**Detailed Approach for Spreadsheet Tasks**

**Setting Up the Spreadsheet**

1. **Sheet Structure**:
   * **Columns**:  
     A: Month | B: Sales | C: Raw Materials | D: Labor | E: Transportation | F: Marketing | G: Total Expenses | H: Profit | I: Profit % | J: Increased Sales (+15%).
   * **Rows**:  
     Row 1: Headers | Rows 2–13: Monthly data for January to December.

**Steps for Each Task**

**a) Calculate Total Annual Sales**

* **Formula**: Use the SUM function to calculate the total annual sales in a new row below the data.  
  Example:
  + Cell B14: =SUM(B2:B13)

**b) Find the Average Monthly Sales**

* **Formula**: Use the AVERAGE function to find the average monthly sales in another row below the total.  
  Example:
  + Cell B15: =AVERAGE(B2:B13)

**c) Compute Monthly Expenses**

For each month, calculate expenses using percentages of sales:

* **Raw Materials**: =B2 \* 35%
* **Labor**: =B2 \* 20%
* **Transportation**: =B2 \* 10%
* **Marketing**: =B2 \* 5%

Example for January:

* Cell C2: =B2 \* 0.35
* Cell D2: =B2 \* 0.20
* Cell E2: =B2 \* 0.10
* Cell F2: =B2 \* 0.05

Copy these formulas down for all months.

**d) Calculate Total Monthly Expenses**

* **Formula**: Sum the monthly expenses for raw materials, labor, transportation, and marketing.  
  Example for January:
  + Cell G2: =C2+D2+E2+F2

Copy this formula down for all months.

**e) Determine the Profit Percentage After Expenses**

1. **Profit Calculation**:
   * Subtract total expenses from sales: =B2 - G2
   * Example for January:
     + Cell H2: =B2 - G2
2. **Profit Percentage**:
   * Divide profit by sales and convert to percentage: (Profit / Sales) \* 100
   * Example for January:
     + Cell I2: =(H2 / B2) \* 100

Copy these formulas down for all months.

**f) Show the Impact of a 15% Increase in Sales Next Year**

1. **Increased Sales Calculation**:
   * Multiply current sales by 1.15: =B2 \* 1.15
   * Example for January:
     + Cell J2: =B2 \* 1.15

Copy this formula down for all months.

**g) Represent Monthly Profits Graphically**

1. **Chart Creation**:
   * Highlight the Month column (A2) and the Profit column (H2).
   * Insert a chart: Go to **Insert** > **Chart** and select a **Line Chart** or **Bar Chart**.
   * Add titles and labels:
     + Chart Title: "Monthly Profits"
     + X-Axis: "Month"
     + Y-Axis: "Profit (Currency)"
2. **Printing Preparation**:
   * Set the print area to include the entire table and the chart.
   * Go to **Page Layout** > **Print Area** > **Set Print Area**.
   * Adjust the page orientation to **Landscape**.
   * Check print preview to ensure all data and the chart fit neatly on one page.

**Final Spreadsheet Example**

**Revised Data (in Thousands)**

| **Month** | **Sales (UGX)** | **Raw Materials (35%)** | **Labor (20%)** | **Transportation (10%)** | **Marketing (5%)** | **Total Expenses** | **Profit** | **Profit %** | **Sales with 15% Increase** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **January** | **10,000** | **3,500** | **2,000** | **1,000** | **500** | **7,000** | **3,000** | **30.00%** | **11,500** |
| **February** | **12,000** | **4,200** | **2,400** | **1,200** | **600** | **8,400** | **3,600** | **30.00%** | **13,800** |
| **March** | **15,000** | **5,250** | **3,000** | **1,500** | **750** | **10,500** | **4,500** | **30.00%** | **17,250** |
| **April** | **14,500** | **5,075** | **2,900** | **1,450** | **725** | **10,150** | **4,350** | **30.00%** | **16,675** |
| **May** | **13,000** | **4,550** | **2,600** | **1,300** | **650** | **9,100** | **3,900** | **30.00%** | **14,950** |
| **June** | **12,500** | **4,375** | **2,500** | **1,250** | **625** | **8,750** | **3,750** | **30.00%** | **14,375** |
| **July** | **14,000** | **4,900** | **2,800** | **1,400** | **700** | **9,800** | **4,200** | **30.00%** | **16,100** |
| **August** | **16,500** | **5,775** | **3,300** | **1,650** | **825** | **11,550** | **4,950** | **30.00%** | **18,975** |
| **September** | **15,000** | **5,250** | **3,000** | **1,500** | **750** | **10,500** | **4,500** | **30.00%** | **17,250** |
| **October** | **17,000** | **5,950** | **3,400** | **1,700** | **850** | **11,900** | **5,100** | **30.00%** | **19,550** |
| **November** | **14,800** | **5,180** | **2,960** | **1,480** | **740** | **10,360** | **4,440** | **30.00%** | **17,020** |
| **December** | **20,000** | **7,000** | **4,000** | **2,000** | **1,000** | **14,000** | **6,000** | **30.00%** | **23,000** |

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Month** | **Sales** | **Raw Materials** | **Labor** | **Transportation** | **Marketing** | **Total Expenses** | **Profit** | **Profit %** | **Increased Sales (+15%)** |
| January | 10,000 | 3,500 | 2,000 | 1,000 | 500 | 7,000 | 3,000 | 30% | 11,500 |
| February | 12,000 | 4,200 | 2,400 | 1,200 | 600 | 8,400 | 3,600 | 30% | 13,800 |
| ... | ... | ... | ... | ... | ... | ... | ... | ... | ... |
| December | 15,000 | 5,250 | 3,000 | 1,500 | 750 | 10,500 | 4,500 | 30% | 17,250 |

**ITEM 2 Step-by-Step Guide to Prepare the Presentation**

**1. Plan the Presentation Slides**

**Slide 1: Title Slide**

* **Content**:
  + Title: "The Impact of Plastic Waste on the Environment"
  + Subtitle: "Understanding the Dangers and Solutions to Plastic Pollution"
  + Your name and date.
* **Design**:
  + Use a visually appealing background image (e.g., a polluted area with plastic waste).

**Slide 2: Introduction to Plastic Waste**

* **Content**:
  + Brief definition of plastic waste.
  + Highlight its non-biodegradable nature.
  + Mention the global and local context (e.g., plastic pollution in Uganda).
* **Image**: A photo from the school showing areas affected by plastic waste.

**Slide 3: Dangers of Plastic Waste**

* **Content**:
  + Environmental impacts:
    - Soil and water pollution.
    - Threats to wildlife.
  + Human health impacts:
    - Chemicals released from plastic.
* **Image**: Downloaded image of wildlife affected by plastic waste (e.g., a bird trapped in plastic).

**Slide 4: Plastic Waste Statistics in Uganda**

* **Content**:
  + Key data points on plastic production and pollution over the past five years.
  + Show trends in waste generation and recycling efforts.
* **Chart**:
  + Insert a bar or line chart displaying plastic waste statistics over the years.
  + Example data:
    - 2018: 10,000 tons.
    - 2019: 12,500 tons.
    - 2020: 14,000 tons.
    - 2021: 15,500 tons.
    - 2022: 17,000 tons.

**Slide 5: Practical Tips to Reduce Plastic Waste**

* **Content**:
  + Reduce:
    - Use reusable bags, bottles, and containers.
  + Reuse:
    - Repurpose plastic items for home or school projects.
  + Recycle:
    - Participate in recycling drives or set up a collection point at school.
* **Image**: Picture of a recycling bin or reusable products.

**Slide 6: Resources for Further Learning**

* **Content**:
  + Websites:
    - [www.earthday.org](http://www.earthday.org)
    - www.unep.org/plastics
  + Local organizations:
    - Uganda Plastic Recycling Industries
  + Books and documentaries:
    - "The Plastic Problem" by Lonely Whale.
* **Image**: A simple icon (e.g., a book or a globe).

**Slide 7: Call to Action**

* **Content**:
  + Encourage classmates to take small steps, like saying no to single-use plastics.
  + Announce any planned activities by the Environment Club (e.g., a cleanup drive).
* **Design**:
  + Motivational image of a clean environment or students engaged in cleanup activities.

**2. Create the Presentation in PowerPoint**

1. **Design Theme**:
   * Choose a clean and professional design template (e.g., green or blue tones to align with the environmental theme).
2. **Insert Content**:
   * Add the planned text and visuals to each slide.
   * Use bullet points for clarity and brevity.
3. **Add the Chart**:
   * Go to **Insert > Chart** and select a bar or line chart.
   * Input the data (plastic waste statistics) into the Excel sheet linked to the chart.
4. **Incorporate Images**:
   * Insert school photos and downloaded images into the slides using **Insert > Picture**.
   * Resize and align them for a balanced layout.
5. **Animations and Transitions**:
   * Use subtle animations to highlight key points.
   * Apply consistent transitions (e.g., "Fade") between slides.

**3. Prepare Handouts for Printing**

1. **Format Handouts**:
   * Go to **File > Print > Handouts**.
   * Select "3 Slides Per Page" to include room for notes.
2. **Design for Clarity**:
   * Ensure all slides are legible when printed.
   * Use high-contrast colors for text and visuals.
3. **Preview and Print**:
   * Check the print preview to ensure all slides fit properly.
   * Print the handouts on A4 paper for distribution.

**Evaluation Grids for Word Processing and PowerPoint Tasks**

**Evaluation Grid for Word Processing Task**

**Scenario**: Drafting a professional letter to address the school or stakeholders about a specific event or cause (e.g., the tree planting campaign).

**Task Competencies:**

|  |  |  |
| --- | --- | --- |
| **Competency (Basis of Assessment)** | **Evidence: Skill/Ability Exhibited/Score** | **Score** |
| **Provides a focused introduction** | - Includes a clear and engaging introduction outlining the purpose of the letter.  - Partially outlines the purpose.  - Lacks clarity or focus in the introduction.  - No response. | 03  02  01  00 |
| **Conveys detailed content in the body** | - Provides all necessary details (e.g., event date, location, purpose, and participant expectations).  - Provides most of the necessary details but lacks clarity in some areas.  - Provides limited or incomplete details.  - No response. | 04  03  02  01  00 |
| **Uses professional tone and language** | - Maintains a professional and courteous tone throughout.  - Mostly professional but with minor lapses.  - Uses informal or inconsistent tone/language.  - No response. | 03  02  01  00 |
| **Formats the letter professionally** | - Includes proper structure: sender/recipient details, subject, salutation, body, closing, and signature.  - Partially structured but misses minor elements.  - Lacks a clear structure.  - No response. | 04  03  02  01  00 |
| **Incorporates visual enhancements** | - Uses formatting features (e.g., bold text, headers, spacing) effectively to make the letter visually appealing.  - Some use of formatting but lacks consistency.  - Minimal formatting or visual appeal.  - No formatting applied. | 03  02  01  00 |
| **Prepares document for printing** | - Ensures proper margins, alignment, and readability for printing.  - Mostly ready for printing but with minor alignment or layout issues.  - Requires significant adjustments for printing.  - Not ready for printing. | 03  02  01  00 |

**Evaluation Grid for PowerPoint Task**

**Scenario**: Preparing a seven-slide presentation on a topic (e.g., "The Impact of Plastic Waste on the Environment").

**Task Competencies:**

|  |  |  |
| --- | --- | --- |
| **Competency (Basis of Assessment)** | **Evidence: Skill/Ability Exhibited/Score** | **Score** |
| **Slide 1: Title Slide** | - Includes title, subtitle, presenter name, and date.  - Partially includes required elements.  - Lacks critical title slide details.  - No response. | 03  02  01  00 |
| **Slide 2: Introduction Slide** | - Explains the topic and its significance clearly.  - Partially explains the topic.  - Vague or unclear explanation.  - No response. | 03  02  01  00 |
| **Main Content Slides (Slides 3-5)** | - Presents 3-5 clear points per slide with supporting visuals (e.g., photos, charts).  - Partially includes content and visuals.  - Lacks clarity or visuals.  - No response. | 04  03  02  01  00 |
| **Practical Solutions Slide** | - Provides practical, actionable tips with supporting examples.  - Provides some tips but lacks examples.  - Limited or vague solutions.  - No response. | 04  03  02  01  00 |
| **Resources for Learning Slide** | - Lists credible resources and contact points for further learning.  - Includes some resources but lacks credibility or detail.  - Minimal or irrelevant resources.  - No response. | 03  02  01  00 |
| **Call to Action Slide** | - Motivates audience with specific actions and a positive message.  - Partially motivates but lacks specificity.  - Minimal or unclear call to action.  - No response. | 03  02  01  00 |
| **Slide Design and Formatting** | - Uses consistent theme, appropriate fonts, and visually appealing layout.  - Partially consistent design with minor issues.  - Inconsistent or minimal design considerations.  - No response. | 03  02  01  00 |
| **Use of Visuals and Graphics** | - Incorporates relevant visuals (photos, charts, icons) effectively.  - Some visuals included but lacks relevance or impact.  - Minimal or no visuals used.  - No response. | 03  02  01  00 |
| **Prepares Presentation for Printing** | - Creates clear handouts (e.g., 3 slides per page with notes) and ensures print readiness.  - Handouts prepared but with minor formatting issues.  - Handouts minimally prepared or unclear.  - No response. | 03  02  01  00 |