840/2
COMPUTER STUDIES
PRACTICAL
Paper 2
July 2017
2$\frac{1}{4}$ hours

Computer
Studies
2017
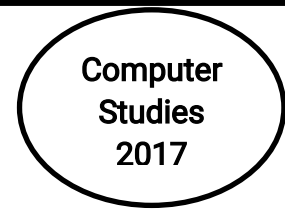
EQUATORIAL COLLEGE IBANDA

INTERNAL MOCK EXAMINATIONS

Uganda Certificate of Education

COMPUTER STUDIES PRACTICAL

Paper 2

2 hours 15 minutes

INSTRUCTIONS TO CANDIDATES:

The paper consists of **two** *sections,* **A** *and* **B**

Section **A** *contains* **one** *compulsory question that takes 40 marks.*

Section **B** *contains* **three** *questions. Answer any* **two** *questions from this section.*

Any additional question(s) answered will **not** *be marked*

Each candidate is provided with a **new flash disk** *" or a* **blank compact -disc rewritable**.

Candidates should continuously save their work

Each candidate **must** *produce a* **hard copy** *for each of their work to accompany the diskette or compact disc.*

Software wizards must not be used.

Create a folder on the desktop with all your names and save your work there

Turn Over

SECTION A (40 MARKS)
This section is compulsory

(You are expected to spend 25 minutes on this question)

1. (a) Typeset the following information as it is using a suitable word processor (Times New Roman, Size 13, 1.5 line spacing)

(4 marks)

NATU – MASAKA

P.O. BOX 63

MASAKA

01 JULY, 2017

[ADDRESS OF THE RECIPIENT]

Dear Sir / Madam.

RE: ENQUIRY ON OFFICE STATIONERY AND COMPUTER ACCESSORIES

Would you urgently let us know that price quotations for the following products:-

- Duplicating papers
- A4 photocopying papers
- 96A tones cartridge
- Laser printers
- Digital cameras
- Compact discs (CD-R)

We shall be pleased if you send us details regarding price, Mode of delivery, terms of payment and any other relevant information we ought to know.

We look forward to doing business with you should your service be within our means.

Yours faithfully,

Page 2 of 2

Musoke Sulaimani

MUSOKE SULAIMANI

Purchasing Manager – NATU

Required

i)   Bold and double underline the reference of the letter.   (01 mark)

ii)   Instead of Sir/Madam put both your names.
        (02 marks)

iii)   Insert a footnote as **"My Letter 2017"**   (02 marks)

iv)   Use a numbered list of alphabets (a, b, c---) for the products mentioned in the letter.
        (01mark)

v)   Mail merge the letter to the following recipient whose address shows appear in the space of **[ADDRESS OF THE RECIPIENT]**
        (05 marks)

> **(a)** THE SALES MANAER
> DIGITAL WORLD SOLUTIONS
> P.O. BOX 232
> MASAKA
>
> **(b)** THE SALES PERSONNEL
> COMPUTER AND STATIONERY
> P.O. BOX 114
> MITYANA
>
> **(c)** THE SALES MANAGER
> ICT ACCESSORIES CENTRE
> P.O. BOX 78

KAMPALA

vi) Include a header as

"OFFICE STATIONARY AND COMPUTER ACCESSORIES TD"

"P.O.BOX 63 MASAKA"

The header should be centred with font size 14 (01 mark)

vii) Apply a footer of your name left aligned, **Page X of Y** Centred and date and time to the right. (02 marks)

viii) Save your work as **"inquiry** - your name" and make a print out. (02marks)

Turn Over

(You are expected to spend 25 minutes on this question)

(b) The table below shows examination results of senior four students.

STUDENT'S NAME	CLASS	BOT ($^X/_{10}$)	MID TERM ($^X/_{20}$)	EOT ($^X/_{70}$)	FINAL MARK
Mugaga B.	S4B	06	14	41	
Matovu K	S4A	07	17	49	
Bwavu S.	S4C	05	10	35	
Ayub Irene	S4C	08	12	39	
Rehema Paul	S4B	04	15	44	
Allen Bob	S4A	08	16	58	
Alex T.	S4A	09	17	51	
Timothy K.	S4B	08	18	55	
Nakonkona M.	S4C	06	16	50	

NB: - BOT = Beginning of term mark and EOT = End of term mark.
- The final mark is a summation of BOT, MID- TERM and EOT.

i. Enter the students' data above in a spread sheet program and save it as **Performance 2017** (04 marks)

ii. Determine the final score for every student by use of a formula. (01

mark)

iii. Determine students' position in a new column basing on their final marks.
(02 marks)

iv. Add a column called **GRADE** and use the final mark column to assign for grade as follows From **80-100** assign **A**, **70-79**, **"B"**, **60-69** **"C"**, 50-59, **"D"**, **40-49**, **"E"** and **00-39**, **"F"** using the **IF** function or **VLOOKUP**.(02 marks)

v. Insert a **Green thick border** with grids inside around your work.(02 marks)

vi. Insert a header **"STUDENTS PERFORMANCE"** and a footer of your Names and centre them.   (02 marks)

vii. Copy and paste your work to work sheet 3.   (01 mark)

viii. Select the names, EOT and Final Mark columns to form a column graph and save it as **My Graph**.
(03 marks)

ix. Convert the EOT marks into a line graph   (02 marks)

x. Save changes and Print your work.   (01 mark)

SECTION B (60 MARKS)
(You are supposed to spend 40 minutes on this number)

2. The table below gives information about a small Health centre in Koboko showing patients admitted between the month of May and June.

Study the table and use a convenient Database Management Software to answer the questions that follow.

REG NO	PNAME	SEX	PAID	DATE IN	DIAGNOSIS	BODY TEMP (^{0}C)	BODY TEMP (^{0}F)
KHC01	Abaho John Maya	M		14 May 13	Malaria	27.5	
KHC02	Nakito Mary	F	✓	31 May 13	Typhoid	26.5	
KHC03	Nalubwama Joan	F		15 Jun 13	Pneumonia	26.9	
KHC04	Nakato Winnie	F		17 Jun 13	TB	25.3	
KHC05	Caleb John	M	✓	20 April 13	Malaria	26.4	
KHC06	Kisitu Mark	M		14 May 13	Pregnant	29.6	
KHC07	Nanono Stella	F		01 April 13	Malaria	26.3	
KHC08	Titius Jessica	F	✓	22 May 13	Cholera	27.3	
KHC09	Ssekidde Martin	M	✓	31 June 13	TB	26.3	
KHC10	Ssekitto Bob	M		13 Aug 13	Malaria	24.3	

(a) Create a database and name it **Koboko** Plus Your Personal Number. (01 mark)

(b) Populate the above table with appropriate data types and primary key.

- Use the Lookup Wizard for SEX field,
- Boolean data type for Paid field
- Field size Double for the body temperature fields.

Save the table as **Koboko Table**   (06 marks)

(c) Create the following queries to return the following records

(i) Patients whose names end with Letter a, save query as **PNAM**   (02 marks)

(ii) Patients whose names begin with letters between A to N. save the query as **Begin**.   (03 marks)

(ii)   Patients admitted between 1stApril 2013 – 31st June 2013, Save query as **Date**.   (02 marks)

(iii)   Given that TB Patients are still in the Hospital since the time of Admission (DATE IN), create a query that will return the years spent in the Hospital. Save it as **Long TB**.
(03 marks)

(iv)   Create another Parameter query that returns Patients information when the records' viewer types in a diagnosis. Save it as Parameter.
(03 marks)

(d)   Use a form to compute the body temperature of Patients in ^{0}F. Save the form as **TEMPF**. Hint: $^0F = (^0C X 1.8)+32$
(04 marks)

(e) Insert

   a. A Formatted Header as **"BODY TEMPERATURE IN ^{0}F"** in red color, Bookman Old style font size 16 and bolded.   (02 marks)

   b. A footer in your names and Reg No.   (01 mark)

    (f) Generate a report from the table grouped according to PNAME in landscape orientation and use it to generate ^{0}F.   Hint: $^0F = (^0C X 1.8)+32$.
(03 marks)

Turn Over

(You are supposed to spend 40 minutes on this number)

3. The **three** "Categories of Computer Software" are Operating System, Application Software and Utility Software.

    Required to

(a) Make slide **One** a slide master and customize it as follows

❖ Balance as the slide design   (01 mark)

❖ Your name and index number centered   (01 mark)

❖ Date and time right aligned and Slide numbers to the right   (01 mark)

❖ A 6pt blue line between the title and sub title   (01 mark)

❖ A clip art image of a computer top right on top of a line.   (01 mark)

❖ Titles should be font 48 comic sans Ms   (01 mark)

❖ Sub title should be font 28 Times New Roman   (01 mark)

    Create a Presentation as indicated below:

(b) Slide **One** – Include the Title, your name, class and email address (if applicable).   *(02 marks)*

(c) Slide **Two** – Define the Operating System and give at least two examples.

(03 marks)

(d) Slide **Three** – Define Application Software and give two examples.

(03 marks)

(e) Slide **Four** – Define Utility Software. Give two examples.   *(03 marks)*

(f) Slide **Five** – Summary of your presentation.   (02 marks)

(g) Slide **Six** – Your conclusion.   *(02 marks)*

(h) Save the Presentation as *Computer Software*.   *(01 mark)*

(i) *Note*   The slides should:

❖ Run automatically after 00.02 seconds, box in and credits. (02 marks)

❖ Use minimal graphic effect.   (02 marks)

❖ Link one slide to another using action buttons   (02 marks)

❖ Print your six Slides as handouts.   *(01 mark)*

(You are supposed to spend 40 minutes on this number)

Turn Over

4. You have been approached by a football club to design for them a website. Choose any club of your out the following tasks; save your name and person number.

(02 marks)

(a) Design a nice looking **home page** for the team with the following features

❖ Heading: Club name, underlined and font color green   (03 marks)

❖ Background color: Blue

❖ A proper image on top of the page

❖ Brief notes in three paragraphs describing the team   (04 marks)

(b) Include a table of contents on the Home Page   (04 marks)

(c) **Page 2**   (06 marks)

- Add the heading as **Club players**

- Use a table to present the club players using a player name, age, position on field and T-Shirt number for at least four players

(b) **Page 3** Include a form for interested players to fill.   (04 marks)

(d) Use **marquee** to present your name as a designer   (03 marks)

(e) Hyperlink your **web pages**   (03 marks)

Success

By Kakuru Benard

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END