*Answer any **three** questions in this paper.*

1. (a) Use a word processor of your choice to produce the following document. Save it as your **name** and **personal number**. *(05 marks)*

<div align="right">

The Media Association
P.O. Box 001, Baden
Socialmed@co.ug

</div>

18/05/2022

Dear Sir/Madam,

INNOVATION EXHIBITION

The importance of innovation management is growing both in practice and in academia. This exhibition will present, for the first time a coherent analysis of the development of innovation and *entrepreneurship*. Students from nine learning centres will exhibit their innovations in different fields.

The initiative is aimed at promoting science and technology through project-based learning in secondary schools, in an effort to illicit interest in science and technology.

Schools will present projects depicting application of robotics in line with the theme. A school which will emerge best, is one which will have the best presentatiton.

Give entrepreneurship a chance to maximize social impact.

(b) Align the address to the right. *(01 mark)*

(c) *Drop Cap* the first paragraph. *(02 marks)*

(d) Add a *Watermark* as your name. *(02 marks)*

(e) Insert your name as the writer of the document. *(02 marks)*

(f) Use a suitable word processing feature to post the document above to the recipients below. *(06 marks)*

Title	First Name	Last Name	E-mail Address	Phone Contact
Mr.	Okoth	Francis	fokot@yahoo.com	077411224
Mrs.	Baraza	Mulondi	bmlondi@gmail.com	077122663
Pastor	Guma	Joseph	guma@yahoo.com	077517788
Imam	Ali	Laden	laden@gmail.com	077811223

(g) Print only the letters to Mr. Okoth Francis and Imam Ali Laden.

(02 marks)

2. (a) Using a spreadsheet software, load the file **Produce**. Save it as your **name** and **personal number**. *(02 marks)*

(b) Insert a suitable heading for the data. *(02 marks)*

(c) Using appropriate formulas, compute per item the:

    (i) TOTAL COST. *(02 marks)*

    (ii) TOTAL SALES. *(02 marks)*

    (iii) PROFIT. *(02 marks)*

(d) Add a column called **%profit** and compute the percentage profit without decimal places. *(03 marks)*

(e) Apply *thousands separator* to all numeric data. *(01 mark)*

(f) (i) Create a Pie-Chart of ITEM and TOTAL COST. *(02 marks)*

    (ii) Save the Pie-Chart on another sheet. *(01 mark)*

    (iii) Include data labels in percentage on your Pie-Chart. *(01 mark)*

(g) Apply *all border* to the whole document. *(01 mark)*

(h) Print all your work. *(01 mark)*

3. You are required to prepare a **five-slide** presentation on Green Computing. Open the file **Green Computing** and use the information in your slides as follows:

(a) **Slide one**

    (i) Include a title and the presenter's name on the slide. *(02 marks)*

    (ii) Format the title using *Word-Art*. *(02 marks)*

(b) **Slide two**

    Include a bulleted list showing the goals of Green Computing. *(03 marks)*

(c) **Slide three**

    Insert the table on **Power Consumption Statistics of a Laptop** onto the slide. *(02 marks)*

(d) **Slide four**

    (i) Use the data in the **table** to generate a Chart. *(02 marks)*

    (ii) Insert a hyperlink on **Slide two**, linking to **Slide four**. *(02 marks)*

(e) **Slide Five**

    Add a conclusion to the presentation. *(02 marks)*

(f) Insert on any **two** slides, appropriate clips from the **IMAGE** folder. *(02 marks)*

(g) Insert on each slide a *Header* of your **name** and **personal number**. *(01 mark)*

(02 marks)

(h) Print the slides as a handout.

Turn Over

4. The table below shows some members of an Inter-Religious group and their contributions towards Soul Enrichment:
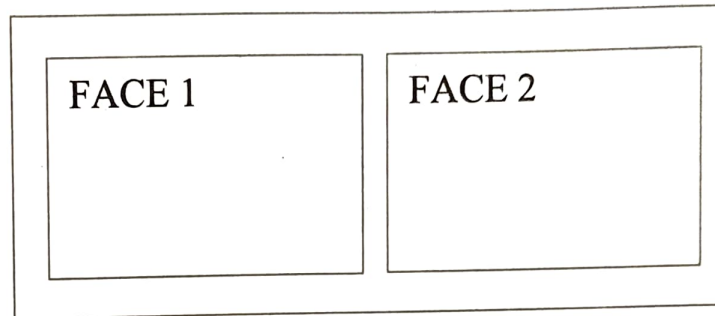
RELIG. No	FIRST NAME	DATE OF BIRTH	SEX	RELIGION	CONTRIBUTION
R002	Anne	01/02/1990	F	Catholic	10000
R003	Georgina	02/23/1988	F	Anglican	19000
R004	Dorcas	04/14/1987	F	Adventist	300000
R005	Jane	05/11/1990	F	Catholic	350000
R006	Chris	08/12/1988	M	Orthodox	200000
R007	Joel	03/22/1995	M	Anglican	250000
R008	Abdala	08/30/1999	M	Moslem	400000

(a) Using a database software, create a database and save it as **your name** and **personal number**. *(02 marks)*

(b) Create a table with the fields from the given data. Use appropriate data types for the fields and save the table as **Religious Table**. *(03 marks)*

(c) Identify a *primary key* for the data. *(01 mark)*

(d) Design a Form from the Religious Table and save it as **Religious Form**. *(02 marks)*

(e) Use the Religious Form to enter the given data. *(05 marks)*

(f) Create a query to return all members whose contribution exceeds 200000. Include all the fields and name it **Contribution Query**. *(03 marks)*

(g) Generate a Report from the Contribution Query. Save it as **Contribution Report.** *(02 marks)*

(h) Insert a footer of your **name** and **personal number** on the **Contribution Report**. *(01 mark)*

(i) Print all your work. *(01 mark)*

5. Using any Desktop Publisher, design a Restaurant menu as follows:

(a) Open a blank A4 Landscape publication and save it as **your name-Personal number**. *(02 marks)*

(b) Divide the page into two equal portions as illustrated below. *(02 marks)*

```
┌─────────────────────────────────────────┐
│  ┌──────────────┐   ┌──────────────┐     │
│  │  FACE 1      │   │  FACE 2      │     │
│  │              │   │              │     │
│  │              │   │              │     │
│  └──────────────┘   └──────────────┘     │
└─────────────────────────────────────────┘
```

(c) Add a *banner* at the top of **FACE 1** where you will place the Restaurant Name. *(02 marks)*

(d) Use *Word Art* to add the Restaurant Name in the banner. *(02 marks)*

*Open the file **Restaurant** and use the text to answer part (e).*

(e) Place items for categories (i) and (ii) on **FACE 1** and those for categories (iii) and (iv) on **FACE 2**. *(04 marks)*

(f) Place on each category an appropriate picture from the **IMAGE** folder. *(04 marks)*

(g) At the bottom of **FACE 2**, insert: *(03 marks)*

    (i) The contact information of the restaurant (Two mobile phone contacts and e-mail).

    (ii) Your **name** and **Personal number**.

(h) Save and print the Restaurant Menu. *(01 mark)*