**ST.SEBASTIAN SECONDARY SCHOOL-BETHLEHEM**

**SENIOR TWO ACTIVITY OF INTERGRATION-2023**

**ICT (P840/2) Time: 2hrs**

**INSTRUCTION**

* **Attempt all numbers**

1(a) Using a word processing application of your choice, key in the following text the way it appears and save it as **your name** **(*05 marks*)**

Traffic lights were typically designed to control traffic lights in city centers.

The lights have three colours each having a given meaning to road users.

|  |  |
| --- | --- |
| RED | STOP |
| ORANGE | GET READY |
| GREEN | GO |

1. Copy and paste this work on the next page **(*02 marks*)**
2. Apply comic sans font style, font size 14.5 and justify your text.

**(*02 marks*)**

1. Insert appropriate heading, bold, Underline and centre it.**(*02 marks*)**
2. Apply line spacing of 1.15 **(*02 marks*)**
3. Apply a hanging indent on your text **(*02 marks*)**
4. Insert page numbers on top of the page **(*01 marks*)**
5. Make your text appear in two columns **(*01 mark*)**
6. Apply a Drop cap where it is suitable  **(*01 mark*)**
7. Insert a watermark as your name.**(*01 mark*)**
8. Save and print your work  **(*01 mark*)**

(b) Enter the information bellow using spreadsheet application and save it as your names, class and stream.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **ACTIVITY OF INTERGRATION** | | | | | | | |
| **No.** | **NAMES** | **COMP MARKS** | **ENT MARKS** | **HIST MARKS** | **LUG MARKS** | **ART MARKS** | **LIT**  **MARKS** |
| **1** | **JULIE** | 23 | 60 | 34 | 49 | 29 | 50 |
| **2** | **IAN** | 35 | 45 | 68 | 40 | 40 | 70 |
| **3** | **AKSAM** | 45 | 34 | 19 | 39 | 50 | 50 |
| **4** | **ISAAC** | 80 | 23 | 36 | 58 | 39 | 49 |
| **5** | **JANE** | 54 | 35 | 28 | 36 | 50 | 20 |

**INSTRUCTIONS.**

1. Using formulas, determine the **TOTAL, AVERAGE, HIGHEST, LOWEST, MEDIAN, POSITION, RANK**.
2. Use maximum and comment students with **70** and above **VERY GOOD**, above **60 GOOD**, above **50 FAIR** and bellow that **TRY** **HARDER**.
3. Insert new column to every subject and grade them.

|  |  |
| --- | --- |
| **GRADING TABLE** | |
| 0-34 | F9 |
| 35-44 | P8 |
| 45-49 | P7 |
| 50-55 | C6 |
| 56-59 | C5 |
| 60-64 | C4 |
| 65-69 | C3 |
| 70-74 | D2 |
| 75-80 | D1 |

1. Insert heading on top “**SENIOR ONE** **STUDENTS MARKS-2023**”, merge the entire raw, font style “**cooper black**”, font colour, font size **15** “**dark blue**”, **bold**, **italic** and **double underline**.
2. Apply **65%** to Title columns, font style “**Algerian**”, font colour “**red**”.
3. Construct a **3D pie-chart** using only the **students’ name** and **total**, add data labels and format data label with category names and outside end.
4. Insert appropriate chart title.
5. Rename sheet1 as your first name and sheet2 as your second name.
6. Insert **tab colour** red on sheet1 and blue on sheet2.
7. Move the pie-chart from sheet1 to sheet2.
8. Format the sheet1 area with outline and inside boarder.
9. Insert header of yours and footer as your registration number.
10. Change the page orientation to landscape.

**b)** 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 with columns Employees Name, Basic Salary, Lunch Allowances, Housing Allowances, Transport Allowances, Gross Pay, PAYE and Net Pay (Two words should be wrapped) (03 marks)  
(ii) Lunch allowances for all employees is 22% of their basic pay. (01 marks)  
(iii) Housing allowances are 62% of lunch allowances. (01 mark)  
(iv) All employees are paid transport allowances of 59,000 (01 mark)  
(v) Compute the employees‟ gross pay. (01 mark)  
(vi) PAYE is 4.5% of basic salary (01 mark)  
(vii) Compute the employees‟ net pay. (01 mark)  
(viii) Plot a line graph of Employees names against Net Pay and save it as **My Graph**. (03 marks)

(ix) Insert a thick boarder outside your work with grids inside. (01 mark)  
(x) Print your worksheet in landscape orientation and graph. (01 marks)  
(xi) Save your work as **Original Work** in a folder on the desktop. (01 marks)

(xii) Use the auto filter function to get employees who earn less than 600000 and save it as **Less than 600000** in your folder and print it out. (02 marks)

(xiii) Insert your full names and registration number to the left and right header section of the worksheet. (01 mark)

**END**