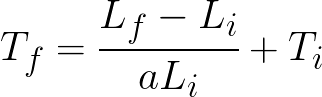
**PAPER 2**

1. (a) Use an appropriate application to load the file **Latentheat.docx,** and save the file again as your **name-personal number**. ***(01 mark)***
2. Create a new line above the first paragraph and in it write the title. **“Understanding Heat Capacities”**. Center the Heading and apply Toggle case. With a font size 16.5. ***(03 marks)***

(c) Drop cap the first **word** of the last paragraph by 3 lines with a distance from text spacing of 0.3". ***(02 marks)***

(d) Using an appropriate word processing tool, construct the equation below at the end of paragraph three. ***(03 marks)***



(e) Add a comment on the text Intermolecular bonds in the second paragraph to read “are strong bonds that hold atoms together within a molecule and may be ionic, covalent, or metallic” ***(02 marks)***

(f) Insert a **left aligned** page number in the footer area of your page in the format of page x of y. ***(02 marks)***

(g) Insert a header of your **name** and **personal number** on the right hand side of the page. ***(02 marks)***

(h) On the 7th last line of paragraph 1, insert an image **heat.jpeg. *(02 marks)***

(i) Resize the image to height inserted in (h) to = **0.4”** heightand width = **0.4”** wrap text tight around it. ***(02 marks)***

(j) Save changes to your file and print. ***(01 mark)***

1. Social media platforms have become a necessity for every one that has a smart gadget. By end of 2022, there were 4.9 billion people using social media all over the world.
2. Design a five slide presentation and save it as *Media*. ***(01 mark)***
3. Use the slide master feature to;
4. Add a logo.jpeg from the support file to appear on all slides. ***(01 mark)***
5. Shade all place holders with a light blue colour background. ***(01 mark)***
6. Refer to text social media.doc in the support files to complete slides as instructed below.

**Slide one**: To include suitable title and your name as the presenter. ***(01 mark)***

**Slide two**: To have an explanation of what social media is. ***(01 mark)***

**Slide three**: A two-column slide with at least six examples of social media platforms. Have at least three in each column. ***(02 marks)***

**Slide Four.** Include a pie chart showing most commonly social media platforms in the world. Refer to file usage.xls in the support files. ***(03 marks)***

**Slide five**: To have a two content slide layout showing at several problems of social media usage today and their solutions. ***(02 marks)***

*Further Instructions*

1. Apply any form of word art onto the title. ***(01 mark)***
2. Add the letters **FB** in a suitable position on slide three and hyperlink the letters to the website [*www.facebook.com*](http://www.facebook.com)*.* ***(01 mark)***
3. Apply minimal animations, transitions and appropriate images. ***(02 marks)***
4. Add slide numbers and footer as your name to all slides. ***(01 mark)***
5. Add speaker notes on slide three to read “***there are many more examples of social media platforms”.*** ***(01 mark)***
6. Loop the presentation to run automatically slide by slide every after 3 seconds. ***(01 mark)***
7. Print a hand out of all slides on one page. ***(01 mark)***
8. (a) Using a database management application available on your computer, create a new database and save it as “AdminDATA” in your working folder. ***(02 marks)***
9. Import a file data.xls to your database. Save the database table as myData.***(02 marks)***
10. Assign appropriate data types and a primary key to the fields, Ensure the sex field is a lookup field. ***(03 marks)***
11. Create a columnar form with only RegNo, First name, Incomes, expenditure and savings from your table and name it students form. ***(02 marks)***
12. Manipulate your form created in (d) above as follows. ***(05 marks)***

* Compute the savings
* Add a light blue background
* Add image savings.jpeg as a logo to your form
* Add a header and a footer as your name and personal number respectively.

1. Create a queries to filter

* First name starts with letter K and Last name ends with letter n. Save your query as name ***(02 Marks)***
* Filter Out people who never made any expenditure. Save as zeroexp. ***(02 marks)***

1. Create a report for only “Name” query. ***(01 mark)***
2. Print all your work. ***(01 mark)***

4. Using any desktop publishing program, Open file cover.pub and design a front and back book covers putting the following into consideration.

(a) The book title is called “A NEW APPROACH TO NLSC ICT” illustrations. ***(02 marks)***

(b) Additional words on the cover are “Understanding new curriculum dimensions. Include a logo.jpeg on the front page. ***(02 marks)***

(c) Apply a word art where necessary. ***(02 marks)***

(d) Put an artistic boarder around the front book cover. ***(02 marks)***

(e) Add image background.jpeg as your cover design background. ***(02 marks)***

(f) Add text about the author “about.doc and image writer.img in text box area at the back cover on page two respectively. ***(03 marks)***

(g) Write the word “New Edition” in the lower right corner and Atimango Lawrence as the Author in the lower left corner on the front page. ***(02 marks)***

(h) Apply different font styles. ***(02 marks)***

(i) Adjust the paper size to A5 portrait. ***(02 marks)***

(j) Save your work and print ***(01 mark)***

1. Caleb is a horticulture farmer. He made the following monthly **profits** over the year 2020.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Item** | **Jan**  **($)** | **Feb**  **($)** | **Mar**  **($)** | **Apr**  **($)** | **May**  **($)** | **Jun**  **($)** |
| Fruits | 1,500.00 | 1,050.00 | 1,800.00 | 2,100.00 | 1,680.00 |  |
| Nuts | 2,100.00 | 2,000.00 | 2,180.00 | 1,900.00 | 1,760.00 |  |
| Vegetables | 952.00 | 900.00 | 1,000.00 | 1,250.00 | 800.00 |  |
| Ornamentals | 2,300.00 | 2,000.00 | 1,950.00 | 1,600.00 | 1,920.00 |  |
| Aromatic | 1,400.00 | 1,500.00 | 1,600.00 | 1,400.00 | 1,580.00 |  |
| Total profits |  |  |  |  |  |  |
| Average |  |  |  |  |  |  |
| Count (>1500) |  |  |  |  |  |  |
|  |  |  | 15% |  |  |  |

1. Use any spreadsheet application, enter the above data exactly as it is, ***(05 marks)***
2. Use appropriate function to calculate for each month.

* Total profits  ***(01 mark)***
* Averages for the best two profit making items ***(02 marks)***

1. Copy the entire content of sheet1 to sheet 2 , rename it as final and use it to perform the rest of the tasks ***(01 mark)***
2. June profits are estimated to increase by 15% of May profits. Calculate Caleb’s June profit projection for all the items. **(*02 mark)***
3. Use an appropriate function to count number of items in a months that earned monthly profits $1500 and above ***(02 marks)***
4. Filter out records using the fruits final sheet for all monthly profits above 1500.00 and paste it on sheet three, rename sheet3 as “above 1500.00”  ***(02 marks)***
5. Draw a line graph to show Caleb profit trend from January to May. Place the graph on its own sheet named Graph. ***(03 marks)***
6. Insert a centered footer of your name on sheet 1, save your work as profit and print out all sheets. ***(02 marks)***

***END OF PAPER***