**840/2**

**COMPUTER STUDIES**

(Practical)

**Jul/Aug 2016**

**2½ Hours**



**MUKONO EXAMINATIONS COUNCIL**

**Uganda Certificate of Education**

**COMPUTER STUDIES**

(Practical Paper)

Paper 2

**Time: 2 Hours 30 Minutes**

**INSTRUCTIONS TO CANDIDATES**

* *This paper consists of* **two** *sections,* **A***, and* **B***.*
* *Section* **A** *contains* **one compulsory** *question.*
* *Section* **B** *contains* **three** *questions. Answer any* **two** *questions from this section.*
* *Each candidate is provided with a* **new formatted 3.5” diskette of high density** *or a* **blank compact disc – rewritable***.*
* *Each candidate* **must** *produce a hard copy for each of their work to accompany the diskette or compact disc.*
* *Software help wizards* **must not** *be used.*

**SECTION A: (20 MARKS)**

*Answer* **all** *questions in this section.*

1 (a)

Nakisunga College Mukono

P.O.Box 124,

NATETE

2nd July 2016

**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 18TH AUGUST**

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 – KING’S 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 |

1. Type the letter and save it as **Permit Letter-Your name**. ***(05 Marks)***
2. create the table and save it as **Permit table-Your Name** ***(02 Marks)***

* Include a **footer** of Your name and index No on the letter  ***(02 Marks)***

(ii) Using an appropriate Word Processing mail merge 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. ***(06 Marks)***

(iii) Print all the 6 letters ***(03 Marks)***

iv) Set the left and right page margins to 1.5 inches  ***(01 Mark)***

v) Insert a printed watermark of the name of your school in the entire document.

***(01 Mark)***

1. b)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| ALINDA PETER | 56 | 78 | 57 | 55 | 43 |
| MUKAMA FRED | 45 | 67 | 43 | 45 | 67 |
| ALASO ALICE | 43 | 89 | 54 | 43 | 89 |
| KIBANDA EARNEST | 22 | 67 | 66 | 22 | 67 |
| ALIGAWESA DEO | 67 | 54 | 87 | 44 | 54 |
| ABIGABA BAYRON | 89 | 56 | 9 | 55 | 56 |
| MUSINGUZI MOSES | 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 |

1. Enter the data in a spreadsheet ***(03 marks)***

1. Insert a row above that data and write column headings, column 1 is names, column 2 cpt, column 3 Bio, Eng, Mtc, phy,Agric ***(01 mark)***
2. Create a column after Agriculture and call it Total. Use the inbuilt formula to calculate total marks for every student. ***(02 marks)***
3. Create another column after Total and call it AVE. use inbuilt formula to calculate average mark for every one ***(02 marks)***
4. Insert a column (Column A) before names and automatically number the students

***(01 mark)***

1. Put all boarders around the whole landscape page ***(01 mark)***
2. Rename sheet1 as ROW DATA and Sheet 2 as Final Data ***(01 mark)***

viii) Copy the contents of ROW DATA and paste them on FINAL DATA (all the working

should now be done on the final datasheet)***(01 mark)***

1. Using IF Function, give students with average 70 and above VERY GOOD, above 60 GOOD, above 50 Fair and Below that try Harder.***(03 marks)***
2. Sort students in order of performance (ascending order)***(01mark)***
3. Insert your name and number as footer ***(01mark)***
4. Create a well labelled bar graph on an independent sheet to reflect names and averages only***(03marks)***

**Section B (60 marks)**

2. Prepare an automatically running presentation to hold the following details.

Save it as **environment***.* ***(02marks)***

**Slide one**: to include the heading, environment degradation. Add your name in the sub-title area as the presenter. ***(04 marks)***

**Slide two**: to include causes of environmental degradation. ***(04 marks)***

**Slide three**: to include dangers of environmental degradation. ***(04 marks)***

**Slide four**: to include solutions to environmental degradation. ***(04 marks)***

Instructions:

1. Use presentation minimal speed. ***(02 marks)***
2. Apply minimal animations. ***(02 marks)***
3. Add relevant clip art. ***(02 marks)***
4. Use word art for the title in the first slide. ***(02 marks*)**
5. Add speaker notes in the first slide reading: *environment refers to man and his surroundings*. ***(02 marks)***
6. Print your work.  ***(02 marks)***

**3**. 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, ***(04 Marks)***

(ii) Organizational structure of the club ***(04 Marks)***

(iii) Activities ***(04 Marks)***

(iv) News page ***(04 Marks)***

(v) Feedback ***(04 Marks)***

(vi) Apply a marquee animation for all web pages ***(05 Marks)***

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. ***(05 Marks)***

4. The table below gives information on some staff members of a computer school called “Mukono students academy”

Employee 1

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Id. No. | First name | surname | Sex | Title | Department | Salary | Date of birth |
| ZL001 | Akello | Jessica | F | Chief worker | Management | 730000 | 18/June/37 |
| ZL040 | Musoke | Julian | F | Worker | Kitchen | 630000 | 05/august/78 |
| ZL071 | Lubega | Zak | M | Worker | Kitchen | 700000 | 05/June/72 |
| ZL160 | Katiti | Ann | F | Secretary | Research | 3850000 | 19/June/37 |
| ZL178 | Mulondo | James | M | Worker | Kitchen | 600000 | 14/may/64 |
| ZL180 | Musisi | Jonathan | M | Director | Management | 1200000 | 18/august/67 |
| ZL185 | Mirembe | Emily | F | Cashier | Management | 700000 | 14/may/69 |
| ZL220 | Andama | Jacob | M | Driver | Management | 375000 | 17/June/64 |
| ZL230 | Buirungi | Juliet | F | Secretary | Information technology | 385000 | 19/august/71 |
| ZL340 | opio | Amin | M | librarian | research | 420000 | 08/December/75 |

Employee 2

|  |  |  |
| --- | --- | --- |
| First name | Home district | Number of children |
| Akello | Kotido | 2 |
| Musoke | Masaka | 4 |
| Lubega | Mpigi | 1 |
| Katiti | Iganga | 2 |
| Mulondo | Jinja | 3 |
| Musisi | Mukono | 6 |
| Mirembe | Kampala | 2 |
| Andama | Tororo | 2 |
| Buirungi | Kamuli | 2 |
| opio | Soroti | 3 |

1. You are required to design database to manage the above information, name the Database EMPLOYEE DATABASE. ***(02 marks)***
2. Create the tables using Design view, ***(08 marks)***
3. Create a query (master query with the two tables related). ***(05 marks)***
4. Create a query displaying all the fields in the above table to filter out only employees

from the department of information. Save it as INFORMATION DEPARTMENT. ***(02 marks)***

1. Create another query displaying all the fields of employees with salary less than 600,000. Name it “salary scales less than 600,000. ***(03 marks)***
2. Create another query displaying First names beginning with letter “M” and call it m.

***(02 marks)***

1. Create a query, add a column age and calculate the ages for each member ***(03marks)***

(vii) 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”. ***(03 marks)***

1. Create a report for workers in the kitchen department who come from Masaka.

***(02 marks)***

***End -***