TOPIC: **WORD PROCESSING: MSS. NANDAGO NOELINE**

Practical Activity 1

a) Load a file saved "**Program**" and save it as your name and personal number.
b) Copy and paste the text in a new file and name it "Program 2"
c) Set the page size to A4.

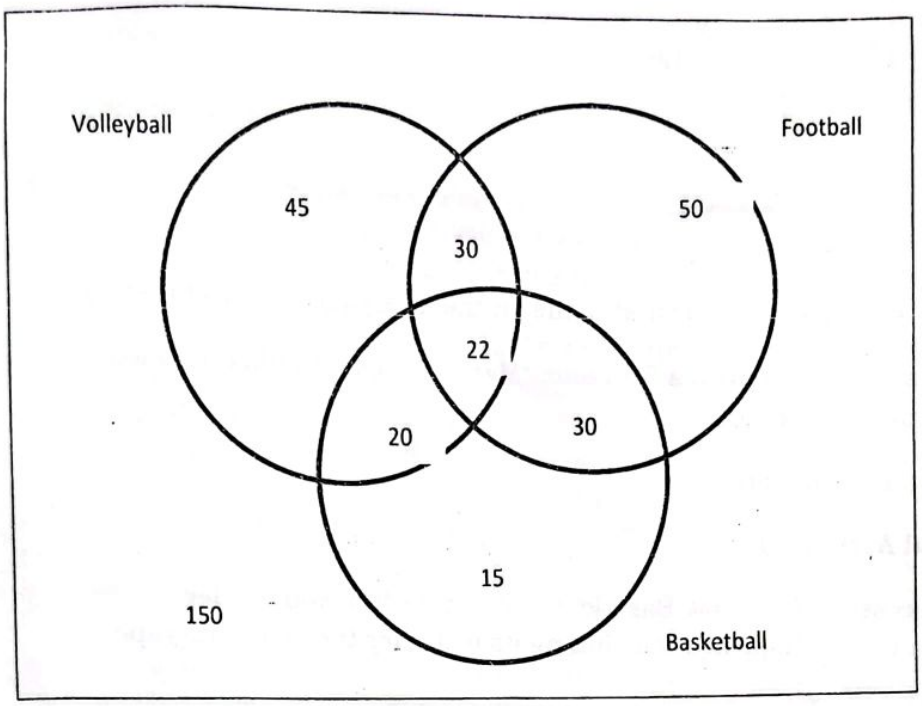
d) Add a header of your name and index number.
e) Insert an auto shape of a diamond in paragraph one and wrap it tight with height "0.37"
f) Set all your margins to "1,5".
g) Convert paragraph 2 into 2 columns with a line in between them.
h) Give a text highlight color to the last paragraph yellow.
i) Insert an automatically updating date in your footer
j) Using an appropriate feature, send the document to the following people and create a file for individual letter called "Letter" and insert the information of recipients on the right upper corner of the text.

NAME	ADDRESS	CITY
NABIRYO FLORENCE	P.O BOX 222, KAMULI	JINJA
NAGADYA BRIDGET	P.O BOX 146, KAKOGE	NAKASONGOLA
NANKYA REGINAH	P.O BOX 654, LWAMATE	KOOKI
NANKUSU WINNIE	P.O BOX 237, KAWOLO	MUKONO
NAKIBUUKA DORAH	P.O BOX 456, MISENYI	MASAKA
NAMATOVU TEDDY	P.O BOX 765, LUBYA	MASINDI

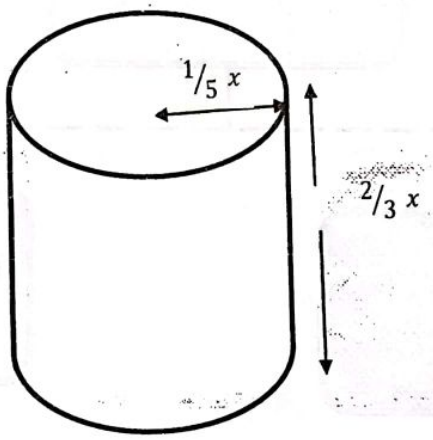
l) Print your work.

Practical Activity 2

a) Using a suitable word processor of your choice, draw the following Venn diagram as it appears together with accompanying text, on page 1 of the document.



b) $204_{ten} = \frac{14^{2x(5+n)-7}}{4}$



c) Go to page 2 and type the following mathematics equations:

(i) $\int_y^x cos\lambda\,(x-t)y(t)dt = f(x)$

(ii) $\sqrt{\frac{\sum_0^1 (x+y)^3 + \sum (x-y)^2}{\sum (x+y)}}$

(iii) $\begin{bmatrix} 2 & 3 \\ 1 & 0 \end{bmatrix} x \begin{bmatrix} 2 \\ 3 \\ 0 \end{bmatrix} = \begin{bmatrix} \end{bmatrix} \; y/_{12^2}$

(iv) $\frac{dy}{dx} = 1/\frac{dx}{dy} \; - \frac{1}{\sqrt{(1-x^2)}}$

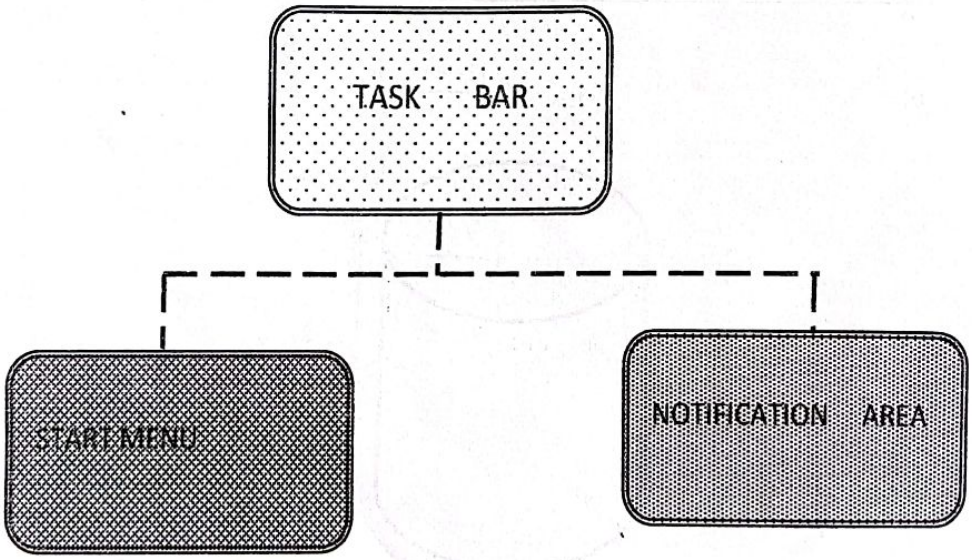
v) Insert watermark of your first name on the first page only. (02 marks)

vi) Save all the above with a file name "Mathematics formulas" in a folder named your full names.

(vii) Print all your work.

Practical Activity 3

a) Access the file "Task Bar", load it and save it in your folder.
b) Enter the shape below including its text after the last Paragraph.



Source: Introduction to the fundamentals of Windows Operating System

c) Justify all the paragraphs in the document.
d) Change the whole document to A4 paper size
e) Insert a left aligned footer of your name, centered page number and right aligned personal number.
f) Insert a title "**Task bar**" with word art and a blinking background effect.
g) Insert a $4\frac{1}{2}$ point colored line below the first sentence of first paragraph.
h) Insert the image **social media** below the heading of the document
i) Resize the picture to 1.12" height and 2.0" width.
j) Insert the picture **windows** and wrap it behind paragraph two in the middle column of the paragraph.
k) Move the first paragraph to the end of the document.
l) Insert a page break after each paragraph
m) Double space all the text in the document
n) Include a diagonal pale blue semitransparent watermark "Fundamentals" on the first page.
o) Add a gray – 30% shading to the text on page one
p) Create a hanging indent to the text on page two
q) Find the word icon and replace it with graphical images wherever it appears.
r) Insert a footnote on the word mirror in the second paragraph reading "An object made of glass which reflects an Image that is in front of it"
s) Add a hyperlink on the last page "Back to the top" to move you to the top
t) Apply an artistic page boarder only on page 2.
u) Include a strike through on the last sentence of the last paragraph.
v) Print all your work.

Practical Activity 4

1. (a) create the following table of information belonging to Makamu company Limited using a suitable word processor. Save it as **"Makamu company"**

Items	**Quantity**	**Amount**
Salt	28	450,000
G. nuts	30	550,000
Beans	25	950,000
Peas	26	380,000
Rice	27	400,000

(b) Make a copy of the table onto the next page.

(c) Sort the records in the table in descending order of **amount**.

(d) Italicize the column headings and change them to font size 15.

(e) (i) Add a row at the bottom of the table.

(ii) Use in-built formulae to generate the **average quantity** of items and **total amount**.

(f) (i) Insert a column to the right of the table and merge cells.

(ii) Type the text "Amount is paid cash every day without fail" and align it vertically in the center.

(g) Insert a row at the top of the table and insert a suitable heading.

(h) Align your table in the center of the page.

(i) Insert a column chart representing **Items** and **Amount** for Makamu Company Limited.

(j) Modify the table below and make it appear like the one below.

Timetable for Reading lessons		
	CLASS 2	CLASS 3
Mon		
Tue		
Wed		
Thur		
Fri		

KEY:

Teacher Agnes

Teacher Helen

(j) Save and print your work.

ELECTRONIC SPREADSHEETS PART 1: MR. LUKYAMUZI RONALD

1. The following information was extracted from **Light High School-Kayunga** showing results of S.4 candidates in 2022.Open a spreadsheet software that can be used to enter the data below. Save the spreadsheet as **your name**

FULL NAME	GENDER	CHEM	BIO	MATH	PHY	TOTAL	AVERAGE
Mario Gomezi	Male	88	89	90	78		
Barbara Kayondo	Female	78	35	67	47		
Fesali Najib	Male	87	78	92	56		
Toha Rashid	Male	48	43	23	76		
Diana Hills	Female	39	23	55	12		
Nantubwe Martha	Female	81	66	67	77		
Nassonko Mary	Female	80	90	70	76		
Achomu Betty	Female	78	45	56	68		
Lule Nathan	Male	88	89	55	78		
Muwawu Anthony	Male	47	69	92	92		
HIGHEST MARK							
LOWEST MARK							

and **personal number.**

(a) Sort all the names in ascending order.

(b) Change all the column headers to 90^0 alignment.

(c) Bold the headers, font style "Tahoma, size 12, dark blue in color.

(d) Insert heading as **SENIOR FOUR RESULTS 2023.**

(e) Apply an appropriate font style, size and color of your choice to the heading.

(f) Using formulae and functions to calculate the (*Total, Average, Position, Highest mark, Lowest mark*)

(g) Decrease the values of the average to zero decimal place.

(h) Insert new rows to calculate the *Median, Mode* and *Standard Deviation.*

(i) Use a function to round off the standard deviation figures to zero decimal place them on a new row.

(j) Find the square root of **Nantumbe Martha's** marks in Chemistry.

(k) Calculate the number of letters in the name **Diana Hills.**

(l) Insert a new column UPPER before the Full Names. Use any function to convert all the names to uppercase.

(m) Use any function to count the number of female students.

Charts and Graphs

(n) Create a column graph to represent all the four subjects

(o) Create a line graph to represent Chemistry and Physics of all the students.

(p) Create a pie-chart to show the performance of students in the Physics subject.

(q) Move all your graphs to different worksheets. Rename the worksheets appropriately.

(r) Give appropriate chart titles, x and y axes.

(s) Filter out all Female students and move them to a different sheet. Rename your sheet as **Female.**

(t) Add a new column called **COMMENT**

(u) Use *IF FUNCTION* to comment on the average score basing on the following criteria

Average score	**COMMENT**
70 and above	Excellent
50 and above	Moderate
49 and below	Failed

(a) Apply all borders around your work

(b) Set the page size to A4 landscape

(c) Insert header as your name and footer of todays' date.

ELECTRONIC SPREADSHEETS PART 2

(i) Use an appropriate software of your choice, open spreadsheet software of your choice that can be used to enter the data below. Save it as **your name** and **personal number**.

NAME	Basic Pay	Transport	Lunch	Gross Pay	PAYE	Housing	NSSF	Net-pay
Joy	120,000							
Maria	150,000							
Tricia	300,000							
Tania	150,000							
Lyton	450,000							
Immy	250,000							
Tom	180,000							
Andrew	170,000							
Michael	180,000							
Gorreth	200,000							
Martha	120,000							
Angella	150,000							
Patrick	200,000							

(ii) Insert an appropriate title, font style, and size and font color.

(iii) Using suitable **formulae ONLY**, to compute the following

- **Transport allowance** at 10% of Basic pay
- **Lunch** is an **absolute reference** of 12% of Basic Pay
- **Gross pay** is the total of basic pay, Transport Allowance and Lunch.
- **PAYE** is an increase of 20% of Gross Pay
- **Housing Allowance** is a deduction of 40% on Gross Pay
- **NSSF** is the difference between PAYE and Housing Allowance
- **Net pay** is the summation of all of Transport allowance, Lunch, Gross pay, PAYE, Housing allowance, and NSSF

(iv) If Net pay is above one million, the employee is paid by **CHEQUE**, If the Net pay is above 700,000, the employee is paid by **CASH** and if the Net pay is below 700,000, the employee is paid by **MOBILE MONEY**. Using any grading function to calculate the **mode of payment**.

(v) Add a thousand separators (,) symbol to all your money.

(vi) Highlight all the money in the Basic pay column with green color

(vii) Add **UGX/SHS** suffix to all the money in the **Net Pay.**

(viii) Represent the all the employees' Names and Net pay using a Pie-Chart.

(ix) Create a column chart to represent the *Employees' Names* and *Transport, Lunch, NSSF,* and *Housing.*

(x) Label your charts appropriately.

(xi) Move the charts to different worksheets.

(xii) Apply all borders around your work.

(xiii) Add a header of your name and personal number.

(xiv) Use a function to add a footer of today's date.

(xv) Change the page size to **A4** landscape.

(xvi) Print your work and should fit on one page.

ELECTRONIC PRESENTATIONS: MR. MUWONGE DANIEL

You are the chairperson of the computer club and you are required to make a presentation about the club during the Annual Parents Day (APD) when all the departments and co-curricular clubs will exhibit to guest.

a) Save your presentation as ICT club-your name

Slide 1

- Use word art to write the club title
- Use well formatted text to write the club motto-Bridging the digital divide
- Include an image from the clip art collection to act as the logo, resize and place it appropriately.

Slide 2

- Must bear the title- club background
- Include when and how the club came into existence in the school
- Include the club logo used on slide 1 in the bottom right corner.

Slide 3

- Must bear the title – club activities
- Include at least 5 club activities within the school

Slide 4

- Must bear the title – club activities
- Use tabular slide layout to include a summary of club membership as shown below

CLASS	BOYS	GIRLS
S1-S2	21	30
S3-S4	20	36
S5-S6	30	42
TOTAL	71	108
Total club membership	179	

Slide 5

- Give an appropriate chart title.
- Insert a bar graph to show the number of boys and girls per grouping on slide4

(b) **Use the master slide to;**

- Format all the slides to have action buttons to previous slide and next slide.
- Format all the titles to size 38, color green, centered, and font Arial rounded.

(c) Include a footer of your name and current date and time on each slide.

(d) Use appropriate clipart in your presentation.

(e) Apply a suitable slide design

(f) Apply animations and transitions to the slide and make them run automatically.

DATABASES: MR. WEJULI MOSES

Question 1:

Shammah High school, a secondary school located in Luweero District would like to hire you to help them in designing a database for managing their students information. The structure of the data is as in the table below. Using any database management software of your choice, create a database and save it as **SHAMMAH STUDENTS DATABASE**

StudentID	Name	Sex	DOB	Class	Home address	Parents contact	Fees paid	Balance	Section
SHS-01-001	Lukwago	M	22-02-2010	S1	Kasana	0774522130	540000		B
SHS-01-002	Kakooza	M	12-04-2009	S1	Luweero	0755486992	380000		D
SHS-02-003	Mugisha	M	30-05-2009	S2	Kalongo	0752244863	800000		B
SHS-03-004	Nankungu	F	05-10-2008	S3	Katikamu	0746445887	600000		B
SHS-02-005	Mubiru	M	16-12-2009	S2	Kawempe	0755476635	650000		B
SHS-02-006	Tusubira	F	18-04-2010	S2	Maganjo	0785699245	470000		D
SHS-04-007	Atuhaire	F	07-08-2007	S4	Kawmpe	0756688322	250000		D
SHS-01-008	Ouma	M	02-09-2010	S1	Kawmpe	0705466883	285000		D
SHS-01-009	Adong	F	15-09-2008	S1	Kasana	0744566582	900000		B
SHS-03-010	Kiberu	F	10-08-2007	S3	Kasana	0774514526	980000		B
SHS-05-011	Apio	F	07-11-2005	S5	Kawanda	0772547668	480000		D
SHS-05-012	Alinda	F	28-02-2005	S5	Maganjo	0778847669	650000		B
SHS-06-013	Kabanda	M	09-12-2006	S6	Luweero	0702288773	700000		B
SHS-05-014	Kisakye	F	17-07-2007	S5	Luweero	0700225446	600000		D
SHS-05-015	Ndagire	F	22-05-2006	S5	Kasana	0763355864	700000		B
SHS-06-016	Akello	F	20-06-2004	S6	Kawempe	0755488569	750000		B
SHS-06-017	Musoke	M	14-09-2003	S6	Luweero	0705568443	350000		D
SHS-06-018	Nalubega	F	06-11-2004	S6	Kasana	0744257636	280000		D
SHS-02-019	Katiti	F	16-12-2005	S2	Maganjo	0789122015	700000		B
SHS-01-020	Mulondo	M	20-08-2003	S1	Kalongo	0788665544	280000		D

Instructions:

Note: boarding students pay 980000 while day students pay 600000

a) Create a table and with the above fields and appropriate datatypes. Save it as STUDENTS BIO
b) Assign appropriate data formats and input masks were necessary
c) Set a validation rule that allows fees payment of at least 250,000 and only M and F as the student's sex. Set the validation sex for fees below 250000 as "Low Payment" and that for sex other than M or F as "Not Acceptable"
d) Create a form that will be used to populate the table with the data above. Save it as data entry form
e) Add the following to your form

(i). A title; SHAMMAH HIGH SCHOOL DATA COLLECTION FORM
(ii). A footer of your name and class
(iii). A suitable background for your form and set it as a pop-up
(iv). A picture to represent the school logo
(v). Three buttons for; Next Record, Previous record and Close form to help you navigate the records

f) Create a report that will display all the records in the table. Save it as SHAMMAH REPORT

g) Carry out the following instructions on the report
(i). Add a suitable report title, logo and current date
(ii). Give your report a suitable background
(iii). Group the records in your report according to class
(iv). Calculate the total amount so far collected as fees
(v). Add your name as a footer

h) Create queries that will;
(i). Display all the female students in the table; save it as "females"
(ii). Display only A level students if it is given that A level includes S5 and S6. Save it as A level students
(iii). Sort out all the students whose name starts with K. save it as Letter K
(iv). Sort out students whose name in a string of at least 7 characters. Save it as long name
(v). Calculate the fees balance of every student. Save it as fees balance
(vi). Sort out the students with fees balance. Save it as defaulters
(vii). Return al the students that were born after the year 2007. Save it as Teens
(viii). Calculate the age of every student. Save it as Age.
(ix). To return all the students who are at least 15 years
(x). All students who were born in the months below July

Question 2:

Buladde is a hardware shop located in Nateete. The manager seeks to have a database to manage the monthly sales as indicated in the table below. The example in the table below was for the month of May. You are required to create a database that will be used to do this job. Save the database as BUllade Hardware

Item No	Name	Qty	Cost price	Sell price	Stock Date in	Stock Date out	Total cost	Tax	Profit
	Nails (kgs)	500	5000	6000	01-05-2023	16-05-2023			
	Iron sheets	250	43000	48000	05-05-2023	25-05-2023			
	Bars	150	10000	12000	02-05-2023	18-05-2023			
	Pliers	50	4000	6000	06-05-2023	20-05-2023			
	Cement (bags)	200	28000	32000	05-05-2023	17-05-2023			
	Hammers	50	20000	25000	02-05-2023	12-05-2023			
	Pangas	80	12000	15000	07-05-2023	28-05-2023			
	Hoes	25	15000	18000	20-05-2023	31-05-2023			
	Concerete nails	100	6500	8000	15-05-2023	25-05-2023			
	Roofing nails (kgs)	200	5500	7000	12-05-2023	28-05-2023			
	Spade	100	15000	18000	08-05-2023	20-05-2023			
	Sand paper (rolls)	50	20000	23000	20-05-2023	29-05-2023			
	Try square	50	13000	15000	15-05-2023	30-05-2023			
	Spanner	25	5000	7500	12-05-2023	26-05-2023			

(a) Create a table that will store the data above and save it as. May sales

(b) Assign the field "Item No" a datatype Auto number and format it as BH-STK-001 through to BH-STK-014

(c) Create a form and use it to populate the table. Save it as Entry form

(d) Create a report to display all the sales records in the table. In the report, calculate the total cost, tax and profit, given that tax is charged at 5% of the total cost

(e) Calculate in the report, the total amount for; the cost of all items, total amount for the sale of items, total amount remitted in taxes and the total profit obtained from all the sales

(f) Create a query that will update all the records in the table with the total cost, Tax and profit

(g) Create another query that will return all the items that were sold in less that 15 days. Save it as High Sales return

(h) Create another query that will return all the items that were stocked in the second week of the month. Save it as week 2 stock

(i) Create another query to return all the items that bring in a profit of less than 200000 after being sold out. Save it as low profit

WEB DEVELOPMENT: MR.MUKALELE ROGERS

UCE WEB DESIGN: SAMPLE EXAM QUESTION (UNEB COMPUTER STUDIES 840/2 2022)

A Company wishes to develop a website for its Hotel. Using a web authoring software, design a website of four pages for the Hotel as follows:

(i) **HOME PAGE**: Include the Hotel Name, Hotel motto, contact address and a bulleted list of the services offered by the Hotel. (05 marks)

(ii) **EMPLOYEE**: Include a table of Current Employees and their contacts. (05 marks)

(iii) **BOOKING**: Include an online booking form for customers. The form should include: Name, Address, and Gender, Room type, Type of payment (Cash, Credit Card or Mobile Money), and a submit button. (07 marks).

(iv) **BRANCHES**: Include names of Hotel brabces in other areas. (04 marks)

(b) Create active links to the entire Website. (02 marks)

(c) Apply a suitable background colour (01 mark)

(d) Insert relevant graphics to your website (02 marks)

(e) Add a Logo for the Hotel (02 marks)

(f) Save the website as your name and personal number (01 marks)