is called 'financial ratios' that assist a stakeholder to interpret a set of accounts well.

These ratios are generated using already tested formulae which include;

- Cost of Sales – Opening Stock + Net purchases – Closing Stock.
- Net Purchase – Purchase – Returns Outwards.
- Net Sales = Sales – Returns Inwards.
- Gross profit = Net Sales – Cost of Sales
- $\text{Margin} = \frac{\text{Gross Profit}}{\text{Net Sales}} \times 100$

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

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

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

Instructions:

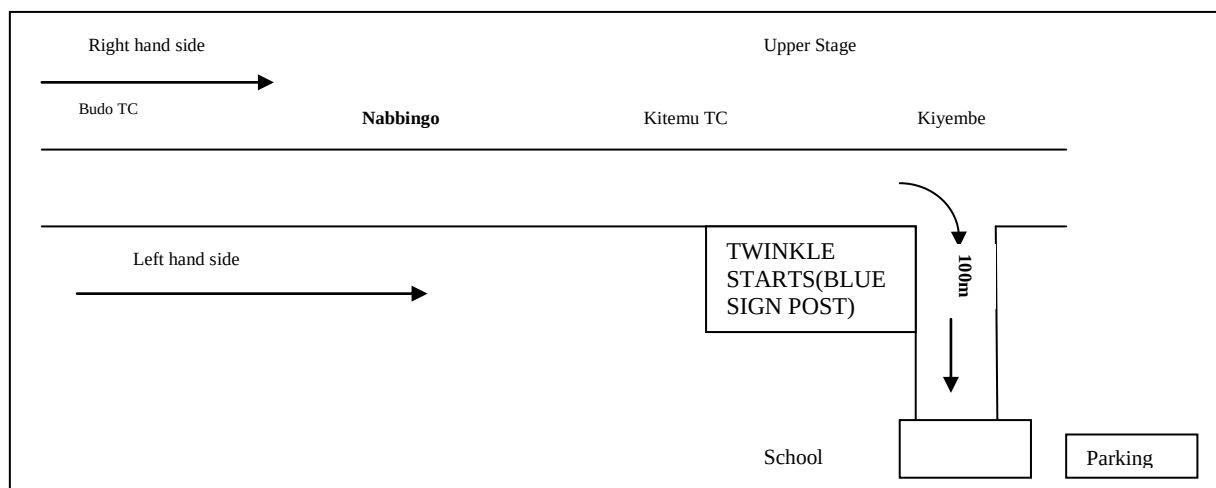
- Insert a heading ‘Business Calculation’.
- Set the line spacing between the formulae to 1.5.
- Set your work on page size A4, with margin settings of 0.4” (Inches) for bottom, left and right.
- Ensure that you use an equation editor for all the formulae.
- Change the bullets to a) format.
- Print two copies of your work and then save.
- Change to uppercase the title.
- Find and replace **shareholder** with **member**.
- Print a copy of your work and save as ‘financial ratios’

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

Day	10:00 pm	1:00 pm	5: pm
Mon	Mugisha m. Namakula G. Oguttu N.	Nasolo D. Katende H. Luwedde R.	Opio M. Nakangu K Kirabira P.
Tue	Kazibwe D Serukiiko N Sewankambo J	Sali D Okwi M Acio S	Wakale A. Mukisa D Arianaitwe K
Wed	Asiimwe K Kalulu K Nkambwe N	Wanga O. Wadeya S. Omara W	Achan I Ongella A Nandudu A
THur	Matovu E. Nakato A Muwanguzi D	Selukiiiko N Kato R. Asiimwe B.	Mawano O Mukambwe K Buyinza A
Fri	Kapale J Kasolo K Kawemba N.	Maganda R Suuna O Kizza B	Museveni K Kyarya M Mabiriizi K
Sat	Kiggndu J Katulebe W Mugabe D	Kiwumulo I Mukwanha E Kibumba Peter	Nambozo T Seruggo k Kamaadi R

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 rota for week one 2016. Break heading in three lines well centred.
 - Change the heading to upper case and in font outline.
 - Using the cell alignment facility, centre the days of the week.
 - Double click each column to enable the names to appear on each typing line automatically.
 - Centre the days of the week both vertically and horizontally. Change the text direction of all the days.
 - Bold all the days of the week and change to font colour blue with a red highlight.
 - Print three copies of your work.
40. Using a word processing application of your choice typeset the following objects as it appears and save as **twinkle**.



Instructions:

- Change page margin dimensions to 0.7 cm top, 1.3 cm, 1.5 left and right.
- Group your objects.
- Copy your work to page two of your document.
- Insert the heading on page two as “road map to twinkle stars nursery school”.
- Convert your heading to upper case, size 16.5 and typeface “Times New Romans”.

- f) Make three copies of your work on page two of your document.
- g) Save your work as ‘complete’.
- h) Print two copies of your work.

41. 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’

HILTON HIGH SCHOOL- MUKONO

P.O. BOX 593, MUKONO

TEL: 0755-555-555

Admission Letter:

Name:.....Age:.....
 Sex:..... Home District:.....
 Father’s Name:.....Occupation:.....
 Number of Children:.....Your Position:.....
 District of Birth:..... Nationality:.....
 Relative in school:.....Address:.....
 Name of Mother:..... Occupation:.....
 Mother’s Contact:.....Nationality:.....

Health Record:

Alignment:.....When detected:.....

Pocket Money:

Personal Doctor:..... Contact:.....
 Amount paid:.....Withdraw times:.....

Ideclare that this information provided is correct to the best of my knowledge.

Signature

Date

.....

.....

A SYMBOL OF BEAUTY AND SUCCESS

Instructions:

- a) Set your paper size to A4 with margin dimensions of 1 cm for bottom, top, right and left respectively.
- b) Set the tab stops at: 11 cm and 17 cm, right with dot leader style.
- c) Bold: apply font size 21 pts to your 3 line heading. Remember to change font colour to red.
- d) Provide a free line between 'Admission letter' and the text above.
- e) Apply an outline format on 'Admission letter' and activate all caps check box in your form.
- f) Insert an empty box of 3×4 cm where the passport photograph will be put. It should be at the top right hand corner of your form.
- g) Apply a 2¹/₄ paragraph shadow boarder around your work.
- h) Set this work in one – half line spacing.
- i) Apply page boarder around this work.
- j) Print a copy of your work and exit the application.

42. (a) **Sub ICTUNEB 2014**. Using a word processor of your choice, type the document below using *Comic Sans Ms* font style. Save it as **Reading Lesson 1**.

Jack is a young lad living with his widowed mother. Their only means of income is a cow. When this cow stops giving milk one morning, Jack is sent to the market to sell it. On the way to the market he meets an old man who offers to give him "magic" beans in exchange for the cow.

Jack takes the beans but when he arrive home without any money, his mother becomes angry and throws the beans to the ground and sends Jack to bed without supper.

- (b) Copy all the text and paste it in a new blank document. Save it as **Reading Lesson 2**.
- (c) Include a heading; **JACK & THE BEANS STALK** and format it to size 28.
- (d) Change line spacing for all paragraphs of text to 1.5.
- (e) Insert **auto shape** a face in the middle of paragraph 1
 - Wrap text around it **Tight**.

- Resize it to height of **0.47 inches** and width of **0.68 inches**.

(f) Insert a **page break** below the last paragraph.

(g) On page 2, use a table of 7 **Rows** and 3 **Columns** to design your class time table.

(h) Modify the table in (g) and make it appear like the one below

Time table for Reading lessons		
	CLASS 2	CLASS 3
Mon		
Tue		
Wed		
Thur		
Fri		

KEY



Teacher Agnes



Teacher Helen

(i) Insert a header of your name and personal number.

(j) Save and print all your work

43. Computer Studies 2015 (a) (i) Using the tab facility in a word processor, re arrange the data below in three columns of; **NAME OF STUDENT, SCHOOL AND POINTS SCORED.**

Namuleme Shanin of Kakoora Academy scored 128 points, Walakira Ambrose from Lubanga memorial school got 234 points, Mivule Charles from King S.S S got 449 points; Luwalira Micheal from Rise and Shine college got 341 points; Mikolo Chris Rise and shine college got 128 points; Kimuli Faith also from Lubanga Memorail school got 128 points.

(ii) Highlight the student with the highest score using any colour

(iii) On the next page, insert a three column table to tabulate the same given data

(iv) Insert a row above your table and type the heading **MUBENDE DISTRICT SPORTS SCORED.**

(v) Insert a header and a footer as your name and personal number respectively.

(vi) Save and print all your work.

44. Sub ICT UNEB 2015 (a) Type the text below using an appropriate word processing program.

The storks and the Urchin

Of all the boys in the town, the most forward in singing nonsensical verse was always the same one who had begun teasing the storks, a little urchin not more than six years old. The young storks indeed, fancied him a hundred years old, because he was bigger than either their father or mother and what should they know the ages of children, or grown-up human beings!

All their schemes of revenge were aimed at this little boy; he had been the first to tease them, and he teased them still. The young storks were highly excited about it, and the older they grew the less they were inclined to endure persecution. Their mother, in order to pacify them, at last promised that they should be revenged, but not until the last day of their stay in that place.

Hans Christian Andersen.

- b) Copy and paste this document to the next page.
- c) Change the heading to upper case, font comic sans ms, underline it with any dotted line and a font size 13.
- d) Justify the whole document.
- e) Change the line spacing for paragraph one to 1.5
- f) Drop cap on two lines the letter beginning from paragraph one.
- g) Create a footnote on the word “pacify” and should have the statement “to calm somebody who is angry”.
- h) Your name and personal number should appear as footer and italics.
- i) The name “Hans Christian Andersen” should be crossed through.
- j) Highlight the word “scheme” with colour yellow
- k) Save this document as “prose”.
- l) Print your work.

Introduction of support files at “A”Level

NB: UNEB has come up with a new U.A.C.E practical paper settings and the settings shall be by use of support files which will require students to download the file from a given location and then a student will be required to answer all the instructions that would come with the support file. This will begin with effect from this year 2016

The following is an example of a support file and how it is examined.

It takes two	25
Digital divide.....	25
Legal advice	26
Ten most stressful events in life.....	27

"And then there are those people who are just very ineffective communicators and maybe they need help communicating. And I don't know if a mediator, this neutral person whose goal is to get an agreement, is the right person there."

Mr Stutman is also keen to stress that, as with any situation, the parties should feel comfortable that their lawyer is competent.

"That doesn't mean you throw the baby out with the bathwater," he says.

"I think that there are many people who could probably do well with this kind of a process, and if someone has figured out a way to harness cloud technology to buffer the discussion in some way or guide the discussion, I think that's wonderful.

"I am not threatened by it. I don't think any practicing lawyer would be threatened by it, or should be threatened by it, because I don't think it is meant to take the place of what lawyers do."

The law has traditionally been slow to embrace new technology, meaning there is huge potential for start-ups in the profession. Silicon Valley seems to agree - Wevorce is backed by influential seed accelerator Y Combinator.

The Stanford Centre for Legal Informatics (CodeX), a joint venture between the university's law school and computer science department, is another factor to consider, and is behind **some of the most successful start-ups** aiming to capitalise on the gap.

Wevorce recently expanded from being available in only a select group of US cities, to being available across the country. The company has already fielded requests from other countries.

For Ms Crosby, the most important indicator of success is their clients.

"We've worked with over a hundred families, and kept all but one out of court, which we are really proud of, because it really allows the families to get back to parenting and not stuck in this difficult transition."

"I remember being asked by one of the lawyers: If you are stranded on a desert island which parent would you choose to live with?"

Michelle Crosby was just nine years old when she had to stand in a court room and tell a judge which parent she wanted to live with, a heart-breaking choice for a small girl to have to make in the most adult of environments.

Divorce is considered to be the second most stressful life event most of us will ever go through. For children especially, it can seem like the end of the world.

"I had a clear insight that this is a very broken space. And that moment became the catalyst for me knowing that I wanted to go to law school and I wanted to fix it," she says.

"I wanted to make sure that there are no other kids that get put in that position."

It takes two

She became a lawyer, working with families in the same situation she had found herself in. Thirteen years on, she decided the time had come to go it alone and to try to make the process more collaborative and less painful.

After studying mediation training at Harvard, Ms Crosby put her ideas into practice working with families in Boise, Idaho.

"I self-funded it for a few years and watched quite a few families through it. I realised we had something, and then we started to realise that we had identified archetypes," she says.

"Even though lawyers were typically treating each case as unique, I could clearly see the patterns."

The final piece of the puzzle was the technology.

"In this day and age, where most of us live with iPhones and iPads, there is no reason why we can't be using these existing technologies to help [families] through this transition.

"So many of the conflicts that happen with families are caused by lawyer miscommunication, or something getting stuck on someone's desk or in a court process."

Digital divide

The result was Wevorce.com. It is a software service that is accessible from anywhere that has an internet connection - so your smartphone, tablet or laptop - because it is held in the cloud.

The six-step programme guides families through decisions relating to finances, property, and most importantly, the children.

Couples are screened to make sure this is right for them - where there has been domestic violence or abuse, for example, this would not be appropriate.

The next step is the creation of an amicable divorce roadmap, working with a legal architect - an attorney qualified to deal with family mediation - and other experts if need be.

"If they don't have a lot of complicated assets [and] they seem to be fairly amicable, they may only need three in-person meetings and they can do most of it online," says Ms Crosby.

"If they have a really large, complicated financial estate, they may need more meetings and it may take a little bit more time."

Because the aim is to keep parties out of the courts, and because of the efficiencies the technology offers, the company says fees range from \$3,000 to \$15,000, a considerable saving.

Couples are also provided with customised educational materials - videos, games or text - that work through different situations, including the realities of co-parenting.

"For example, if one child asks you whether they can get their ears pierced, is that something that you both need to decide together, or is it something that you are okay with one parent deciding?"

"The court may not really care, but you as a co-parent are definitely going to care about it. Because the number one source of conflict comes from someone making a decision that someone else thought they had the ability to weigh in on."

The other role of the technology is as a virtual case manager.

"Most attorneys have boxes and boxes of paper, and it requires three touches by the attorney, the paralegal and the assistant," says Ms Crosby.

"This technology allows everyone to be seeing where the case is, where it is stuck, what are the remaining steps that need to be done."

Legal advice

Michael Stutman is a partner at global law firm Mishcon de Reya. He is head of their New York office's family practice, has written a book on divorce and is the current president of the American Academy of Matrimonial Lawyers, New York Chapter.

"People when they are in the midst of this stuff are disabled in many ways," he says.

"They are like deer looking at headlights. And they do need people to help them become aware of the options that are available to them."

But this type of approach, like any type of mediation, isn't for everyone according to Mr Stutman.

"There is a whole class of people that are not suitable to this. Areas where there is abuse at any level, whether it is physical abuse, whether it is viciousness in terms of language, whether it is economic bullying, whether it is [emotional abuse], the victim of that poor behaviour should probably not be placed in a circumstance where they can continue to be victimised."

"And then there are those people who are just very ineffective communicators and maybe they need help communicating. And I don't know if a mediator, this neutral person whose goal is to get an agreement, is the right person there."

Mr Stutman is also keen to stress that, as with any situation, the parties should feel comfortable that their lawyer is competent.

"That doesn't mean you throw the baby out with the bathwater," he says.

"I think that there are many people who could probably do well with this kind of a process, and if someone has figured out a way to harness cloud technology to buffer the discussion in some way or guide the discussion, I think that's wonderful.

"I am not threatened by it. I don't think any practicing lawyer would be threatened by it, or should be threatened by it, because I don't think it is meant to take the place of what lawyers do."

The law has traditionally been slow to embrace new technology, meaning there is huge potential for start-ups in the profession. Silicon Valley seems to agree - Wevorce is backed by influential seed accelerator Y Combinator.

The Stanford Centre for Legal Informatics (CodeX), a joint venture between the university's law school and computer science department, is another factor to consider, and is behind some of the most successful start-ups aiming to capitalise on the gap.

Wevorce recently expanded from being available in only a select group of US cities, to being available across the country. The company has already fielded requests from other countries.

For Ms Crosby, the most important indicator of success is their clients.

"We've worked with over a hundred families, and kept all but one out of court, which we are really proud of, because it really allows the families to get back to parenting and not stuck in this difficult transition."

Summary:

Ten most stressful events in life

- ✓ death of a partner
- ✓ divorce
- ✓ separation from a partner
- ✓ imprisonment
- ✓ death of a close family member
- ✓ personal illness or injury
- ✓ marriage
- ✓ dismissal from work
- ✓ change of job
- ✓ retirement

Source: Holmes and Rahe, The social readjustment rating scale, 1967



Instructional sheet

- a) Copy the file saved as 'divorce' onto your desktop.
- b) Create a folder with folder name 'your name' and 'index number'.
- c) Change page set up to A4 with margin stops at: Top and Bottom = 2 cm, Left and Right = 1.5 cm.
- d) Change font style for all your work to Arial Narrow, font size = 12.
- e) Page break from the following headings: It takes two, Digital divide, Legal advice, Ten most stressful events in life and they should appear as a sub headings.
- f) Change the sub headings above to heading 2, adjust the font size to 12 and face = Arial Narrow.
- g) Page break that the first page of this document is blank.
- h) Insert a heading for the text at 'The start-up trying to make divorce less painful'
- i) On the second page type a title, 'table of contents'. On this page, insert a table of content for you work. It should have the ability to update automatically.
- j) Insert footer in this work 'your name'.
- k) Insert page numbers in the format of: first page = empty, second page = (i), third page = 1 and it should continue to the rest of the work.
- l) Justify align all your work in this document.
- m) Insert a header, your index number.
- n) Insert a water mark in you work 'Stressful things'. It should be in font size 72, colour = red and transparent.
- o) Convert the summary into a table. Number the points in order of A,B,C, e.t.c.. Draw a line to separate the numbering from the points. Auto fit the second column that the longest point appropriately fits in.
- p) Find the word 'Laptop', in your work and add a footnote 'An example of a personal computer by classification and sits on the laps of the user'.
- q) Add a page boarder on the first page of the document only. Choose a style of your choice. It should be read in colour.
- r) The picture that is inserted at the bottom of the page should be copied and pasted under the subheading 'It takes two'. It should have the following picture size: Height = 3.25 cm and width = 4 cm.

- s) Italicize the source; change it to font size 11.5, font colour red and font style Times New Roman.
- t) Apply a line numbering for content under the sub heading Legal Advice. Make sure that the line numbers do not appear in the rest of the document.
- u) Save your work as 'Divorce' in your folder.

***THEREFORE TEACHERS ARE REQUESTED TO TEACH THEIR LEARNERS THOSE
CHANGES IN TIME.***

ELECTRONIC SPREADSHEETS SOFTWARE

TIPS TO NOTE:

Spreadsheet:

- a) Use the right application
- b) Do not use a calculator and then feed in the results. The formula is the determinant of the answers.
- c) In case of any instruction to with a graph, use a correct type of graph for example pie chart, bar graph.... This graph should have a title, legend, chart axes i.e. x and y axes.
- d) Format the spreadsheet as asked.
- e) Follow the instructions as given by the examiner.
- f) Attempt questions skill by skill.

1. The table below shows employers of Hilton Hardware Products (U) Ltd. The workshop uses the following information to compute the employee's remuneration.

Employee	Age	Basic salary	Allowances	Overtime
Wadega Paul	52	1200000	70000	40000
Kimayo Amos	28	225000	75000	45000
Kimaite Nathan	43	230000	85000	50000
Wadada Joseph	52	250000	100000	55000
Lubega Joseph	29	250000	100000	55000
Makwasi Yovan	55	250000	100000	55000
Mukasa Silver	29	230000	85000	50000
Ssekyanzi Stephen	35	240000	90000	52000
Mabberi David	53	210000	60000	35000
Mafabi Stephen	27	220000	70000	40000
Namonye Tom	26	330000	75000	45000
Nsubuga Ivan	25	210000	60000	35000

- i) Enter the above data into a spreadsheet.
- ii) Assume each employee started working at the age of 23 years; compute the number of years spent in service for each employee.
- iii) Calculate tax for Each employee at 15% of basic salary
- iv) Compute the gross pay for each employee.
- v) Compute the net pay for each employee.
- vi) Sort the data with age starting with the highest.
- vii) Give the table a title “employee records” font Georgia, font size 13 and centre it.
- viii) Format the figures to Uganda shillings and allow ,000 separator.
- ix) Create a column graph of employees name and basic pay only.
- x) Save the work under your name

2. 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.

Name of worker	Basic pay	Transport	Medical	PAYE	Housing
Naiga Sandra	350,000				
Bazalaki Richard	456,000				
Butono Paul	340,000				
Isabirye Moses	235,000				
Adong Molly	156,000				
Aliba Brenda	456,000				
Kyeswa Brian	345,000				
Bazibu Fred	765,000				
Mulongo Daudi	234,000				

Instructions:

- a) 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.

- b) Sort names of workers in ascending order.
- c) Align columnar headings from Basic pay to housing to 90°.
- d) Format your figures to allow, 000 separators.
- e) Apply line borders around your work.
- f) Insert a header, your name and footer your class.
- g) Using columns for name of worker and PAYE create a pie chart to represent this data.
- h) Save your work as 'BK Limited

3. Enter the data below into a spreadsheet program:

Name	English	Mathematics	S.S.T	Science	Total	Average score	Rank
Kato	56	19	56	24	?	?	?
Gume	45	34	58	62	?	?	?
Akello	35	27	35	32	?	?	?
Kapere	24	7	31	74	?	?	?

- b) Compute the total mark for each student.
- c) Compute an Average Score for each student.
- d) Using a formula determine the positions for the students.
- e) Rename the sheet under your name and create a pie chart consisting of names and the total mark.
- f) Sort data in descending order basing on names.
- g) Save your work as 'Exam'

4. Beginning from cell A1 and Sheet1 of your spreadsheet program of your choice, key in the following and save as 'results'.

NAME	ENG	MT C	SCIE	SST	TOTAL	AVERAGE	POSITION
Katongole Alex	80	45	56	89			

Naddunga Sharon	80	26	41	42			
Mwesigwa Samuel	56	98	52	36			
Auma Scovia	80	89	32	56			
Nakwekwe Yonah	45	56	65	74			
Naddunga Pionah	12	32	85	58			
Katende Joseph	78	65	41	69			
Opio Victor	35	56	23	36			
Auma Justine	62	36	23	52			
Nambozo Lillian	45	22	14	42			
Mulembe Kevin	44	56	15	89			
Mpande Herbert	36	78	68	36			
Mugole Harriet	58	56	94	45			
Namugele David	45	52	100	21			
Kiiza Donald	65	43	23	36			
Minimum							
Maximum							
Mode							

Instructions:

- In the column for total, determine the total score for each student.
- In column G, determine the average score for each student in two decimal places.
- Determine the position for each student using the average mark in column H.
- In row 18, 19 and 20; determine the minimum, maximum and modal mark for each subject
- Apply a good boarder format around your work to make it look professional.
- Using labels in cell range A1:A16 and details in E1:E16, create a column graph to represent this data. Set your chart as an object to sheet3 of your spreadsheet.
- Insert header your name and footer your index number. Print one copy of your work

5. The table below shows employees of Wanume Company Ltd. The Company uses the following information to compute the employee's remuneration.

Employee	Age	Basic Salary	Housing allowance	Utilities and fuel allowance
Kamilo Deo	35	120000	70000	22000
Kutosi Kate	40	125000	75000	25000
Nakimwero Ruth	43	130000	85000	33000
Jabuli Abbey	62	150000	100000	42500
Apesi teo	59	150000	100000	42500
Rwampara David	55	150000	100000	42500
Kimanje Tadeus	48	130000	85000	33000
Miiro Priscilla	50	140000	90000	35200
Kalanzi Jimmie	29	110000	60000	22110
Gonza Lucy	32	120000	70000	23100
Katuntu Jeremy	51	130000	75000	22000
Gogolo Mine	54	110000	60000	22110

- Enter the above data into a spreadsheet.
- Arrange the names in alphabetical order.
- Calculate tax for employees at 20.5% of basic salary
- Compute the gross pay for each employee
- Filter employees with basic salary of 100000 and 140000.
- Give the table a Title “Wanume Staff Payroll”, century gothic font, font size 15 and centre it.
- Format the column titles to be bold, font size 13 and with title case.
- Format the figures to Uganda shillings
- Save your as ‘Wanume StaffPayroll’ and print a copy of your work.

6. Using a suitable spreadsheet application of your choice, prepare a spreadsheet saved as ‘electricity bill’ and key in the following data.

Customer name	Old reading	New reading
Okello Samuel	10235	10895
Nakafu Annet	256487	260235
Senyonga Samuel Denilson	21548	25642
Mbabazi Faridah	1245	2315
Chelangat Moureen	3012	4856
Nagwanja Faith	1203	2365
Namatovu Ireen	14562	15365
Egesa Benard	2564	2780
Nyakato Dorcus	12012	13598
Ogentho Vivian	45122	46569
Kolunda Doreen	19578	20027
Lubwama Geoffrey	65987	66905
Namufumba Martha	10021	12365
Nsubuga Ivan	63254	64756
Ndego Cyrus Isaac	45277	45290
Auma Kelly Mugeni	20113	22365
Nankya Essie	51002	52310
Onek Dennis Innocent	64875	65898

Instructions:

- Insert two columns in Cell A4 and A5 respectively to hold label names for: Units Used and Total Pay.
- It is given that Units Used is a difference between New Reading and Old Reading. Determine units used by each customer.
If is given that:

✓ Units below 450 are not charged at all.

- ✓ Units between 450 and 549, a flat fee of 5,000 and the excess of units used beyond 500 are multiplied by 85.5 shillings.
- ✓ Units that are above 549, a flat fee of shs. 9,000 is charged and added to the units used multiplied by 90.3 shillings.
- c) Insert separators in the column that contain total pay.
- d) Using columns for Customer's name and total pay create a clustered horizontal cone to represent this data range. It should be an object in sheet two of your work.
- e) Arrange your work in ascending order in respect to units used.
- f) Select your work from cell E1 to E19, group your work.
- g) Insert a conditional formatting to highlight cell rules whose values are greater than 20000 for data ranges B1 to E19.
- h) Insert header, your name and footer your index number.
- i) Print a copy of all your work.

7. Golola General Merchandise is a company dealing in general hardware products. The table below shows the sales they made at the end of last month.

	A	B	C	D
1	ITEM	QUANTITY	UNIT COST (Shs)	
2	Rings	8,400	200	
3	Twisted bars	2,000	350	
4	Round bars	5,000	1,000	
5	Ordinary cement	4,000	18,000	
6	Supa cement	250	20,000	
7	Lime	200	12,000	
8	Red oxide	800	8,500	

- i) Enter the above data into an electronic spreadsheet starting from A1 to C8.
- ii) Create another Column in your worksheet at D1 with the Heading "TOTAL COST" and by use of a formula find the total for each item.
- iii) Copy and paste the table onto sheet2
- iv) Rename sheet 1 "ORIGINAL" and Sheet2 "COPIED"

- v) On the original sheet insert an empty column between QUANTITY and UNIT COST and name it “VAT”. Fill this column with VAT values which is 18% of the unit cost.
- viii) Arrange the items on the copied sheet in descending order according to “TOTAL COST”
- ix) Create a column and position data basing on TOTAL COST
- x) Change the title heading to font colour blue
- xi) Create a bar graph representing item with their corresponding total cost.
- xii) Determine the following basing on the quantity
- Minimum
 - Maximum
 - Average
 - Mode
- xiii) Save your work as ‘Golola and your name.
- xiv) Print the copy of your work
8. A certain accountant pays workers after preparing a manual payroll. You have been asked to prepare a payroll this time using an electronic spreadsheet program of your choice and save your work as ‘electronic_payroll’.

Worker’s Name	Basic Pay
Mauso Rennie	800,000
Kakande Oliver	950,000
Kibumba Peter	200,000
Kasubi Anthony	300,000
Nabbosa Jennifer	100,000
Maganda Moses	560,000
Sserwada George	450,000
Katiba Mohammed	480,000
Nassuna Monicca	800,000

Golooba Robert	782,000
Masolo David	963,000
Nawita Jenipher	742,000
Kakande Umar	980,000
Kadooli Robert	320,000
Kimaite Mike	890,000
Kiggundu Benon	1,000,000

Instructions:

- Copy your work to sheet2 of your workbook.
- Add label names from cells A3 onwards for: Housing, Transport, Medical, Insurance, NSSF, PAYE, Total Allowances and Total Deductions.
- The rates of basic pay are as follows: Housing - 10%, Transport - 5%, Medical - 20%, Insurance - 10%, NSSF - 5%. Hence determine the amounts for each worker.
- PA YE is calculated from the following schedule:

Tax Range	Tax
0 – 250,000	0
250,001 – 450,000	Excess of 250,000 – 120,000 x 3%
450,001 – 800,000	Excess of 250,000 – 120,000 + 10,000 x 15%
800,001 – 1,200,000	Excess of 250,000 – 120,000 + 55,000 x 20%
1,200,001 onwards	Excess of 250,000 - 120,000 + 60,000 * 25%

Hence determine PAYE for each worker.

- Determine Total Allowances summation of Housing, Transport, Medical and Insurance; and Total Deductions which is a NSSF + PAYE for each worker.
- Using data ranges for Worker's Name and Total Pay, create a 3D Clustered column to represent this data. Remember to insert a good chart title, X and Y axes labels. Insert your chart as an object in sheet4.
- Rename all worksheet tabs as sheet1 to 'Collected', sheet2 to 'Final' and sheet4 to pie chart.

- h) Insert a tab colour of red to sheet 'Collected' and blue to 'Final'.
- i) Insert your name as header, class as footer.
- j) Print a copy of all your work in the workbook.

9. Enter the text below into an excel work sheet and answer the questions that follow

	January	February	March
Income			
Sales	400,000	500,000	800,000
Rent	250,000	200,000	300,000
Others	100,000	150,000	100,000
Total income			
Expenses			
Purchases	100,000	100,000	200,000
Wages	50,000	100,000	50,000
Administration	10,000	10,000	50,000
Miscellaneous	1,000	2,000	1,000
Total Expenditure			
Gross profit			
Tax (15%)			
Net profit			

10. Create a work sheet and enter the data below:

Auto stores	Y2 1999	Y2 2000	Y3 2001	Y4 2002	ATS
Sales Revenue	22600	38000	52000	86800	
Cost of Goods sold					
Gross Margin					
Variable Expenses					

Fixed Expenses	4500	4500	4500	4500	
Net profit					

Complete the table using the following information

The cost of goods sold and variable expenses for the Auto stores are 65% and 10% of the sales Revenue respectively.

- Enter a formula for each quarter to calculate the gross margin which is equal to Sales Revenue minus Cost of goods sold.
 - Net profit is equal to Gross margin minus variable and fixed expenses
 - Add a column called ATS that totals the figures from the four quarters
 - Draw a column graph for net Profit for the four quarters.
 - Add a title “Auto stores and label the X – axis as Quarterly Net profit and the y-axis as Amount in shillings.
 - Save your worksheet as your name and index number
11. Kampala Examinations Board (KEB) has asked you to use a spreadsheet application of your choice to work on the data below beginning in cell A1 of sheet1 of your workbook saved as ‘examinations’.

NAME	MTC	ENG	SST	SCIE
Lugadha Isaac	40	80	90	100
Arinaitwe Irene	60	50	20	40
Mwogererwa Deo	70	40	30	20
Kanamwanji Solo	80	15	20	40
Rukundo Andrew	90	90	80	40
Nalubale Vivian	10	100	100	100
Anyam Trevor	20	90	80	75
Walimbwa Paul	40	60	70	90

Instructions:

- Copy your work to sheet2 of your workbook.

(b) Insert a new column after each subject with a label name 'Grade' in each.

(c) Given that:

$$75 - 100 = 1$$

$$70 - 74 = 2$$

$$65 - 69 = 3$$

$$60 - 64 = 4$$

$$55 - 59 = 5$$

$$45 - 54 = 6$$

$$40 - 44 = 7$$

$$35 - 39 = 8$$

$0 - 34 = 9$, hence; determine the grade scored by each student in each subject.

(d) After the column for SCIE, add two columns for Aggregate and Division respectively.

(e) Determine the aggregate by summing up all grades obtained by each candidate.

(f) Given that:

Aggregate $4 - 12 = 1$, if a candidate passes MTC and ENG with a score less than or equal to Grade 6.

Aggregate $13 - 22 = 2$, if a candidate passes ENG with less than or equal to Grade 8.

Aggregate $24 - 32 = 3$,

Aggregate $33 - 36 = 4$, hence; determine divisions for each student using appropriate columns.

(g) Apply a good line boarder around your work.

(h) In cell A13, enter the following labels downwards: Minimum, Maximum and Average.

Hence, determine the values for each basing on each subject ignoring subject grades.

(i) Using columns for Name and Aggregate insert a 3D pie – chart to represent this set of data as an object in sheet3.

(j) Rename your work sheets as “Original”, “Copied” and “Pie-chart”.

(k) Print all your work in your workbook and exit the application.

12. Below is a spreadsheet showing employees record for **Tim & Co. Ltd in Kampala** district.

(i) You are required to;

- Open a suitable application program and enter the data below exactly as it appears maintaining the respective cell addresses.

- Save it as **Day Book**

A	B	C	D	E	F	G	H	I	J
Tim & Co. Ltd Employees Records									
				Night					
	Name	Basic Pay	Transport Allowance	Duty Allowance	Revenue Tax	Gross Pay	Net Pay		
1	Johnson	400000	2100	2000					
2	Andrew	300000	4000	2000					
3	Katima	80000	2500	2000					
4	Amadu	60000	7000	2000					
5	Ayebale	75000	8000	2000					
6	Twiiine	100000	3000	2000					
				Revenue tax =	10%				

- Assuming that revenue tax is 10% of basic pay, using absolute cell referencing work out the revenue tax for all employees.
- Calculate the Gross Pay.
- Calculate the Net Pay.

(ii) Rename all work sheets as follows:-

Sheet1 - Jan Budget
 Sheet 2 - Feb Budget
 Sheet 3 - Mar Budget

(iii) Insert a Footer of Your name and index No., and it should be centre aligned on all worksheets.

(iv) Save the changes to your work using your name and index No. and make print-out of Sheet 1.

13. Using any spreadsheet application software of your choice, Insert the following information into a worksheet.

Name	Stored goods	Purchased goods	Total	Allocation
Mukasa	34000			
Ssali	679000			
Oryem	87000			
Kirabo	45000			
Kukunda	87000			
Buyondo	23000			
Nagujja	12000			
Okello	23890			
Alena	56000			
Magoba	90000			
Ogel	56000			
Arinaitwe	56000			
Rukidi	456000			

- Rename the worksheet GOODS
- In column D, Calculate the Total number of goods available for each, if they each purchased 60000 goods
- Create another row called average to calculate the average of the stored goods and purchased goods
- In the ALLOCATION column, assign each person's bonus as follows:
 - if the total goods are above 600,000 allocate "V.Good"
 - if the total goods are above 500,000 allocate "Good"
 - if the total goods are above 400,000 allocate "Fair"
 - if total goods are below 400,000 allocate "Bad"
- Below calculate the total stock available for all the people
- Sort the information by name in ascending order.

- g) Save your work in your name and the class as a footer.

14. The following information was extracted from the personal records of mazimawanvu computer training institute, Kamwokya.

Name	Years in service	Age (years)	Gross pay (shs)	PAYE (shs)	Net pay (shs)
Abu		56	198,000		
Tom		71	240,000		
Anne		30	80,000		
Agnes		49	515,000		
Pat		26	132,000		
Yawe		75	716,000		
Bruno		60	345,000		
Aphia		25	89,000		
Carol		29	345,000		
Apil		22	600,000		

Using appropriate formulae and functions;

- Assume that the policy of mazimawanvu is to recruit employees at the age of 18. Compute the years spent by each employee working for the company.
- Determine the age of the youngest and oldest employees
- Assume that PAYE is 15% on any amount above the threshold of 130,000/=, using the IF statement, compute the amount of the monthly tax remittance for each employee.
- Determine the total monthly PAYE tax remittance to URA by this company.
- Determine the average gross pay for the employees
- Determine the net pay
- Plot a well labelled column chart for the gross and net pays with all the chart labels.
- Save your work as 'mazimawanvu'

15. The table below shows examination results of senior four students 2014

STUDENT'S NAME	CLASS	BOT	MID	EOT (X/70)	final mark
----------------	-------	-----	-----	------------	------------

		(X/10)	TERM (X/20)		
SSALE GEDION	S4N	06	14	41	
MATWALE CARLO	S4N	07	17	49	
BWIRE AMOS	S4W	05	10	35	
KIBUYE DEVIS	S4N	08	12	40	
AKANKWATSA	S4N	04	15	44	
KATENDE ARNOLD	S4N	08	16	48	
OGENRWOTH S	S4N	09	17	52	
OTIM EMMA	S4N	08	18	55	
KATO ELISA	S4W	06	16	50	
KICA MERCY	S.4W	04	15	30	

N.B. BOT= Beginning of term mark and EOT = end of term mark

The final mark is a summation of BOT, MID-term and EOT

- i) Enter the students' data above in a spreadsheet program
- ii) Determine the final score for every student by use of a formula.
- iii) At the end of the empty row after Kica m, insert a formula/function in the "FINAL MARK" column, to determine the best student.
- iv) Insert a header "STUDENTS PERFORMANCE" and centre it.
- v) Copy and paste your work to another worksheet
- vi) Insert a blank row between Ogen S. And Otim E.
- vii) Plot a bar Graph of the final mark against the student.
- viii) Save your work under your name

16. Enter the data below and format the it exactly as it appears into work sheet 1 and save it in the **XXXEXAM** folder created as **raw-marks.xls**

	A	B	C	D	E	F	G	H
1								
2								
3	STUDENT NUMBER	NAMES	TELEPHONE NUMBER	TEST A	%	TEST B	%	
4	01	Lule Nabil	0414 372 475	34		43		
5	02	Okello Oryem	0712 312 130	56		22		
6	03	Nantongo F.	0414 421 666	76		34		
7	04	Sempa H.	0414 927 384	54		67		
8	05	Senabulya S.	0414 991 622	34		65		
9	06	Kato P	0782 421 333	67		34		
10	07	Semujju K.	0414 696 472	89		56		

- (ii) Copy the work in (i) and paste it in worksheet 2 of the same workbook. Rename this worksheet 2 to **percentage-marks**.
- (iii) Given that Test A and Test B are marked out of 90 and 70 respectively, on **percentage-marks** worksheet, enter appropriate formulae to calculate the percentage marks for both tests.
- (iv) In C17 enter the word *RANGE A*, and in cell D17, use functions to obtain the difference between the highest and lowest percentage marks in Test A
- (v) In C18 enter the word *RANGE B*, and in cell D18, use functions to obtain the difference between the highest and lowest percentage marks in Test B
- (vi) In C19 enter the word *AVERAGE*, and in cell D19, use functions to obtain the overall average mark in both Tests.
- (vii) Enter your name in the centre section of the footer and save your work.
- (viii) Save your work as 'XXXX EXAM'

17. The information below is driven from MUFTI Limited from some few selected staff. The staff include JACKIE, KENT, PAULINE, UNICE, XAVIER, LEONALD, SONNY, CHRISTINE, PHILIPER and INNOCENT. They earn the following amount as basic salary respectively: 660000, 760000, 870000, 580000, 600000, 610000, 630000, 640000, 650000 and 555000.

- (i) Enter the above information using Microsoft Excel.
- (ii) Lunch allowances for all employees are 22% of their basic pay.
- (iii) Housing allowances are 62% of lunch allowances.
- (iv) All employees are paid transport allowances of 59,000
- (v) Compute the employees' gross pay.
- (vi) PAYE is 2.5% of basic salary.
- (vii) National social security fund is calculated at 18% of gross pay.
- (viii) Compute the employees' net pay.
- (ix) Plot a line graph of net pay against basic salary in worksheet 2.
- (x) Save your work in your name, class and stream on the desktop.

18. Enter the table below in a spreadsheet application.

INCOME AND EXPENDITURE ESTIMATE FOR THE YEAR 2010/2011

CODE	ITEM	JAN	FEB	MAR	TOTAL
INCOME					
INC 01	Sales	125,000	-----	-----	
INC 02	Services	50,000	-----	-----	
INC 03	Others	70,000	-----	-----	
TOTAL INC.					
EXP 01	Salaries	50,000	-----	-----	
EXP 02	Wages	30,000	-----	-----	
EXP 03	Travel	10,000	10,000	10,000	
EXP 04	Purchases	60,000	-----	-----	
TOTAL EXP.					

(ii) Using the information below, complete the table above by the help of a spreadsheet formula.

- Revenue from sales is expected to increase by 10% every month.
- Revenue from Services and others is supposed to increase by 2% every month.
- Salaries and wages should increase by 50% only in Feb and remain constant in Mar.
- Purchases should decrease by 3% per month
- Create a new row “Average Income” and calculate the average income in every month.
- Calculate the Total Revenue and Expenditure for each month.
- Calculate:
 - (i) Overall Revenue and Overall expenditure for each month.
 - (ii) The profit earned for each month.
 - (iii) The Overall profit earned by the company
 - (iv) Save your work as “My accounts”

19. A company deals in six (6) stationary items namely; note books, counter books, printing papers, box files, diaries and clip files. The table below represents the opening stock (O), closing stock (C), quantity sold (Q), selling price (S) and value of sales (V) respectively; where $Q = O - C$ and $V = S \times Q$.

A	B	C	D	E	F
Item	Opening stock (O)	Closing stock (C)	Quantity sold (Q)	Selling price (S)	Value of sales (V)
Note books	350	250		1500	
Counter books	490	400		3000	
Printing papers	200	150		10000	
Box files	200	100		5000	
Diaries	500	300		2000	
Clip files	400	200		1000	
Total value of sales.					

- i) Create a spread sheet of the data above, starting with the item title in cell A1 and save the work book as “Sales” and the worksheet as “stationary 1”
- ii) Put the appropriate formula in cell D2 to compute the amount sold. Copy it to the rest of the column.
- iii) Put the appropriate formula in cell F2 to compute V.
- iv) Sum column F to find the total value of sales.
- v) Use the graph function to draw a bar graph of sales for the various items. Include your name and index number in the footer.
- vi) Save the graph in a new worksheet as “My graph”
- vii) Print the data and the graph separately.

20. Create a data model which looks like this in a Spreadsheet and save as “Accounts Book.

Information Table	
Mark – Up	0.05
	0.07

Main Table					
Date	Item	Size	Purchase	Increase	Sale
March 24, 2006	Caps	Large	94	67	
March 30, 2006	Caps	Extra			
		Large	295	54	
April 6, 2006	Shirts	Small	449	30	
April 15, 2006	Shirts	Large	839	73	
May 19, 2006	Shirts	Extra			
		Large	519	21	
May 20, 2006	Trousers	Small	349	76	
May 26, 2006	Trousers	Large	139	80	
February 6, 2006	Shorts	Small	258	45	
February 6,	Socks	Large	79	59	

2006					
July 6, 2006	Socks	Extra Large	444	59	
June 17, 2006	Shoes	Small	45	29	
June 22, 2006	Shoes	Large	88	65	

Summary Table			
№ of Small size Items		Total Purchases	
№ of Large size Items		Maximum Increase	
№ of Extra Large size Items		Average Sales	

- ii) In the Information Table name the cell that holds data 0.05 **FIVE** and name the cell that holds the data 0.07 **SEVEN**
- iii) In the main Table in the cell under Sale enter the formula which adds the Increase to the Purchase. Replicate this formula to the rest of the cells.
- iv) In the information Table format the cells containing the data 0.05 and 0.07 to display the % value with 0 decimal places.
- v) In the Summary Table use Count IF to count the number of items where the size is **Small**. Place the result in the cell to the right of the row heading **№ of Small size Items**.
- vi) In the Summary Table use Count IF to count the number of items where the size is **Large**. Place the result in the cell to the right of the row heading **№ of Large size Item**
- vii) In the Summary Table use Count IF to count the number of items where the size is **Large**. Place the result in the cell to the right of the row heading **№ of Extra Large size Items**.
- viii) In the Summary Table use Suitable Functions to calculate the **Total Purchases**, **Maximum Increase** and **Average Sales**.

- ix) Format the cells in the *Purchase*, *Increase*, and *Sale* columns to display the \$ sign (dollar) with 2 decimal places.
- ix) Set your page orientation to landscape.
- x) Save the data as 'accounts books' and print a copy of the sheet, showing the formula used.

21. The figures below show the average temperature (in °C) and amount of rainfall (in millimetres) that was received in Jinja in 2014.

MONTH	TEMPERATURE (°C)	RAINFALL(mm)
JANUARY	22.5	56
FEBRUARY	22.5	85
MARCH	23	141
APRIL	23	194
MAY	22	145
JUNE	21.5	66
JULY	21	62
AUGUST	21.5	86
SEPTEMBER	22	98
OCTOBER	22.5	134
NOVEMBER	23	163
DECEMBER	22.5	94
<u>AVERAGE</u>		
<u>LOWEST</u>		
<u>HIGHEST</u>		
<u>TOTAL</u>		

SOURCE: <http://www.climatedata.eu/climate.php>

REQUIRED:

- i) Enter the data above data on sheet 1 of a workbook.
- ii) Copy and paste the transpose of the data above onto sheet 2 of the workbook

- iii) Use functions to calculate the average, minimum, and maximum Temperature in 2010
- iv) Use functions to calculate the average, Minimum, Maximum and Total Rainfall received.
- v) Create a line graph to show the trend of temperature in the third quarter of 2010.
- vi) Add your name as footer to sheet 2 and the line graph in (v) above.
- vii) Save your work as “2014 CLIMATE STATISTICS FOR JINJA”
- viii) Print your work (print the graph separately).

22. Enter the data below is a spreadsheet application of your choice starting from cell A2.

ITEM	NUMBER OF BOXES	NUMBER OF ITEMS PER BOX	PRICE PER ITEM	TOTAL
Soap	15	10	700/=	
Pens	6	12	300/=	
Books	12	12	200/=	
Toothpaste	15	6	1200	
Shoe Polish	4	5	2500/=	

- (a) Enter a function in cell E3 which will obtain the total values as a product of values in column B, C and D.
- (b) Format columns D and E to /= currency format.
- (c) In cell E8, generate the sum of column E. Redefine the cell reference for E8 to ‘GRANDTOTAL’
- (d) Add a title “2ND TERM REQUIREMENTS FOR STUDENTS” In blue font Tahoma 12 bold, in cell A1 merged across columns A to E.
- (e) Insert your name and index number in the footer section of your spreadsheet.
- (f) Print your work.

23. The table below shows records of stock at DD & MM Quality Stationary Shop Limited.

Considering the following DD & MM Quality Stationary Shop Limited conditions:

- (i) A profit of 95% on each item sold.
- (ii) Goods once sold are not returnable.
- (iii) Cash payment must be made at the counter before departure with the item bought.

Use it to answer the following questions:

- (a) Enter the record in any available spreadsheet application.
- (b) Compute the:
 - (i) Total Cost Price
 - (ii) Sales Per Item
 - (iii) Total Sales
 - (iv) Profit
 - (v) Highest total sales
 - (vi) Lowest total sales
- (c) Introduce a column between columns B and C. Determine positions of the selling items, where the most selling item is positioned 1 and the least is in the last position ordered by quantity.

DD & MM QUALITY STATIONARY SHOP LIMITED

Item	Quantity	Cost Price Per Item	Total Cost Price	Sale Per Item	Total Sales	Profit
Ream of Printing Paper	20	Shs15,000				
Art Pencil	150	Shs300				
Bic Pen	160	Shs500				
Black Board Duster	100	Shs1,000				
96 Pages Exercise book	40	Shs400				
Metre Rule	200	Shs500				
Mathematical Set	400	Shs1,300				
The Highest total sale						
The Lowest total Sale						

- (d) Introduce a new column after the profit column for **Remarks**. Use VLOOKUP Function to give Remarks as follow:

Quantity	Remarks
400	The Best selling Item
200	The second best Selling Item
40	Second least Selling Item
20	The Least Selling Item

Where for the quantity not specified in the table should indicate #N/A.

- (e) Plot a column graph showing item sold on the x-axis and profit made in a month on the y-axis for this business.
- (f) Save the work as Sales in the folder created in question1.

24. Jim Watson, owner of Hollybank farm, milks a herd of fifty dairy cows. The following table shows the number of gallons of milk produced on the farm each month over a four-year period:

HOLLYBANK FARM				
Month	1997	1998	1999	2000
January	502	440	661	552
February	1022	856	1015	1170
March	4316	3986	3884	4287
April	7627	6846	7946	7570
May	9728	9103	9726	10046
June	8423	8156	8509	9218
July	6848	6411	6592	7158
August	5868	5386	5591	4985
September	3382	2927	3002	2675
October	2181	1937	1886	1685
November	536	478	515	484
December	335	284	256	317

Enter this data onto a spreadsheet and save the file as **Dairyl**, then carry out the following tasks:

- (i) Add a row to show the total number of gallons produced each year.

- (ii) Add rows to show the average, maximum and minimum monthly yields for each year.
- (iii) Insert a column, labelled *Price/Gallon*, after each year's data. The price per gallon of milk during 1997 and 1998 was £0.82, the price was increased in 1999 to £0.90 and increased again in 2000 to £0.95. Enter these details in the four unit price columns.
- (iv) Insert a column, labelled *Total Price*, after each *Price/Gallon* column to show the total amount of money earned each month from milk sales.
- (v) Obtain the gross earnings for each year from milk sales.
- (vi) Obtain the average annual earnings from milk production, for the period given, on Hollybank farm.
- (vii) Format the relevant columns to currency format.
- (viii) Save the spreadsheet as **Dairy2**.
- (ix) Obtain a printout of **Dairy2**.

25. The table below shows the average sales (in millions of litres) of petrol of four companies in for Jan-June, 2003.

	Patro	Coltexn	Hellen	Pove
January	23.9	40.0	65.5	18.7
February	15.0	54.8	69.0	22.6
March	20.4	67.0	78.9	24.4
April	17.6	55.5	50.5	20.9
May	21.3	65.3	75.4	17.5
June	24.1	47.5	66.2	18.2

- (i) Enter the above information in a spreadsheet
- (ii) Create a pie chart that includes a title and labels to represent the sales of the four companies in the first quarter of 2003.
- (iii) Draw a bar chart to represent the sales of the companies.
- (iv) Determine the total sales for each month.
- (v) Insert your name and index number in (ii) and (iii) above.

- (vi) Save your work as my ***petrol sales***.
- (vii) Print your work.

26. 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, and October 2010:

Serial No.	Customer's Name	Meter Reading as at 1 st Sep.	Meter Reading as at 1 st Oct.	Meter Reading as at 1 st Nov.
01126	Tegule Arnold	35839	36852	36990
00138	Musitafa Alex	13538	14011	15673
00187	Okima Whycliff	20153	20542	20933
00193	Ssentongo McKein	28603	29256	30189
00065	Otunga Peterson	32568	33410	34667
07998	Luumu Andrew	42398	43630	44802
02334	Apio Oliver	15644	15644	15644
08773	JJJ Enterprises	22893	39955	50993
08845	Nantume Justine	9638	9641	9649
00578	Tushemereirwe Enid	17988	18346	19012

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 per month.

Required:

- (a) Enter the above table on worksheet one at it is (with heading texts wrapped and superscripts included), beginning from cell A1.
- (b) Copy the data on sheet 1 and paste it onto sheet 4 (renamed as **final-bill**).
- (c) Insert a blank row above the table on sheet 4 and Enter the label, **Unit Cost** in cell A1 with a corresponding Value, **250** in B1; and the label, **Service Fee** in D1 with a corresponding value, **5000** in E1.
- (d) Use columns **F** and **G** to calculate the number of units used in September, and the number of units used in October. Assign these columns suitable headings.

- (e) Use columns **H** and **I** to compute the electricity bill for September and October, for all the customers. Assign these columns suitable headings.
- (f) Format all currencies to have the symbol **UGX.** before the values.
- (g) Re-arrange the data to have the customers' names in alphabetical order.
- (h) Insert a centered footer your name and print sheet 4 to paper size A4 landscape.
- (i) Save your work as 'UMEME'

27. A company deals in 6 major stationary items namely; counter books, note books, printing paper, clip files, box files and diaries.

The table below represents the opening stock O, closing stock C, quantity sold Q.

The selling price, S and the value of sales V respectively where, $Q=O-C$ and

$$V = S \times Q .$$

	A	B	C	D	E	F
1	Item	Opening Stock (O)	Closing Stock(C)	Quantities Sold(Q)	Selling Price (S)	Value of Sales (V)
2	Note Books	200	120		1500	
3	Printing Paper	400	160		8000	
4	Clip files	170	80		200	
5	Box Files	100	0		2500	
6	Diaries	95	30		1800	
7	Counter Books	600	150		5000	
8					Total Value Of Sales	

- i. Create a spreadsheet of the data above, starting with the item titled cell A1 and save it as "Stationary1"
- ii. Put the appropriate formula in cell D2 to compute the amount sold. Copy it to the rest of the column.
- iii. Put the appropriate formula in cell F2 to compute V for that row and copy it to the rest

of the column.

- iv. Sum up column F to find the total value of sales.
- v. Save your spreadsheet as “Stationary2”.
- vi. Use the graph function to draw a bar graph of sales for the various items. Write your name and index number below the graph.
- vii. Save the graph as “My graph”.

28. Using any spreadsheet software do the following

- a) Select Sheet 2.
 - i) In cell A1, enter State
 - ii) In cell B1, enter Ice Cream
 - iii) In cell C1, enter Shakes
 - iv) In cell D1, enter Soda
 - v) In cell A2, enter California.
 - vi) In cell A3, enter Idaho.
 - vii) In cell A4, enter Nevada.
 - viii) In cell A5, enter Total.
 - ix) In cell B2, enter 295.
 - x) In cell C2, enter 44.
 - xi) In cell D2, enter 63.
 - xii) In cell B3, enter 420.
 - xiii) In cell C3, enter 102.
 - xiv) In cell D3, enter 209.
 - xv) In cell B4, enter 250.
 - xvi) In cell C4, enter 66.
 - xvii) In cell D4, enter 56.
- b) In cell B5, enter a formula to add cells B2 through B4.
- c) Copy the formula into cells C5 and D5.
- d) Select cells A5 through D5 and make the font bold.
- e) Select all cells that have data and apply a thick-lined border.

- f) Insert a column chart for newly created table with states as the x-axis and driks as the title.
- g) Rename Sheet 2 to **Chart**.
- h) In cell E1, enter grades.
- i) Between E2 to E4, enter a formula which shows that states that sold soda above 150 having excellent, states that sold between 100 and below 150 having fair, and states that sold below 100 were having poor.
- j) Add a custom footer containing the following information:
 - Left section: your name
 - Centre section: today's date
 - Right section: page number
- k) On sheet1 merge cells A1 through to d1 and insert the words "ICT is the way to go, Hate it or" In font size 24.
- l) Auto filter soda to display only those above 100.
- m) Save your work as your name.

29. You are going to compute students' results. Please use a suitable application and

1. Create the following table.

ALINDA PETER	56	78	57	55	43
MUKAMA FRED	45	67	43	45	67
ALASO ALICE	43	89	54	43	89
KIBANDAEARNEST	22	67	66	22	67
ALIGAWESA DEO	67	54	87	44	54
ABIGABA BAYRON	89	56	9	55	56
MUSINGUZIMOSSES	9	54	90	89	54
OPIO MOSES	87	33	89	45	33
NKATA ALLAN	65	22	78	43	22
KIGANDA JOHN	54	45	55	22	67
MUGASHO MUSTAPHA	45	67	65	67	54
MUGAMBI ABRAHAM	67	89	54	89	56
KASOZI SYDNEY	89	9	65	9	54
KASULE GALANDI	56	88	77	87	33
MUKASA VICENT	55	76	89	65	22
TASHOBYA MUKULA	45	65	76	34	43
KYOSIMBA AGNES	43	44	43	56	65
KABASOMI BRENDA	23	3	65	54	77
BIGIRWA HENRY	45	37	77	33	98
BWENGYEBUKYE WISDOM	67	89	98	56	88

- Insert a row above that data and write column headings, column 1 is names, column 2 cpt, column 3 Bio, Eng, Mtc, phy, Agric
- Create a column after Agriculture and call it Total. Use the inbuilt formula to calculate total marks for every student.

- c) Create another column after Total and call it AVE. use inbuilt formula to calculate average mark for every one
- d) Bold the column headings, totals and average
- e) Insert a column (Column A) before names and automatically number the students
- f) Put all borders around the whole the whole landscape page
- g) Rename sheet1 as ROW DATA and Sheet 2 as Final Data
- h) Copy the contents of ROW DATA and paste them on FINAL DATA (all the working should now be done on the final datasheet)
- i) On the final Data, Add another Column as Comments
- j) Using IF Function, give students with average 70 and above VERY GOOD, above 60 GOOD, above 50 fair and below that Try Harder.
- k) Sort students in order of performance (ascending order)
- l) Insert a filter showing only those with average above 51.5
- m) Insert your name and number as footer
- n) Print your work on a landscape orientation.

30. The table below shows the common sales (in thousands) of litres of liquid milk of four farms in a certain district during the third quarter of the year 2008.

	Wairaka	Butiki	Walukuba	Bugembe
July	93.2	0.4	55.6	78.1
August	5.1	84.5	9.6	62.2
September	40.2	7.6	98.7	44.2

Required

- (i). Enter the above information to a spreadsheets application.
- (ii). Create a pie chart that includes a title and labels to represent the sales of the four farms in the third quarter of 2008.
- (iii). Draw a bar chart to represent the sales of the farms.
- (iv). Determine the total sales for each month.
- (v). Insert your name and index number as footer in the documents created in (ii) and (iii) above.

(vi). Save your work as **MySpreadsheet**.

31. Using any spreadsheet software of your choice, enter the following data and follow the instructions. Save it as 'COFFEE BAR'.

	A	B	C	D	E	F	G	H
1	TELGORIA COFFEE BAR							
2		Dollar Rate =	2700					
3		Pound Rate =	3150					
4	No.	Item	Qty	Unit Cost in Shs.	Total Cost in Shs.	Total Cost in USD	Total Cost in Pounds	Percentage Cost
5	1	Chocolate Cake (piece)	32	2500				
6	2	Vanilla Cake(piece)	340	2000				
7	3	Roasted Peanuts (kg)	23	5600				
8	4	Coffee (25g tin)	14	4300				
9	5	Coffee Beans (Kg)	10	7500				
10	6	Sugar (Kg)	20	3000				
11	7	Milk (Ltr)	56	1900				
12	8	Beef Samosas	80	1000				
13	9	Eggs (trays)	25	10000				
14	10	Chicken Pies	1300	1200				
15	GRAND PURCHASES							

(ii) The above worksheet represents part of a Shopping list for TELGORIA COFFEE SHOP, use a Spreadsheet application you are familiar with to create it and save it as **THE COFFEE SHOP**.

(iii) In cell **E5**, calculate the **Total Cost in Shs** for the Chocolate Cake; copy the formula to cells **E6:E14**.

Both the Manager and the Director of the Coffee Shop are not Ugandan natives, they require that all financial records of the business be calculated in both Dollars and Pounds for easy interpretation:

(iv) In cell **F5**, enter a formula which will convert the **Total Cost of Chocolate cake** to Dollars (USD), it must include the value in **C2**; copy the formula to cells **F6:F14**.

(v) In cell **G5**, enter a formula which will convert the **Total Cost of Chocolate cake** to Pounds, it must include the value in **C4**; copy the formula to cells **G6:G14**.

(vi) In cells **E15**, **F15** and **G15** calculate the **Total Purchases** in the 3 currencies.

(vii) In cell **H5**, enter a formula to calculate the **Percentage Cost** of Chocolate Cake to **Total Purchases**; it must include the value in **E15**. Copy the formula to cells **H6:H14**.

- (viii) Format the contents of **E15**, **F15** and **G15** to size **12**, **Comic Sans Ms**, **Bold**, Color **Red** and Double underlined.
- (ix) Change the data type for the values in columns **F** and **G** to **currency** and assign them their respective currency symbols (\$) and (£):
- (x) Using only **Items** and **Total Costs** generate a pie chart for the Shopping list:
- Place the chart on a new worksheet and Rename the worksheet **Percentage Purchases**.
 - Include data labels in the centre as percentages

32. You are the book keeper of your company, the information below is given as follows;

a) Enter the above table in a spreadsheet program of your choice

b) Calculate the New salary if the old salary was increased by 10%

	A	B	C	D	E	F	G		
1	Increment	10%							
2		Old Salary	New Salary	Difference	Old Salary Tax	New Salary Tax	Old Salary After tax	New Salary After tax	Status
3	Joshua	400000							
4	Diana	490000							
5	Moses	450000							
6	Bryson	500000							
7	Karim	340000							
8	Davis	700000							
9	Miriam	200000							
10	Phiona	300000							
	Pay as you earn (tax)	7%							

c) Find the difference between Old and New salary

d) Calculate the Old and New salary tax

e) Calculate the Old and New salary after tax

f) Use the computer to display the status to be “HIGH” if the old salary is equal or greater than 500000 and “LOW” if the old salary is below 500000

g) Format the new salary column figures to appear bold and red in colour

h) Create a column chart to display the variation of old and new salary

i) Create a pie chart to display Old salary after tax for all people. Put your chart on its own sheet.

j) Copy the table to sheet 2

k) On sheet 2, Insert a row between Diana and Moses and enter “Irene 420000” in it.

m) On sheet 2, Insert a Column called NSSF between Old and New salary. Given that NSSF is 12% of Old salary, calculate its values.

n) Save your work as ‘Salary’.

33. Using a spreadsheet application of your choice, key in the following data as it beginning in cell C5 and save it as ‘canteen’.

Item	Quantity	Unit price (shs)
Cake	500	500
Yoghurt	900	700
Dry cells	16	2500
Chapatti	1000	300
Pen	250	100
Picface exercise book	600	250
Doughnut	300	100
Soda	100	900
Mineral water	89	700
Pencil	123	50

- In cell G3, type 18%.
- In cells F5:H5, insert columnar headings for: Gross Amount, VAT and Total.
- Determine the value of gross amount given that it is a product of quantity and unit price.
- Using the value given in cell G3, determine the value for each item in this column.
- Determine the total amount paid given that it is a summation of gross amount and VAT respectively. (Remember to use separators in your work on sheet1).
- Create a 3D pie-chart using columns for Item and VAT. Add data labels for each item. Your chart should be an object in sheet2 of your work book. Change the heading to read, “A 3D PIE CHART SHOWING CANTEEN SALES”, in font size 14.
- Insert a new row between Chapatti and Pen for Pancake for records 500 and 50 respectively. Allow your table to recalculate and update the chart immediately.
- Rename sheet1 to ‘calculations’ and sheet2 to ‘pie-chart’.
- Centre your work in sheet1 both vertically and horizontally.
- Insert header as your name and index number.
- Print a copy for each of your work.

34. Using a spreadsheet program of your choice, enter the following data and carry out instructions below.

Name	Net Income	Medical	Housing	Feeding	Savings
		35 %	10%	25%	30%
Lubwama	1,000,000				
Nanokha	2,000,000				
Ochole	1,800,000				
Aleba	800,000				
Mbabazi	450,000				
Sempala	2,000,000				
Masaba	800,000				
Muwanguzi	300,000				
Kibuye	1,000,000				
Akankwasa	3,000,000				

Instructions:

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

i) Insert an automatic date in each sheet where your work is stored.

j) Print your work and exit the application.

35. The below shows records which were extracted from an employee's database of Semex soap works Ltd;

Additional information;

Housing allowance is 5% of Gross Pay

- Gross pay = Basic + Housing Allowance
- Net pay = Gross pay – (Tax + Insurance + any Bonuses)
- Bonus is calculated on the basis of the number of “years in service” as follows;
 - More than 5 years in service = 5% of Gross pay.
 - More than 10 years in service = 10% of Gross pay.
 - Over 15 years in service = 15% of Gross pay.
- Insurance is flat rate of Shs. 150,000/=

Name	Basic pay	Housing	Gross pay	Tax	Insurance	Years in service
Kiberu Sam			530,000			17
SsonkoEmma			786,500			3
DdambaJosep h			455,000			10
Kawum Steven			564,800			5
Muwanguzi David			179,000			8
LukabweSolomon			399,800			19
Nabayego Rita			650,000			3

a) Open any spreadsheet application and enter the above data.

b) Use appropriate formulas to;

i. Calculate the housing Allowance of all employees.

- ii. Determine the Basic pay for all employees.
 - c) Create 2 new columns and give them the following column titles respectively. (Bonus; Net pay)
 - d) Compute;
 - i The Bonus pay for all employees.
 - ii The Net pay for each employee.
 - e) Use a function to determine the highest value of Bonus earned by the employees
 - f) Format all the figures to 2 decimal places with a shilling sign for currency.
 - g) Make all headings Bold and with a yellow shade in the background.
 - h) Save your work as SALARY. Your name e.g. SALARY. JOHN.
 - i) Print all your work.

36. The following workers of Dell Construction Company had their basic salary as follows:

Name	Age	Basic (Shs)	Transport allowance	Lunch	Gross pay	Tax	Net Pay
Joy	35	120,000					
Maria	23	150,000					
Tricia	30	300,000					
Lyton	25	150,000					
Tania	19	450,000					
Immy	33	250,000					
Tom	41	250,000					
Andrew	40	170,000					
Michael	38	180,000					
Gorreth	39	200,000					
Martha	22	120,000					
Angella	20	150,000					
Patrick	19	200,000					

- i) Using a spreadsheet application, enter the above data in a worksheet.
- ii) Using suitable formulae, compute the following:
 - o Transport allowance at 8% of Basic
 - o Lunch at 12% of Basic
 - o Gross pay as the total of Basic, Transport allowance and Lunch.
 - o Tax at 15% of Gross Pay.
 - o Net pay as the difference between Gross Pay and Tax.
- iii) Put all borders on your data.
- iv) Sort the names in alphabetical order
- v) Insert a Column graph showing the employee's Basic allowance and Tax

- vi) Save your work as your name and print your work.

37. Enter the data below in a Ms Excel Worksheet

(ii) Using the Information below, complete the table:

- Revenue from **sales** is expected to increase by 10% every month
- Revenue from **Services** and **Others** decreases by 2% every month
- **Salaries** and **Wages** increased by 50% only in February and stayed constant for March
- **Purchases** increased by 10% every month.

(iii) Calculate the **Total Revenue** and **Expenditure** for each month

(iv) Calculate the **Overall Revenue** and **Overall Expenditure** for this company

(v) Calculate the **Profit** earned for each month.

(vi) Calculate the **Overall Profit** earned by the company

(vii) Save your work on a diskette as “**My Accounts**”

38. **Computer Studies 2015** (b) The following is a payroll of a school in Nangabo Sub county.

TEACHER	BASIC PAY	HOUSING ALLOWANCE	GROSS PAY	TAX 30%	NET PAY	MODE OF PAYMENT
PAULA	250,000					
JANE	450,000					
TIM	840,000					
JAMWA	650,000					
ALEX	880,000					
PROSIE	150,000					
DANIELA	120,000					
OYITA	380,000					

(i) Enter the data in the spreadsheet

(ii) Study the information below and use it to complete the given table.

- **HOUSING ALLOWANCE** is 40% of **BASIC PAY**.

- **GROSS PAY** is the summation of **BASIC PAY** and **HOUSING ALLOWANCE**.
- **TAX** is got using absolute cell referencing, and it is 30% of **GROSS APY**.
- **NET PAY** is **GROSS PAY** minus **TAX**.
- Teachers whose **NET PAY** is less than 400,000/= their mode of payment is **CASH** otherwise **CHEQUE**.

Use the **IF** function to determine the **MODE OF PAYMENT**.

- Create a column chart representing **TEACHERS** and **NETPAY**.
- Save you work as your name and personal number.
- Print your work.

39. **Sub ICT UNEB 2015**.The table below shows examination results of senior six students of Mugo Secondary School. Study it and answer the questions that follow.

C8		fx		30						
	A	B	C	D	E	F	G	H	I	J
1	MUGO Secondary School Senior Six class, 2013									
2	SUBJECTS									
3	FIRST NAME	LAST NAM	BIOLOGY	CHEMISTRY	MATH	PHYSICS	ICT	AVERAGE	GRADE	
4	OKUMU	DAVID	80	90	80	90	70			
5	NAIGA	LILIAN	72	85	63	47	90			
6	APUNU	JOSEPH	78	87	86	82	52			
7	ODYEK	TONNY	78	87	86	82	52			
8	WAISWA	MAX	30	25	58	58	67			
9	LUBEGA	KARIM	86	56	47	78	82			
10	KATAIKE	JENNIFER	59	85	64	55	85			
11	KATEGEREGGA	JULIUS	98	45	25	93	69			
12										
13	HIIHGEST VALUE									
14	LOWEST VALUE									
15	MEDIAN VALUE									
16										

(a) Enter the students' data above in a spreadsheet application as shown.

(b) Using appropriate functions, determine the:

- Average score for each student.
- Highest score for each subject.
- Lowest score for each subject.
- Median score for each subject.

(c) Make your worksheet landscape page orientation.

(d) Name your worksheet as **Results**.

(e) Use the relevant function to grade each student's average by indicating:

- **Very good** if average is greater than 80.
- **Good** if average is greater than 55.
- **Poor** if average is below 55.

(f) Save your work as your name and personal number.

(g) Print your work.

DATABASE MANAGEMENT SOFTWARE TIPS TO NOTE:

Database management:

- a) Use the right application software.
- b) The tables should have a primary key.
- c) Insert a foreign key if more than one table is used to form a table relationship.
- d) The correct data types should be used for example a phone number should be set as number.
- e) Format your data type with appropriate mask symbols e.g. @for text, # for digit entry, e.t.c if necessary.
- f) A student should be able to apply the appropriate criteria when handling queries for example greater than (>) less than (<) like e.t.c.
- g) Calculations can be handled if a correct formula is generated within the query, form and report where necessary.
- h) If a form is required, use it to enter data into a table where applicable.
- i) Use asked data types.
- j) This is easiest number where one can easily get full marks.

1. A school in Kiboko County, Mbemba district has a population of 500 students and various subject departments. Some twenty students, 12 of them girls live in Maria and Theresa houses. The other 8 are boys who live in Mutesa and Kabalega houses.

Required to:

- i) Create a database file with the fields:
 - a) Surname, last name, age, sex, registration number, address, class and house, for the 20 students.
 - b) Sort the data above using surname as the key field. Save your database file as Dfile
 - c) Design the a table using the data in (i) above in a Datasheet view for house members of Maria and Kabalega houses.
 - d) Create a report showing the fields: surname, class, and house.
 - e) Save your table as Dtable

2. 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:

- Create a table save as 'namulesa'.
- Insert a primary key using a suitable field name.
- Format your DistributorID using auto number datatype.
- Format your values to allow for thousands.
- Create a query to return records of distributors whose name has letter 'e' in its formation. Save as 'letter'.
- 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.

3. a) Design a database of your class with the following fields. Surname of students, first name, sex former primary school, marks at primary leaving examinations (Maths, English, SST and Science), Total aggregate.

- i) Follow the format below

Filename	Data type	Size/Length

- ii) Using the fields in the table above make 5 records.
- iii) Make the surname the primary key.
- iv) Save the database as "Class data"

4. A database manager of Mega dairy farm, Mukono provide data in two tables as below.

Table 1: Employee Bio Data

Employee Id.	First name	Last name	Date of Birth	Residence
MGM/001	Davis	Lutakome	15-11-1980	Mawoito
MGM/002	Peterson	Waiswa	16-02-1978	Kakira
MGM/003	Henry	Kasujja	14-09-1979	Kakira
MGM/004	Johnson	Ludhuba	21-03-1984	Mawoito
MGM/005	Godfreys	Kodheyo	30-12-1980	Wairaka
MGM/006	Humprey	Makoma	21-08-1974	Musiima
MGM/007	Dicson	Kitakufe	19-10-1986	Kakira
MGM/008	Derek	Nhala	10-01-1981	Mawoito

Table 2. Basic Data

Employee Id.	Responsibility	Basic Salary (Ug. Shs)
MGM/001	Wheel loader	160,000
MGM/002	Supervisor	200,000
MGM/003	Wheel loader	160,000
MGM/004	Driver	150,000
MGM/005	Mechanic	175,000
MGM/006	Driver	150,000
MGM/007	Sales agent	250,000
MGM/008	Wheel loader	160,000

- i) Create the two tables above.
- ii) Design a query marring the two tables and name it *mother query*
- iii) Create a query for all the workers who were born after 1980
- iv) Create a form to display the following fields Id, last name, residence and responsibility.
- v) Create a report to display the sir names of the workers who earn a basic Salary of: 150,000,250,000, and 160,000 only.
- vi) Save the data base as “*Mocks*”

5. Katosi Landing Site runs a manual database to store records related to fishmongers that operate from this area. Using a suitable database program of your choice, create an electronic database saved as ‘fishermen’ and carry out the following instructions:

Table 1: Basic Information

FishermanId	Name	Sex	DOB	Contact	District
KLS-001	Mukombozi Alex	M	12-12-1980	0772-110110	Wakiso
KLS-002	Kakoma David	M	10-02-1978	0777-777777	Soroti
KLS-003	Galama Didas	M	01-11-1980	0391-999999	Soroti
KLS-004	Butono Ronald	M	04-04-1990	0781-258258	Jinja

KLS-005	Magemeso Peter	M	15-10-1989	0421-369369	Jinja
KLS-006	Opeto James	M	01-01-1992	0202-547547	Wakiso
KLS-007	Namuga Becky	F	06-06-1982	0782-896698	Jinja
KLS-008	Okello Richard	M	07-07-1978	0784-565652	Soroti
KLS-009	Kalokore Deus	M	09-01-1972	0772-340859	Jinja
KLS-010	Mwoso Patrick	M	10-10-1990	0412-369963	Soroti
KLS-011	Apio Sandra	F	12-12-1975	0552-587125	Jinja
KLS-012	Alinda Nancy	F	10-11-1994	0788-369852	Jinja
KLS-013	Kabanda Isaac	M	03-01-1990	0787-236521	Wakiso
KLS-014	Kisakye Vivian	F	15-10-1972	0772-555821	Wakiso
KLS-015	Ndagire Mariam	F	11-11-1991	0324-258102	Wakiso
KLS-016	Mulokole Michael	M	23-12-1987	0800-896658	Soroti
KLS-017	Wamala Emmanuel	M	25-12-1990	0336-025552	Jinja
KLS-018	Kamurasi Zeus	M	26-04-1995	0772-896562	Jinja
KLS-019	Kisenyi Moses	M	29-10-1962	0778-225125	Jinja
KLS-020	Nakagolo Annet	F	10-10-1990	0202-888213	Wakiso

Instructions:

- Create a table saved as 'katosimongers'.
- Insert a primary key.
- Design a form that you will use to enter the above data into a table. It should have a red background with buttons for last record, next record, previous record and last record.
- Design a query that will return fish mongers who are above the age of 30 and are Male. Save this query as '30 and Male'.
- Create another query that will return a list of fish mongers whose name begins with letter K. Save it as 'letterk'.
- Create a report to show results from the query saved as '30 and Male'.
- Print your work.

6. The table below gives information on some staff members of a computer school called “COMTECH ACADEMY”

NOTE: EMPLO. Represents employee number.

Id. No.	First name	Surname	sex	title	department	Salary	Date of birth
ZL001	Akello	Jessica	F	Chiefworker	Management	730000	18/06/37
ZL040	Musoke	Julian	F	Worker	Kitchen	630000	05/08/78
ZL071	Lubega	Zak	M	Worker	Kitchen	700000	05/06/72
ZL160	Katiti	Ann	F	Secretary	Research	3850000	19/06/37
ZL178	Mulondo	James	M	Worker	Kitchen	600000	14/05/64
ZL180	Musisi	Jonathan	M	Director	Management	1200000	18/08/67
ZL185	Mirembe	Emily	F	Cashier	Management	700000	14/05/69
ZL220	Andama	Jacob	M	Driver	Management	375000	17/06/64
ZL230	Buirungi	Juliet	F	Secretary	Information technology	385000	19/08/71
ZL340	Opio	Amin	M	librarian	Research	420000	08/12/75

- a) (i) You are required to design a suitable database to manage the above information, name the Database EMPLOYEE DATABASE.
 - (ii) Create a table using Design view, and name it EMPLOYEE TABLE.
 - (iii) Create a form called **Employee entry form** and enter the above records.
- b) (i) Create a query displaying all the fields in the above table to filter out only employees from the department of management. Save it as MANAGEMENT DEPARTMENT. Print the query and its output.
- ii) Create another query displaying all the fields of employees with salary less than 300,000. name it “salary scales less than 300,000”.
- iii) Create another query displaying First names beginning with letter “M” and call it m.
- iv) Print the query and its output.
- v) The academy’s retirement age is 55 years. Create a query to filter out the employees whose ages are above 55 years. Name it “RETIREMENT AGE”.

Print the output

- (iii) Create a report using the employee table and group the records by department and name it “Report by Department”
- (iv) Print the report and the query

7. Gawamu retailers maintain a database of items sold. Create a database and save it as ‘gawamu’ then carry out the following data.

Table 1: Item Info

ItemId	Item Name	Item Number
GRL/2013/001	Blue – band	ILO-020
GRL/2013/002	Bread	ILO-021
GRL/2013/003	Bagiya	ILO-022
GRL/2013/004	Maize flour	ILO-023
GRL/2013/005	Bushera flour	ILO-024
GRL/2013/006	Doughnut	ILO-025
GRL/2013/007	Sweets	ILO-026
GRL/2013/008	Printing paper	ILO-027
GRL/2013/009	Writing pen	ILO-028
GRL/2013/010	Art books	ILO-029
GRL/2013/011	Wheat flour	ILO-030

Table 2: Quantity-Price

Item Number	Quantity	Unit Price
ILO-020	50	4,800
ILO-021	89	3,800
ILO-022	65	500
ILO-023	47	1,500
ILO-024	41	800
ILO-025	23	500

ILO-026	2,000	100
ILO-027	12	19,000
ILO-028	35	500
ILO-029	89	1,000
ILO-030	56	4,800

Table 3: Location

Item Number	Location
ILO-020	Lower store
ILO-021	Upper canteen
ILO-022	Lower store
ILO-023	Upper canteen
ILO-024	Upper canteen
ILO-025	Upper canteen
ILO-026	Lower store
ILO-027	Upper canteen
ILO-028	Lower store
ILO-029	Lower store
ILO-030	Lower store

Instructions:

- Design the three tables and use the table names to represent file names.
- Insert a primary key in each table using relevant fields.
- Design a form that you will use to enter the above data in your three tables at once. You are free to add control buttons and background colour and save it as 'records'. Insert a label for Total Price and on this form, determine total price for each commodity.
- On your form, insert a header – your name and footer page number.
- On your form, insert a title, 'Gawamu Retailers Ltd'.

- f) Design a query using all field names to return items that are located in the lower store whose quantity is above 50 and item name begin with letters between A and M. save the query as 'all_query'.
- g) Design a report from your query and save it as 'report2014'.
- h) Print all your work in this database.

8. a) Create a database Structure (table) using appropriate data types in relation to the table given below. Set *staff No.* as the primary key. Save the table as *staff table*.

Staff pay roll

Staff No.	Surname	First name	Sex	Department	Salary
UTS652	Natukunda	Emilly	F	Physics	275,000
UTS441	Oloka	John	M	Chemistry	265,000
UTS102	Abaho	Benedict	M	Economics	500,000
UTS333	Among	Joyce	F	Physics	275,000
UTS459	Biriggwa	Joshua	M	Economics	490,000
UTS245	Namagembe	Hawa	F	Chemistry	310,000
UTS134	Nokrach	James	M	Economics	850,000
UTS101	Mwesigwa	John	M	Physics	290,000
UTS376	Osagala	Peter	M	Chemistry	540,000

- b) Create a form using the staff table in (a) above and use it to input the records above. Save the form as *staff form*.
- c) Create a query showing staff no. surname and department to filter out only staff in the physics department. Save it as *query 1*
- d) Create a report using query 1 table
- e) Create another report which will produce a list of staff that is in economic department earning a salary of less than 600,000.

9. Create a database saved as 'supermarket' to hold the following two tables.

Table 1: Product_Name

Product_ID	Name	Location	Unit_Cost	Product_Number
SSS-001	Soda	4	1,000	PST0010
SSS-002	Rwenzori	4	1,200	PST0011
SSS-003	Television Set	3	800,000	PST0012
SSS-004	Cooker	3	700,000	PST0013
SSS-005	Juice Blender	3	150,000	PST0014
SSS-006	Books	4	8,900	PST0015
SSS-007	Cutlery	3	15,000	PST0016

Table 2: Paid

Product_Number	Quantity
PST0010	400
PST0011	800
PST0012	10
PST0013	18
PST0014	41
PST0015	3,000
PST0016	1,000

Instructions:

- Create two tables and save each using a given table name.
- Insert a primary key in each table.
- Create a one-to-many table relationship.
- Design a form with a yellow background to enter the above data. The form should have a filename 'entry'.
- Create a query to return all the field names in table 1 and only quantity field from table 2. Add a new field name 'payment'. Hence determine the amount paid for each product. Save the query as 'calculated'.
- Create a report from your query to return all the items saved as 'all'.

g) Print each database object created.

10. The table below shows records of a district health centre in terms of: Registration Number of the patients, name of the patient, sex, and date admitted, ward allocated and diagnosis results of the patient.

REG NO.	NAME	SEX	DATE IN	DIAGNOSIS	WARD
1000	Nansimbe Joanita	F	14 May 02	Malaria	2A
1001	Kikomeko Juliet	M	14 May 02	Pregnant	5B
1002	Wandera Noah	M	15 Jun 02	Pneumonia	4C
1003	Suuna Abdu	M	17 Jun 02	TB	4C
1004	Kiwoola Sheila	F	20 Jun 02	Malaria	2A
1005	Lubega Fatuma	F	14 May 02	Pregnant	5B
1006	Aching Florence	F	14 April 02	Malaria	2A
1007	Mugisha John	M	22 May 02	Cholera	2B
1008	Lubega Boaz	M	17 Jun 02	Bronchitis	4C
1009	Nyacheng Jovana	M	13 Aug 02	Malaria	2A

Reg. No.	Surname	First name	Sex	Age	District
----------	---------	------------	-----	-----	----------

- Using any data base management program, create a table called “*in patients*” with the following fields: Reg No., Name, Sex, Date In, Diagnosis, Ward
- Using a data sheet, enter the data above in the table you have created.
- Create a *query* for **female** patients who were allocated **ward 5B**.
- Create a *report* showing **male** patients who were diagnosed **malaria** and allocated **ward 2A**
- Create a **query** for the following fields: name, diagnosis and ward.
- Save your work as “*in patients*”

0006	Akello	Rose	F	15	Tororo
0010	Opio	John	M	62	Tororo
0007	Masaba	Patrick	M	40	Mbale
0127	Mukasa	Alex	M	20	Masaka
0053	Lwanga	Lydia	F	34	Masaka
0080	Abaho	Kate	F	52	Bushenyi
0008	Mugisha	Joseph	M	6	Kabale
0021	Akot	Aisha	F	22	Lira
0458	Uwimana	Jane	F	45	Kisoro
0500	Namubiru	Grace	F	31	Masaka

11. University Student Loan Board (USLB) is a new organ formed by the government of Uganda to manage the student loan scheme for University Students beginning from a year 2014. It is required that the Information on the students is stored in a database for future repayment of the loans. The following student details are required.

- i. Name
- ii. Reg Number
- iii. University.
- iv. Sex
- v. Age
- vi. Date of entry to the University
- vii. Amount of approved loan
- viii. Interest rate charged
- ix. Repayment period

(a) Create a table called ‘student status’ to store the above data.

(b) Create a form to enter data. Enter 10 sample records following the order in the table below.

The amount of money borrowed by a student should not exceed Ushs.2, 000,000 and not below Ushs.500, 000. And the minimum age of the student is not below 16. Your entries should include at least 4 female students from any of the Universities in Uganda you know. The interest rate chargeable is 15%. Repayment period should not exceed 6 years.

Reg No.	Name	University	Sex	Age	Date of entry to the University	Amount of approved loan	Amount to be returned.	Repayment period.
UG001	Kizito John	KIU	M	30	15/03/2001	600,000	690,000	3

(c) Create a query called **LoansOver60k** that will filter the students who have been given a loan of more than Ushs.600, 000.

(d) Create a report to show the above data and group of the students by their respective Universities of study.

(e) Add your name and index number as footer to the report in (d) above and print it.

(e) Save your database as “**USLB-LOANS DATABASE**”

12.A database manager of Hilton Kindergarten provides you records for 20 pupils in baby class for the year of first registration.

Table one: Basic Information

StudentNumber	FirstName	OtherName	Sex	Fees paid
TPS/001	David	Katumba	M	100,000
TPS/002	Robert	Mayunga	M	150,000
TPS/003	Susan	Nampiina	F	300,000
TPS/004	Ivan	Kasadha	M	78,000
TPS/005	Samuel	Mugawe	M	100,000
TPS/006	Grace	Kasoga	F	65,000
TPS/007	Martha	Walusa	F	34,000
TPS/008	Sophia	Namuyomba	F	100,000
TPS/009	Gorret	Namatovu	F	120,000
TPS/010	Annette	Kampi	F	400,000
TPS/011	Christopher	Rubanga	M	30,000,
TPS/012	Charles	Mwaka	M	234,000
TPS/013	Jana Francis	Adeka	F	400,000
TPS/014	Francis able	Obbo	M	340,000
TPS/015	Harriet	Asio	F	270,000
TPS/016	Lydia	Nalubwama	F	200,000
TPS/017	Dorothy	Kagoay	F	182,000
TPS/018	Agnes	Misera	F	173,450
TPS/019	Michael	Mawalo	M	200,000
TPS/020	Danielle	Naibwoila	F	400,000

Table two: Other Information

StudentNumber	House information	Discipline
TPS/001	Yes	Good
TPS/002	Yes	Good
TPS/003	No	Average
TPS/004	Yes	Not good

StudentNumber	House information	Discipline
TPS/005	Yes	Average
TPS/006	No	Good
TPS/007	No	Not good
TPS/008	No	Average
TPS/009	Yes	Not good
TPS/010	No	Good
TPS/011	No	Good
TPS/012	Yes	Good
TPS/013	No	Good
TPS/014	No	Good
TPS/015	No	Good
TPS/016	Yes	Not good
TPS/017	No	Average
TPS/018	No	Not good
TPS/019	Yes	Good
TPS/020	No	Good

Tasks:

- a) Create a database with a file name “HILTON KIDS” using a database application program of your choice.
- b) Create two tables using table headings and their file names.
- c) Create primary keys for the tables using field name of “StudentNumber”.
- d) Create a one – to - one table relationship linking the “StudentNumber”
- e) Create a form to enter the above data into the two tables simultaneously. (The form should have a lookup button for sex M and F respectively)
- f) Using all field names, create two dynasets that satisfy the following queries:
 - Students that have paid fees that is above 70,000 and are disciplined and save as “disciplined”
 - Student that have no house information and save as “no information”
- g) Using field names of StudentNumber, OtherName, FirstName and Sex, generate a report that contains all this information.

13. The table below shows books in a library

DATABASE OF BOOKS IN THE LIBRARY

Code number	Title	Name of author	Paper back (p) or hard back (h)	Borrower Number	Date due back
2043	The Great Gatsby	F. Scott	P	15234	01 June 08
5284	Jane Austen – A life	C. Tomalin	H	11356	02 June 08
4033	Harry Porter and the Philosopher’s Stone	J.K. Rowling	H	16582	26 May 08
0549	Northern Lights	P.Pullman	P	12982	28 May 08

DATABASE OF BORROWERS

Borrower Number	Name of borrower	Address of borrower	Borrowers’ phone number
11356	Tobias Ahendra	658, Uhuru Highway, P.O. Box 2809	0772 344 567
16582	Carlos Moyes	12, Avenue De Lupin, P.O. Box 65432	0701 417 398

Computers are now widely used in libraries. Using a database management systems program:

- Create a table of books and enter the data.
- Create another table of borrowers and enter the data.
- Sort the records in part (a) in descending order of code numbers.
- Using fields: code number, title, name of author, paper back or hard back, date due back, create a query showing borrowers number that is above 12506 using table 2 (a)
- Create a query, showing only books with hard back and the names of the author. The names of the authors should be in ascending order.
- Create a relationship between the books’ and the borrowers’ tables.
- Put your name and index in the header and put the current date and time in the footer of both tables.
- Create a report using both tables and name the report as “borrowers”
- Save the database as “library database”

14. The following records are provided by the Director of Studies for Budo and Friends Primary School abbreviated at BFPS. You are required to create a database called 'bfps_results'.

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:

- Create a table save as 'results_term_one'. Insert a primary key in a relevant field.
- Ensure that StudentId automatically increments by one.
- Create a form saves as 'results' to carry the following attributes:
 - ✓ Change paper size to A5, layout = landscape.
 - ✓ Yellow background.
 - ✓ Page title: "END OF TERM RESULTS, 2013"

- ✓ Page footer: Your name.
- ✓ Page number in the format of Page N of M, in the footer and should show on the first page of your work.
- ✓ Insert existing records for: StudentId, Name, Sex, MTC,ENG,SST,SCIE.
- ✓ Below this, insert a text box with label name 'TOTAL'. Hence, insert a formula to return total score for each student.
- ✓ Insert for buttons for:
 - First record
 - Previous record
 - Next record
 - Last record

- d) Create query to return only female students and save as 'female'.
- e) Create another query to return only male students and save as 'male'.
- f) Create a third query to return all the records but sorted in alphabetical order basing on the field for name.

15. Using a suitable database program of your choice, design a database saved as 'kilembe' and carry out the following instructions:

Table 1: Worker Information

WorkerId	First Name	Last Name	Sex	Worker Number
KLL-001	Denis	Luyima	M	DEA-001
KLL-002	Richard	Bazalaki	M	DEA-002
KLL-003	Stella	Amooti	F	DEA-003
KLL-004	Sheilah	Bagonzana	F	DEA-004
KLL-005	Patrico	Byakatonda	M	DEA-005
KLL-006	Leticia	Mulela	F	DEA-006
KLL-007	Ronald	Mudebo	M	DEA-007
KLL-008	Peter	Kasawo	M	DEA-008
KLL-009	Andrew	Mulenga	M	DEA-009
KLL-010	Amos	Kadoma	M	DEA-010

Table 2: Department

Worker Number	Department	Shift
DEA-001	Security	Night
DEA-002	Accounts	Day
DEA-003	Security	Day
DEA-004	Security	Day
DEA-005	Dining	Night
DEA-006	Security	Night
DEA-007	Security	Day
DEA-008	Accounts	Day
DEA-009	Dining	Day
DEA-010	Security	Day

Table 3: Others

Worker Number	Contact	Religion
DEA-001	0778-560-560	Protestant
DEA-002	0412-412-412	Advent
DEA-003	0781-456-456	Protestant
DEA-004	0792-350-408	Born Again
DEA-005	0772-899-589	Protestant
DEA-006	0412-785-895	Advent
DEA-007	0772-888-999	Protestant
DEA-008	0781-999-410	Protestant
DEA-009	0772-963-369	Catholic
DEA-010	0772-888-784	Advent

Instructions:

- Using table names create three tables and save them.
- Insert a primary key in relevant fields.
- Create necessary table relationships in your database.

- d) Design a form having necessary control buttons and save it as 'kilembe'. Remember to use form background colour of your choice. Insert footer, your name and today's date.
- e) Create a query with file name '077 or 078', using all field names from the tables apart from the repeating fields to return contacts that begin with 077 or 078.
- f) Using data from your query, design a report such that all the records are on one page of the report. Save this as 'report_one'.
- g) Print all the database objects in our work.

16. Create a table with the information below and name it "payroll". Use the appropriate data types.

ID	NAME	SEX	POST	DATE OF BIRTH	AMOUNT
C001	Luyima Joshua	M	Technician	03-may-1999	50,000
C002	Semakula Reagan	F	Programmer	12-june-2004	25,000
C003	Mukiibi Brian	M	Engineer	30-april-2010	20,000
C004	Katende Livingstone	F	Finance	22-may-1990	60,000
C005	Kyaba Hellen	M	Technician	12-june-1998	32,000
C006	Ndugwa Jophia	F	Programmer	18-march-1989	90,000
C007	Kenedy Hakim	M	Finance	04-july-1992	45,000
C008	Kinene Wilberforce	F	Engineer	15-may-1993	35,000
C009	Mutyaba Rodney	F	Technician	27-june-1999	20,000

- i) You are required to design a database to manage the above information. Name the database as "Employee Database"
- ii) Create a form called "Employee entry form" and enter the above records.
- iii) Create a query to show all female employees who are programmers and name it "programmers"
- iv) Create a query to show the employees who earn a salary above 40,000/=
- v) Create a report showing all records. Include your name as footer.
- vi) Print your report.

17. Using any database software do the following. Create a database and save it as

“Kutuusafamily”

In the Kutuusa family database enter the data below and save your table as “status”

Index	First Name	Last Name	Class	Village	Snap	Dateofbirth
201	Mudde	God	6	Nsanja		15/Jun/1984
202	Namakula	Grace	4	Ntenjeru		23Jan/1986
206	Mutagubya	Robert	4	Ntenjeru		01/Dec/1988
204	Kigongo	Paddy	6	Katosi		12/Aug/1992
203	Babirye	Jennifer	4	Katosi		24/Jul/1994
205	Nakato	Josephine	3	Katosi		24/Jul/1994
207	Kato	Emma	5	Katosi		12/Sept/1999

In the ‘kutuusafamily’ database create another table for the following as save it as “fees”

Index	Total_Fees	Paid	Balance
201	£100000	£5000	
202	£100000	£100000	
206	£100000	£75000	
204	£100000	£0	
203	£100000	£75000	
205	£100000	£45000	
207	£100000	£5000	

(a) Relate the two tables.

(b) Create query to :

i) Display names of people from Katosi who have paid more than £ 50000 and save it as “paid”

ii) Display Names of people born between 1/may/1988 and 30/Aug/1992 and save it “age”

iii) Calculate balances and save it as “balance”

iv) Design a form for fees to enter paid, balance and index and save it as “formx” it should have your name as the footer.

v) Create a report which displays balance, names and index number with your name as the header. And save it as “report”

18. Carefully study the information given below.

StudentID	Surname	FirstName	Sex	Club	Donation
BCM652	Kasule	Edwin	M	Interact	5000
BCM441	Kalungi	Juliana	F	Debating	6300
BCM102	Ochole	Ronald	M	Writers	5500
BCM333	Odongo	Kennedy	M	Interact	2200
BCM459	Kakaire	Musa	M	Writers	3600
BCM245	Ssentongo	David	M	Debating	9900
BCM134	Babibye	Lonah	F	Writers	5500
BCM101	Namulondo	Mary	F	Interact	6600
BCM376	Kafuko	Ivan	M	Debating	4700

Required

- (i) Design a suitable database to manage the above information, name the Database **BCM DATABASE**.
- (ii) Create a table using **Design View**, and name it **STUDENTS TABLE**.
- (iii) Create a form called **Students Entry Form** and enter the above records.
- (iv) Create a query displaying all the fields in the above table to filter out only students who are females. Save it as **Females**. Print the query and its output.
- (v) Create another query displaying all the fields of students with donations **5000 and above**. Name it **5000 Plus**. Print the query and its output.
- (vi) Create a query displaying all the fields in the above table to filter out only students whose *donations* are between 2200 and 9900. Name it **Donations between 2200 and 9900**.
- (vii) Create a query to filter out the students who donated at least 5000 in Interact and Writers clubs. Name it **Interact and Writers**. Print the query and its output.
- (viii) Create a report using **Donations between 2200 and 9900** query. Name it **Report Between**. Print the report.

19.a) Create a table using design view with the following fields: NAME, DATE OF BIRTH, SEX, RELIGION and FEES BALANCE, set the NAME field as the primary key and save the table as “Candidates table”

b) Create a form to enter the records below and save the form as “Candidates form”

NAME	DATE OF BIRTH	SEX	RELIGION	FEES BALANCE
Tina T	Jan, 02, 90	F	Catholic	40,000
Golfer J.	Feb, 20, 89	M	Moslem	60,000
Bob Baller	Mar, 13, 88	M	Protestant	55,000
Alice Cricketer	Apr, 04, 89	F	Pentecostal	20,000
Sam Big	Jun, 03,90	M	Catholic	25,000
Janifer J	Feb, 04, 87	F	Adventist	90,000
Klez B	Jul, 05, 98	M	Catholic	40,000

c) Create a query displaying all the students whole names begin with letter “B” and “T”. Save it as “BT query”

d) Create another form in “Design View” with all the available records in the given table. Name it “Design view form”.

e) Generate a report for the above table with FEES BALANCE in descending order. Use columnar layout and portrait as the form orientation. Name this report “Columnar Report1”

f) Save your database as your name and index number.

20. The table bellow gives information on students in a secondary school about their registration numbers, names, class, age and name of house where they reside.

REG NO.	NAMES	CLASS	AGE	HOUSE
01	Musa k.	S.2	15	Crane
02	Kizza V.	S.2	14	Lion
03	Onyango R.	S.4	16	Crane
04	Missi K.	S.4	16	Panther
05	Onen P.	S.4	13	Kob
06	Daniel B.	S.5	12	Crane
07	Bulega M.	S.3	17	Panther
08	Frank L.	S.1	10	Lion

09	Bukenya G.	S.4	11	Panther
10	Kibirige S.	S.5	15	Kob

- (i) Create a table called *Person details* with fields:
Reg. No, Names, class, Age and House having appropriate data types
- (ii) Enter the data above in the table created using a data sheet.
- (iii) Create a query to show members with names beginning with letter B.
- (iv) Create a query to show Crane and Lion house members.
- (v) Create a query for students whose age ranges from 12 to 16.
- (vi) Create a query to show names that begin with letter B.
- (vii) Design three forms for Entering, Editing and Navigating data in the database.
- (viii) Create a report that shows the following fields. Name, Class and House.
- (ix) Save your database file on a compact disc as “report”

21. The table below shows records of a District Health Centre in terms of: Registration Number of the Patients, name of the patient, Sex, Date Admitted, Ward allocated and Diagnosis results of the Patient.

Reg. No	Name	SEX	DATE IN	DIAGNOSIS	WARD
1000	Nansimbe Joanita	F	14 May 02	Malaria	2A
1001	Kikomeko Andrew	F	14 May 02	Pregnant	5B
1002	Wandera Noah	M	15 June 02	Pneumonia	4C
1003	Suuna Abdu	M	17 June 02	TB	4C
1004	Kiwoola Sheila	F	20 Jun 02	Malaria	2A
1005	Lubega Fatuma	F	14 May 02	Pregnant	5B
1006	Acheng Florence	F	14 Apr 02	Malaria	2A
1007	Mugisha John	M	22 May 02	Cholera	2B
1008	Lubega Boaz	M	17 Jun 02	Bronchitis	4C
1009	Nyacheng Jovana	M	13 Aug 02	Malaria	2A

- (a) Using any Database management program, create a **table** called “In Patients” with the following fields: **Reg. No, Name, Sex, Date In, Diagnosis** and **Ward**. Use appropriate data type.
- (b) Using a data sheet, enter the data above in the table you have created.
- (c) Create a **Query** for **FEMALE** patients who were allocated **WARD 5B**.
- (d) Create a **report** showing **MALE** patients who were diagnosed with **MALARIA** and allocated **WARD 2A**.
- (e) Create a **Query** for the patients whose first names begin with F and J, then name it “**FJ**” together with their **Diagnosis** and **Wards**.
- (f) Save your work as “*In Patients*” and make a print out.

21. Create a database you should name **musicians**. Using the data given above;

- b) Create a table called **artist info** with the fields song title, artist, genre, duration (min), and earning (million \$). Assign each field the correct data type.

Song	Song title	Artist	Genre	Duration (min)	Earning (million \$)
1	Born to try	Delta goodrem	Pop	3.20	2.0
87	Jump (for my love)	Girls aloud	Pop	2.90	3.0
89	Trouble with love is	Kelly Clarkson	Pop	4.20	4.0
115	You can't touch this	Mc hammer	Rap	5.00	2.0
145	Go to the floor	Miss Elliott	Rap	4.20	4.0
132	Don't take it personal	Monica	R&B	4.70	2.5
135	Reminisce	Mary j bilge	R&B	3.40	1.4
22	Taba naba	The wiggles	Kids	1.53	0.9
14	Will you fall for me	Delta goodrem	Pop	2.40	3.1
88	Too lost in you	Sugababes	Pop	5.00	2.7
107	Ring, ring, ring	De la soul	Rap	2.95	4.3
114	Gangasta's paradise	Goolic	Rap	4.40	4.5
144	I'm really hot	Missy Elliott	Rap	4.70	5.0
141	Let's get it started	Black eyed peas	R&B	5.60	2.4
83	No sleep	Voltswagen	Club	2.30	1.6
15	Satisfaction	Benny bennassi	Club	4.60	3.8
106	This is how we do	Montell Jordan	R&B	3.80	2.6

	it.				
--	-----	--	--	--	--

- c) Create form that can be used to enter musicians info based on the fields given in the table above.
- d) Create a query to show the Rap and pop singers.
- e) Create a report with artists who are either pop or R&B singers or whose songs last more than 2.00 minutes.
- f) Print out a copy of your work.

22. In your folder on the desktop create a database called WORKSHOP. Create the table below in the database

CONFERENCE TABLE

Country id	Country	Participants	Facilitators	Observers
Ke001	Kenya	88	101	55
Ug207	Uganda	63	62	12
Tz113	Tanzania	42	30	71
Mw213	Malawi	36	45	8
Zb506	Zimbabwe	50	61	10
Dc405	DRC	40	50	6
Rw444	Rwanda	125	55	50
Bu005	Burundi	87	49	19
Lb888	Libya	99	63	84
Ep999	Egypt	100	12	70

- a) From the table, create a form called **Reason**.
- b) Create a report called **kapapato** that shows the country Id, Country and Observers. Group the information by Observers and sort countries in descending order use stepped layout, and corporate style.
- c) Design a query called **additions** that shows the Country, participants, facilitators and observers. Insert a column called total that sums up all the people in attendance for each country.

- d) Design a query called **letter A** that shows the country Id, Country and Facilitators. In this query, list only those countries whose name end with letter “a”
- e) Design a query called **less than** that shows the country id, country and participants. In this query list the countries whose participants are less than 70.

23. In your folder on the desktop, Create a database called **Soccer database**.

- a) Enter the table below in your database.

Team table

FIRST NAME	SURNAME	AGE	SPORT	TEAM ID	MONTHLY SALARY
JANE	GHAPA	23	Basketball	B24	12,000
JOHN	FARA	55	Cricket	B24	200,000
PETER	GHANDA	14	Basket ball	C36	15,000
SARA	TEMA	25	Basketball	B24	100,000
SUSAN	TOPI	18	Football	C36	85,000
CINDY	GULA	21	Tennis	T78	75,000
MIKE	GEGE	26	Tennis	F90	150,000
DAN	FABO	27	Basketball	F34	80,000
DAVE	PINDI	24	football	F34	95,200

- b) From the team table, create a form called Arsenal
- c) Create a report called Man U that shows the Team Id, Surname and Sport of all players. Group the information by sport and sort data by age in descending order use outline 1 layout, and corporate style.
- d) Create a query called above 20 that shows that shows the surname, age and team ID for only those players who are above 20 years of age.
- e) Create a query called **annual** shows the first name, age, and sport. In the annual query, Create a field called Annual salary that calculates the annual salary for each employee.
- g) Create a query called G for only players whose surname starts with “G”.
- h) Create a query called sport that shows the surname, age and sport for only those players whose sport is Basketball

24. The data below belongs to professionals who attended a customer care seminar. Create a database to manage their records.

ID	NAME	DATE OF BIRTH	PROFESSION	ALLOWANCE (per day)	DURATION (Days)	TOTAL ALLOWANCE	TAX
200701	Mukiibi	1/16/1970	Teacher	120,000	3		
200702	Mukalazi	2/17/1978	Doctor	170,000	2		
200703	Lubandi	3/20/1979	Mechanic	100,000	1		
200704	Nangaka	12/1/1977	Nurse	100,000	3		
200705	Obonyo	5/5/1980	Mechanic	100,000	1		
200706	Nakitende	2/17/1972	Nurse	100,000	2		
200707	Mulamuzi	7/3/1973	Mechanic	100,000	3		
200708	Orema	7/20/1969	Doctor	170,000	2		
200709	Naddanga	2/19/1978	Teacher	120,000	1		
200710	Otim	9/22/1969	nurse	100,000	2		

- Create a table and enter the data above. Save it as “customer table”
- Make a form including all fields. Save it as “supplier’s form”
- Use the form to computer “TOTAL ALLOWANCE” which is the product of allowance and duration.
 - Compute the “TAX” which is 10% of the total allowance
- Create a query to retrieve all the teachers who attended the seminar. Save it as Customer Query I
 - Create another query to extract people whose allowance is over 11,000. Save it as “Customer Query II.

25. The data below belongs to the students of Hilton High who went for a tour in different countries. Create a database called study to manage their records.

ID No.	Name	Date of Birth	Country	Travel	class	Lunch
RY 20011	Mubiru	12/12/1994	UGANDA	40,000	S4	
RY 20012	Ononge	14/11/1995	KENYA	70,000	S3	
RY 20013	Mubuuto	17/02/1996	RWANDA	80,000	S6	
RY 20014	Nabuuto	17/07/1983	UGANDA	100,000	S4	
RY 20015	Babirye	10/05/1995	KENYA	100,000	S5	

RY 20016	Kunda	12/03/1992	TANZANIA	150,000	S3	
RY 20017	Komushana	09/02/1969	RWANDA	120,000	S6	
RY 20018	Orema	17/03/1969	TANZANIA	50,000	S4	

(a) Create a table in design view and enter the data above and save it as Tours table.

In your field properly make the following adjustments;

- i) In field name, set field size to be 10 (ten characters)
 - ii) Format the dates of birth to begin with year, month and dates
 - iii) Validate the class such that only s.3 to s.6 is allowed to be entered
 - iv) Set appropriate a primary key in your table.
- b) Create a form including all fields and save it as student form
- Use the form to complete lunch which is 20% of the travel fee. Save as Calform
- c) Create query including all fields to display.
- i) Students born between 1995 and 1970 and save it as birth.
 - ii) Create query including all fields who are Kenyans whose names begin with O. Save it as Kenyans.

26. The proprietor of **Crystalz Medical Centre** has a son who is a student of BIT at Makerere University. The son designed a simple database to help his mother manage data of employees and other resources of the Medical centre. Below is are part of the database objects which he included in the Medical Center's Database

(i) Using the most available **DBMS** on your computer, create a database file and save it as **Crystalz Medical Centre**.

(ii) Study table 3.1 and use the data to create a **table** in design view; save it as **Doc_Personal Data**.

Table 3.1

Field Name	Field Size & Other Details	Description
Doc_No	(a) e.g CMC090, (ii) Will be unique to each doctor	The Doctors Number
Doc_Name	Maximum of 20 Characters	The Doctor's Name
Specialty	Maximum of 20 Characters	The field in which the doctor specialized
Shift	Use a data type which allows the user to choose from already existing options in a table	The Shift in which the Doctor' worked.

Residence	Use a data type which allows the user to choose from already existing options in a table	Whether Doctor resides in the Doctor's Hostel or out of the Hostel.
Hrs per month	Completely Numeric field	Hours of work offered by each doctor.
Unit Pay	Completely Numeric field	Unit payment per hour of work.
Monthly Pay	Completely numeric field	Total payment earned per month

(iii) Create a form for **Table 3.1** above and save it as **Personal_Form**.

Include a header [CRYSTALZ MEDICAL CENTRE] and format it accordingly

(iv) Use the form you have created in (iii) above to enter the records in **Table 3.2**

Doc_No	Doc_Name	Speciality	Shift	Residence	Hours per Month	Unit Pay	Monthly Pay
CMC040	Hyuha Mark	Pediatrician	Morning	Doctor's Hostel	27	15,000	
CMC015	Epelu Berna	ENT Specialist	Mid Morn	Non- Resident	54	25,000	
CMC016	Kityo Harry	Gynaecologist	Morning	Non- Resident	66	15,000	
CMC021	Kiwuwa Cate	Paediatrician	Night	Doctor's Hostel	45	20,000	
CMC022	Male Henry	Gynaecologist	Night	Doctor's Hostel	52	21,000	
CMC023	Boona Ruth	Paediatrician	Mid Morn	Non- Resident	15	22,000	

(v) In the form you have created in (iv) above, calculate the **Monthly Pay** earned by each doctor which is a product of **Hrs Per Month** and **Unit Pay**

(vi) Study **Table 3.3** and use the data to create another **table** in design view; save it as **Doc_Schedule**.

(vii) Create a form for **Table 3.3** and use it to enter the records shown in the **Table 3.4**. Save it as **Schedule_Form**.

(viii) Create a **one-to-one** relationship between the two tables in your database file.

Table 3.3

Field Name	Field Size & Other Details	Description
Doc_No	(i) e.g CMC090, (ii) Will be unique to each doctor	The Doctors Number
Date	It will display the date when the doctor was on shift	The Day and date when he offered his services [1]

Room_No	There are only 3 rooms i.e [Rm1, Rm2 or Rm3] If other Room Numbers are entered, this message will appear on screen ' Wrong Room No '	The room in which the doctor treated the patient [2]
Assisting Nurse	Maximum of 18 Characters	The Nurse who assists the doctor [1]
Patient's Name	Maximum of 20 Characters	Name of the patient who was treated [1]
Diagnosis	Must allow long lines of text	What the doctor diagnosed [1]

Table 3.4

Doc_No	Date	Room_No	Assisting Nurse	Patient's Name	Diagnosis
CMC016	06-Jun-06	Rm1	Betty Kaana	Alvin Kenyana	Malaria
CMC040	06-Jun-06	Rm3	Charles Odong	Ketra Musiime	Abdominal Infection
CMC021	05-Jun-06	Rm2	Cathy Nambi	Ian Bazibwe	Asthma Attack
CMC022	10-Jun-06	Rm3	Betty Kaana	Jolly Kazibwe	Malaria
CMC023	08-Jun-06	Rm2	Betty Kaana	Ian Bazibwe	Peptic Ulcer
CMC015	05-Jun-06	Rm2	Charles Odong	Jolly Kazibwe	Asthma Attack

(ix) Create a report for the table **Doc_Schedule** and group records according to **Assisting Nurse** and save it as **Nurses**.

Include a report footer of your Name and Index No.

(x) Create a query showing **Doc_ID**, **Doc_Name**, **Patient's Name**, **Hrs Per Month**, **Unit Pay** and **Monthly Pay** and in it calculate the Monthly Pay which is a product of Unit Pay and Hrs per Month

(xi) Use a database object to extract only those patients who were diagnosed with **Malaria**; show the **Diagnosis**, **Name of Doctor** who treated them, **Nurse** and the **Date** when they reported to the Medical Centre.

- Save as **Malaria Patients** and Print your output

(xii) Ian Bazibwe and Jolly Kazibwe visited the Medical Centre twice that week. Use an appropriate Database object to identify the **Doctors' Names** who treated them, what they were **diagnosed** with **Patient's Name** and which **room** they were treated from.

- Save as “**Frequent Patients**” and Print your output

27. The table below shows details of employee designation for Uganda college of commerce

Emp No	Surname	Sex	Title	D.O.B	Salary
UCC001	Nalukwago	F	Deputy	17-06-36	620,000
UCC002	Nakuya	F	Lecturer	06-08-77	510,000
UCC003	Okello	M	Lecturer	05-06-70	600,000
UCC004	Mukasa	M	Secretary	20-07-36	275,000
UCC005	Ochenyi	M	Director	15-06-63	1,000,000
UCC006	Auma	F	Cashier	17-07-66	500,000
UCC007	Nalumansi	F	Lecturer	14-04-68	256,000
UCC008	Mukiga	M	Driver	16-06-63	275,000
UCC009	Mukisa	M	Librarian	20-08-70	310,000
UCC010	Kimaite	M	Driver	07-11-74	200,000

Note:

Emp No 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 ‘UCC’
- Insert a primary 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’

- g) Print the query and its output.
- h) 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'
- i) Print the table and the 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.

28. Music Uganda monitors local artists by recording the albums so far produced and launched. Create a database to manage the album info for the organisation saved as 'music-Uganda'.

MusicianId	Name	No. Of albums
MUM-001	Dr. Jose chameleon	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	Meseach Semakula	10
MUM-010	Abdu Mulaasi	07
MUM-011	Willy 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 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.
- Save the report as 'musicians'

29. 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	Gateway	62	10
UBOA-002	Gaga	32	04
UBOA-003	Horizon	32	08
UBOA-004	Hero	28	10
UBOA-005	Otada	54	03
UBOA-006	Bukedde Magezi	62	05
UBOA-007	Eastern Coach	62	08
UBOA-008	Airforce One	32	09

UBOA-009	Kiira Coach	28	02
UBOA-010	Tugezeeku	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 relevant field name.
- Create a form that will display all the record on one format that shows multiple items.
Insert one field name fare collection. The Association has a fixed charge per passenger of shs.15, 000 form Mbale stage. Create a function that will return a product of 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.

30. The tables below shows fee payment records of a certain secondary school in Uganda.
Study and answer the following questions:

Payment Table

PaymentNo	BankNo	StudentName	Class	Fee Per Term(shs)	FeeAmount Paid(shs)	Gender
1119	B001	Kwezi Dan	S4 Blue	950,000	900,000	Male
2229	B002	Kamoga John	S4 G	950,000	450,000	Male
3339	B002	Asiimwe Judith	S3A	850,000	850,000	Female
4449	B001	Lady Mary	S3B	850,000	750,000	Female
5558	B001	Nakato Pauline	S5Arts	900,000	900,000	Female
6668	B003	Tumwijukireho C.	S5 Sci	900,000	850,000	Female
7778	B004	Mutale Wycliff	S6Arts	1,000,000	990,000	Male

8887	B003	Otema Paul	S6 Sci	1,000,000	1,000,000	Male
9997	B004	Magi Pius	S1A	850,000	850,000	Male
1010	B002	SSemo J.	S2B	850,000	850,000	Male

Bank Table

BankNo	Bank Name
B001	Stanbic
B002	Centenary
B003	Dfcu
B004	Orient

- Create a database called **Fees_Payment**.
- Design the tables with appropriate data types in design view.
- Create a relationship for bank and Payment tables.
- Create forms for the tables called Bank and Payment respectively.
- Use the forms created in (c) to enter the given data.
- Compute the fees balance of all students from the query interface and save it as **FeesBalance**.
- Create a query to display all students with fees balance and are in Senior Six or Senior Four. Save it as **debtor**.
- Create a query to display all details of students without fees balance. Save it as **absolute_Fees**.
- Create a report to display the information in Electronic query showing all details of students with fee balance and save as **debtor**.
- Print the report called **debtor**.

31. The school library of Seeta High School Green campus contains some of the following books. The school has a policy of lending out books to the locals of the area for their reading pleasure.

Create a database called ‘Seeta Library’ and use it to manage the following

(i) Create a table called ‘Books’ and enter the data below

ACCNO	TITLE	AUTHOR	PUBLISHER	PURCHASE	PRICE
B001	No longer at Ease	T. Ngugi	Mackmillan	12 Feb2001	9000
B002	Mathematical table	E.castle	Mackmillan	15 Jan 2003	7000
B003	Computer Science	H. capron	Benjamin	30 Aug 2003	70000
B004	Sungura Hoxex	J.C Nsoka	Easy Writers	31 Aug 2003	5000
B005	Learning Kiswahili	K.Wammi	Press Ltd	20 Sep 2004	45000
B006	Things fall Apart	T.Ngugi	Mackmillan	21 Jan 2006	9000
B007	System Analyst	G.Burch	Mackmillan	30 Jan 2006	85000

ii) Create the second table called ‘Borrowers’ and enter data as below

PINCODE	ACCNO	LAST NAME	AGE	TELEPHONE	ADDRESS
001	B002	Matega	15	0774154378	Kawempe
002	B006	Kakembo	23	0772653412	Kisoro
003	B005	Namyalo	40	0752857332	Jinja
004	B003	Nankunda	56	0712542387	Naguru
005	B004	Oryem	18	0784636458	Mpigi
006	B007	Tandeka	14	0782688584	Mukono

- Create a form basing on table 1 and name it ‘**Books Entry**’. Put a title on the form as **BOOKS ENTRY FORM** and a footer as your name.
- Make the background of the form to blue and text green.
- Create a relationship to link the two tables. The relationship should be **one-to many**.
- Create a query to display Title, Publisher, Last Name, and Address. Name it **query 4**
- Create another query to display a list of publishers whose names begin with ‘M’. Save it as **Publisher**.
- If all books are levied 5% by the government, use a query to display all fields of the ‘**books**’ table and calculate the levied tax.

g) Create a report using the above query and name it **‘Report’**

32. (a) Load a Database Application and create a database file where records of employees of **Shamuk Co. Ltd** will be entered, save it as **Company Records**.

(b) In design view use the guidelines below to create a table and save it as **Job Titles**:

Field Name	Guidelines on Field properties
Employee No	Will contain 5 Characters only
Department	Maximum of 25 Characters
Job_title	Text (Maximum of 25 Characters)
Date Recruited	Date format dd/mm/yyyy
Gross Pay	Number
Tax	Number
Net Pay	Number

(b) Create a form for the above table and save it as **Job Title Form**:

(d) Use the form created in (c) above to enter the records below:

Employee No	Name	Department	Job Title	Date Recruited	Gross Pay	Tax	Net Pay
SCL01	Okello.R	Welfare	Driver	01-Jun-07	500000	0	
SCL02	Masaba.P	Welfare	Driver	01-Jun-06	550000	0	
SCL03	Opio.J	Management	Education Executive	01-Sep-09	800000	0	
SCL04	Akot. W	Administration	Office Administrator	01-May-06	680000	0	
SCL05	Lwanga. L	Management	Education Assistant	01-May-10	760000	0	
SCL06	Abaho. C	Accounts	Chief Accounting Officer	01-Feb-07	780000	0	

(e) Create a Report in **Landscape orientation** showing all the fields in the 2 tables except **Tax** and **Net Pay**; **group** the records by **Department**: Save it as **Job title Report**.

- Include a Report Footer of your **name** and **Index Number** in Font size**16**, Colour**Red**.

- Format the report Header Font Size – **22**; Colour- **Blue**; with a light green **fill colour** and centre aligned .
- (g) Create a Query for the table **Job Title** and in its design view, enter a formula to calculate the **Tax** which is [**10% of Gross Pay**]; save it as **Employee Tax**.
- (h) Create a form for the **Employee Tax** query and in its design view, enter a formula to calculate **NET PAY** which is [**Gross Pay less Tax**] Save it as **NetPay Form**.
- (i) Extract those records where the employees earn a **gross pay** less than 600,000 and belong to the **Welfare Department**; save it as **Support Staff**.

33. The Chairman Electoral Commission of Mengo Senior School provides results of library prefect elections for 2014. Create a database named ‘results – 2014’.

CandidateID	Name	Other name	No. Of votes	%
MSS/001	Mukiibi	Goffrey	400	
MSS/002	Nalukwago	Oliver	100	
MSS/003	Serugo	Andrew	80	
MSS/004	Ssengendo	Denis	20	
MSS/005	Ssempala	Charles	10	
MSS/006	Emojong	Emmaculate	04	
MSS/007	Naddunga	Sharon	02	
MSS/008	Lukundo	Nelson	01	
MSS/009	Nakato	Joanita	200	
MSS/010	Sekibira	Daniel	160	
MSS/011	Ahimbisibwe	Joanita	399	
MSS/012	Witaaka	Samson	392	
MSS/013	Wambi	Denis	350	

Instructions:

- Create a table named ‘elections’.
- Insert a primary key in a relevant field.
- Format the candidateID to auto number data type.

- d) Determine the percentage vote obtained by each candidate in a query provided that the total number of votes cases were 2,300. Save as 'results'.
- e) Create a form to show multiple records in datasheet with each record in row from the query designed above. Save as 'results'.
- f) Print your work and exit the application.

34. The house teacher of Crane House provides the following records to you. Create a database with a file name 'Crane'

MemberId	Name	Adm. Year	Hobby
KHM/001	Madolo Isaac	2008	Football
KHM/002	Okello Paul	2000	Netball
KHM/003	Ritah Hope	2011	Handball
KHM/004	Kalungi Julius	2010	Handball
KHM/005	Sekamatte Eric	2009	Football
KHM/006	Were Peace	2010	Football
KHM/007	Birungi Leah	2006	Handball
KHM/007	Omboga.K. Naomy	2001	Netball
KHM/008	Sempebwa Joshua	2009	Football
KHM/009	Seguya Enock	2007	Netball
KHM/010	Odworu Andrew	2010	Netball
KHM/011	Waiswa Nathan	2005	Football
KHM/012	Toolit Prince	2003	Football
KHM/013	Birungi Sarah	2002	Football
KHM/014	Katono Noela	2006	Netball
KHM/015	Mungujabero Nicholas	2000	Handball

Instructions:

- a) Design a table called cranes
- 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 crane house between 2001 and 2009 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.

35. MAGERE PROGRESSIVE is one of the schools in Wakiso district.

The table named DETAILS records student details. Local students come from Uganda, while international students are those from outside Uganda.

Below are table details;

<u>Field Name</u>	<u>Type and Size</u>
Student ID	AutoNumber (key field)
First Name	Text (30)
Last Name	Text (30)
Sex	Text (06)
Country	Text (20)
Fees balance	Number (10)
StuCategory	Text (13)
Telephone	Text (16)

- i. Create a database known as MAGERE and your first name e.g. MAGERE DAVID.
- ii. Create a student particulars table called **DETAILS**.
- iii. Create a data entry form in design view with tuition balances in red font colour. Name it **DATA ENTRY FORM**.

Using the data entry form created, enter the following.

Student ID	First name	Last name	Sex	Country	Fees balance	stuCatagory	Telephone
0001	Grace	Mutoya	Female	Kenya	20000	International	+245200045612
0002	Peter	Mutonyi	Male	Uganda	0	Local	+256414111222

0003	Teo	Nakanja	Male	Tanzania	150000	International	+256712894643
004	Tim	Kisuku	Male	Somalia	450000	International	+246800258369
005	Treza	Mulugeta	Female	Ethiopia	0	International	+256782385227
006	David	Bro	Male	Uganda	180000	International	+444577662233
007	Anna	Mulisa	Male	Uganda	20000	Local	+256908855444
008	Pierre	Edunyu	Male	Uganda	560000	Local	+256750567890

- iv Design a query that filters all international students showing only their first names, last names, fees balances and their categories. Name it Fees Analysis Query.
- v. Create another query to be used to filter out all students with fees balances greater than 50,000/=. Name the query **Debtors**.
- vi. Design a report based on **Debtor's** query. Center and format the headings with font Tahoma and size 18 points. Let the report name be **Debtor's Report One**.

36. The Database Manager of Kakira Primary School provides you with the following details. Use it to carefully attempt the following instructions.

FamilyName	FirstName	Sex	Age	Science	SST	English	Maths
Kamusiime	Edwin	M	17	50	77	47	88
Moreri	Nicholas	M	17	63	56	13	56
Kafuko	Ivan	M	15	47	82	53	35
Kimgugwe	Joseph	M	13	12	82	24	81
Namboso	Hellen	F	17	36	83	35	80
Aketch	Harriet	F	16	88	96	56	50
Naigamba	Pauline	F	18	71	72	77	60
Opio	William	M	16	29	56	88	75
Akeko	Judith	F	15	26	46	68	37

Required

- (ix) You are required to design a suitable database to manage the above information, name the Database **KAKIRA PS DATABASE**.
- (x) Create a table using **Design View**, and name it **STUDENTS RESULTS**.
- (xi) Create a form called **Results Entry Form** and enter the above records.

- (xii) Create a query displaying all the fields in the above table to filter out only pupils who are females. Save it as **Females**. Print the query and its output.
- (xiii) Create another query displaying all the fields of pupils with ages 15 and above. Name it **Aged 15 Plus**. Print the query and its output.
- (xiv) Create a query displaying all the fields in the above table to filter out only pupils whose *Maths* marks are between 35 and 81. Name it **Maths Marks between 35 and 81**.
- (xv) Create a query to filter out the pupils who scored at least 70 marks in SST and English. Name it **AT LEAST 70 MARKS IN SST AND ENGLISH**. Print the query and its output.
- (xvi) Create a report showing FamilyName, FirstName, Sex and Age. Name it **Simple Report**. Print the report.

38. The following are details of customers who ordered for specific goods from A and Z company Limited in Japan. Study the information and answer the following questions:

Customer Table

CNo	FName	LName	Tel_No	Address	Sex
M001	John	Mugerwa	256-782450892	P.O. Box 1234, K'la	Male
M002	Ann	Idringi	256-772909090	P.O. Box 54, Arua	Female
M003	David	Waiswa	256-752978776	P.O. Box 34, Jinja	Male
M004	Mary	Twikirize	256-343434343	P.O. Box 67, Mbarara	Female
M005	Suzan	Nabwire	256-312879655	P.O. Box 625, Busia	Female
M006	Monica	Adongo	256-712442442	P.O Box 78, Kumi	Female

Order Table

Order No	Goods	Quantity	Unit_price (\$)	Amount	Date	CNo
1	Mattress	300	200		2 Feb 2010	M002
2	Car	400	5000		3 March 2010	M003
3	Generator	500	500		3 June 2010	M004
4	Computer	500	4000		5 Sept 2009	M006
5	Smart Board	380	1700		25 Jan 2010	M001

6	Router	100	2000		30 Jan 2010	M006
7	Bus	500	30000		1 April 2010	M005

- Using suitable database software, create a database and call it “A_Z”.
- Create the above tables, naming appropriate primary keys. In *Order Table* the *Amount* field is a calculated field where amount equals Quantity by Unit Price
- Create a relationship between the tables.
- Create a form for each of the tables in design view naming it *Customer Form* and *Order Form* respectively. Hence enter the data as specified in the table above.
- Query female customers whose first name start with letter M. Save it with file name M_Query.
- Query customers whose quantity is greater or equal to 400.
- Produce a report of queried work in (f) above and save it M_Report.
- Print the above report.

45. The table below is a record of employees in school canteen.

First Name	Surname	Sex	Date of Birth	Telephone numbers	Home Number
Margaret	Bukirwa	F	02/16/1967	079-427-878	P.O.Box 2776 Kampala
Joel	Bena	F	12/17/1970	079-492-579	P.O.Box 433 Masaka
Ronnie	Ogwang	M	07/28/1980	077-945-343	P.O.Box 444 Kampala
Ethel	Bogere	F	10/03/1979	072-008-342	P.O.Box 435 Jinja
Liz	Wamusu	F	02/25/1985	088-344-589	P.O.Box 4345 Kampala
Juma	Ali	M	11/12/1977	088-345-342	P.O.Box 455 Kampala

- Create a database and save it as “**Canteen**”.
- Design a table using the field names indicated above making the “Telephone Number” field as the primary key. Save it as “**Staff record**”
 - Create a data entry form and save it as Data entry.
 - Fill the form background with a yellow colour.
 - Populate the table using the form created.
- Sort the records in the table in descending order of the surnames.

- d) Using all fields, create a query showing the female employees and name it “**staff names.**”
- e) Design a query to filter out all females born between 1970 and 1980. Save it as “Older”.
- f) Create a report showing the “Surname” and the “Telephone Number” of the employees.

39. The table below shows records of a District Health Centre in terms of: Registration Number of the Patients, Name of the Patient, Sex, Date Admitted, Ward allocated and Diagnosis results of the Patient.

Reg No	NAME	SEX	DATE IN	DIAGNOSIS	WARD
1000	Nansimbe Joanita	F	14 May 02	Malaria	2A
1001	Kikomeko Juliet	M	14 May 02	Pregnant	5B
1002	Wandera Noah	M	15 Jun 02	Pneumonia	4C
1003	Suuna Abdu	M	17 Jun 02	TB	4C
1004	Kiwoola Sheila	F	20 Jun 02	Malaria	2A
1005	Lubega Fatuma	F	14 May 02	Pregnant	5B
1006	Acheng Florence	F	14 Apr 02	Malaria	2A
1007	Mugisha John	M	22 May 02	Cholera	2B
1008	Lubega Boaz	M	17 Jun 02	Bronchitis	4C
10009	Nyacheng Jovana	M	13 Aug 02	Malaria	2A

- (a) Create a database for the Health Unit and save it as *Your_surname-HEALTH*.
- (b) Using any Data Base Management program, create a *table* called “In Patients” with the following fields: Reg No., Name, Sex, Date In, Diagnosis and Ward.
- (c) Using design view, create a form and save it as *DATA ENTRY FORM*. Use this form to populate the database.
- (d) Create a *Query* for **FEMALE** patients who were allocated **WARD 5B**
- (e) Create a *report* showing **MALE** patients who were diagnosed with **MALARIA** and allocated **WARD 2A**.
- (f) Create a *Query* for the following fields: Name, Diagnosis and Ward.

(g) Save your work on the diskette as “*In Patients*”

40. **Computer Studies 2015** The table shows members of a Mathematics club.

CODE	STUDENT NAME	CLASS	DATE	MEMBERSHIP FEE
M001	MUSOKE D.	S1	03-Feb-07	2500
M002	KAWA V.	S4	05-Feb-08	4500
M003	MAGALA P.	S2	06-Mar-09	10000
M004	OPIO S.	S6	06-Feb-03	2400
M005	CHEBET A.	S5	06-May-05	1450
M006	BIKWASIZEHI F.	S2	08-Jun-08	3500
M007	NAMAGULU D.	S3	07-Jun-04	3000
M008	OKALEBO S.	S1	03-Jan-07	4500
M009	AMOOTI M.	S4	06-May-08	4600
M010	OYITA P.	S6	09-Sep-08	8000
M011	OSINDE D.	S1	07-May-08	6500
M012	MASABA P.	S3	06-Feb-07	8500
M013	GUDDI H.	S4	06-May-07	6500
M014	BAGOMBEKA S.	S5	05-Jun-09	8500
M015	BEHANGANE D.	S2	04-Mar-06	9500

(a) Create a database called **Schools Math Club**.

(b) In the database, create a table called **Mathematics Table** with the given field. Assign relevant data types.

(c) Populate your table with the given data.

(d) Create a form in design view to be used for entering new members in the table in the following years. Name the form **Math form**.

(e) Create a report with the names in ascending order, tabular layout and casual style. Name it **Mathematical report**.

(f) Create a query to filter out all those members from S1 . name it **S1 Math Query**.

(g) Print all you work.

41. **SUB ICT UNEB 2015.** The table below represents SD employee payroll. Study it and answer the questions that follow.

ID NUMBER	EMPLOYEE NAME	SEX	AGE	DEPARTMENT	BASIC SALARY	ALLOWANCES
UI12	ASSIMWE RUTH	F	52	COMPUTER	300000	20000
U13	TUGUME LEONARD	M	41	ECONOMICS	320000	32000
U14	TUSHABE ROBERT	F	36	MATHS	450000	50000
U15	NAMBI TRACE	F	36	MATHS	450000	62000

- Use a Database Management Software to create a database for SD employee. Save it as **SD database**.
- Design a table and enter the given data. Save it as **employee table**.
- Use a **query** to filter out all female employees with their details. Save it as **Female query**.
- Generate a report from the employee table and save it as Employee report.
 - Add a header to the report as SD EMPLOYEE PAYROLL and a footer as your name and personal number.
- Use a query to filter out employees who are between 40 and 45 years of age. Save it as **Aged**
- Save and print all your work.

PRESENTATION SOFTWARE

TIPS TO NOTE

Presentations:

- a) Use the right application software.
- b) Use the correct slide layout that fits the information to be presented
- c) Apply the title on each slide.
- d) Apply the effects and animations only if required, and should be minimal.
- e) Use clips that are relevant to the topic being discussed.
- f) For manual slides, link your action buttons to relevant slides is asked.
- g) If asked print your work in the handout mode.
- h) Follow other instructions as given.
- i) Don't over crowd the slide.
- j) Manage the colour contrast
- k) Don't make the background colour cover the message
- l) Guard against other forms of noise in presentation like over capitalisation, un attended to sections.
- m) Avoid inappropriate message.

1. A leading Social Activities Group BASAJJABAKA 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, gain through using unrealistic methods without using a gun.

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

Corruption in Uganda takes many ways that include; taking and accepting of bribes, over charging of customers, abusing office property, taking a lot of money in form of allowances, signing of 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 order list.
 - f) Use minimal animations.
 - g) Set all headings to font size 45 and the content font 28.
 - h) Print a copy of your work as in a handout mode.
 - i) Save your work as 'Basajjabaka' and exit the application.
1. Ministry of Education and Sports has appointed you to design a presentation for use during this years' Head teachers' convention in Mbale. The topic you have been given is 'Strikes in Schools'. Prepare five manually running slides and save as 'strikes'.

You have been provided with the following details:

Slide one: To contain the main heading, 'Strikes in Schools'. Your name as presenter.

Slide two: To contain causes of strikes in schools.

Slide three: To contain solutions to strikes in schools.

Slide four: Ministry position on strikes in schools.

Slide five: Conclusion statement.

Other instructions:

- a) Insert action buttons appropriately on each slide.
 - b) Insert a header your index number.
 - c) Insert slide numbers and use a simple background.
 - d) Print a copy of your work in handout mode.
2. Create a suitable 7 slide show presentation for your school, with the following items:

Note: your slides should:

- a. Use appropriate animation schemes to view your presentation.
- b. Use appropriate transition for your show.
- c. Apply clips and word art where applicable
- d. Apply appropriate design templates and background colour
- e. Have a footer as your name

Additional information:

- a) A title slide with the name of your school
 - b) A text slide with the departments in the school
 - c) A text slide with the subjects taught in the school
 - d) A two column text slide with the names of teachers in the school.
 - e) A text slide with co-curricular activities in the school.
 - f) A tabular slide with ten (10) imaginary senior four candidates with their imaginary marks in end of term two computer test.
 - g) A line graph for analysing performance of the ten candidates in (f) above.
 - h) Save your work as your name.
3. The counselling department of your school has asked you to prepare a five page presentation save as 'counselling' and include the following details.

Slide One – Title: Counselling Department, include your name as the presenter.

Slide Two – Services offered by the department.

Slide Three – Causes of drug abuse in schools.

Slide Four – How to control drug abuse in schools.

Slide Five – Conclusion.

Instructions:

- a) Include a simple uniform background in your presentation.
 - b) Add relevant clip art from the office collection.
 - c) Insert two action buttons on each slide and link them appropriately.
 - d) Add slide numbers in the middle of each slide.
 - e) Add uniform animation in your work.
 - f) Add header your name and screen resolution of 800 x 600 pixels.
 - g) Print a copy of your work in handout mode.
4. A Ugandan group is interested in your presentation skills to communicate an idea to the government about the need to conserve the forests
- You are required to:
- a) Create four slides:
 - i) Slide one should have the introduction of the topic
 - ii) Slide two should represent the group members' names, addresses, telephone contacts and occupations.
 - iii) Slide three should represent the benefits of forests.
 - iv) Slide four should represent the conservation methods
 - b) The presentation should have a continuous loop
 - c) Use minimal appropriate graphics and designs
 - d) Creativity
 - e) Include the following on each slide:
 - Your Name
 - Index Number
 - Current date
 - Current time

f) Save your work and name it forest

5. Malaria is one of the major killer diseases in Tropical countries. As an informed person, you are required to design a slide show on *malaria* the killer:

Create 4 slides

- a) Slide one should elaborate on the causes.
- b) Slide two should focus on the spread.
- c) Slide three should show the prevention methods
- d) Use nominal graphics in the three slides.
- e) Slide four should focus on the conclusion
- f) Link one slide to another.
- g) Include your name and index number on each slide as a copyright.
- h) Save the slide show on a floppy diskette as 'show'.

6. The computer club of your school has asked you to design an electronic presentation 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: An organization chart (Smart Art graphic hierarchy type)

Slide three: Activities of the Club

Slide Four: Benefits of joining the ICT Club

Slide four: Conclusion

Instructions:

Set your slide as follows: 16:10 on screen show

10 x 6.25 inches

Landscape

75 page slide magnification

- a) On the first slide, include the motto of the club "ICT THE FUTURE OF OUR COUNTY" and name of the presenter your name.

- b) Include names of all executive members in a table of 7 rows by 2 columns to include Name and Post respectively held by each member.
 - c) Mention activities that have been carried out last year and what the club intends to cover this year. Use a bulleted list
 - d) Include relevant graphics and change your slide to resolution of 1024 x 768 (Slowest, Highest Fidelity).
 - e) Apply a simple background design of newsprint
 - f) Insert action buttons on each slide that links a slide to the required direction both for back and next.
 - g) Include a hyperlink on slide 3 that should take you to anyone number so far done during this seminar.
 - h) Add a comment around the slide title of content four to read “Join us”
 - i) Include footer, ICT and a header, ‘personal number’.
 - j) Use a checker board entrance animation effect to slide 1 and 2 contents and a fly out animation to slide 4
 - k) Let your slides loop continuously till you escape.
 - l) Your presentation time and date should update automatically and set the timing to 3 seconds.
 - m) Print a copy of your presentation in handout mode of 4 three slides per page.
7. Make a PowerPoint presentation highlighting the world Cup tournament 2014 events. Include the major events in at most six slides. Use of graphics, videos clips, and animations, brief summary of goals scored by different team and over all creativity will attract more marks.
8. The Electoral Commission is planning a sensitization of the mass upon the forthComing general population census that is to be conducted from 28th/08/2014 – 6th/09/2014. The population census is to be carried out throughout the entire country. The following details are provided.
- Slide one: Introduction to the population census.
- Slide two: Things that are eligible for census.

Slide three: The anticipated questions by the enumerators (not more than six).

Slide four: The importance of population census.

Slide five: Conclusion.

Instructions:

- a) Design a presentation that runs after a single click.
- b) Remember to use a uniform background colour for the presentation.
- c) Apply relevant fonts, graphics and animations.
- d) Add your name as a header.
- e) Save your presentation as ‘population census 2014’

9. The Health Prefect has appointed you as a health educator in your PIASCY or STRAIGHT TALK youth group and you are required to give a talk on the topic,
“**ABSTINENCE – the best way of preventing HIV/AIDS**”

You are therefore required to:

- a) Design 5 slides as follows:

- i. Title Slide: Should have the **Topic, Your Name** and
(an automatic-update) **Date of Talk**.
- ii. Slide 2: Introduction to the topic and Definition of ‘Abstinence’
- iii. Slide 3: Four principles that adolescents can use to stay abstinent.
- iv. Slide 4: Negative Consequences of Sexual Activity.
- v. Slide 5: Conclusion.

- b) Include Slide Numbers on all slides **excluding** the title slide.
- c) Save your presentation as **Abstinence Talk.ppt**
- d) Use uniform text entry animations and slide transitions.
- e) Put your name as a handouts header and class as handouts footer.
- f) Print out one page only, having all the 5 slides.

10. You are part of the computer club of your school and you have been asked to prepare a presentation for use while teaching new members. The topic of discussion is ‘input hardware devices’. You have been asked to prepare a five page presentation saved as ‘hardware’. You also provided with the following details:

Slide one – Topic ‘Input Hardware Devices’. Add your name as a presenter and today’s date.

Slide two – Functions of input hardware devices. Include five uses of input hardware devices to the user.

Slide three and four – Examples of input hardware devices. (Mention five hardware devices on each slide and write on top of slide four ‘Input hardware cont ...’)

Slide five – conclusion slide.

Instructions:

- a) Insert slide numbers on your slides excluding slide one.
- b) Use a simple background.
- c) The presentation should run automatically.
- d) Insert necessary graphics from the office collection.
- e) Adjust screen resolution to 800 x 600 pixels.
- f) Use clear font faces.

11. Your school has been invited for a computer seminar. You are to prepare a presentation about computer networks. You are required to:

- a) Create five slides:
 - Slide one (title slide)
 - Slide two should have the introduction of the topic
 - Slide three should have some transmission media used in networking.
 - Slide four should the merits of networking.
 - Slide five should have the conclusion.
- b) Include the following on each slide: your name at the top right hand corner and the slide numbers at the bottom left corner (excluding the title slide)
- c) Apply uniform slide backgrounds and text entry animations.
- d) Save your work as “networks.ppt.”

12. The National environment management authority (NEMA) is preparing a campaign to sensitise the nation of the current danger of climate change that is affecting the eco -

systems throughout the country. As an expert in computer studies, you are consulted and have agreed to help in this noble cause. Prepare **10** presentation slides as follows;

a) Create a MASTER Slide with:

- (i) The Name of the authority as '*The Master Title*' [**Comic Sans, Font 44**]
- (ii) A uniform and appropriate background Color.
- (iv) Your Name and Reg. No. as the Right footer of the Slide [**Tahoma, Italics, Font 14**]
- (v) The Date and time as the Left footer of the Slide [**Tahoma, Italics, Font 14**]
- (vi) The rest of the text (body) should be [**Times New Roman, Regular, and Font 28**]

Slide I – III Representing an introduction to the topic

Slide IV – V Representing the causes of climate - change

Slide VI – VII Representing the effects of climate – change

Slide VIII – X Representing how to how to combat climate – change

- b) Use minimal graphics and designs appropriately
- c) Create a slide show to run automatically 5 seconds for each slide.
- d) Include your name and index number on each slide.
- e) Save your work as 'NEMA'

13. You have been chosen in your village to prepare and give a presentation during a campaign to create awareness to your community about sleeping under the mosquito nets.

Prepare a four slide **automatically** running presentation as follows:

Slide1 : Include The title of your presentation, your name and the date.

Slide2: Some ways a mosquito net should be handled to prevent the mosquito.

Slide3: Describe some of the effects of mosquito to human beings.

Slide4: Conclusion.

NB:

- (i) Use a master slide with the following specifications:
 - Font Arial Narrow 54 bold and red master title style.
 - Font style Verdana 32 black for master text styles.
 - Use a light blue gradient slide background fill.

- Slide numbers should appear at the bottom centre of the slide with font 24.
- (ii) Use simple animations and slide transitions.
- (iii) Add your name and index number in the handouts header
- (iv) Printing all the slides on one page as handout.
- (v) Save your work as Mosquito net.ppt

14. 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)-(IV). Every slide should:

- Using minimal graphical effects to make the presentation entertaining.
 - Be able to convey the appropriate message to the community.
 - Run automatically.
 - Have your name and index number as footer.
- i) **Slide I** - should include the title, your name and your school name.
 - ii) **Slide II**- should include the actual causes of road accidents in Uganda
 - iii) **Slide III**- should include the contribution of the traffic police in the prevention of road accidents.
 - iv) **Slide IV** – should include the preliminary precautions to avoid road accidents.
 - v) Save the presentation as “ Road Accidents”
 - vi) Print your slides in a handout mode.

15. You are required to make a presentation to a group of senior four computer studies students about the following components of a computer system; namely

- (i) Hardware
- (ii) Software
- (iii) users

Include the following information about each of the components.

Hardware

Hardware devices are the physical and tangible of a computer. Hardware comprises the electronic and the electromechanical parts of the computer.

Hardware – is important because it carries out the; □ in putting, □□ processing, □ storage, □ out putting, □ Communications of the system.

Examples;

Monitor, keyboard, mouse, system unit. Etc

Software

Software is a term for electronic instructions that tell the computer how to perform a task.

Examples

System software –

□□ Operating systems - Windows XP, Vista, Windows 95

□□ Programming languages – C+, Java Script, SQL

□□ Utilities – ANTIVIRUS software, disk defrag mentors, data recovery.

User

The most important component of a computer system – used to design and develop computer systems, operate the computer hardware, create the software, and establish procedures for carrying out tasks.

Users include ordinary and professional users.

(a) Create a presentation in which each concept (i) (ii) and (iii) is on its own slide. Enhance with a graphic of your choice

(b) The first slide should contain links through action buttons to each other slide

Note:

Each slide must contain a link to the first slide, through an action button.

(c) Include your name and index number on each slide and save your work

(d) Print your slides

16. As the District Educational Officer (DEO) of your district, you have been assigned a project to sensitize the residents in your locality about the importance of education.

In addition to the title slide, you are required to design **six** slides:

Slide I: Introduction (Include definition of education and a brief history about the education status in your district).

Slide II: Content (types of education)

Slide III: Benefits and achievements of education.

Slide IV: A tabular slide with imaginary number of students who got government sponsorship from your district for each of the last Six years.

Slide V A line graph for analyzing performance of your district in the six years above.

Slide VI: Short comings of education and conclusion.

NB.

- a) Insert a **relevant** graphic on each slide.
- b) Set your slides to have a suitable background.
- c) Include an **automatic current date** on the title slide.
- d) Put your name in the footer section on the rest of the slides (excluding title slide).
- e) The slides should run automatically.
- f) Save your presentation as ***Education.ppt*** in your exam folder.

17. You are a member of senior six ICT class and carrying out revision. You prefer using a projector to discuss the topic 'COMPUTER HARDWARE' to your friends. Remember to include the following and save as 'senior six'.

Instructions:

- a) Create a slide (slide one) to contain a title slide for 'Senior six Revision'. Indicate the name of the presenter.
- b) Create one slide (slide two) to contain the heading, computer hardware. On this, define the term computer hardware; mention the different categories that you are to discuss, beneath the statement 'Computer hardware will be discussed in the following slides', have a nice discussion.
- c) Insert slide four slides (3-6). Ensure that each slide accommodates computer hardware categories e.g. input hardware devices.
- d) On each slide 3 – 6, mention any four examples of input hardware devices.
- e) Insert relevant graphics on your presentation.
- f) Write your name as footer and header computer hardware.
- g) Print a copy of your presentation

19. Today there is rampant child sacrifice in your society. One human rights organisation used to conduct a sensitisation workshop for members in the society looking at the following aspects.

- a) Using a suitable presentation programme of your choice, create a manually running presentation and save as sacrifice.
- b) Create a slide (slide 1) on it insert a heading sacrifice in Uganda. Write your name for the presenter and remember to vary the font sizes and colours for your text on the slide.
- c) Slide II should include prevention measure to child sacrifice.
- d) Slide III include the different bodies that have come up to fight against human sacrifice.
- e) Slide IV the conclusion slide.

NB:

- Your slide should run automatically
- Apply the transition and animations in all slides
- Should have uniform background.
- Apply a header your name and footer your class.

20. The **three** “Categories of Computer Software” are Operating System, Application Software and Utility Software.

Required

Create a Presentation as indicated below:

- (i) Slide One – Include the Title, your name, class and email address (if applicable).
- (ii) Slide Two – Define the Operating System and give at least two examples.
- (iii) Slide Three – Define Application Software and give two examples.
- (iv) Slide Four – Define Utility Software. Give two examples.
- (v) Slide Five – Your conclusion.
- (vi) Insert slide numbers in your presentation.
- (vii) Save the Presentation as ‘**Computer Software**’.

(viii) Print your Slides.

Note The slides should:

- Run automatically.
- Use minimal graphic effect.
- Have your name and class as footer.

21. You have been appointed the Public Relations Officer of Ministry of Education, Sports and Games. Prepare a presentation to be used to address the issue of burning of schools in Uganda.

Slide one: Introduction: Should include definition(s) of key terms to use in your presentation.

Slide two: Possible causes of fires. Should include causes that are factual and a few of these you imagine.

Slide three: Effects of fires. Should include effects to: the parents, students and the community.

Slide four: Remedies. Should include only short term solutions to the challenge.

Slide five: Conclusion

Tasks:

- a. Prepare five professional presentations for use in your talk that is manually driven and save as “fires”.
- b. Use minimal effects and transitions.
- c. Add a fixed footer: your name and index number.
- d. Add slide page numbers.
- e. Use a simple background.
- f. Use only graphics provided in the clip art collection.
- g. Save your work as ‘Burning’.

23. Create a suitable 6 – slide show presentation for the invention of the computers in your school and the impacts with the following items.

- Appropriate animation schemes to view the presentation
- Appropriate transition for the show
- Clips and word art where applicable

- Appropriate design templates and background colour.
- Footer bearing your name and index number.

- Title for the presentation.
- Invention of the information technology in your school.
- Merits and demerits of computers in your school.
- Problems faced since the invention of computers in your school.
- Solutions to the problems.
- Save your work as “invention of computer”.
- Print out a handout having all the slides on one page.
- Include your name and index number as header.

24. The computer club of your school has asked to design a manual slide for use while addressing senior one and five. 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:

- On the first slide, include, the motto of the club “*IT for everyone*” and name of the presenter (write your name).
- Include names of all executive members in the table of 7 rows by 2 columns to include Name and Post respectively.
- Mention activities that have been carried out last year and what club intends to cover this year.
- Include relevant graphics.
- Apply a simple background design.
- Insert action buttons on each slide that links a slide on the required direction both for back and next.

- Insert a footer, ‘Computer Club 200x’ and header, ‘enrol now’. Include the correct year for 200x.
- Print a copy of your presentation in handout mode.
- Save your work as ‘computer club’ and exit the application.

25. There will be an “*East African Colleges, Institutions and Universities Expo*” at Hotel Africana on the 24th May 2015. As the Officer in Charge of Public Relations at NABANA BUSINESS COLLEGE, the Principal has asked you to organize a team and suitable material which you will use to market your institution at this Exhibition.

Using Presentation software of your choice, design a 4-slide presentation which you will continuously run as you explain to guests who will visit your school during the exhibition.

Presentation Guidelines:

(i) **Slide 1**

- Use a **Blank** slide layout
- A **title slide** outlining basic information about **Nabana Business College**.
- Use some or all of this information.

The college is located along Sir Apollo Kaggwa Rd. in Kampala Central Division; its postal address is P.O.Box 137, KAMPALA:

Tel Contact: 0312 -487 233,

E-mail: nabanacollege@rocketmail.com

- Any Other additional but relevant information and slide designs will earn you marks.

(ii) **Slide II**

- Use an **Organizational Chart** slide layout
- Use an appropriate **Slide Title**
- Organize the information below in the most appropriate way on this slide.

Highest in hierarchy is the **FOUNDER DIRECTOR** [Mrs. Nasimolo Grace], followed by the **RESIDENT DIRECTOR** [Mr. Kigongo Keith], followed by the **PRINCIPAL** [Ms. Mutibwa Faith]

The **DEAN OF STUDENTS** [Mr. Opio Rosco], the **REGISTRAR** [Mr. Wangolobe Nobert] and the **COLLEGE BURSAR** [Mrs. Tumwine Edith] all report directly to the Principal

The **STUDENTS' COUNCIL** reports to the **Dean of Students**, **HEADS OF DEPARTMENTS** report directly to the **Registrar** and **DEPARTMENTAL ACCOUNTS OFFICERS** directly report to the **College Bursar**.

(iii) **Slide III**

- Use a **Title and Table** slide layout
- The title of this slide will be ***The Academic Catalog***
- In the table on the slide, organize the following courses taught in the college under their respective departments.

Business School:	- UDBS, - Certificate in Business Accounting, (Cert. BC) - Diploma in Business Computing and (Dip. BC) - Bachelors in Business Administration (BBA)
Department of Information Technology:	- Certificate in Computer Applications (Comp Apps) - Diploma in Computer Networking (Dip. CNet) - Diploma in Database Management (Dip. DBM) - Certificate in Web Designing (Web Des)
School of Social Sciences and Humanities	- Diploma in Human Resource Management (Dip. HRM) - Diploma in Project Management (Dip. PM) - Diploma in Counselling and Guidance (Dip. C&G)

(iv) **Slide IV**

- Use a **Title and Chart** slide layout
- The title of this slide will be ***The Enrolment Schedule 2008-2010***
- The table below shows enrolment figures for the college between 2008 and 2010. Use it to generate the chart that will appear on this slide.

Course	2008	2009	2010
BBA	20	13	32
Dip. BC	10	15	35

UDBS	18	14	10
Dip. HRM	5	10	11
Dip. C&G	5	15	36
Dip. DBM	2	2	12
Comp Apps	26	39	40

Formatting Guidelines:

- (c) Insert relevant clip art or other images appropriately.
- (d) On your title slide, insert hyperlinks to each of the other 3 slides in the presentation
- (e) Your slides must run automatically after 5 seconds
- (f) Insert a **footer** of Your Name slide and Index No. on each of the slides
- (g) Use a **cool background** colour or **Slide Design**.
- (h) Apply a **Checkerboard down** slide transition.
- (i) Custom Animation **Entrance- ->Faded Swivel** for every slide titles.

26. News, E-commerce, Research Education, e.t.c..... are some of the benefits of internet.

Prepare four slides to include the following information.

Instructions:

- a. 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.

28. The prep master of your school provides the following data concerning prep attendance for three days. He has asked you as a computer studies student to prepare an automatically running presentation you are to save as ‘preps’

Slide one: Prep assignment 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 the legend.

Instructions:

- Use a green background.
- Replace on slide one ‘your school’ with the real name of your school.
- Add a name of the prep masters/ mistresses at your school on slide one. In the form of presented by Mr./Ms/Mrs.x
- Insert slide numbers, footer your name and the header “PREP”.
- Ensure that the text animations stands at 3 sec. And slide transition at 1 sec respectively.
- Change the slide resolution to 800 ×600.
- Print one copy of slide 3 in slide mode slide 1 and 2 handout mode.

29. Make a PowerPoint presentation highlighting the world Cup tournament 2014 events. Include the major

events in at most six slides. Use of graphics, videos clips, and animations, brief summary of goals scored by different team and over all creativity will attract more marks.

30. The computer club of your school has asked you to design an electronic presentation 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: An organization chart (Smart Art graphic hierarchy type)

Slide three: Activities of the Club

Slide Four: Benefits of joining the ICT Club

Slide four: Conclusion

Instructions:

Set your slide as follows: 16:10 on screen show
10 x 6.25 inches
Landscape
75 page slide magnification

- n) On the first slide, include the motto of the club “ICT THE FUTURE OF OUR COUNTY” and name of the presenter your name.
- o) Include names of all executive members in a table of 7 rows by 2 columns to include Name and Post respectively held by each member.
- p) Mention activities that have been carried out last year and what the club intends to cover this year. Use a bulleted list
- q) Include relevant graphics and change your slide to resolution of 1024 x 768 (Slowest, Highest Fidelity).
- r) Apply a simple background design of newsprint
- s) Insert action buttons on each slide that links a slide to the required direction both for back and next.
- t) Include a hyperlink on slide 3 that should take you to anyone number so far done during this seminar.
- u) Add a comment around the slide title of content four to read “Join us”
- v) Include footer, ICT and a header, ‘personal number’.
- w) Use a checker board entrance animation effect to slide 1 and 2 contents and a fly out animation to slide 4
- x) Let your slides loop continuously till you escape.
- y) Your presentation time and date should update automatically and set the timing to 3 seconds.
- z) Print a copy of your presentation in handout mode of 4 three slides per page.

32. Below is part of a project report for an **NGO**, create a 4-slide presentation to include the data below and save it as **Coordinator-Presentation**.

SLIDE I: Will be your title slide, may include information such as...

Project Report for first Quarter of 2004 presented by the country Coordinator (Mr. Ejalu Charles) on 23rd May 2004 at The Stakeholders' Annual Event – Hotel Africana.

- Layout of text
- Formatting of text
- Clip Art image

SLIDE II: A bulleted list of 3 activities so far conducted by the NGO in the first quarter of the year, i.e

1. A seminar to Secondary school teachers in Nwoya and Kiryandongo districts
 2. Supply of Sex Education Literature to 3 schools in the 3 regions where the NGO is in operation
 3. Launch of a Radio drama “*Woolira-wofira*” acted by a cross section of youths from member schools
- Layout of text
 - Formatting of text
 - Clip Art image

SLIDE III: Use an **Organizational chart** Slide layout to explain Management and Administrative procedures of this NGO basing on the facts given below:

The Organisation's highest command is the **Steering Committee** then the **Country Coordinator**. The **Human Resources Director** and **Finance Director** report directly to the Country Coordinator.

The Human Resources Director has 3 Subordinates i.e. **Office Administrator**, **Field Education Officer** and **Health Officer**.

While the **Accountant** and the **Accounts Clerk** report directly to the Finance Director.

SLIDE IV: Use a **Title n ChartSlide Layout** to represent part of the data which was collected during an **Evaluation** of the NGO activities in the Southern Region. Use the information below to automatically generate a **Column Graph** on the slide.

NGO Activities	15 -25Yrs	26-35Yrs	35-45 Yrs	45yrs +
Radio Drama	22	27	18	24
Seminars	15	16	29	30
Printed Literature	25	25	26	14

- Use this title for your graph and format it appropriately:
“Impact of Organizational activities in the Southern region on different Age groups”

(b) Apply plain calm background colour of your choice to all slides.

(c) Apply a **Blind Vertical**slide transition to all the slides

27. You are a member of the computer club in your school; your school has been invited to the trade show where different companies from Uganda are required to attend the exhibition at Lugogo indoor stadium. The method of presentation is by power point. Using power point presentation software, design a 4-slide presentation which will continuously run as you explain to guests who will visit your school during the exhibition.

Follow the guidelines below

Slide one should have the role of ICT in business

Slide two should have the role if ICT in education

Slide three should have the negative impact of using computers

Slide four should have the organizational chart of the club following the guidelines below

- Use an organizational chart slide layout
- Use an appropriate slide title
- Organize the chart using the details below.

Top in the hierarchy of your computer club is the **Patron**. Then the **chairman** [Mr. Odong] followed by **vicechairperson** [Mr. Kaggwa], the **publicityofficer** [Mr. Onencan], the **clubtreasurer** [atugonza], **clubsecretary** [misskiraba] report to

vicechairperson

The **classrepresentatives** report directly to **chairperson**, and the **clubmembers** report directly to the **clubsecretary**

- Additional information:
- Insert a relevant clipart or image appropriately
- Your slide must automatically run after 3 seconds
- Insert your name and index number as footer
- Apply minimal slide animations
- Apply two colour background in your slides
- Save your work as computer club

28. 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 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 10 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 visibly enabled but not too strong.
- f) Insert slide numbers, and change the presentation to fit on a16:9 on screen show.
- g) Print your presentation fitting on one A4 standard paper size.

29. The games master of your school has asked you to prepare a presentation for use during this year's sports day saved as 'sports'. The theme for the event is 'Games for Fitness'.

You are to include the following details:

- ✓ Slide one: to include the name of your school, theme of the year, at the top; your name and index number at the bottom this slide.
- ✓ Slide two: to include names of all houses and their colours. This should be in a table of seven by two. Remember to list down six houses in your school. The slide title is 'houses'.
- ✓ Slide three: to include a list of various sporting activities to be carried out. This list should be unordered. The slide title is 'Sporting Activities'.
- ✓ Slide four: to include a slide title, 'Programme'. On this slide, include a day's programme to have at least six activities in a table.

- ✓ Use a uniform slide background all through your presentation.
- ✓ Insert a footer your index number, slide number and today's date with a provision for daily update as a footer.
- ✓ All slide titles should have a uniform animation style. You may choose a different animation style for the content and graphics. This should be uniform.
- ✓ Insert a header, your name.
- ✓ Print a copy of your work in a handout of 4 slides on o

30. You are the Chairman of the YOUTH ALIVE CLUB in your school, one of the activities in the Club is Community Outreach Programmes. In one of the Club meetings members agree to visit a Primary School nearest to your school and talk to the student who are about to go for their P.7 vacation about AIDS.

You are required:

(a) Create a MASTER Slide with:

- (i) The Name of the Club as '*The Master Title*' [**Comic Sans, Font 44**]
- (ii) Uniform and appropriate background Color.
- (iii) Second Level Header should be formatted as follows [**Arial Narrow, Bold, Font 32**]
- (iv) Your Name and Reg No. as the Right footer of the Slide [**Tahoma ,Italics, Font 14**]
- (v) The Date and time as the Left footer of the Slide [**Tahoma , Italics, Font 14**]
- (vi) The rest of the text (body) should be [**Times New Roman , Regular, Font 28**]

(b) Slide I – A Title slide bearing: the name of the Club, the Name of the Presenter, Title of the Presenter and the date. (Use different Font sizes and Style so as to make it look as smart and neat as possible)

(c) Slide II - The title of this slide should be WHAT IS MALARIA? Below it, write not more than three (3) statements/sentences explaining what you understand by 'AIDS':

(d) Slide III – With the title HOW CAN I GET MALARIA? Make a Bulleted List of five possible ways in which one can catch AIDS.

(e) Slide IV - List any 3 ways in which one can Avoid catching MALARIA. Write an appropriate title to the text you have written on this slide.

(f) Create a slide show:

(i) Apply “*Box In*” transition for Slide I and “*Wipe Down*” transition for the rest of the slides.

(j) (ii) Apply “*Fly*” for text Animation

(f) Save your work on the diskette provided as “**KASUJJA**”

31. You are a member of 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 ‘senior four’

Instructions:

- a) Slide one to contain a title a ;Senior four revision”. Indicate the name of the presenter.
- b) Create one slide (slide two) contain the heading, computer generations. On tis slide, define the term computer generation; mention the number of generation that you are to discuss. Beneath, add a statement:
‘Computer Generation 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 generation’
- g) Organise your presentation for slide sized for custom and a 10 × 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 hand-out mode and exit the application.

32.(a) **SUB-ICT UNEB 2015** Create a five –slide presentation about the introduction of Subsidiary Information and Communication Technology(ICT) for A- level in Uganda. In your presentation do the following:

- (i) **Slide I** – Include the tittle “ Report on the Introduction of Subsidiary ICT”
- (ii) **Slide II**- State reasons why Subsidiary ICT was introduced in Uganda.
- (iii) **Slide III**- Give the expected outcomes of studying Subsidiary ICT.
- (iv) **Slide IV** – List problems that are faced in schools offering Subsidiary ICT.
- (v) **Slide V**- Make a conclusion thanking the Ministry of Education, science, Technology and Sports for introducing Subsidiary ICT to the curriculum of Uganda.

- (b) Use appropriate transition for your slides.
- (c) Use appropriate animation scheme to view your presentation.
- (d) Rehearse time your presentation with an appropriate timing of your choice.
- (e) Loop your presentation continuously.
- (f) On title slide apply a clip art of the picture of your computer.
- (g) The title should have the font size of 43.9, and it should appear different from the other slides.
- (h) All the slides should bear a footer of your name and personal number except from the title.
- (i) Apply appropriate colours for each slide.
- (j) Save your work as your name and personal number
- (k) Print your work.

WEBPAGE DESIGNING

***NB:** Students at 'A' level are advised not to use any of these questions for examination purposes. They are outside your syllabus scope
Questions in this section are specifically for 'o' level.*

TIPS TO NOTE:

Web publishing:

- a) Load the right application.
- b) Apply relevant colour themes.
- c) Create the required number of pages. i.e the Home page/index page, title page e.t.c.
- d) Link the pages.
- e) Use the appropriate and the relevant graphics to the topic and be placed in the appropriate position.
- f) Use shared borders and navigation bars/ buttons
- g) Publish your site after working.

1. You have been selected as the web-master for the school's "Computer Club" to design a website for the club. In your planning stage you decide to include the following web pages on the website:

- (i) Membership page,
- (ii) Organizational structure of the club.
- (iii) Activities page
- (iv) News page
- (v) Feedback page
- (vi) Apply a marquee animation for all web pages
- (vii) Apply a suitable background to all the pages in the website.
- (viii) Apply appropriate graphics to all the pages
- (ix) Save your work as 'clubweb'

2. Design the website including a logo to make it professional. Include also the source, date when the data was uploaded, Contact of Web Author, Last update and references where

necessary. Using any available web publishing software, design a web page for the 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'.

3. Using a web publishing application of your choice prepare and design a website for your family with the following pages successfully linked to one another;

- (i) Home/ welcome page with family name, motto and names of family members.
- (ii) Family background page with family location, tribe, race, religion, occupation of parents and number of sons and daughters.
- (iii) Family welfare page with the name of clinic or hospital and accommodation whether rental or personal.
- (iv) Contact page with details of parents' phone numbers, e-mail addresses and website
In the web page insert
 - i) Appropriate background and font colour.
 - ii) Appropriate layout creativity
 - iii) Relevant graphics
- (v) Save your work as your name and index number.

4. Using a web design software of your choice, design a three - page website for Select Garments Company in which includes the following:

- a. Page titles.
- b. **Home page** with not less than 100 words.
- c. 1 link to e-mail: info@selectgarments.com and another one for the website (www.selectgarments.com) on the **Contacts page**.
- d. Photo Gallery with a few related graphics.
- e. The pages should be well linked with a good navigation structure.
- f. Save your work as "**Select Garments Website**".
- g. Print your work.

5. Using any available web publishing software, design a two page website for 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.
 - Address of the school (does not need to be the actual address)
 - A facility for visitors to send an e-mail to the school.
 - Well linking navigation bar.
 - (vi) 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.
6. 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 a website,
- (i) Should be a homepage with a shared banner with the page name Victor home and title Hilton FM website and the station motto "At Hilton we share".
 - (ii) A marquee with words 'Welcome to Victor fm online' slightly after the page banner and it should not be shared.
 - (iii) Provision for active links to other pages of the site.
 - (iv) Not more than 100 words on your home page.
 - (v) Add a table and think of your own programmes with the times at which they are on air e.g. News, sports update, Hilton top 20 count down, e.t.c.
 - (vi) Photo gallery; Add about 8 well organised photos from the clip art collection to represent how this page will be used.
 - (vii) Contact us; Add on this page in a bulleted format;
 - Telephone contact (office)
 - Telephone contact (studio line)

- Location of the radio station.
- Postal address of the radio station.
- The phrase, “click here to give us your feedback”, which a visitor to the site can follow to send an E-mail.

NB; Assign an imaginary corresponding numbers and addresses to the above.

(viii) Insert your name in the right bottom corner of this page.

7. An NGO, “BUKASA ORPHANAGE” is looking a webmaster. You have been recruited to carry out the task. In a folder named ‘Bukasa’, 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 the orphans.

Page 2; Menu

Generate a table of 5*4 to include the menu for orphans. Use the following layout and populate it according to your wish. Include the literature below;

Bukasa 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 a better service delivery every week. The menu is displayed below.

Menu for week one, January 2010

	Morning	Breakfast	Lunch	Dinner	Super
Morning					
Tuesday					
Wednesday					
Thursday					
Friday					
Saturday					
Sunday					

Page 3; Schools attended.

On this page, generate a list of 10 schools where the orphans attended 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:

- Make sure that the site is self linking.
- Use relevant graphics on each page.
- Add an e-mail link to all pages with a word 'Click here to donate'.
- Remember to provide a scrolling marquee containing a word "Life for Orphans made Brighter".
- Print a copy of your work and exit the application.

8. Using a suitable website authorising application of your choice. Prepare a website containing your personal information on two pages saved as 'personal'.

Instructions:

- On page one (Home) of your project, include your age, order in family, classes attended so far, hobbies, e.t.c. generate a list of 3 sisters and two brothers on this page. Give the name of your father and mother in a correct order.
- 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 8x3 with these titles;

Club	Location of the club	Activities you carry out

- Include a well positioned banner with a title "MY PROFILE". This banner should be shared in all the two pages you work.
- Add a marquee that keeps on alternating from right to left and forth.
- Add a beautiful background colour theme.
- Ensure that the two pages are well linked.
- Add a button for next on page one and back on page two well hyperlinked. The buttons should be at the bottom of the page.

- (viii) Include today's date as the last date of updating.
- (ix) Slightly after the marquee, insert today's time and date.
- (x) Add relevant graphics on each page.
- (xi) Print a copy of your work.

9. The ministry of health is to carry out mass immunisation 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

- (i) Your site should have three pages well linked.
- (ii) On the home page include the meaning of immunization. Mention three bulleted reasons for immunising children below the age of 5 years. Include the six killer diseases that children have to be immunised against. Bullet the diseases.
- (iii) Page two: Program: On this page, include the program of immunization in Uganda. Uganda is divided in to 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.
- (iv) 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 table of 10x10 in the form of:

Name	Contact

You are free to write the physical address, telephone number and time of contact.

- (v) Add a banner 'Ministry ministry of Health-Uganda' that will be shared on the two pages.
- (vi) Your banner should have a yellow text and a black background.
- (vii) Add a marquee 'Kick polio out of Uganda'. It should be red colour.
- (viii) Insert three relevant graphics in your work.
- (ix) Add a search facility of other ministry links in Uganda.
- (x) Include a page transition.
- (xi) Add a background music piece, the Uganda anthem.

- (xii) Choose a uniform, good background theme for two pages.
- (xiii) Add the current time after the marquee on the extreme right with: Time in Jinja: your date goes here. Print your work.

10. As a webmaster, you are required to design a website for MPOMA POULTRY FARM with the following pages:

a) Index page –

- i) Should have the title: **MPOMA POULTRY FARM ONLINE.**
- ii) A good navigation structure with hyperlinks to all the other pages on the website.
- iii) A brief welcome message and information about the Farm of **not less than 20** words.
- iv) A hit counter.

b) Products page –

- i) Should have the title: **PRODUCTS OF MPOMA POULTRY FARM**
- ii) A table showing products such as Eggs, 1-day old chicks, Layers, Broilers, Turkeys, Ducks, Chicken Feed, e.t.c, with their corresponding prices.
- iii) A few related photos (from the clip art section or otherwise) with their corresponding captions.

c) Contact page –

- i) Should have the title: **CONTACTS OF MPOMA POULTRY FARM**
- ii) Physical Address: Plot 205, Bugerere, Mukono.
Postal Address: P. O. Box 593, Mukono
Telephone: +256414988988, (Office) +256774988988 (Mobile)
- iii) Email (with active mailto hyperlink): info@mpomahigh.com
Website: www.mpomahigh.com.

Also Required:

- i) A top shared boarder with a logo and the motto: “***The source of superior poultry products***”
- ii) Apply a suitable uniform theme thought the website.
- iii) Add your Index Number and Name as Footer of each of the WebPages and Print each of the three pages.
- iv) Save Your Web Directory as **MPF**.

11. You are the vice president of Environment club at your school and your friends have given you a task to create a website for the club.

In planning session, you suggest a simple website with three pages as follows:

The home page,

- Should have a logo and Motto of the club in the top shared banner
- Should have a message welcoming visitors to the website.
- Should have the address of the school and the Telephone contact of the patron

- Should have a hit counter in the bottom shared border to count the number of people that visit the website
- Club Committee page**
- Should have a table of the Club Executive Committee members: the post and the name.
- Photo Gallery**
- Should have a well organized photo gallery related to the activities of the club in the school
- Required:**
 - a) Design a website for the club as per the specifications above
 - b) Put your name as footer in all the pages
 - c) Print your web pages.

12. You are the publicity secretary for your school's wild life club and your club members ask you to create a website for the club.

In your planning session, you decide to include the following pages to the website:

1. Home page:HO

- Should have brief welcome message
- Objectives of the club

2. Club Executive:

- Should have a table with at least four club executive members and their posts (Including you)

3. Photo Gallery

- Should have an organized collection of photos related to the club.

NB: Add a suitable logo to your website to make it professional

Make your club's motto to appear at the bottom right corner of every page on the website.

- Save your web folder as 'wildweb'
- Print your web pages

13. JINJA MODERN MOTEL is a restaurant located in Jinja Town that specializes in production of Fast foods, simple snacks, soft drinks and take-away. You are required to design a website for the restaurant as follows:

Index Page: Title: - JINJA MODERN HOTEL ONLINE

Should have active hyperlinks to all the other pages

Should have a simple message about the restaurant including when and why it was established.

Page two: Should have a bulleted list of SERVICES OFFERED.

Page three: Should have a PHOTO GALLERY of some of the products and services of the restaurant.

Page four: Should have CONTACTS which customers who want to make orders should use, including a mailto hyperlink to feedback@jjamodernmotel.com for those who want to leave a feedback.

NB Feedback refers to Information about reactions to a product, a person's performance of a task, etc., used as a basis for improvement.

Further required:

Include the name of the webmaster (you), Date of last update and a hit counter at the bottom of every page.

Include a search engine in the right shared border.

Apply a simple uniform theme for your website.

14. Your school is going to have the annual sports day that is scheduled for Friday, November 25, 2014. As part of the preparations, you have been asked to design a website for the day. In your planning session, you decide to add the following pages to your site:

1. Home page- should have a paragraph describing the day (what it is all about), links to all the other pages and a marquee with the words “SPORTS FOR LIFE”

2. Program page – should have a table showing the activities that will take place on that day (between 10:00 am and 03:00pm)

3. Photo Gallery – should have an organized photo gallery showing some of the games at school that are part of the sports day.

4. Feedback – should have the name and contact of the sports teacher, and a hyperlink that can be followed by a visitor who wants to get more information by email.

Required:

(a) Use a web authoring tool of your choice to create the above four WebPages with appropriate names and titles.

(b) Add shared borders with a good navigation structure with hyperlinks to all pages

(c) Include the webmaster’s name (you) and the date of last update at the bottom of each page.

(d) Save your web folder as SPORTS 2011

(e) Print out your work.

15. Your school is going to have the annual sports day that is scheduled for Friday, November 25, 2011. As part of the preparations, you have been asked to design a website for the day. In your planning session, you decide to add the following pages to your site:

1. Home page- should have a paragraph describing the day (what it is all about), links to all the other pages and a marquee with the words “SPORTS FOR LIFE”

2. Program page – should have a table showing the activities that will take place on that day (between 10:00 am and 03:00pm)

3. Photo Gallery – should have an organized photo gallery showing some of the games at school that are part of the sports day.

4. Feedback – should have the name and contact of the sports teacher, and a hyperlink that can be followed by a visitor who wants to get more information by email.

Required:

- (a) Use a web authoring tool of your choice to create the above four WebPages with appropriate names and titles.
- (b) Add shared borders with a good navigation structure with hyperlinks to all pages
- (c) Include the webmaster’s name (you) and the date of last update at the bottom of each page.
- (d) Save your web folder as SPORTS 2014
- (e) Print out your work.

16. Use the web publishing software available in your computer to design a suitable website for your school.

Required

- (i). Home page – Explain the purpose, content and layout. You may also include tips on how to move through your site.
- (ii). About US – Tell people about your school. Include things like the school motto etc.
- (iii). Contact Us – Tell people how to contact the school and where your school is located.
- (iv). Co-curricular – Tell people about the co-curricular activities available in your school
- (v). Save your work as **MySchoolSite** and obtain a hard copy.

18. 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

- 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 Line-up

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

Page three: Photo Gallery

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

Page four: Contact us

- g) Addon 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.

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

19. **Find a Family-Uganda** is a new NGO based in a village town called Kalinga. It is being funded by several Foreign Agencies like USAID, DFID, Compassion International and several others.

Its Objectives are:-

- To rehabilitate former street children morally, spiritually and physically
- To provide HOME and instil family values in rehabilitated street children
- To equip rehabilitated street children with practical skills and/or knowledge skills that can enable them fit in the dynamically growing economy.
- To bring cheaper basic health services nearer to the people of Kalinga village. In order to fulfill its objectives, the NGO engages in activities such as:-
- Training interested youths of Kalinga village in vocational skills like metal fabrication, carpentry, making craft items like bags, sandals, wall hangings at a subsidized fee e.t.c
- Holding ICT training sessions on mobile ICT trucks which reach deeper rural locations of Kalinga
- Showing movies on mobile screens on the streets in urban towns, these movies are usually accompanied with a free meal to whoever has come to watch
- The training is done at zero cost to those street youths/children who accept to be taken up by the NGO.
- Providing free immunization, de-worming and Vitamin A to children of Kalinga monthly.
- Organises free weekly counselling sessions in various fields – marriage, child care, HIV, Home care, e.t.c .

Given the above background, design a 3-page website using the following guidelines:-

(a) **HOME Page:** - Background information (3 line paragraph) about the NGO

- An Image and a well-formatted Organisation title as Page Title
- Vertical clickable list on the left of **Vision and Objectives** and **Activities**
- Include date when last updated and a link to NGO's E-mail address for more information at bottom of this page.

(b) **Vision and Objectives Page:**

- Must be linked to its respective clickable item on Home page and it must display organization's objectives and Vision

- Include at least one image

- Include date when last updated and a link to NGO's E-mail address for more information at bottom of this page

(c) **Activities Page:** - Must be linked to its respective clickable item on Home page and it must display organization's Activities

- Include some graphical features that can enhance the appearance of the page.

- The website should be very attractive and professional. Include also a relevant logo, current date (when was designed), last update and references where necessary.

(e) Save your website as **Kalinga NGO Website**

20. UHURU RESTAURANT has asked you to design a website containing three pages for the company ``to contain the following and saved as 'uhuru'.

Page 1: (Index page) to include – historical information, physical location of the hotel, short message from the directors. Include a good picture from the office collection.

Page 2: (Menu) to include a menu that contains about 20 items in a table of 3 columns x 21 rows. Use about three pictures from the office collection.

Page 3: (Contact Us) this page to include contacts that customers can use to direct their challenges and suggestions to improve performance of the restaurant.

Instructions:

- a) Use a shared banner with the word "UHURU RESTAURANT" with a background colour of black and font face Times New Roman and size 38, well centred and bold.
- b) Insert a marquee that alternates with the word "For the last and best Menu", font size 14, background colour = yellow and face = white.
- c) Insert three navigation buttons for: Home, Menu and Contact Us on each page in your website.
- d) Apply a pink page background colour for your site.
- e) Insert an email link on each page in your site.
- f) Insert words next on each page and make sure that these pages are connected to necessary pages in your site.
- g) Publish your site and print each page.

21. As a person who appreciates Desktop publishing, you have assigned by your head teacher to design a website of your ICT club.

22. 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 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.

23. Anew company has been established around your village and itis looking for a webmaster. You have been recruited to carry out the task. In the folder named 'webmaster', save all your assets. Include the following details;

Page 1: Index page

Include a brief introduction about the company like, founding body, physical location,and physical address.

Page 2: Employees

- i) Generate a table of 5×4 to include the number of employees in the company. Use the following layout and populate it according to your wish.

- ii) Below the table, write the format for recruiting employees in the company.

Page 3: Activities page:

- i) Mention other five activities of the company in terms of goods and services
- ii) Insert the relevant graphics

Instruction:

- a) Make sure that the site is self linking.
- b) Use a good colour theme to enhance the appearance of the site.
- 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 “Best quality forever”.
- e) Print a copy of your work and exit the application.

25. 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 environment degradation in your community.

Page two: Solution, on this page, include 6 solutions to environmental degradation in your village.

Page three: Contact us, write down a list of 8 members that can be contacted. Write the contact in the table.

Instructions:

- a) Insert a 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 uniform background scheme.
- f) Add a hit counter on your site.
- g) Print out your work and exit the application.

26. Titus is the new Marketing Manager of a company called “Inspirational Aspiration Ltd”.

The company is located at Block 110, 7th street of industrial area. The contact address is P.O.Box 130, Nakasero. His email address and telephone contacts are tmarketing@Inspirational.com and +256414285193 respectively.

Using a desktop publishing application of your choice, help Titus to come out with a designer “business card” through the following activities.

- (a) Use an appropriate page design to make eight identical cards per page.
- (b) Save your publication as “your name”
- (c) Using a ruler guide measure take the following card dimensions- width 3.5 inches and height 2 inches.
- (d) Design one card with the following details. Company logo of your choice; email and telephone contacts.
- (e) Select all the content on the card and group them into one object.
- (f) Apply an appropriate background colour to your card.
- (g) Insert your name and personal number as a footer.
- (h) Save and print out a copy of your work.

27. **Computer Studies** Exploration of oil in Uganda has yet to take root. The ministry of energy and industry would like to have a website to enable it run its activities. Using any web authoring software, design a website for the Ministry which includes the following information:

- (a) An index page with the name of the ministry and a logo of your choice, appropriate to oil exploration.
- (b) Design the following pages and add links from the index page.
 - (i) The oil resources areas.
 - (ii) The oil mining companies.
 - (iii) The oil refining areas.
 - (iv) Other mining ventures by the ministry.
- (c) The website should also include the following:
 - (i) Your name and personal number at the end of the first page.
 - (ii) A **marquee** with the next **OIL EXPLORATION** on the index page.
 - (iii) Save the website as **EXPLORATION**.
 - (iv) Print your work.

DESKTOP PUBLISHING

***NB: Students at 'o' level are not entitled to use any of these questions for examination purposes. They are outside your syllabus scope.
Question in this section are specifically for 'a' level.***

TIPS TO NOTE:

Electronic publishing/ Desktop publishing:

- a) Load the correct application software.
- b) Make good use of the text boxes to accommodate the text, graphics and pictures.
- c) Format the text in the text boxes appropriately. i.e the size should be proportionately fitted in the text boxes.
- d) Apply relevant colour themes.
- e) Group the objects to ensure consistence if multiple objects are required for example the Business Card.
- f) Publish your publication after working.
- g) Follow the instructions as given by the examination.

1. Use any desktop publication software to design a certificate of excellence for Kiryamenvu Senior Secondary School Senior six (S.6) candidates who have excelled in the following application packages: Ms Word, Ms Excel, MsPowerPoint, Ms Access and Ms Publisher. Provide space for the signatures of the head of teacher and the head of department.

- a) Adjust the paper size to width of 11 inches and the height of 8.5 inches.
- b) Insert a clip art to represent the owner's photograph.
- c) Use your name as the owner of the certificate.
- d) Insert your name and personal number in the footer.
- e) Save and print your publication.

2. The Managing Director of Kabusu Retailers has asked you to design for him a business card having a dimension of 4 x 6 cms. You asked to include the following

Kantono Lydia

P.O. box 855 – Entebbe
Mobile: 0772-350408

Dealers in grocery and assorted items

Instructions:

- a) Insert an appropriate graphic at the centre of the business card.
- b) Use a yellow background.
- c) Set your publication size to A4.
- d) Ensure that you have 10 business cards, ensure that after each card, allow 0.5 cm.
- e) Set your left guide line to 2 cm and the second guide at 11 cm.
- f) Save your work as ‘businesscard’.

3. The Business Manager ‘Mwena Construction Ltd’ has contacted you to design for him a business card and he provides you with the following details:

Name: Muto Calvin

Contact: P.O. Box 855, Moyo

Email: mutocalvin@live.com

Mobile: 0772-350 408

Instructions:

- a) Using a publication program of your choice, prepare a page that will contain 10 business cards on paper size A4.
- b) Your business card primary layer should carry a 6 x 4 cm dimension.
- c) All text should appear in font face Times New Roman.
- d) Use a black background colour for the business card.
- e) All your text should bear a white font colour.
- f) In each business card, centre the content.
- g) Insert on relevant graphic onto the business cards.
- h) Print one copy and save your work as ‘muto’.

4. Using a Desktop Publishing Program of your choice, design the following Cash Receipt and make four copies on your publication page. Set the guides to the following positions: 2cm, 10.7cm, 11cm and 19.7cm (all vertical) and 1.5cm, 11.5cm, 12cm and 22cm horizontal.

KK TRANSPORTERS LIMITED P.O. BOX 7000
--

KAMPALA <i>Dealers in electronics and electricity equipment</i>			
Item	Quantity	Unit Price (shs)	Amount (shs)

- (a) Font size should be 12 for the three line heading and the rest of the work in font size 10.
- (b) Font colour is black.
- (c) Font face (style) is Arial Narrow.
- (d) Insert header your name and footer your index number.
- (e) Print a copy of your work.

5.Using a desktop publication program of your choice, design a pledge form for a couple that is about to wed it should have the following:

I pledge to contribute shs towards the wedding ceremony of Jackson and Mary to take place on the 23/06/2013 at Christ Cathedral Namirembe, Kampala at 10:30 a.m. Your help towards the success of this function is highly appreciated.

Instructions:

- a) You are provided with the text below that you are to typeset inside a text layer of 4.2 cm height and 13 cm width. After this, have another text box adjacent to the first layer of dimensions: 4.2 cm height and 4 cm width to contain the following :

Amount:

Contact:

Date collected:

- b) Provide a dotted line in between the two layers to enable one to cut off the pledge card.
- c) Font face is Freestyle Script, size = 14, colour pink, centred and bold.
- d) Add a textbox boarder of style: wave line, style = boarder art and weight 13.
- e) The boarder colour is pink.
- f) After every 0.5 cm, insert another pledge card until when you have six (6) pledge cards on the publication page.
- g) Print a copy of your work using a separation mode of gray scale.
- h) Save your work as 'pledge_card'.

6. AHS a new company is to launch its product "Alliance Hot Softdrink". You have been asked to design a flier to contain the following:

Instructions:

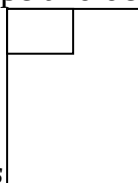
- (a) Flier dimensions should be 8cm x 15cm.
- (b) Use a pink background.
- (c) Use relevant pictures from the office collection.
- (d) The drink is packed in a 300ml plastic bottle, price will be shs. 1,000. Include a date of product launch.
- (e) Use varying font sizes for your flier.
- (f) Include a full address of the company (this is your own imagination).
- (g) You should have four fliers on an A4 paper size.
- (h) Save your work as 'flier_card'

7. During your S.6 vacations, your Auntie Bessie starts a small business where she makes **Bagia**, **Daddies** and **Crisps**, packs them and distributes them in nearby supermarkets.

Following the guidelines below, use a Desktop Publishing Software to design **labels** which Aunt Bessie will use to brand her products and save it as **Product Labels**.

(a) Use a **blankA4Portraitfull page** paper:

(b) Pick a rectangular auto shape and demarcate a single label of **Width 4units** and **Height of 3Units**: as shown below



(c) Zoom out your page and do the following in the box you have created in (b) above

(i) Use a **word art** (size 16) to write the products' Brand name – **BESTYZ CRUNCHES**

- Place the **Word Art** appropriately
- Resize and format the **Word Art** appropriately

(ii) Use **text boxes** to write out examples of **Products produced**, the **name**, **contact** and **physical location** of the manufactures.

Include this statement too “We **also make special orders for parties, back to school packages & Day care centres**”

- Place the **Text boxes** appropriately
- Use artistic **bullets** to list items
- Use appropriate **fonts**/size and colour

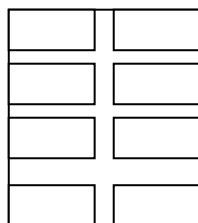
(iii) Insert clip Art image/s; place it/them and resize to suit the layout of your label

(iv) Use a calm **fill texture** to act as background for the selected rectangular box.

(v) Use a **Marquee** to form a top and bottom border line on the label.

(d) Group all the features you have created in (b) and (c) into one entity.

(e) Zoom in your page; copy and paste to form 8 identical labels on a single page as shown below.



(f) Save your work as ‘Bagiadaddycrisps’ and your name.

8. Your school is preparing to host old students for annual feast at your school. You have been identified as a skilled old student and at the same time you are working as The General Secretary of the Association. You are now required to design an invitation card to request Old

Students (Old Boys and Old Girls) to attend *Old Students feasting day* which is held annually on 15th November at your school.

- a) Use a suitable publishing software to design a card and include the following signatories at the bottom;
 - *Headmaster*
 - *Chairman*
 - *General Secretary* (type your name using a suitable font size, colour before or after the word general secretary).
- b) Use inviting word in suitable font and colour. The word should include the date, venue, time and any other word that attracts. Use very brief words to avoid overcrowding your card.
- c) The card should possess an attractive boarder art
- d) Print preview your card to ensure that it is duplicated to fit 8 copies on one A4 page size. Save and print a copy of your cards.

9. a) As an expert in using various office programs, create yourself a business card using a suitable publishing program with the following information.

- ✓ Name of your company
 - ✓ Job title
 - ✓ Your name
 - ✓ Contact address i.e. your physical location, post office number, telephone and email address
- b) Design for your company a suitable logo at the right hand side of the card
 - c) Include a suitable boarder around your card
 - e) Adjust your card with suitable margins for the page and the card and then duplicate the card to fit 8 of these cards on an A4 page size.
 - f) Save your publication as your name in the folder.

11. Using suitable publishing software design eight identical business cards tiled on A4 page size 3.5 “ width height.

The cards spacing should be as follows,

- i. Let right margins be 0.5"
 - ii. Top and bottom margins 0.7"
 - iii. The vertical and horizontal gap between cards 0.6"
- The cards layout spacing should be as follows;
- i. The logo of the company at the hand side of the card. Provide the logo
 - ii. Company name of choice
 - iii. Job title. E.g. managing director your name e.g. Kwagala Winnie
 - iv. Contact address, phone and E-mail
 - v. Include crop marks around each card
 - vi. Save the publication as 'my business card'

11. You are the graphics designer at COLOUR GRAPHICS LTD KAMPALA. A certain client comes with a burning need of Restaurant Menu. With the experience in DTP design a suitable menu that will appease the restaurant client.

- Save your menu as R Menu.
- Produce out a hard copy.

12. Use Microsoft Publisher and design certificate of Merits to be awarded to students who have worked in different capacities for **a Club** of your choice in your school in the year 2013/2014.

- (a) Choose a suitable colour for the certificate and a nice and clear looking background.
- (b) Create appropriate space in your certificate for Chairman B.OG/Director, Head teacher/Principal and Patron.
- (c) Use suitable fonts i.e. type, size and colours for the text you have inserted.
- (d) Design a logo for your certificate
- (e) Save the certificate as **Club_name**. Copy the saved file in your folder.

13. You are well known in designing cards at your school, using any Desktop publishing software of your choice, Design a business card for any institution of your choice for the CEO. Creativity is paramount.

14. Using any publishing software design a certificate that should be awarded to senior six candidates of your school who have excelled in the following computer applications.

1. Ms Word.
2. Ms Excel.
3. Ms Access.
4. Ms Power point.
5. Ms Publisher.

Additional information

- Heading should be the name of your school.
- Your name the owner of the certificate
- Insert signatories for the head teacher and HOD ICT.
- Use appropriate font colours design and styles.
- Insert textual background of your choice.
- Insert a logo of your choice.
- Save your work as applications –your name e.g. application John.
- Print your work.

15. Using a desktop publication program of your choice, design an invitation card for inviting the people to come and celebrate your sister's graduation party (use the name of your sister). The event has been sponsored by Bukedde TV, Bukedde radio and Coca-Cola. The following information should also be included:

The event is to take place on the 23/04/2015 at Nalongo's main home, Kampala at 10:30 a.m. Your presence will make this party colourful.

Instructions:

- a) Apply a suitable colour to make your invitation card be attractive
- b) Use relevant graphics in your card.
- c) Use relevant font sizes, colour and types
- d) The card should contain four pages.
- e) Print a copy of your work.
- f) Save your work as 'invitation _card'.

11. The Mess Master of your school has asked to design a meal card for the month of February saved as *mealcard*.

HILTON HIGH SCHOOL, MUKONO					
P.O.BOX 593- MUKONO					
TERM 1, 2016					
<u>MEAL CARD</u>					
Name:.....					
Month:.....					
1		11		21	
2		12		22	
3		13		23	
4		14		24	
5		15		25	
6		16		26	
7		17		27	
8		18		28	
9		19		29	
10		20		30	
Invalid Without School Stamp.					

Instruction:

- a) Use an A4 paper size with size publication margins set to 1 cm top, bottom, left and right.
 - b) Set your master layer to 10 cm height and 6 width. It should have a white line colour.
 - c) Move the vertical guides to 1cm, 7cm, 7.5cm, 13.5cm, 14cm and 20 cm.
 - d) Slide the horizontal guides to 1cm, 11cm, 11.4cm, 21.4cm, 22cm and 28.7cm.
 - e) Make sure that you have seven (7) cards on your publication page.
 - f) Set font face to Arial Narrow, size 12.
 - g) Provide a double underline on the word meal card.
 - h) Print one copy of your work.
12. The parish Priest of your village church is organising a thanks giving ceremony and identified you as one for a task of designing an invitation card for all visitors. He provides with the following details for use.
- a) It should have relevant message to Christians.
 - b) Should have two cards on every A4 paper size.
 - c) Choose appealing font faces for your work.
 - d) Insert on a clip art to represent the church.
 - e) Add two contacts for: Chairman organising committee and the Treasurer your village church.
 - f) Remember to make your card attractive.

g) Print two copies of your work.

13. Using a DTP application of your choice, design the following publication and save it as **bankslip**.

No:

TO BE RETAINED BY THE BANK									
----------------------------	--	--	--	--	--	--	--	--	--

GLOBAL TRUST BANK
CREDIT
KAMUKAMU PRIMARY SCHOOL
P.O.BOX 7121 – KAMPALA(U)

0	5	2	2	2	0	0	0	2	1
---	---	---	---	---	---	---	---	---	---

DATE:.....

SCHOOL FEES FOR:

Student' Name:.....

.....

Class:..... Term:.....

Notes	Shs
50,000/=	
20,000/=	
10,000/=	
5,000/=	
1,000/=	
500/=	
200/=	
100/=	
20/=	
Bank Charge	2,500/=

Amount in word:.....

.....

Paid by:.....

Teller's Stamp and signature:.....

N.B: Payment can be made at any Branch

Instructions:

- (a) Set your blank publication to hold settings of 1 cm top, bottom, left and right.
- (b) Choose page size A4, landscape orientation.
- (c) Use Arial Narrow font face, size 11.
- (d) The bankslip should have a dimension of 19.5 cm height and 6.5 width.
- (e) Use a white master layer line colour.
- (f) Allow a space interval of 0.5 cm after each bank slip. Make sure that you have four bank slips in total.
- (g) They should be in the order of:
 - i. To be retained by the bank.
 - ii. To be retained by the school.
 - iii. To be retained by the student.

14.. **Sub ICT UNEB 2014.** Your elder sister plans to make a birthday party for her daughter. You have been assigned to design an **Invitation Card** for the guests.

- (a) Using appropriate publishing software, create an **Invitation Card** that can fit on an **A5 landscape Page**.
- (b) Use WordArt to write the main subject of your invitation as “CRYSTAL’S BIRTHDAY PARTY”
 - (i) Change the WordArt outline to dotted line.
 - (ii) Use an appropriate fill colour for the WordArt text.
- (c) Using text boxes, personal creativity and design skills, appropriately layout the text below on the rest of the card area.

**Baby Crystal invites the company of..... to her second birthday
On Sun- 30th Nov.2014**

Time: 2:00pm

**Come and join us At Mariaz Gardens as we play, eat and sing wit
crystal.**

**The Bouncing Castle, Swimming in the trough – carry your swimming
costumes.**

- Emphasize the Date, Place and Time.
 - Vary fonts, sizes and colours.
 - Use appropriate line spacing.
- (d) Insert at least 3 relevant Clip Art images.
 - (e) Insert a header of your name personal number.
 - (f) Apply a suitable background texture.
 - (g) Include an **Auto-shape** with Number “2” inside it.
 - Use appropriate fill colour for both auto shape and number.
 - (h) Save the card as Crystal Invitation –card.
 - (i) Print the card.

16.**Sub ICT UNEB 2015).**Titus is the new Marketing Manager of a company called “Inspirational Aspiration Ltd”. The company is located at Block 110, 7th street of industrial are. The contact address is P.O.Box 130, Nakasero. His email address and telephone contact are tmarketing@InspirationalAspiration.com and +256414285193 respectively.

Using a desktop publishing application of your choice, help Titus to come out with a designer “business card” through the following activities.

- (h) Use an appropriate page design to make eight identical cards per page.
- (i) Save your publication as “your name”

- (j) Using a ruler guide measure take the following card dimensions- width 3.5 inches and height 2 inches.
- (k) Design one card with the following details: Company logo of your choice; Company name; Name of employee; Designation; Location; Contact address; Email and Telephone contacts.
- (l) Select all the contents on the card and group into one object.
- (m) Apply an appropriate background colour to your card.
- (n) Insert your name and personal number as a footer.
- (o) Save and print out a copy of your work.

APPENDIX
APPLICATION SOFTWARE FOR COMPUTER PRACTICAL.
Word Processing Software/ Word Processor

Definition:

Word processing software Also known as a **word processor** is a software application used to create, edit, format, save, and print documents that contain text and graphics

Examples of word processors

Free and open-source software

- AbiWord
- Apache OpenOffice Writer
- Document.Editor
- Calligra Words
- GNU TeXmacs
- Groff
- JWPce is a Japanese word processor, designed primarily for the English speaker who is reading or writing in Japanese.
- KWord
- LyX
- LibreOffice Writer
- Ted

Proprietary software

- Apple Pages, part of its iWork suite - Mac
- Applix Word - Linux
- Atlantis Word Processor - Windows
- Documents To Go - Android, iOS, Windows Mobile, Symbian
- Final Draft Screenplay/Teleplay word processor
- FrameMaker
- Gobe Productive Word Processor
- Han/Gul (a.k.a. HWP)
- IA Writer - Mac, iOS
- Ichitaro - a Japanese word processor produced by JustSystems
- InCopy
- IntelliTalk
- iStudio Publisher - Mac
- Kingsoft Writer - Windows and Linux

- Lotus Word Pro - Windows
- Mariner Write - Mac
- Mathematica - technical and scientific word processing
- Mellel - Mac
- Microsoft Word - Windows and Mac
- Microsoft Works Word Processor
- Microsoft Write - Windows and Mac (a stripped-down version of Word)
- Nisus Writer - Mac
- Nota Bene - Windows
- Polaris Office - Android and Windows Mobile
- PolyEdit
- Ragtime (an all-in-one desktop publishing software) - Mac, Windows
- Oracle Open Office Writer
- QuickOffice - Android, iOS, Symbian
- QuickSilver formerly Interleaf
- Scrivener
- TextMaker
- ThinkFree Office Write
- WordFile4ME
- WordPad, previously known as "Write" in older versions than Windows 95, has been included in all versions of Windows since Windows 1.01. Source code available from Microsoft as an example.
- WordPerfect

Freeware

- Atlantis Nova
- Baraha Free Indian Language Software
- IBM Lotus Symphony
- Jarte
- Kingsoft Writer Personal Edition
- Madhyam
- TextMaker 2008^[1]

Online

- Adobe Buzzword
- EtherPad, real time word processor
- Google Docs
- MicrosoftOffice Online - free online service
- ThinkFree Office Write

- WriteOnline
- ZCubes – free online service
- Zoho Writer

Historical

- 1st Word / 1st Word Plus Atari ST family and Acorn
- AppleWorks né ClarisWorks Word Processing - Windows and Mac ; also an older and unrelated application for Apple II.
- A M Jacquard Systems running Type-Rite, its own proprietary software^[2]
- Amí
- Apple Writer Word Processor - Apple II & III series
- Apricot Computers SuperWriter
- AtariWriter - Atari 8-bit family
- Bravo
- Bank Street Writer
- ChiWriter
- CEO - Data General's AOS and AOS/VS operating systems
- CPT Word Processors
- DeskMate - *strictly speaking, DeskMate had a word processor component within it*
- DisplayWrite
- DPCX/DOSF
- EasyWriter - DOS and Apple II (CP/M)
- Edit (application) - Mac
- Electric Pencil
- EZ Word
- FullWrite Professional - Mac
- Gypsy
- Homepak for Commodore 64 and Atari
- IBM 3730
- Interleaf - Now called QuickSilver
- KindWords - For Amiga computers
- Lex - for DEC's VAX VMS
- Lexicon
- LocoScript
- Lotus Manuscript
- MacWrite
- Magic Wand
- MindWrite - Mac
- MultiMate
- PaperClip - For Commodore 64 computers

- PC-Write
- pfs:Write Professional Write/IBM Writing Assistant
- PROFS - IBM VM series
- Protext
- Q&A Write for DOS / Windows
- Scribes
- SimpleText - Apple System 7-9
- SpeedScript - For Commodore 64 computers
- Sprint
- Taste
- Tasword
- TeachText - Mac
- TJ-2
- topcopy plus
- Type-Rite, proprietary software running on A M Jacquard machines^[2]
- VolksWriter
- WordMARC
- WordStar
- Wordworth - For the Commodore Amiga
- WriteNow - Mac / NeXT
- QText
- XyWrite

Features of word processing software

- **Wordwrap:** Allows a user to type continually without pressing the enter key at the end of each line.
- **Find and search:** Allows a user to locate all occurrences of a particular character, word, or phrase.
- **Replace:** Allows a user to substitute existing characters, words, or phrases with new ones.
- **Macros:** Allows a user to record or save frequently used keystrokes and instructions, which can be executed later by running the corresponding macros.
- **Clip art gallery:** Allows a user to insert drawings, diagrams, and photographs into a document.
- **Mathematical formulae typesetting:** Allows a user to typeset complex mathematical formulae within the program.
- Indices of keywords and their page numbers;
- **Tables of contents** with section titles and their page numbers;
- **Tables of figures** with caption titles and their page numbers;
- **Cross-referencing** with section or page numbers;
- **Footnote numbering;**

- Ability to work with drawings and objects.

Spreadsheets Software

A **spreadsheet** essentially a ledger sheet that lets you enter, edit and manipulate numeric data.

There are two types of spreadsheet;

- The manual spreadsheet
- The electronic spreadsheet

Examples of spreadsheet software.

General

- ☐ Visi Calc; this was the first type of spreadsheet to be developed for personal computers
- ☐ lotus 1-2-3. this is an intergrated software with spreadsheet module
- ☐ Microsoft Excel
- ☐ VP- Planner etc
- ☐ Open office calc
- ☐ Lotus improv
- ☐ Multiplan
- ☐ Plan perfect
- ☐ SuperCalc
- ☐ Simple spreadsheet.
- ☐ Smartsheet

Online spreadsheet software

- ☐ EditGri - access, collaborate and share spreadsheet online, with API support
- ☐ Google spreadsheet – as part of Google Docs and spreadsheets.
- ☐ ThinkFree online Calc – as part of the ThinkFree Office online office suite, using Java.
- ☐ JotSpot Tracker – acquired by Google Inc.
- ☐ Spreader. – free service that converts OpenOffice Excel spreadsheets into web. Net applications.

Standalone spreadsheets

- ☐ As Easy as- from Trius, Inc. Windows version currently available as freeware
- ☐ Mariner Calc for Macintosh
- ☐ Abykus

Multi- Dimensional spreadsheet

- ☐ Lotus Improv
- ☐ Javelin
- ☐ Quantrix Modeler

Spreadsheet software that are parts of suites

- ❑ Framework – for MS windows was one of the big three spreadsheet (the others being lotus 123 and Excel)
- ❑ Apple iWorks – for MS Windows and Macintosh.
- ❑ Ability Office Spreadsheet - for MS Windows.^[18]
- ❑ Accel Spreadsheet - included with Ex-Lex Office Pro and many others from SSuite Software. Licensed as freeware.^[19]
- ❑ Apple iWorkNumbers, included with Apple's iWork '08 suite exclusively for Mac OS X v10.4 or higher.
- ❑ AppleWorks - for MS Windows and Macintosh. This is a further development of the historical Claris Works Office suite.^[20]
- ❑ WordPerfect OfficeQuattro Pro - for MS Windows. Was one of the big three spreadsheets (the others being Lotus 123 and Excel).^[21]
- ❑ EasyOffice EasySpreadsheet - for MS Windows. No longer freeware, this suite aims to be more user friendly than competitors.^[22]
- ❑ Framework - for MS Windows. Historical office suite still available and supported. It includes a spreadsheet.^[23]
- ❑ IBM Lotus Symphony - freeware for MS Windows, Mac OS X and GNU/Linux.
- ❑ 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.^[24]
- ❑ Lotus SmartSuiteLotus 123 - for MS Windows. Widely considered to be responsible for the explosion of popularity of spreadsheets during the 80's and early 90's.^[25]
- ❑ MarinerPakMariner Calc - for Apple Macintosh. Full featured and light weight.^[26]
- ❑ Microsoft OfficeExcel - for MS Windows and Macintosh. The proprietary spreadsheet leader.^[27]
- ❑ Microsoft Works Spreadsheet - for MS Windows (previously DOS and Macintosh). Only allows one sheet at a time.^[28]
- ❑ PlanMaker - for MS Windows, Linux, Windows Mobile, and Windows CE; part of SoftMaker Office
- ❑ Quattro Pro - part of WordPerfect Office
- ❑ 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 version.
- ❑ [Xoom Office](#) Spreadsheet - for MS Windows.

Features of spreadsheet software.

General:

- Cell formatting.- cells may be formatted specifying font, font color, style, size etc
- Multiple worksheets-provides many sheets within the workbook.
- Searching and sorting. Provides ability to search for any phrase, text, number.
- Importing and exporting-spreadsheet may be emailed as an attachment from within spreadsheet application

Functionality:

- Formulas
- Functions (including all Javascript functions)
- Custom functions / macros (using pure Javascript)
- Charts: line graphs, bar graphs, pie graphs, linestep graphs, scatter graphs
- Cell formatting (using full CSS)
- Cell formats (Numbers, Strings, Currencies, Dates, Times)
- Cell merging (rows and columns)
- Cell locking
- Cut/Copy/Paste with single cells or ranges of cells
- Custom column groups
- Custom names for columns and rows
- Custom styles for columns, rows and column groups
- Integration of images from the web
- Operations like deleting and inserting columns/rows
- Javascript as common data format

Usability:

- Keyboard navigation with cursor keys
- Live preview of the calculated result while typing
- Common keyboard shortcuts for cut/copy/paste, delete
- Automatic highlighting for links
- Javascript as human readable data format

Presentation Software

Software that is used to create presentations, which can communicate ideas and other information to a group of audience in form of slides.

Examples of presentation software.

- Harvard graphics. it was one of the first consumer applications software program that allowed the user to incorporate text
- IBM Lotus Freelance Graphics.

- Keynote(presentation software)
- Microsoft power point. It is a commercial presentation program that was developed by Microsoft. PowerPoint provides three types of movement ie Entrance, Transitions and custom animation
- OpenOffice.org Impress. Its a programsimilar to Microsoft PowerPoint.
- Adobe (Aldus) Persuasion
- Apple Keynote
- Corel Presentations
- CustomShow
- Ease
- emaze
- Flowboard
- GnomePinpoint (open source)
- Google Docs (web-based)
- Harvard Graphics (obsolete)
- Hewlett PackardBruno (software)
- IBM Lotus Freelance Graphics (obsolete)
- Kingsoft Presentation
- LibreOffice Impress (open source)
- Microsoft PowerPoint
- OpenOffice.org Impress (open source)
- Prezi
- SlideRocket
- SlideWiki
- [PowToon](#)

Features of presentation software

- Insert slide feature. It allows you to insert a slide anywhere in a presentation.
- Good font specification. Allows to change different font styles, faces and effects.
- Good layout management system: presets or customized layout designing
- Macros. For adding interactive features
- Deletion of inserted slide. It allows the removing of the slide.
- Spell checker and dictionary support.

Principles of a good presentation

- Use simple background
- Text should be clear and that it can be seen from a distance
- There should be no clash between text color and the background color
- Use relevant pictures
- Use minimal effects
- Insert your picture in the appropriate place.
- For automatic presentation rehearse the timing.

Database Management Software

A database is the collection of interrelated data, which allows the user to retrieve, update and manipulate data very easily as and when required.

Examples of databases

- School grade book
- Library catalogue
- Telephone directory
- Address book
- Police database

Examples of database management software

- Lotus Approach,
- OpenOffice.org Base,
- Corel Paradox,
- Microsoft Access
- Dbase
- Fox pro
- Oracle
- DATABASE Mac
- Calpoint.
- Interbase
- Filemaker
- File Pro
- FoxPro
- FrontBase.
- Gemstone (database)
- IMB Business System 12
- IBM DB2 Express
- Mimer SQL
- Microsoft Jet Database Engine.
- Model 204
- MSDE
- MSQL
- One Tick
- OpenBase
- Nomad software
- NonStop SQL
- NexusDB
- OpenInsight
- Oracle Database

- Oracle interMedia
- Paradox (database)
- PrimeBase
- Relational Interface System
- Rocket U2
- Times ten
- Teratext

Data types

- Text . Holds letters, numbers or special characters.
- Numeric. Holds numbers only.
- Currency. Holds dollar and cents amount.
- Date. Holds month, day and year information.
- Memo. Contains text of any type or length.
- Boolean. Holds values that are either true or false.
- OLE. (Object Linking and Embedding) objects, graphics, or other binary data.
- Lookup wizard. When value that you need exists in another table.

Objects of data DBMS

- Table. Used for data entry and edit.
- Queries. Used to locate specific records with in the table.
- Forms. Alternatives to tables of data entry.
- Reports. Used to produce various printed out pus e.g. summaries of data in your database.

The Table Showing The Criteria Used In A Query

Criteria	Effect
>234	Returns all numbers greater than 234. To find all numbers less than, use <234.
>= “Wairaka”	Returns all records from Wairaka through the end of the alphabet.
Between #2/2/2007# And #12/1/2007#	Returns the dates from 2- Feb-07 through 1-Dec-07(ANSI-89). If your database uses ANSI -92 wildcard characters, use single quotation marks (') instead of pound signs (#). Example: between '2/2/2007' And '12/1/2007'.
Criteria	Effect

Not “Germany”	Find all records where the exact contents of the field are not exactly equal to “Germany”. The criteria will return records that contain characters in addition to “Germany”, such as “Germany (euro)” or “Europe (Germany)”.
Not “T*”	Finds all fields except those beginning with T. if your database uses the ANSI-92 wildcard character set, use the percent sign (%) instead of the asterisk (*).
Not “*t”	Finds all fields 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.
Like “[A-D]*”	In a text field, finds all records that starts with the letters A through D. If your database uses the ANSI-92 wildcard character set, use the percent sign (%) instead of 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 are “Dewe” and the 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.
""	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 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.

Website Designing

Web design is abroad term used to mean the way the content is delivered to end user through the world wide web using a web browser or other web enabled software to display the content.

Examples Of Web Authoring Applications

- AkeIPad
- Wordpad
- Gedit
- Kate
- TextEdit
- TextMate
- TED Notepad
- UltraEdit
- Crimson Editor
- Metapad
- Nano
- Adobe Golive
- Adobe page Mill.
- Microsoft front page.
- Dreamweaver

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

- ActiveState Komodo
- Alleycode HTML Editor
- Aptana
- BBEdit
- BlueFish
- Coda
- E Text Editor
- Eclipse with the web Tools Platform
- EditPlus
- Emacs
- EmEditor
- Geany
- HTML- Kit
- HomeSite
- Notepad++
- NetBeans IDE
- NoteTab
- PHLEditor
- Programmer's Notepad
- PSPad
- RJ TextEd
- TED Notepad
- PSPad
- TextMate
- TextPad
- TextWrangler
- TopStyle
- UltraEdit
- Webstorm IDE
- Vim

Features Of A Website

- **An Eye-catching Design.** A website must be attractive to the visitors.
- **Convenient Navigation.** Links should be placed in such a way that the user won't become irritated by not getting where to click at.
- **Contact information.** Users always want to find contacts on the web.

- **Proper content.** Users want to find proper information.
 - **Search option.** Providing visitors with search options will let them find what they want very quickly. You can either use a Google search to establish a search function on your website.
 - **Sign – Up form;** always place the sign up form where the user / visitors can easily locate
 - it so as to sign up or register
- Images.** Building your website you of course paste a lot images there to make your online presence look nice and eye catching.

Features Of Web Authoring Applications

<i>WYSIWYG INTERFACE</i>	Web pages are created using Hypertext Markup Language (HTML). Whilst it definitely helps to have some basic knowledge of this, it is not essential when using a web authoring package because there is the option of using a WYSIWYG interface. Generally this works well, but unlike word processing packages, sometimes don't always go exactly where you want them or display as you had planned. In this case, the only solution is to switch to the HTML code and edit that directly.
<i>Templates</i>	Templates can be set up to ensure that the main features on a web page are the same throughout the site, e.g. the banner, the side menu. Many web authoring packages contain a selection of templates. There are plenty available on the Internet to download for little or no cost. It is also fairly easy to create your own template.
<i>Wizards</i>	Most web authoring software has a number of wizards to help you with things such as setting up the site, specifying the FTP etc
<i>Multimedia</i>	Web pages can contain text, images, animation, videos and sound files.
<i>CGI Web forms</i>	They can also contain interactive CGI forms (Common Gateway Interface) which enable people to fill in their details using a form on a webpage and then submit the completed form to the website. A web authoring package makes it easy for the user to set up these interactive forms.
<i>Hyperlinks and hotspots</i>	The software also allows makes it possible to set up hyperlinks and hotspots which when clicked will take the user to other pages, other websites or a place within the same page. If a web page is moved to another place in the website by using the web authoring application then any links to that page will automatically be updated.
<i>Site Manager</i>	This is a tool which enables you to view the overall structure of your

website and to update links quickly if any pages are moved from within the web authoring software

Desktop Publishing Software (Dtp)

Desktop publishing software is a software that helps to create publications that contain text and graphics such as magazines, newsletters, articles, business cards and others.

Examples of Desktop publishing software

Free / Open-source

- Scribus
- LyX
- Fatpaint (Cloud-based)

Proprietary

- Adobe InDesign
- Adobe PageMaker, was Aldus Pagemaker; supplanted by InDesign
- Corel Draw
- ePaperFlip - Digital Publishing Software
- First Publisher, was ClickArt Personal Publisher (by T/Maker Company)
- flipb Software PDF to Flip Book Desktop Publishing Software
- PUB HTML5 - Desktop Publishing Software
- HTML5 page flip- Desktop Digital Publishing Software
- FrameMaker, now owned by Adobe
- Greenstreet Publisher Home and Publisher Business
- InPage - DTP which works with English + Urdu, Arabic, Persian, Pashto etc.
- Interleaf/QuickSilver
- iStudio Publisher - Desktop publishing and page layout software for Mac OS X
- Lucidpress - Desktop publishing and page layout software that is web-based and collaborative
- Maul Publisher - Desktop publishing and page layout for OS/2, eComStation, and Windows XP, Windows Vista, Windows 7, Windows 8
- Microsoft Publisher
- Pages, by Apple, Inc.
- PageStream, formerly known as Publishing Partner
- Prince XML, by YesLogic
- Print Shop, originally produced by Broderbund
- QuarkXPress
- RagTime
- Ready,Set,Go!
- Serif PagePlus

- UltraXML, XML Dynamic Publishing Solution
- Ventura Publisher, now owned by Corel and originally developed by Xerox
- Xara Designer Pro X
- Xara Page & Layout Designer

Historical

- 1st Press Desktop Publishing Software, GST Software
- 1st Word Publisher, GST Software
- Adobe HomePublisher from Aldus, was Aldus Personal Press
- AppleWorks for Mac and Windows
- Calamus - for AtariTOS-based computers
- geoPublish - for the Commodore 64
- Pressworks, GST Software
- Timeworks Publisher
- AcornDTP - for the Acorn Archimedes
- Impression and Impression Publisher - for the Acorn Archimedes

Features of Desktop Publishing Software.

- Word processing and DTP applications have many of the same features available, for example, text boxes, text formatting features, drawing and graphics tools.
- Most DTP packages provide a large, ready made range of professional looking templates to enable you to quickly create a publication.
- They also have an easy to use wizard which guides you through the setting up process of a new publication.
- Frames allow text and images to be freely moved around the page.

Advantages

- There is more control over the layout of the publication than there is with a word processing package.
- Large amount of templates which means a novice user can create a professional looking publication very easily.
- When text is in a frame it can be manipulated with great precision to fit into the space available.