** 840/2**

**COMPUTER STUDIES**

**PRACTICAL**

**Paper 2**

**July /August 2017**

**2 ⅟2 Hours**

**KAYUNGA SECONDARY SCHOOLS HEAD TEACHERS AND PRINCIPALS ASSOCIATION**

**(KASSHPA)**

**Uganda Certificate of Education**

**JOINT MOCK 2017**

**COMPUTER STUDIES PRACTICAL**

**PAPER 2**

**2 HOURS 30 MINUTES**

**INSTRUCTIONS TO CANDIDATES:**

* The paper consists of **two** sections **A** and **B**.
* Section **A** consists of **one** compulsory question. This question is compulsory
* Section **B** contains **three** questions. Attempt any **two** questions from this section.
* All work done must be saved on a new Compact disc (CD)
* Each candidate **must** produce a **hard copy** for all the work done.

**SECTION A**: ***(40 marks)***

***This section is compulsory***

1(a) Study the documents below and answer the questions that follow.

**Document A:**

**Elgon Zone Buginyanya**

**P.O. BOX 102, Bulambuli**

**30th June 2017**

<<First Name>><<Last Name>>

<<Address>>

<<City>>

Dear <<First Name>>,

**RE: INVITATION TO MY GRADUATION CEREMONY.**

**Y**ou are cordially invited to attend my graduation ceremony scheduled to take place on the *15th of November 2017* at the residence of Jonathan Sperry of Bumwambu Bulambuli district. I remember the days of high school, the fan, the jokes and now the fact that we are trying to develop into more responsible people, it will sound funny if I failed to see your smiles in a group. I miss you guys a great deal. I know your presence will make this function colorful.

Yours sincerely,

……………………………

**Prof. Jonathan**

**Document B:**

|  |  |  |  |
| --- | --- | --- | --- |
| **First Name** | **Last Name** | **Address** | **City** |
| Jesse | Wasswa | 321, Kamuli | Kamuli |
| Martha | Nasiyo | 243, Mbale | Mbale |
| Favour | Nasiyo | 324, Sironko | SIronko |
| Aggrey | Chemonges | 231, Kween | Kween |
| Florence | Sanyu | 234, Mukono | Mukono |
| Chemutai | Esther | 123, Kapchorwa | Kapchorwa |
| Nasirumbi | Rachael | 345, Iganga | Iganga |
| Aliga | Aisha | 786 Arua | Arua |
| Kanene | Sauya | 564 Jinja | Jinja |
| Oburu | Budala | 546, Kampala | Kampala |
| Tumuhaise | Shefrah | 453, Matyana | Matyana |
| Bandali | Nancy | 234, Gulu | Gulu |
| Makhoha | Nuru | 213, Mbale | Sironko |

1. Typeset **Document A** as it appears and save it as ***Jonathans***. *(05 marks)*
2. In the new document, create **Document B** as it appears and save it as ***Visitors*** *(05 marks)*
3. Format the body content of **Document A** to font Arial narrow, size 13, and 1.5 line spacing. *(03 marks)*
4. Using mail merge word processing feature, link the two documents to create customized individual letters to all recipients in **Document B**. Save the merged document as ***Merged letter*** *(04 marks)*
5. In the merged document replace the address name **Elgon Zone Buginyanya** with your own names and personal number *(03 marks)*

(b) (i) The following information relate to Mak & sons enterprises.

Using a suitable spreadsheet software enter the data below. *(02 marks)*

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | **A** | **B** | **C** | **D** | **E** | **F** |
| **1** |  |  |  |  |  |  |
| **2** |  |  |  |  |  |  |
| **3** |  |  |  |  |  |  |
| **4** | **Particulars** | **Bread** | **Milk** | **Rice** | **Posho** | **Gnuts** |
| **5** | Monday | 34 | 12 | 78 | 65 | 90 |
| **6** | Tuesday | 45 | 45 | 66 | 45 | 56 |
| **7** | Wednesday | 56 | 77 | 55 | 67 | 78 |
| **8** | Thursday | 22 | 89 | 44 | 89 | 54 |
| **9** | Friday | 33 | 98 | 45 | 23 | 34 |
| **10** | Saturday | 45 | 45 | 67 | 34 | 45 |
| **11** | Sunday | 66 | 34 | 77 | 45 | 58 |
| **12** | **Gross/Total Sales per week** |  |  |  |  |  |
| **13** |  |  |  |  |  |  |

Insert the prices for the respective items as follows: **Bread** is; UGX 4,500, **Milk** is; Rice is; UGX. 1,500 **Posho** is; UGX. 2,200 and **Gnuts** is; UGX. 4,000 in **B2**, **C2**, **D2**, **E2** and **F2** respectively. *(01 mark)*

(ii) Insert a column after Bread, Milk, Rice, Posho and Gnuts and name it turnover/Sales, and hence compute the turnover/sales for **each item** per day. *(05 marks)*

(iii) Compute the gross/total sales of **all items** per day in the **column L** *(02 marks)*

(iv) Compute the gross/total sales of **all items** per week in the **row 12** *(02 marks)*

(v) If there is a tax (15%) imposed on the total sales per day, create a column after gross sales per day (column M) and call it VAT, and calculate the VAT per day *(02 marks)*

(vi) Determine the Net income per day in column N *(02 marks)*

(vii) Make the gross sales, VAT, Net income values to appear with Ugx. Sign e.g. Ugx. 123,543,000. *(03 marks)*

(viii) High light all the cells with your **calculations** with yellow background and print all your work. *(01 mark)*

**SECTION B: (60 marks*)***

Attempt any **two** questions from this section

1. Fortune industries Ltd deal in manufacturing of cooking oil and other products. They want you to make an operational database from the tabulated information below. Study the tabulated information carefully, to create a database and its related objects as instructed.

**Staff Records Table design details**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Field Name** | **Data**  **type** | **Field Size** | **Input Mask** | **Validation Rule** | **Validation Text** |
| Staff No | Text | 10 | "STF "000\-00 |  |  |
| Staff Name | Text | 20 |  |  |  |
| Job | Text | 20 |  | Accept only HRM, Manager, Salesman, Clerk and Analyst | Invalid job description |
| Depart No | Number | Longer Integer |  | Less than 8000 | Depart No should be less than 8000 |
| Hire Date | Date/  Time |  |  | Less than 15 June 2003 | The date should be less 15 June 2003 |
| Salary | Currency |  |  | Less than 5001 | The salary u have entered is too much. |
| Commission | Currency |  |  | Less than 1401 | The commission should be less than 1401. |
| Department | Text |  |  | Acceptable departments are Accounting, Research, Sales and Operations. | You have entered an invalid department. Try again. |

**Staff Records Table**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Staff No.** | **Staff Name** | **Title** | **Hire Date** | **Salary** | **Commission** | **Department** |
| STF-01 | Zubedah | HRM | 17 Nov 99 | $5000 | 0 | Accounting |
| STF-02 | Vybv Kartel | Manager | 01 May 03 | $2850 | 0 | Sales |
| STF-03 | Arafa Karim | Manager | 09 June 99 | $2450 | 0 | Accounting |
| STF-04 | Mustafa | Salesman | 28 Sept 99 | $1250 | 1400 | Sales |
| STF-05 | A Pass | Salesman | 20 Feb 99 | $1600 | 300 | Sales |
| STF-06 | Chriss Martin | Clerk | 03 Dec 99 | $950 | 0 | Sales |
| STF-07 | Judy wood | Analyst | 03 Dec 98 | $3000 | 0 | Research |
| STF-08 | Ketchup Ft | Salesman | 22 Feb 03 | $1250 | 500 | Sales |
| STF-09 | Roy Blake | Analyst | 15 May 02 | $2500 | 600 | Research |
| STF-10 | Mull Clark | Salesman | 06 Aug 01 | $3200 | 350 | Accounting |

a) Using a suitable program, create a database and save it using ‘your first name and personal number e.g. – “**Mark\_U0001\_010**”. (2 marks)

b) Basing on the tabulated information above create a table structure above. Set relevant primary key. Name the table “**Staff Records Table**” (10 marks)

c) Create a form in design view and use it to populate the Staff Records Table above. Give your form a suitable name. (7 marks)

d) Create a query to display only Staff Name, Department, Hire date, and with a salary more than 2300. Name the query “**The** **Rich**” (5 marks)

e) Sort the records in the Staff Records Table in a way that makes the most highly paid person appearing first. (2 marks)

f) Create a “**Rich Report”** basing it on the query created in (e) above. (4 marks)

1. Assuming that you have been appointed to prepare a presentation to teach new employees about computer viruses, as chairperson ICT club, prepare a presentation entitled ‘Computer viruses’ with the following the instructions below.

**Instructions:**

1. Insert slide (**Slide one**) to contain a topic (Computer viruses), a **logo** and its **caption** and **name** of the presenter. (4 marks)
2. Insert a two column slide (**Slide two**) to contain five possible symptoms and causes of computer viruses in a computer lab. This list must be bulleted. (4 marks)
3. **Slide III** provides for the following tabulated information (5 marks)

**Virus infections per continent 2016**

|  |  |
| --- | --- |
| **Continent** | **Viruses** |
| Latin America | 300000 |
| Asia | 150000 |
| Africa | 500000 |
| Europe | 120000 |
| North America | 110000 |

1. **Slide IV:** Graphical expression of virus infection per continent. (6 marks)
2. **Slide V:** An organization chart representing the organization structure of the computer club with a chairperson, Vice Chairperson, Treasurer, secretary and members. (4 marks)
3. **Slide VI:** with a conclusion.
4. Use today’s date on each slide. ( 2 mark)
5. Insert slide numbers starting from slide one (1 marks)
6. Re – arrange your slides such that slide 6 follows slide one (1 marks)
7. Provide a link of your last slide to your word document file of question 1(a). (1 marks)
8. Save your work as ‘viruses’. (1 mark)
9. Print a copy of your slides in handouts format (1 mark)
10. Assume you are a member of very prominent family. Create a website with the following specifications:
11. A homepage with;

* family name with a marquee feature
* location of the family,
* address,
* Family logo and slogan

Page II: Brief family background, the mission and objectives (4 marks)

Page III With a list of activities and games done at home (4 marks)

Page IV With an active form where the family members can capture: (7marks)

* Their names in text box
* Their gender with radio buttons (Female, Male)
* Their games of interest.

Page V: A table of names and telephone contacts of family members. (5marks)

1. The web pages should include
2. Active links
3. Appropriate background and design (6 marks)
4. Appropriate layout and creativity (2 marks)
5. Relevant graphics (2 marks)
6. Save your site with your family name (e.g. Zesaguli Family Website) (2 marks)

**END**