



## Group Course Work Assignment for HEP, HEG, HEB

### Instructions

1. The work is to be done in groups of 10
2. Kindly note that each group has a set of three questions to attempt
3. Make sure you submit zipped work in your portal
4. Group presentations will start on 23<sup>rd</sup> April, 2024. All Group members will be required to be available during presentation time
5. Individual marks will be awarded.

### To be done by Groups 1 - 10

### Question One

#### Type the following word document

Communication technologies have come to play a vibrant role in improving Education not only in the Development but also the Developing countries. However ,in spreading the use of information and communication technology some major difficulties are felt by the policy makers as well as the implementers .These difficulties are felt both at the growth and application stages of communication technology.

- i. Copy the paragraph above, and paste it 5 times
- ii. Insert page number in your document centered on the page
- iii. Give the document a title *Information and Communications Technologies*
- iv. Change the title to font size 14, font Tahoma and Bold
- v. Change the font of the whole document to Book antique
- vi. Insert your name as a footer and header
- vii. Put a drop cap on the 1<sup>st</sup> letter of the 3<sup>rd</sup> paragraph
- viii. Insert a word art of your choice in the middle of the 1<sup>st</sup> paragraph
- ix. Insert a watermark of your choice in the document
- x. Insert three columns in the 4<sup>th</sup> paragraph and color the font to RED.
- xi. Justify the first paragraph and change it to single line-spacing
- xii. Replace **Developing countries** with **Less Developed Countries** wherever it occurs
- xiii. Save the document as **TECHNOLOGY**

[25 Marks]

## Question Two

Create a ten slide PowerPoint Presentation about a topic of your own interest. Save your presentation in a folder that you created on the desktop in Question one, call this file your Last Name. (3marks)

- i. The first slide should be a title slide with a suitable title about your topic.(2marks)
- ii. Second slide should be a title with text having the sub topics to discuss .(2marks)
- iii. The third slide should be a content to introduce your topic.(2marks)
- iv. Fourth slide should have a title and two column text place holders. Put in the appropriate text in each column.(2marks)
- v. The fifth should be a content slide only. In that slide insert in a clip art of a car. .(2marks)
- vi. Slide number six should have a column chart showing various items sold over a period of four years. Try to design your chart as much as you can.(2marks)
- vii. Slide number seven put in movie from clip organiser .(2marks)
- viii. In your presentation include relevant animations, transitions, transition sounds, page numbers and footers as your Name also insert a slide number but not on a title page. (8marks)

**[25 Marks]**

## Question Three

The following data shows the amount of income generated by public transport vehicles plying various routes in Kenya during the month of **April 24**

S/NO	Route	Wednesday	Thursday	Friday	Total	Average
1	Mombasa – Nairobi	7,000	11,200	10,020		
2	Nairobi – Eldoret	6500	8,000	15,000		
3	Eldoret – Malaba	808	13,300	9,500		
4	Nairobi - Nakuru	1,000	1,200	3,100		
5	Nakuru - Kisumu	500	870	1,200		
6	Kisumu - Busia	1,100	2,000	1,200		
7	Mombasa - Nakuru	7,500	8,500	9,500		
	<b>Total</b>					
	<b>Minimum</b>					
	<b>Maximum</b>					
	<b>Average</b>					

**Required:**

- a) Enter the data in a worksheet
- b) Rename the worksheet as Route
- c) Find the total income generated by each route and on each day.
- d) Find the average income generated by each route and on each day
- e) Find the minimum and maximum income generated by each day.
- f) Put a UGX currency symbol on the income values
- g) Put a border on your work

- h) Using the primary data, draw a chart to represent the information:
- i) Draw a graph

**[25 Marks]**

### **To be done by Groups 11 – 20**

#### **Question One**

The term ‘diabetes mellitus’ is used to describe a group of conditions characterized by raised blood glucose levels (hyperglycaemia) resulting from an absolute or relative deficiency of insulin. In insulin-dependent diabetes, now known as type 1, there is destruction of the pancreatic islet beta cells usually resulting from an autoimmune process and insulin treatment is essential to maintain life. In non-insulin-dependent diabetes, type 2, a key abnormality is resistance to the action of insulin and in the early stages of the disease insulin levels may actually be raised. In some patients with type 2, the insulin producing beta cells of the islets in the pancreas may show a degree of failure at some stage during the course of the disease process. Patients with type 2 are usually treated with ‘lifestyle modification’ therapy, with or without oral blood glucose lowering agents.

In both the major types of diabetes, a range of metabolic disturbances occurs together with the raised prevalence of hypertension amongst people with diabetes. The complications result chiefly from the effects of diabetes on the arterial and nervous systems

#### **Required to:**

- a) Type the above information in MS WORD.
- b) Give the passage an appropriate title.
- c) Insert a word art “NUTRITION AND DIABETES” at the bottom of the text.
- d) Insert a text watermark “DIABETES” with blue colour.
- e) Copy and paste the passage 4 times in your document.
- f) Insert a drop cap of your choice on paragraph 2.
- g) Create a thick green border around paragraph 3.
- h) Save your work as **Question One**.

**[25 Marks]**

#### **Question Two**

Create a ten slide PowerPoint Presentation about a topic of your own interest. Save your presentation in a folder that you created on the desktop in Question one, call this file your Last Name. (3marks)

- i. The first slide should be a title slide with a suitable title about your topic.(2marks)
- ii. Second slide should be a title with text having the sub topics to discuss .(2marks)
- iii. The third slide should be a content to introduce your topic.(2marks)

- iv. Fourth slide should have a title and two column text place holders. Put in the appropriate text in each column.(2marks)
- v. The fifth should be a content slide only. In that slide insert in a clip art of a car. .(2marks)
- vi. Slide number six should have a column chart showing various items sold over a period of four years. Try to design your chart as much as you can.(2marks)
- vii. Slide number seven put in movie from clip organiser .(2marks)
- viii. In your presentation include relevant animations, transitions, transition sounds, page numbers and footers as your Name also insert a slide number but not on a title page. (8marks)

**[25 Marks]**

### Question Three

Below are sample items sold in one of the supermarkets and how the supermarket determines the selling price of the items; use it to answer questions that follow.

Items	Cost price	VAT	Profit	Operating Expense	Selling Price
Soap					25,000
Rice					30,000
Salt					8,000
Bread					15,000
Maize flour					65,000
Beans					40,000
Total					
Average					

#### Note,

1. Selling Price is cost price plus VAT, Operating expenses and Profit
2. VAT is 18% of selling Price
3. Operating expenses is  $\frac{3}{4}$  of selling Price
4. Profit is 6% of selling price

#### Required:

- a. Enter the Table in excel sheet and name it Supermarket items
- b. Determine the VAT, Profit and Operating Expenses and cost price
- c. Determine total and average for Profit and Operating Expenses
- d. Assuming there will be 20% fall in the selling price, determine the new selling price for the different items
- e. Format the figures to Dollar currency with no decimal places.
- f. Insert a chart for items, selling price and new selling price with appropriate titles and place it as a new sheet named Prices
- g. Insert a header as supermarket and page numbers at the bottom/footer)
- h. sort the list in ascending order according to the new selling price

- i. Save your work as **Supermarkets**
- j. Draw a pie chart

**[25 Marks]**

**To be done by Groups 21 – 29**

### **Question One**

#### **CREATING TABLE OF CONTENT AND REFERENCING**

- a. *Using MS Word.*, Produce the following Document

### **CHAPTER THREE**

#### **3.0 Introduction**

This chapter consists of the background of the study, problem statement and objectives of the study.

#### **3.1 Background to the study**

In Uganda and the telecommunications industry in particular, companies have invested a lot of funds in the practice of social responsibility.

#### **3.2 Statement of the Problem**

MTN- Uganda has employed a number of marketing activities in a bid to improve on its loyal customer base such as corporate social responsibility.

#### **3.3 Purpose of the Study**

The purpose of the study was to establish the impact of Corporate Social Responsibility on customer loyalty in an organization.

#### **3.4 Objectives of the Study**

- i. To identify the various Corporate Social Responsibility activities financed by an organization.
- ii. To establish the measures and constituents of customer loyalty in an organization.

#### **3.5 Scope of the Study**

##### **3.5.1 Geographical Scope**

The research was carried out at the headquarters of MTN

##### **3.5.2 Time Scope**

The study focused on the period 2000 to date.

**Required:**

- b. Create page breaks at 3.1, 3.2, 3.3, 3.4, 3.5, etc.
- c. Insert page numbers at the bottom centre of the document
- d. Format the main chapters to level 1, main headings to level 2 and subheadings to level 3
- e. Generate a table of content at the beginning of the document.
- f. Insert a page border on the first page

Save your work as **One Corporate**

## [25 Marks]

### Question Two

Create a ten slide PowerPoint Presentation about a topic of your own interest. Save your presentation in a folder that you created on the desktop in Question one, call this file your Last Name. (3marks)

- i. The first slide should be a title slide with a suitable title about your topic.(2marks)
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- viii. In your presentation include relevant animations, transitions, transition sounds, page numbers and footers as your Name also insert a slide number but not on a title page. (8marks)

## [25 Marks]

### Question Three

The table below shows the information relating to purchases of Made by the Department of Accounting and Management for the month of February , 2024.

ITEM NAME	Quantity	Unit Cost	Total Cost	Tax
Stationery	500		10,000,000	
Cartridges	100		15,000,000	
Box Files	800		440000	
Monitors	51		892,500	
Scanners	13		4290	
CD RW	200		200,000	
Furniture	10		10,200,000	
<b>Minimum</b>				
<b>Maximum</b>				

Average				
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**Required:**

- (a) Enter the data in a worksheet
- (b) Rename the worksheet as ACC
- (c) Calculate the total unit Cost for each Item
- (d) Calculate the Tax for each Item, which is 29% of the total Cost
- (e) Find the Minimum, Maximum and Average quantity and Unit cost
- (f) Put a UGX currency symbol on the values
- (g) Use a thousand separator on the values and put a boarder on your work
- (h) Sort the information by Item Name in descending order
- (i) Draw column graph
- (j) Save your work as **Four Purchases**

**[25 Marks]**

**I wish you All the Best**