1. Using a word processing application of your choice, type set the following text as it as and save it as ‘**Uganda’**. (02 marks)

Officially the Republic of Uganda is a landlocked country in East Africa. It is bordered on the east by Kenya, on the north by South Sudan, on the west by the Democratic Republic of the Congo, on the southwest by Rwanda, and on the south by Tanzania. Uganda is the second most populous landlocked country. The southern part of the country includes a substantial portion of Lake Victoria, shared with Kenya and Tanzania, situating the country in the African Great Lakes region. Uganda also lies within the Nile basin, and has a varied but generally equatorial climate.

Uganda takes its name from the Buganda kingdom, which encompasses a large portion of the south of the country including the capital Kampala. The people of Uganda were hunter-gatherers until 1,700 to 2,300 years ago, when Bantu-speaking populations migrated to the southern parts of the country.

Beginning in the late 1800s, the area was ruled as a colony by the British, who established administrative law across the territory. Uganda gained independence from Britain on 9th October 1962. The period since then has been marked by intermittent conflicts, most recently a lengthy civil war against the Lord's Resistance Army, which has caused tens of thousands of casualties and displaced more than a million people.

Instructions:

1. Change the margin settings to: Top, Bottom, Left and Right 2 cm with a 0cm gutter and gutter position to left. (02 marks)
2. Copy the work to page two of your document. (02 marks)
3. Insert the title ‘Uganda’, in title case with font size 20 with a double underline.

(02 marks)

1. Change the font size for the rest of the work to 13.5 and style, Bookman Old Style.

(02 marks)

1. Insert a water mark “UGANDA” carrying a 72 font size and transparent Red font colour. (02 marks)
2. Convert your work to three columns having column width of 5 cm and spacing of 1 cm. (02 marks)
3. Drop cap the first letter beginning each paragraph to 2 lines and 0.5 cm distance from text. (02 marks)
4. Insert footer your name, class, stream and house. (02 marks)
5. Using a spreadsheet application of your choice, key in the following data and save it as ‘*canteensale*s’ beginning in cell A1 of sheet1 of your workbook. **(02 marks)**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | **A** | **B** | **C** | **D** | **E** | **F** |
| 1 | Item Name | Quantity | Unit price (shs) | Gross price (shs) | VAT | Net Price (shs) |
| 2 |  |  |  |  | 18% |  |
| 3 | Daso | 200 | 800 |  |  |  |
| 4 | Lollipops | 400 | 350 |  |  |  |
| 5 | Doughnut | 600 | 350 |  |  |  |
| 6 | Bagiya | 700 | 200 |  |  |  |
| 7 | Bogoya | 1,200 | 350 |  |  |  |
| 8 | Chappu | 1,300 | 500 |  |  |  |
| 9 | Sumbi | 500 | 350 |  |  |  |
| 10 | Bread | 400 | 3,500 |  |  |  |
| 11 | Passion juice | 500 | 1,500 |  |  |  |
| 12 | Gollilos | 200 | 500 |  |  |  |
| 13 | Yoghurt | 100 | 2,00 |  |  |  |

***Instructions:***

1. Enter the above data the way it appears. **(02 marks)**
2. Insert a row between Bagiya and Bogoya for Half – Cake with quantity 300 and Unit Price 350. **(02 marks)**
3. Determine:
4. Gross Price which is a product of quantity and Unit Price **(02 marks)**
5. VAT which is 18% of Gross Price. **(02 marks)**
6. Net Price which is a difference of Gross Price and VAT. **(02 marks)**
7. Using columns A and F respectively, create a pie – chart to represent this work.

**(05 marks)**

1. Send your chart as an object in sheet 4 of your workbook. **(02 marks)**
2. Insert header your name, footer your index number. **(02 marks)**
3. Print a copy of your work. **(01 mark)**
4. The Prep Master of your school has provided you with the following data concerning prep attendance for three days. He has asked you a Computer Studies student to prepare an automatically running presentation you are to save as ‘preps’. **(02 marks)**

Slide one: Prep assessment for three days **(04 marks)**

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 **(04 marks)**

|  |  |  |
| --- | --- | --- |
| 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 **(04 marks)**

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 a legend.

Instructions:

1. Use a green slide background. **(02 marks)**
2. Replace on slide one ‘your school’ with the real name of your school. **(03 marks)**
3. Add a name of the prep master’s / mistress’ at your school on slide one. In the form of Presented by: Mr./Ms./Mrs. x **(02 marks)**
4. Insert slide numbers, footer your name and header ‘PREP”. **(02 marks)**
5. Ensure that the text animation stand at 3 sec. and slide transition at 1sec. respectively. **(03 marks)**
6. Change the slide resolution to 800 x 600. **(02 marks)**
7. Print one copy of slide 3 in slide mode and slide 1 and 2 in hand out mode. **(02 marks)**
8. Create a database saved as ‘students’ to hold the following table. **(03 marks)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| StudentID | Name | Sex | Date of birth | Home district |
| WWW-001 | Kato Justine | F | 1998-10-01 | Jinja |
| WWW-101 | Nainga Sandra | F | 1978-02-28 | Kampala |
| WWW-200 | Kibuye Jeff | M | 1960-10-01 | Wakiso |
| WWW-121 | Walugembe Joseph | M | 1984-04-21 | Wakiso |
| WWW-090 | Outa Denis | M | 1990-03-18 | Kampala |
| WWW-112 | Kalagi Victor | M | 1999-01-01 | Jinja |
| WWW-084 | KyazzeDalvin | M | 2000-01-24 | Jinja |
| WWW-070 | IgemeJackline | F | 1992-12-12 | Jinja |
| WWW-020 | KitakuleSanon | M | 1992-10-30 | Kampala |
| WWW-004 | Wanyanka Jerks | M | 1984-01-31 | Wakiso |
| WWW-300 | Mudhe Isaac | M | 1970-08-21 | Kampala |
|  | Nansubuga Vivian | F | 1980-10-10 | Jinja |

Instructions:

1. Design a table saved as ‘biodata’. **(05 marks)**
2. Insert a primary key in a relevant field. **(02 marks)**
3. Design a form having an appropriate background colour that you will use to enter the above records in your table saved as ‘entryform’. **(02 marks)**
4. Create three queries to return students:
5. Who are above 25 years of age. Save the query as ‘above25years’. **(04 marks)**
6. Whose second name begin with letter J. save the query as ‘letterj’. **(04 marks)**
7. That were born between 1980 and 1998. Save the query as ‘betn8098’

**(04 marks)**

1. Create a report from your table showing only Name, Sex and Home District. Save the report as ‘all’. **(04 marks)**
2. Create a three page website for your former school saved as ‘primary’ to include the following information. **(03 marks)**

Index page: to include a brief historical background of your former school, address (district and village, post office box, e-mail address, e.t.c.) **(04 marks)**

Page two: to include facilities the school provides like well furnished library, spacious dormitories (mention about seven dormitories in this school), good and balance diet, e.t.c. **(04 marks)**

Page three: to include a photo gallery to have about 10 pictures. **(04 marks)**

Instructions:

1. It should have a shared red banner in the three pages. **(03 marks)**
2. Add a marquee to contain the school moto in a blue colour. **(03 marks)**
3. Include a horizontal navigation section on each page. Ensure that the links are active and accurate. **(03 marks)**
4. Adjust the resolution to fit for the small monitor screens of 800 x 600 pixels.

**(03 marks)**

1. Add an e-mail link on page 1 where users can address their concerns to the webmaster.