

EXODUS COLLEGE SCHOOL

COMPUTER STUDIES PAPER 2

Guiding Questions 2023

WORD PROCESSING

1. Type the text below as it is and use it to answer the questions that follow, save it as **True love**.

No arms, no legs but love

In 2012, bomb disposal expert Taylor Morris was severely injured after the explosion of an improvised bomb in Afghanistan. The explosion took all his limbs and changed the life of the 23-year-old US military soldier forever. While recovering from the injuries in hospital, Taylor was confronted with the painful realization that his limbs had gone. He also had to face the fact that he would be dependent on assistance for the rest of his life. It was an incredibly difficult situation not only for him but also his family and especially his long-term girlfriend Danielle. But instead of ever giving him up, Danielle became Taylor's pillar in life. She helped him recover and took care of him during this incredibly challenging time.

Danielle played an important role in Taylor's quick recovery. She never went away from his side and assisted him greatly when he learned to walk again with his new prosthetic limbs. After Taylor had recovered, he proposed to his beloved girlfriend and they got married. It's a beautiful ending of an incredibly inspiring love story that shows that nothing can ever stand in-between two people who really love each other.

- a) Insert a new blank page and copy your work to it and perform the following actions.
- b) Set your work to a 1 inch all margins with a single line spacing of 6pts before and after to all your text.
- c) Make the title of your document a bold center aligned with a Dark red font colour, size 25 double underlined Bookman old style upper case text formatting and the rest of the text to a justified alignment.
- d) Set the first paragraph to three columns with a line in between and font size 13.5.
- e) Insert a three line drop cap to the first paragraph.
- f) Insert a 6pt shadow border to the second paragraph.
- g) Insert a Semitransparent blue horizontal watermark of your name.
- h) Insert an endnote after the last word of paragraph one with the words **"So nice loving the one that loves you back"** with a footnote on the first word of the last paragraph saying **"Trust can be hard to obtain and keep."**
- i) Using the table below, create a mail merge of letters after the title to be sent to various individuals and print out the letter that will be sent to Mrs. Akello Loy only.

NAMES	COMPANY	CONTACT	ENTRY FEE
Mrs. Akello Loy	World Food Program	+256783 657654	2000 US Dollars
Mr. Karim Salim	Oxfarm International	+254726 900876	6000 Kshs
Mr. Kwizera Trinity	Calton Schools	+243677 887712	5000 US Dollars
Miss. Okiru Allen	Mirror Uganda	+256706 453287	1000000 Ugx

- j) Insert bottom page numbers in the form Page X of Y.
- k) Add a header of your name with a current date and time that updates automatically.
- l) Insert a heart autoshape behind text of column two in paragraph one with any number of your choice in it.
- m) Hyperlink your title to the website www.truelove.com
- n) Add the following table between paragraph one and two then use it to calculate the total pledges made with a font size 16 bold.

NAMES	CONTACT	PLEDGE (Uganda Shillings)
Mr. Karim Salim	+254726 900876	200000
Mr. Kwizera Trinity	+243677 887712	7000000
Miss. Okiru Allen	+256706 453287	560000
TOTAL		

- o) Set the paragraph after the table to a 1.5 line spacing of before 10 point and after 6 points with a first line indentation.

SPREADSHEETS

2. The table below shows **Exam Results** from the mid-term exams that were administered in July.

STUDENT NAME	BIOLOGY	CHEMISTRY	MATHS	ICT	GENERAL PAPER
Jerusha	87	76	65	90	80
Amina	45	34	76	23	54
Lyca	25	34	23	16	30
Troy	12	33	28	43	18
Sally	34	54	33	87	12

- b) Rename the Sheet 1 to **EXAM RESULTS** and change its sheet tab color to red.
- c) Add the **TOTAL**, **AVERAGE**, and **POSITION** columns and use suitable functions to calculate the total mark, average mark and position in class for each student and apply the **WRAP TEXT** feature where necessary.
- d) Add a Comment Column and use the **IF function** to automatically generate the comments as “**PASS**” for the students with average 75 and above, **TRY** for those with average of 33 and above then “**FAIL**” for students with average below 33.
- e) Add a column called grades immediately after Chemistry and Calculate grades of Chemistry from the data below.
D1→80-100, D2→75-79, C3→65-74, C4→60-64, C5→55-59, C6→50-54, P7→45-49, P8→40-49, F9→0-39
- f) Apply a thick outline border to your work.
- g) Setup your page to landscape orientation and add a footer of your name and index number.
- h) Sort your data according to ICT without expanding the selection in ascending order.
- i) Filter out students who got above 50 in Mathematics, copy and paste the data to Sheet 2, and rename it **MATH CREAM**, change the tab color to blue.
- j) Insert a column chart for the above data and insert all labels appropriately.
- k) Move your chart to Sheet 3 and rename it **CHART**.

- l) Print your work, after inserting a header your name and personal number.
m) Save your work as your name.

4. In this question, you are going to be working with a template developed by a certain canteen manager of your school. Study the template and the additional information given below.

ITEMS	COST PRICE	VAT TAX	PROFIT	ITEM EXPENSES	ITEM PRICE
Juice					50000
Noodles					78000
Books					34000
Samosa					15000
Eggs					23500
Perfume					43000
Cooking Oil					100000
Rice					65000
Posho					84000
Meat					92000
Spices					23000

- VAT TAX IS 18% OF THE ITEM PRICE.
- PROFIT IS 20% OF THE ITEM PRICE.
- ITEM EXPENSES ARE CALCULATED AT HALF OF THE ITEM PRICE.
- ITEM PRICE IS EQUIVALENT TO COST PRICE PLUS VAT, PLUS ITEM EXPENSES, PLUS PROFIT.

NOTE: Use function for parts (b) to (e)

- Enter the above template in a spreadsheet application of your choice. Save it as **Canteen Items**.
- Determine the canteen VAT TAX, PROFIT, and ITEM EXPENSES for each item.
- Determine the COST PRICE for each item.
- Determine the total amount for each column.
- Assuming the budget was read and the item prices dropped by 10%;
(i) Insert a column **NEW ITEM PRICE** at the end of the table and determine the new item price for each item.
- Let your figures be formatted to UGX currency symbol.
- Incline all the titles to an angle of 45 degrees.

- h. Represent the ITEMS, ITEM PRICES, and NEW ITEM PRICES on an appropriate line chart.
- i. Insert a centered header of your name and personal number in the worksheet.
- j. Name your worksheet as Income Statement.

PRESENTATIONS

5. The societies are experiencing a big problem from stakeholders country wide as a result of lesbianism and homosexuality, Create a five slide presentation on **“DANGERS OF LGBTQ”** as your school identified you as one of the key presenters in order to sensitize the communities around school against LGBTQ.

Using a slide master set the title slide to Berlin Sans FB Demi, font size 36 and color red with a **clip art image** to appear on the bottom right for all pages. The title and content layout slide should have Book Antiqua font size 24 for the titles and 18 for the rest of the text. Set a uniform Stationery texture background for all your slides.

a) Create a five slide presentation that will be used by your team to educate the community as below;

- i. **Slide 1:** Includes the topic **“THE DANGERS OF LGBTQ”** and your name as the Presenter.
- ii. **Slide 2:** A brief introduction on lesbianism and homosexuality and what drives learners to it.
- iii. **Slide 3:** Effects of lesbianism and homosexuality to a learner.
- iv. **Slide 4:** Control of lesbianism and homosexuality in society.
- v. **Slide 5:** Dangers of lesbianism and homosexuality to a society.

b) Insert appropriate graphics to your presentation.

c) Allow your presentation to play like a movie in a kiosk.

d) Insert a hyperlink on the last page to connect with the World Health Organization using <https://www.who.int>

e) Use varying animations and transitions for your presentation.

f) Insert a header of your name and a slide number to your presentation.

g) Save your work as **“NO TO LGBTQ”**

h) Insert a new slide before the dangers slide where you will include a pie chart from the data below.

REPORTED CASES OF LGBTQ CASES AT KINGS MAIDEN SCHOOL					
S1	S2	S3	S4	S5	S6
00	54	78	40	23	30

i) Print all your work in handouts then the slide with the Chart in slide mode separately.

j) Insert an action button to link slide 2 and 5.

k) Insert speaker notes on the slide with the chart as **“LGBTQ is a great danger to us, Rise up and Say no to it.”**

DATABASES

6. The table below gives the information about employee members of “Kafeero enterprises”.

Emp.No	Name	Sex	District	D.O.B	Paid	Quantity
K/001	Duwonge	M	Wakiso	1/3/1962	125,000	4
K/002	Dayaga	F	Kampala	5/3/1963	170,000	6
K/003	Muwanga	F	Jinja	1/5/1997	132,000	3
K/004	Kibuka	F	Wakiso	5/7/1976	125,000	4
K/005	Nakintu	F	Ibanda	1/11/1996	120,000	5
K/006	Afai	M	Kamuli	1/11/1987	184,000	2
K/007	Asumege	M	Gulu	5/8/1978	140,000	8
K/008	Asingirwe	M	Kampala	11/3/1978	124,000	5
K/009	Winnie	F	Kabala	1/9/1960	115,000	6
K/010	Nakato	F	Mukono	1/5/1982	138,000	2

Instructions:

- You are required to design a suitable database with an appropriate primary key to manage the above information. Name your database **‘EMPLOYEE’** and your table as, **‘WORK TABLE’**.
- Use lookup wizard for Sex field, Set the **Emp. No** to **Auto Number** Data type.
- Design a form that will be used to populate the above table.
- On your form, create a new label **‘Medical’**, which is 40% of the Amount paid. Hence, calculate for each worker the amount due for medical, save as **‘ENTRY’**.
- Add a new field to your form called **BILLS** to calculate the amount paid in regards to the quantity.
- Create a query to filter employees who come from a District that has letter **‘a’** in the middle within the district name and save as **‘LETTER A’**.
- Insert a new field name into your query for **medication**, which is calculated as 35% of the amount paid. Run a query showing all the other field names and save as **‘MEDICATION’**.
- Create a query that will be used to return all employees born before 1975 and name it **“BEFORE 75”**
- Create another query with all fields add a new field **AGE** that will be used to calculate the ages of each employee, Return only those whose age is greater than 45 years. Name it **“ADULTS”**
- Create a report showing employee name, sex, district, amount paid, medical and save as **‘EMPLOYEE’ REPORT**.

(k) Print a copy of each of your work respectively.

7. You are provided with the following data from **KINGS GATHERING INTERNATIONAL** showing the progress of their church activities as families.

CHURCH DEVELOPMENT

ChID	Names	Sex	Amount	DatePaid	Balance	Region
Ch-001	Odhiambo	M	5000	14-Dec-20		Rift Valley
Ch-002	Minazi	M	3500	01-May-20		Nyanza
Ch-003	Hashra	F	12000	07-Jan-20		Nairobi
Ch-004	Jemmy	F	9800	26-Apr-20		Nairobi
Ch-005	Laura	F	6700	05-Oct-20		Rift Valley
Ch-006	Oketch	M	8500	17-Jul-20		Nyanza
Ch-007	Kwemboi	M	10000	23-Feb-20		Nyanza

WEDDING CONTRIBUTIONS

WedID	ChID	Family	Purpose	Paid
Wed-001	Ch-007	Cathy	Food	30000
Wed-002	Ch-004	Samuel	Drinks	45000
Wed-003	Ch-006	Anastasia	Gown	85000
Wed-004	Ch-005	Lorenza	Food	45000
Wed-005	Ch-001	Lisa	Food	25000
Wed-006	Ch-002	Sandra	Drinks	15000
Wed-007	Ch-003	Faruk	Drinks	32000

a) Create a Database named **KINGS GATHERING**

b) Design the two tables above and create a one to one relationship, assign appropriate data types while setting the ChID and WedID to Auto number with primary keys.

c) Create a form using the Church Development table that will be used to calculate the Balances of each church member if the full amount to be contributed is 12000. Name it **Balances**. Insert a header and footer of your name and Personal number respectively.

- d) Design another form called **Mixed Contributions** returning the following fields, WedID, Names, Family, Region, Purpose and Paid.
- e) Create a query to return, the ChID from Table 1, Family, DatePaid, Purpose and Paid to return only those who contributed for Drinks but their names start with S. Name it **Drinks S**.
- f) Design a query named **COMMISSION** that will be used to calculate the Commission per church member if commission was calculated as 25% of Paid. Add field named commission and return the following fields to help compute commission; ChID from Table 1, Names, Family, DatePaid, Region, Purpose and Paid.
- g) Create a **Recent Pay** query from Table 1 to return all those that paid beyond May.
- h) Create a report that will be used to group the data according to region, and sorted by names in descending order. Name it **Sort Report**.

END