840/2
COMPUTER STUDIES
PRACTICAL
Paper 2
June/July 2023
2 ¼ hours

ACEITEKA JOINT MOCK EXAMINATIONS 2023

Uganda Certificate of Education

COMPUTER STUDIES PRACTICAL

Paper 2

2 hours 15 minutes

INSTRUCTIONS TO CANDIDATES:

a) *This paper consists of two Sections A and B.*

b) *Section A contains one compulsory question.*

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

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

e) *Each candidate is provided with either a new flash disk or a blank compact disk.*

f) *Candidates should continuously save their work.*

g) *Each candidate must produce a hard copy of each of the work to accompany the flash disk or compact disk.*

SECTION A: (40 MARKS)

This section is compulsory.

1. (a) Using the knowledge and skills acquired in word processing, type the text below as it appears and save your file as **Covid-19**. (05 marks)

We know that the SARS-CoV-2 virus, which spreads between people in several different ways, causes the disease.

A. Current evidence suggests that the virus spreads mainly between people who are in close contact with each other, for example at a conversational distance

B. The virus can also spread in poorly ventilated and/or crowded indoor settings, where people tend to spend longer periods. This is because aerosols can remain suspended in the air or travel farther than conversational distance (this is often called long-range aerosol or long-range airborne transmission).

C. People may also become infected, when touching their eyes, nose or mouth after touching surfaces or objects that have been contaminated by the virus.

~~Covid-19 can also be prevented by :~~

The following actions help prevent the spread of COVID-19, as well as other coronaviruses and influenza.

⇒ Wear a facemask in public indoor spaces.
⇒ Maintain at least six feet of distance between yourself and others.
⇒ Avoid large gatherings.
⇒ Socialize outdoors.
⇒ Get vaccinated and boosted as soon as you are eligible.
⇒ Minimize touching your eyes, nose, and mouth
⇒ Stay home when you are sick
⇒ Cover your cough or sneeze with a tissue, then throw the tissue in the trash
⇒ Clean frequently touched objects and surfaces regularly

Required:
(a) Copy the typed text, paste it on the second page, and apply the changes below. (01 mark)
(b) Apply a wave underline on the words "between people" and "poorly ventilated and/or crowded indoor". (02 marks)
(c) Insert ✌ symbol at the beginning of words "poorly ventilated and/or crowded indoor" in size **20** and color **blue**. (02 marks)
(d) Select part B text and convert it into a 2-column text with a line between. (02 marks)
(e) Insert a watermark of your name on page two only. (02 marks)
(f) Insert a header and footer as your name and personal number respectively. (02 marks)
(g) Insert a clip art object and send it behind text on the first page and recolor it with a washout. (02 marks)
(h) Save the changes to your file and print out a copy. (02 marks)

2. The school authority has ordered the management of the school canteen to produce a monthly sales report to enable proper calculation of VAT.

(i) You are required to use suitable spreadsheet software to enter part of the sales report as given below and save it as **Canteen Sales**. (03 marks)

	A	B	C	D	E	F
1	Item	Unit price	Quantity sold	Gross Profit	VAT	Net Profit
2	Kikomando	1500	1350			
3	Chapatti	500	16500			
4	Chips	3000	800			
5	Sausage	1000	1500			
6	Highland water	1000	3500			
7	Azure water	500	4650			
8	Quencher	4500	125			
9	Bagiya	500	2500			
10	Sumbi	500	8500			
11	Pancakes	200	26500			
12					18%	

(ii) Wrap text labels in the first row. (01 mark)

(iii) Apply '000 separator to range B2:F11. (01 mark)

(iv) Calculate the product of Unit price and Quantity sold in the Gross profit column. (02 marks)

(v) Make cell **E12** absolute in the formula to calculate the **VAT** values at 18% of Gross profit. (02 marks)

(vi) Copy all work on sheet1 and paste on sheet2. Using the pasted copy on sheet2, calculate Net profit as Gross profit minus VAT. (02 marks)

(vii) Apply to all figures a currency format with **UGX** except the item column. (01 mark)

(viii) Insert a row at the top of first row and type the heading in merged cells as "CANTEEN SALES FOR THE MONTH OF MAY 20XY" (01 mark)

(ix) Rename sheet1 as Report1 and sheet2 as Report2. (01 mark)

(x) Generate a column chart representing **ITEM** and **VAT** values on a separate sheet, called **VAT GRAPH**. Add a chart title as **VAT MONTHLY PAYMENTS**. (03 marks)

(xi) Insert a header containing your name and personal number on each sheet used. (02 marks)

(xii) Save and print all your work. (01 mark)

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SECTION B: (60 Marks)
Answer any two questions from this Section.

3. The Ministry of Health wants to carry out mass immunization in Uganda but it lacks a functioning website. You have been contacted by the Ministry to use any web authoring software and have a website in place, containing the following information:

(a) **Home page** with the name of Ministry and logo of your choice. Meaning of Immunization. (06 marks)

(b) **Page two:** A numbered list (ordered list) of three reasons why the Ministry wants to immunize children below the age of 5 years. Make un ordered list (bulleted list) of the six killer diseases that children have been immunized against. (04 marks)

(c) **Page three:** Create a program for immunization in Uganda according to the four main regions which are: Central, East, West and North. Mention two districts under each region given to work as coordinating centers. (06 marks)

(d) **Page four:** Write down a list of 5 individuals that can be contacted for details. Create a table in a style shown below. (05 marks)

Name	Contact	
	Physical address	**Tel. Number**
1. Kasule Tom	Kasana, Luwero	0996-666-777

(e) Include your name and personal number at the end of home page. (02 marks)

(f) A marque with text **"DON'T MISS IMMUNIZATION!"** on home page. (02 marks)

(g) Create links to other Ministries in Uganda (at least three in number). (02 marks)

(h) Save the website as **Immunization.** (01 mark)

(i) Print your work. (02 marks)

3. The table given below is a record of the employees of Nam Enterprise.

EMPLOYEE NO.	SURNAME	FIRST NAME	SEX	DATE OF BIRTH	TEL NUMBER	SALARY
	BETA	BATA	F	07/28/1982	0886-089-567	935,000
	GUNDI	JULIE	F	09/19/1978	0991-679-345	1,678,500
	DAMI	DENIS	M	12/24/1990	0667-345-678	875,000
	ABITI	NORAH	F	08/23/1993	0567-345-123	950,500
	JINGO	JAMES	M	03/02/1974	0889-123-098	1,545,050
	SALOM	COBRA	M	06/12/1985	0881-789-543	895,050
	DEMBE	GANJA	M	11/25/1988	0669-765-876	765,500
	DUMBA	FRED	M	06/09/1976	0881-555-332	990,500
	SHARON	BLACK	F	10/03/1984	0660-111-000	1,450,350
	COBRA	MISSION	M	05/07/1992	0723-456-789	675,050

Note:
Employee No. represents Employee Number and is to be generated automatically by the program as random auto number. Apply symbol "Shs" on currency.

Required:

(a) Create a database called **Nam Enterprise**.   (02 marks)

(b) In the database, create a table in design view with the fields displayed in the table above. Choose appropriate primary key and suitable data types for your fields and then save the table as **Employees table**.   (07 marks)

(c) In design view, create a form called **Nam Enterprise form** and enter all the records given above. Insert your name in the page header.   (07 marks)

(d) Use the form created above to display the Tax paid by each employee at the rate of 5% of salary. Format your formula with a comma style and 0 decimal places.   (03 marks)

(e) Create a query displaying all fields to filter out all employees having their surname beginning with D and S and were born before 1986. Save the query as **aged-NE**.   (03 marks)

(f) Create a query to extract male employees whose phone numbers begin with 088. Save the query as **con numbers**.   (03 marks)

(g) Create a query to find all male employees whose salary is more than 800,000. Name the query as **rich people**.   (03 marks)

(h) Print all your work.   (02 marks)

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4. The computer club of your school has asked you to design an electronic presentation slide for use while addressing senior one and five students. Design four slides that include the following topics. (10 marks)

Slide one: Introductory Heading (computer club)
Slide two: Executive Committee
Slide three: An organization chart (Smart Art graphic hierarchy type)
Slide four: Activities of the Club
Slide five: Benefits of joining the ICT Club

Instructions:

Set your slides as follows: 16:10 on screen show
                                10 x 6.25 inches
                                Landscape

a) On the first slide, include the motto of the club "ICT THE FUTURE OF OUR COUNTY" and name of the presenter your name. (01 mark)

b) Include names of all executive members in a table of 7 rows by 2 columns to include Name and Post respectively held by each member. (02 marks)

c) Mention activities that have been carried out last year and what the club intends to cover this year. Use a bulleted list. (02 marks)

d) Insert action buttons on each slide that links a slide to the required direction both for back and next. (02 marks)

e) Include a hyperlink on slide 3 that should take you to anyone number so far done during this seminar. (02 marks)

f) Add a comment around the slide title of content four to read "Join us" (02 marks)

g) Include footer, ICT and a header, "your name". (02 marks)

h) Use a checker board entrance animation effect to slide 1 and 2 contents and a fly out animation to slide 4. (02 marks)

i) Let your slides loop continuously until you escape. (01 mark)

j) Your presentation time and date should update automatically and set the timing to 3 seconds. (02 marks)

k) Save your presentation as computer club and Print a copy of your presentation in handout mode of 4 three slides per page. (02 marks)

END