

840/2

COMPUTER STUDIES

PRACTICAL

Paper 2

September, 2017

2¹/₄ hours

Computer
Studies
2017



UGANDA NATIONAL EXAMINATIONS BOARD

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

SECTION A: (40 MARKS)

Answer **all** questions in this section.

1 (a) Assume you are the Director AMACO INSURANCE COMPANY LTD you want to update your customers on the current dues as per the insurance cover each client has. Use mail merge to write an official letter to **five** customers informing them of this. Each letter must meet the following conditions.

(i) Must have a letter head with the company's name, address, telephone numbers, current date and time, in the header. (3 marks)

(ii) Must have a footer at the bottom indicating the company slogan "Rest Assured" italic, font Arial narrow 17, and center aligned. (2 marks)

(iii) The recipient address lines will include:

<<Address>> (2marks)

<<Country>>

(iv) Must have one main body paragraph in the format: "Dear <<Last Name>>, this letter serves to update you about the current dues as per our insurance cover. The current amount due for your vehicle <<Car No Plate>> is <<Amount due>>. Thank you for insuring with us."

(4marks)

(v) Must have a conclusion: "Yours in service, <<Your Name>>, DIRECTOR." (2marks)

Further Required:

(vi) Create a data source file with all the required fields. Add any five arbitrary names of customers plus their details. Print it out and save as **receipts-list.doc**.

(4 marks)

(v) Generate the Merged document that contains the five letters and save it as **Final.doc**. Print out the 4th letter. (3 marks)

- 1 (b) The following spreadsheet has been created to calculate the profit or loss on sales at Jinja Orange Juice Stall during a six-day period.

	A	B	C	D	E	F
1	Jinja Orange Juice Stall					
2		Cost	Selling			
4	Orange Juice per	Shs.40	Shs.50			
5						
6		Orange Juice cups	Orange Juice cups sold	Total Cost	Day's Sales	Profit/ Loss
7	Monday	30	25			
8	Tuesday	25	25			
9	Wednesday	45	32			
10	Thursday	30	27			
11	Friday	28	28			
12	Saturday	34	32			
13	GRAND TOTALS					

Using a spreadsheets application of your choice,

- (i) Type the information above as it appears and save as **Juice Sales**. (4 marks)
- (ii) Using absolute and relative cell references, type a formula in cell D7 to calculate the Total cost for Monday which is a product of the cost price and the number of Orange Juice cups made. Copy it to cells D8 to D12 for Tuesday to Saturday. (2 marks)
- (iii) Using absolute and relative cell references, type a formula in cell E7 to calculate the Day's Sales for Monday, as a product of the selling price and the number of Orange Juice cups sold. Copy it to cells E8 to E12 for Tuesday to Saturday. (2 marks)
- (iv) In cell F7 to F12, calculate the profit/ loss by subtracting the Total Cost from the Day's sales. (1 mark)
- (vi) Format all currencies to have the 'Shs.' symbol before the value. (2 marks)
- (vii) Use a function to compute the GRAND TOTALS in row 13. (2 marks)
- (viii) Create a combined column – line graph combo chart with column chart representing the number of orange juice cups made and line graph showing trend of profits / loss on the secondary vertical axis. Locate it on its own new sheet. (5 marks)
- (ix) Add your name as footer and print your work. (2 marks)

SECTION B (60 MARKS)

Answer any **two** questions from this section

2. Jinja Movie Library (JML) keeps a database of members who have taken movies on a computer system as shown below:

CODE	NAME	GENR	CHARG	CLEARED?	PHONE NO	BIRTH
M1001	Muwanguzi	Nigeria	Shs. 3000	<input type="checkbox"/>	0773294625	11/Dec/97
M1011	Kitamirike	Horror	Shs. 2000	<input type="checkbox"/>	0712453674	04/Jan/88
M1025	Mukasa	Horror	Shs. 1000	<input type="checkbox"/>	0772756484	15/May/86
M1037	Olietho	Action	Shs. 1500	<input type="checkbox"/>	0782759815	18/Feb/96
M1057	Matende	Action	Shs. 4500	<input type="checkbox"/>	0702456785	21/Jul/90
M1073	Ochieng	Nigeria	Shs. 1500	<input type="checkbox"/>	0753297684	09/Feb/98
M1096	Musasizi	Action	Shs. 2500	<input type="checkbox"/>	0712765492	03/Sep/87
M1102	Onyayo	Horror	Shs. 4000	<input type="checkbox"/>	0792451843	22/Apr/95
M1124	Ashaba	Nigeria	Shs. 1500	<input type="checkbox"/>	0773298746	14/Apr/99
M1139	Dramani	Horror	Shs. 1000	<input type="checkbox"/>	0702768798	09/Jan/94

- (a) Create a table called 'Members' to store the above data. (7 marks)
- (b) Create a data entry form. Save it as **MemberCard** and use it to populate the above table. (5 marks)
- (c) Using paint program or otherwise, create a graphic logo with the initials **JML** and insert it into the **MemberCard** form design. Add your name as form footer and print out a hardcopy. (6 marks)
- (d) Create a query called **ChargeOver2k** that will filter the members who have taken movies for charges greater than Shs. 2000 and have not yet cleared. (3 marks)
- (d) Create a query called **Adults** to filter out members of 18 years and older. (3 marks)
- (e) Create a report of all the members grouped according to GENRE and sorted by their phone numbers in ascending order. Save it as **Customer Report**. (3 marks)
- (f) Add your name and index number as footer to the report in (e) above and print it. (2 marks)
- (g) Save your database as "**jml DATABASE**". (1 mark)

3. You have been awarded the contract of designing a website made up of four pages for Kimbugwe and Sons Garage. The following information is to be included on the website.

Page One: Index Page

(10 marks)

- a) Should be a homepage with a page title, “KIMBUGWE & SONS GARAGE WEBSITE”
- b) A logo and a motto: “*Quality Service, Lasting Experience*”
- c) Top and bottom horizontal navigation bars with active hyper links to all the other pages of the website.
- d) A Message about the Business including:
 - The physical location (street and plot number) of the business.
 - Date when the garage was first opened.
 - The working hours.
 - Services offered at the Garage (Eg. Vehicle Servicing and repairs, Fueling, Spare parts etc.)
- e) A marquee with words “Thank you for visiting!” at the bottom.

Page two: Employees

(05 marks)

- f) Should have **table** with at least five employees who work at the garage, including their ID Numbers, Names, Job Title and Email.

Page three: Photo Gallery

(06 marks)

- g) Add about 6 well organized photos from the clip art collection to represent how this page will be used.

Page four: Contact us

(03 marks)

- h) Add on this page in a **bulleted** format:
 - Telephone Contact (Office)
 - Telephone contact (Mobile Line)
 - Postal Address.
 - Feedback link which a visitor to the website can follow to send an email.

NB: Assign imaginary names and corresponding numbers and addresses to the above.

- i) Insert your name in the right bottom corner (as footer) on each webpage. (02 marks)
- j) Print each of the four web pages. (02 marks)
- k) Save and Rename your web folder as KSGARAGE. (02 marks)

4. As your class prepares for a Biology seminar, you have been requested to discuss a question about the similarities and differences between animals and plants.

(a) Make a five-slide presentation to enrich your discussion as follows:

SLIDE I - Opening slide to include:

- The Title (ANIMALS AND PLANTS) plus a subtitle (Differences and Similarities).
- Your name and school as word art. *(04 marks)*

SLIDE II – Suitable Introduction (Including Definitions) *(04 marks)*

SLIDE III – Similarities between plants and animals. *(04 marks)*

SLIDE IV – A table with two columns and five rows contrasting four different animal characteristics in the 1st column and corresponding plant characteristics in the 2nd column. *(05 marks)*

SLIDE V – Conclude your discussion by showing at least four graphics with captions showing some plants and animals, plus one sentence that you will say before handing over the microphone to the emcee. *(05 marks)*

(b) Save your work as your name. *(02 marks)*

(c) Insert your index number and surname as footer. *(02 marks)*

(d) Use appropriate transitions, animations and colors. *(03 marks)*

(e) Print out a hand out to be given to the audience. *(01 marks)*