

# Victoria University Faculty of Science and Technology

# September-January Intake 2022

# Module Code: 1101 Introduction to ICT

Instructions to Candidates for the Course Work

**ALL QUESTIONS ARE COMPUSORY**

**This is a group course work BUT submission is on individual Basis**

**Read the following before answering the examination questions.**

1. Save your work under one folder reflecting your Group Name Eg. Group B Day
2. The first page of your work should include the names and registration numbers of all the group members.
3. All your group works should be zipped in a single folder
4. Each individual **MUST** submit a copy of the group work through your individual VClass account

**Note:** Highlight your name among the group names.

1. Review your answers carefully before submitting.

QN. 1 (25 Marks)

Mr. Ismael Turyahikayo has been appointed as the new supervisor of Intel International one of the leading law firms in the region. He has joined the firm at a time when the firm is restructuring and he has been allocated a new office space.

With clear examples and justifications,

1. Advice on the set up of computer equipment that should be put in his office to facilitate his work…..5Marks
2. Being a supervisor once in a while Mr. Turyahikayo will be required to address his subordinates from time to time, identify the relevant input/output devices he will require to prepare and make such addresses. ….6Marks
3. Identify the relevant techniques and devices he can use to store data for retrieval and future reference …..4Marks
4. A new laptop has been purchased for Mr. Turyahikayo and you are required to set it up for him…. And advice on common office applications that may aid his work. …..6Marks
5. Using the available search engine on your device, find the **“**  **environment Agency’s** **rod license costs”** and show evidence of your search and results save it as a continuation of your work ………4marks

QN.2 (25 Marks)

Century Bottling Company (Coca cola) is one of the leading manufacturers of soft drinks in Uganda with a vast range of products that include carbonated drinks with varying brand names, bottled water and refreshing juice. The company is migrating from hard paper records to computerizing some of its activities including payment of its workers and maintaining a proper record of all transactions.

Create a computerized payroll to keep track of payment records for all permanent workers or employees employed on full time basis given:

1. Coca-Cola employs a managing director, a general manager and 3 territory managers with a general manger earning 10% more than the territory manager who earns 950,000 and the Managing director earning 20% more than the general manger.
2. As a manufacture coca-cola employees, a distribution team to dispatch its products to immediate and final consumers. A team of 3 drivers earning 400000 each, 7 Cleaners who earn 280000 each, 10 packaging staff who earn 310000 and 8 warehouse attendants employed on permanent basis to lift load where need arises and earning 350000 per head.
3. The company also has 2 Brand Ambassadors, 2 sales Representatives. Each Brand ambassador earns 990,000 as basic pay while the sales representatives earn 600,000 each
4. The company employs 3 plumbers, 3 gate keepers. The gate keepers earn a salary of 500000, the plumbers earn 15% more than the gate keepers.

**Required**

1. Using the available spreadsheet application, generate a payroll for coca cola and provide appropriate headings.
2. Using an IF function, automatically categorize coca cola employees as follows;

**Salary**   **Category**

910,000 and above Company Management

800,000 and above Intermediate Management

700,000 and above Technical team

Others Support team

c) Staff receive allowances per month as follows: All staff categorized under Company management are given 20% of their salary plus 250000, all Intermediate Management are given 15% of their salary plus 150000, all the technical team receives 20% of their salary plus 190000 and the rest are given 10% of their salary plus 100000 as allowance. Use a function to reflect allowances to each employee.

1. Keep your column headings visible when you scroll though the sheet.
2. Coca cola believes and encourages savings amongst its employees and each employee contributes 9% of their earnings.
3. Compute take home for each employee.
4. Filter out all employees whose Take home inclusive of allowances is below 700000 and paste it on a new sheet and name it Fair pay.
5. Represent employee names with corresponding Basic Allowances on a line graph, paste it on new sheet and label it **Allowances.**

QN.3 (25 Marks)

1. Type the following into a MS Word document and save it as Pretty women

**Pretty women; what you see is not what you get**

DENNIS D. MUHUMUZA

Its one beautiful morning. In the mist looms the face of a woman. She carries a not so winsome face but she possesses such an open, warm smile that given chance, you could trust her.

Suddenly another face looms. This time, it is brown, with beautiful eyes, and full lips that open into an enigmatic smile. The luster of her skin and that disarming figure, oh, isn't she lovely!

It's exactly three years since you left school. You got that dream job and the shillings are gushing in but loneliness has had its swipe at your life; you want to bring home some sweet girl to color up your otherwise dull life. Of the two women, whom would you walk down the aisle with?

**Flash Flashy Stuff**

Of course, for countless men the 'beautiful' one will take the day even when they know regrets are bound to come in soon or later. This is because men are pompous and like to flash flashy stuff even when the 'ugly' make the best partners.

In life, senior members of society talking from experience have warned men to be wary of very attractive women because they are often the objects fantasies and sexual desires on the part of men who will knock their nails off trying to chase them; even kill for it. The ugly on the other hand gives a peace of mind, as few males will want to chase them.

That plain looking girl will give her all to make things work because the man in her life is all she has. When you are feeling "little boy blue" after losing your job, she'll hold you close like a teddy bear and cuddle your worries away.

Honesty, trust, hope and wholesome love is what she brings in a relationship if you're man enough and don't drive her away.

Like Branche in Richard Wright's Lawd Today, she may not be awfully good looking but man, if she really loves her man "she'll give him the kind of love that would make a wildcat squall."

She'll hold a good job; buy you clothes and "swipe home some good eats." Soft and chummy, she'll bury her head in your chest, kiss you, and playfully beg you never to leave her. Then she'll nestle closer for a little dose of love and generally make you feel on top of the world.

As for the pretty women, they are a conniving lot who always want some more. She'll nag about airtime, salon money and even when she earns more than you, she will not stop to remind you to take her to expensive places as if her life depends on them.

You've to string along with her because other sharks will be waiting in line to lie at her feet and worship her. But in the ugly looking girl, God in his own good fashion had to fill the void as Julius Mutabazi, a born again Christian said, "We are always swayed by the physical attributes but the ugly woman usually possesses the beauty of the heart that endures to posterity.

It's the legacy of the beauty of the inmost being that is forever unshakable -from everlasting to everlasting, it always shall glitter." Ironically, beautiful women are scared of getting fat, forgetting that the "fatter the berry the sweeter the juice," as Richard Wright wrote. They spend their days in beauty parlous and take to indecent dressing: bikinis or hot body-hugging mini-skirts that make men imagine all things. She owns no love in her soul and will always come after your money.

The true definition of beauty, according to the Bible, fears the Lord. So the girl whose 'ugliness' you laughed at from way back at school, will wear out her feet on the cold rugged floor in the comfort of her room having divine romance with the Lord while the beautiful one will be shaking her booty in Club Silk. Besides, since time immemorial, smashing women have been trouble. Look at what Eve did to humankind, how Delilah destroyed the mighty Samson, what would have happened if Juliet had not confused Romeo? How many great men does Ihuoma in Elechi Amadi's The Concubine destroy?

At the end of the road, what is on the outside won't change the inner ugliness of a beautiful woman, which is why the not so good looking woman takes the reward.

For all you ugly women out there, be content -your good works will bring you praise at the city gate!

This world

1. Centre the title, make it bold, change the font color to blue, and underline it, and increase the font size to 19.
2. Change the font of the whole document to Bookman Old Style and apply double line spacing.
3. Apply a drop cap to the first letter of the first paragraph.
4. Put a page break before the flash flashy Stuff
5. Insert page numbers at the bottom center of the document.
6. Create a header “Victoria Newspaper”.
7. Place a border around the last paragraph.
8. At the end of the document put in the following text in a numbered list format: Cold, Windy, Rainy, Sunny, and Cloudy. Shade the items light green.
9. Format the text, “this world” to the Word Art.
10. Divide the second paragraph into 3 columns.
11. insert your name as a water mark in blue color in the document
12. Copy the document and paste five times.
13. save your work as **Exercise Two Women**