840/2
Computer Studies
Practical
Paper 2
July/August 2023
2½hours

BUGANDA EXAMINATION COUNCIL MOCKS

Uganda Certificate of Education

COMPUTER STUDIES

PAPER 2 (PRACTICAL)

2HOURS 30 MINUTES

INSTRUCTIONS TO CANDIDATES

a) This paper is made up of two Sections **A**, and **B** respectively.

b) Section **A** contains **one** question. This question is **compulsory**.

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

d) Each candidate is provided with a new **blankcompactdisk** or a **flashdisk**.

e) Each candidate must produce a **hardcopyfor** each of his/her work to accompany the compact discs or flash discs.

Question 1(a).

a) Type the following text as it appears using any word processing software
(06 marks)

We've summarized the essential ping pong rules from USA Table Tennis right here to help you settle those garage or office disputes. Ω

This list is not exhaustive, but we have found that these ones are common points of contention among many players. Whether you call it ping pong, table tennis, or whiff whaff, these official table tennis rules should help you keep things straight.

A Game is played to 11 points. A Game must be won by two points. A Match is generally the best three of five Games. Each side of the table alternates serving two points at a time. EXCEPTION: After tied 10-10 ("deuce"), service alternates at every point.

b) Transfer a copy to the next page and use it to perform the following tasks. **(01 mark)**

c) Apply a shadow text border in part of your work. **(02 marks)**

d) All the points in paragraph three should be again types as numbered list using the numbering style as (1st, 2nd, 3rd etc). **(02 marks)**

e) Insert a footer of your name **(01 mark)**

f) Pages number in roman format. **(02 marks)**

g) Apply a watermark of your name on page two only **(01 mark)**

h) Adjust the right indent of paragraph two to 2.0 inches **(01 mark)**

i) Insert a clip art when it is wrapped tight. **(02 marks)**

j) Save your work and produce a hard copy **(02 marks)**

Question 1(b)

a) Open a spreadsheet application and enter the following data. **(04 marks)**

NO.	Name of customer	Number of Books bought	unit Cost of book	last date of payment	Discount
001	Omara	5books	50,000	01-22-2022	
002	Nambako	4books	40,000	05-23-2021	
003	Wambara	6books	50,000	02-10-2022	
004	Isasha	6books	60,000	08-11-2020	
005	Namakambo	5books	50,000	09-14-2020	
006	Dambodo	4books	20,000	10-18-2022	
007	Lukooli	5books	30,000	02-12-2021	

b) Insert a row between rows 5 and 6 to capture the following data. **(02 marks)**

	Gangadi	6 books	50,000	11-10-2021	

c) Wrap all titles each to fit in one cell **(01 mark)**

d) Format the column for last date of payment to show only month and year e.g.(May-22). **(01 mark)**

e) Insert a column between last date of payment and discount to calculate the total amount (Number of books x unit cost) **(02 marks)**

f) Use a function to determine the highest number of books bought. **(01 mark)**

g) The trader to offer discount and attach a given comment to customers basing on the guidelines below. Use the **IF** function to effect this. **(02 marks)**
Less or 100,000 "**Deny**", Less or 2000,"**Promise**", More than 200,000 "**Offer**"

h) Create a line chart for name of customer, cost and total amount information. **(04 marks)**

i) Transfer a chart to a new sheet. **(01 mark)**

j) Save and print the work. **(02 marks)**

Question 2.

You have been approached by the district environmental officer to create a presentation for the local community in your area. The presentation should include only four slides created as follows.

Slide 1: A non-colored title slide for the main topic and presenter's name. **(02 marks)**

Slide 2: Activities being done by different people and to degrade the environment. **(04 marks)**

Slide 3: Possible effectsif the activities mentioned above are not controlled. **(04 marks)**

Slide 4: An organizational chart on blank slide showing a village committee that will monitor different activities done. The committee should include **The Chairman, Vice Chairman Records and Vice Chairman Disciplinary, Secretary, Vice Secretary and Three Committee Members.** **(05 marks)**

Slide 5: Closing remarks to the attendants using word Art **(03 marks)**

Additional information

a) On slide 3, insert a backward link to slide 1 and forward link to slide 5
(02 marks)

b) Insert a fixed date on all the slides. (01 mark)

c) Put a header of your name in the presentation. (01 mark)

d) Palace one image appropriately on a slide 2. (02 marks)

e) Loop the slides to move from 2 to 4 automatically. (02 marks)

f) Draw a circle on any word on slide 2 using annotation mouse pen on slide four.
(02 marks)

g) Save the work and print handouts. (02 marks)

Question 3.

The following information was got from a Law firm. You are required to create a database and save as **your name.** (01 mark)

CNO.	CName	Case	Date of reporting to court	lawyer TIN No.	Having witness	Fine(shs)	Gender of client	lawyer contact
XC001	Omagor	land grabbing	12/10/2021	ST012	✓	60,000	F	(22)-778888
XC002	Dauda	Defilement	11/12/2023	ST025	✓	40,000	F	(22)-778777
XC003	Bambada	land Grabbing	11/08/2011	ST035		55,000	F	(22)-778333
XC004	Janga	Defilement	30/08/2011	ST025		32,000	M	(22)-778002
XC005	Richman	land grabbing	08/10/2000	ST025	✓	40,000	M	(22)-778111
XC006	Polin	Theft	13/11/2013	ST035		80,000	M	(22)-778555
XC007	George	Defilement	13/11/2013	ST012		60,000	M	(22)-778121
XC008	Alex	Defilement	01/11/2013	ST025	✓	80,000	F	(22)-778321
XC009	Kuula	Defilement	20/11/2013	ST025	✓	90,000	M	(22)-778000

a) Design the following table considering appropriate **data types** and **primary key**, date format as **short date, C Name field size to 25**.input mask to telephone contacts,limit the entry for Fine to be less than 25, 000. Save it as criminals table (09 marks)

b) Appropriately select the data types. (04 marks)

c) Create a form that can be used to enter data and save it as **Fang Form.**
(01 mark)

d) Put your name and any Image as a form header and change the form background colure. (03 marks)

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e) Supply a formula in a form to multiply finefeeby20% **(02 marks)**
f) Create the following queries to select.

- Those accused for Land grabbing with fine of less than 60,000. Save the query as **Land** **(02 marks)**

- Those supposed to report in November. Save the query as **November** **(02 marks)**

- Those accused for defilement, helped by lawyer TIN No.ST025 and have a witness.Save the query as**Witness** **(02 marks)**

g) Create a report from the **wittiness** query and save it as **Defala** report. **(02 marks)**

h) Save changes and print your work. **(02 marks)**

Question 4.

During your long holiday, you decide to set up a small business selling agricultural products. Design a **five** page website you will use to promote your products. Save it as your name.

Index page: To include a banner, logo and important information like location, address, contacts and what the business is all about and running marquee with words **"we value customers"** **(04 marks)**

Product page: a table of four products with their prices and at least two images representing images. **(04 marks)**

Order page: A form that can be used by customers to make orders for the products. The form should contain text boxes, radio buttons, check boxes and select lists for various information.
(05 marks)

Braches page: Bulleted list of some four branches for your business throughout the country. **(05 marks)**

Information page: Some information about the upcoming activities and products and welcome massages. **(04 marks)**

a) Use appropriate background colors. **(02 marks)**
b) All pages must be linked to each other. **(04 marks)**
c) Save your website and print the work. **(02 marks)**

END