

TOPIC: WORD PROCESSING: MSS. NANDAGO NOELINE

Practical Activity 1

- a) Load a file saved "Program" and save it as your name and personal number.
- b) Copy and paste the text in a new file and name it "Program 2"
- c) Set the page size to A4.
- d) Add a header of your name and index number.
- e) Insert an auto shape of a diamond in paragraph one and wrap it tight with height "0.37"
- f) Set all your margins to "1,5".
- g) Convert paragraph 2 into 2 columns with a line in between them.
- h) Give a text highlight color to the last paragraph yellow.
- i) Insert an automatically updating date in your footer
- j) Using an appropriate feature, send the document to the following people and create a file for individual letter called "Letter" and insert the information of recipients on the right upper corner of the text.

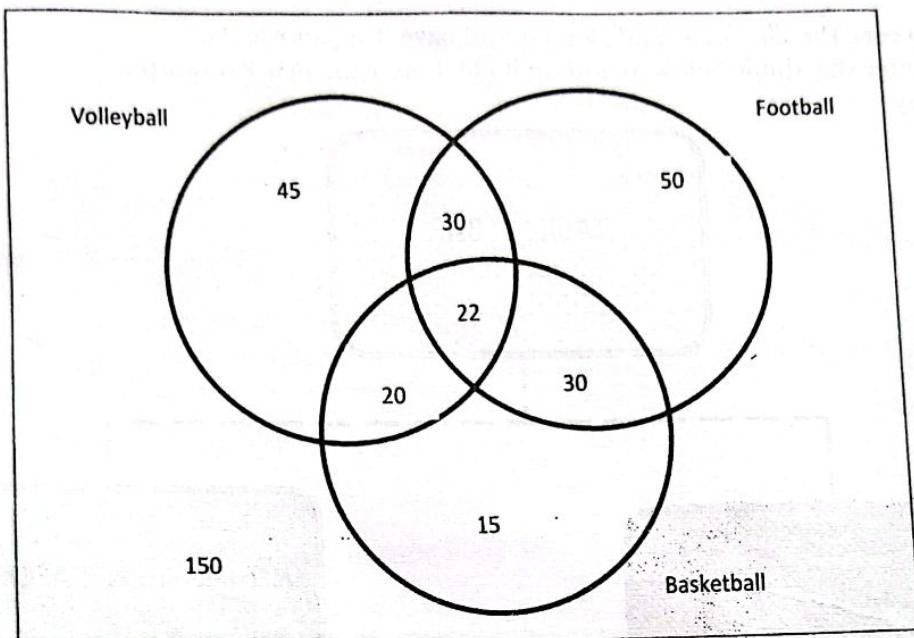
NAME	ADDRESS	CITY
NABIRYO FLORENCE	P.O BOX 222, KAMULI	JINJA
NAGADYA BRIDGET	P.O BOX 146, KAKOGE	NAKASONGOLA
NANKYA REGINAH	P.O BOX 654, LWAMATE	KOOKI
NANKUSU WINNIE	P.O BOX 237, KAWOLO	MUKONO
NAKIBUUKA DORAH	P.O BOX 456, MISENYI	MASAKA
NAMATOVU TEDDY	P.O BOX 765, LUBYA	MASINDI

- I) Print your work.

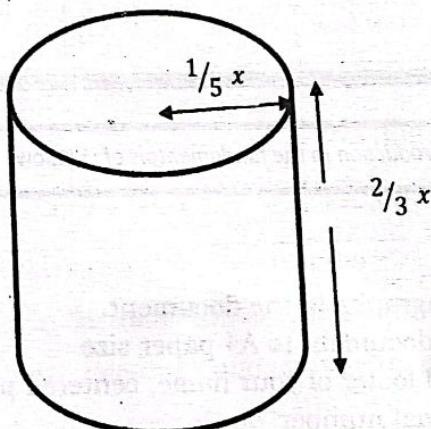
Practical Activity 2

- a) Using a suitable word processor of your choice, draw the following Venn diagram as it appears together with accompanying text, on page 1 of the document.

WHITE BLACK SECONDARY SCHOOL TEAM



b) $204_{ten} = \frac{14^{2x(5+n)} - 7}{4}$



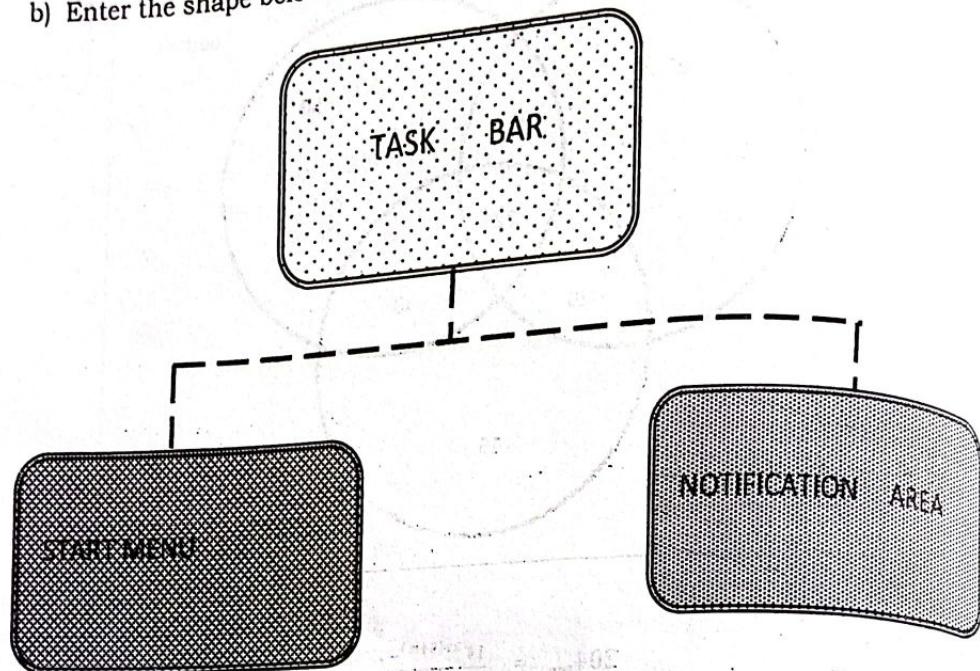
v) Insert watermark of your first name on the first page only. (02 marks)

vi) Save all the above with a file name "Mathematics formulas" in a folder named your full names.

(vii) Print all your work.

Practical Activity 3

- a) Access the file "Task Bar", load it and save it in your folder.
b) Enter the shape below including its text after the last Paragraph.



Source: Introduction to the fundamentals of Windows Operating System

- c) Justify all the paragraphs in the document.
- d) Change the whole document to A4 paper size
- e) Insert a left aligned footer of your name, centered page number and right aligned personal number.
- f) Insert a title "**Task bar**" with word art and a blinking background effect.
- g) Insert a $4\frac{1}{2}$ point colored line below the first sentence of first paragraph.
- h) Insert the image **social media** below the heading of the document
- i) Resize the picture to 1.12" height and 2.0" width.
- j) Insert the picture **windows** and wrap it behind paragraph two in the middle column of the paragraph.
- k) Move the first paragraph to the end of the document.
- l) Insert a page break after each paragraph

- m) Double space all the text in the document
- n) Include a diagonal pale blue semitransparent watermark "Fundamentals" on the first page.
- o) Add a gray - 30% shading to the text on page one
- p) Create a hanging indent to the text on page two
- q) Find the word icon and replace it with graphical images wherever it appears.
- r) Insert a footnote on the word mirror in the second paragraph reading "An object made of glass which reflects an Image that is in front of it"
- s) Add a hyperlink on the last page "Back to the top" to move you to the top
- t) Apply an artistic page border only on page 2.
- u) Include a strike through on the last sentence of the last paragraph.
- v) Print all your work.

Practical Activity 4

1. (a) Create the following table of information belonging to Makamu company Limited using a suitable word processor. Save it as "Makamu company"

Items	Quantity	Amount
Salt	28	450,000
G. nuts	30	550,000
Beans	25	950,000
Peas	26	380,000
Rice	27	400,000
Posho	32	600,000

- (b) Make a copy of the table onto the next page.
- (c) Sort the records in the table in descending order of **amount**.
- (d) Italicize the column headings and change them to font size 15.
- (e)
 - (i) Add a row at the bottom of the table.
 - (ii) Use in-built formulae to generate the **average quantity** of items and **total amount**.
- (f)
 - (i) Insert a column to the right of the table and merge cells.
 - (ii) Type the text "Amount is paid cash every day without fail" and align it vertically in the center.
- (g) Insert a row at the top of the table and insert a suitable heading.

- (h) Align your table in the center of the page.
 (i) Insert a column chart representing **Items** and **Amount** for Makamu Company Limited.

- (j) Modify the table below and make it appear like the one below.

	Timetable for Reading lessons	
	CLASS 2	CLASS 3
Mon		
Tue		
Wed		
Thur		
Fri		

KEY:

Teacher Agnes	Teacher Helen
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- (j) Save and print your work.

ELECTRONIC SPREADSHEETS PART 1: MR. LUKYAMUZI RONALD

- (a) Use a spreadsheet software of your choice, load the file called **Mock Results**. Save the file as **your name** and **personal number**.
- (b) Sort all the names in ascending order.
- (c) Change all the column headers to 90° alignment.
- (d) Bold the headers, font style "Tahoma, size 12, dark blue in color.
- (e) Insert heading as **SENIOR FOUR RESULTS 2023**.
- (f) Apply an appropriate font style, size and color of your choice to the heading.
- (g) Using formulae and functions to calculate the (*Total, Average, Position, Highest mark, Lowest mark*)
- (h) Decrease the values of the average to zero decimal place.
- (i) Insert new rows to calculate the *Median, Mode and Standard Deviation*.
- (j) Use a function to round off the standard deviation figures to zero decimal place them on a new row.
- (k) Find the square root of Nantumbe Martha's marks in Chemistry.
- (l) Calculate the number of letters in the name **Diana Hills**.
- (m) Insert a new column **UPPER** before the Full Names. Use any function to convert all the names to uppercase.
- (n) Use any function to count the number of female students.
- (o) Create a column graph to represent all the four subjects

- (p) Create a line graph to represent Chemistry and Physics of all the students.
- (q) Create a pie-chart to show the performance of students in the Physics subject.
- (r) Move all your graphs to different worksheets. Rename the worksheets appropriately.
- (s) Give appropriate chart titles, x and y axes.
- (t) Filter out all Female students and move them to a different sheet. Rename your sheet as **Female**.
- (u) Add a new column called **AGG SCORE** every after a subject.
- (v) Use *VLOOKUP* or *HLOOKUP* and *IF FUNCTION* to find the aggregate score for each subject. Refer to the file called **Grading system.rtf**
- (w) Add a new column at the end to calculate the *Total Aggregate* of all students.
- (x) Apply all borders around your work.
- (y) Set the page size to A4 landscape .
- (z) Use an appropriate function to add a footer of today's date
- (aa) Insert header as your name and personal number
- (a) Print your work and ensure that it can fit on one page.

ELECTRONIC SPREADSHEETS PART 2

- (i) Use an appropriate software of your choice. Open the file called **Salary Payments**. Save it as your name and personal number.
- (ii) Insert an appropriate title, font style, and size and font color.
- (iii) Using suitable **formulae ONLY**, to compute the following
 - **Transport allowance** at 10% of Basic pay
 - **Lunch** is an **absolute reference** of 12% of Basic Pay
 - **Gross pay** is the total of basic pay, Transport Allowance and Lunch.
 - **PAYE** is an increase of 20% of Gross Pay
 - **Housing Allowance** is a deduction of 40% on Gross Pay
 - **NSSF** is the difference between PAYE and Housing Allowance
 - **Net pay** is the summation of all of Transport allowance, Lunch, Gross pay, PAYE, Housing allowance, and NSSF
- (iv) If Net pay is above one million, the employee is paid by **CHEQUE**, If the Net pay is above 700,000, the employee is paid by **CASH** and if the Net pay is below 700,000, the employee is paid by **MOBILE MONEY**. Using any grading function to calculate the **Mode of payment**.
- (v) Add a thousand separators (,) symbol to all your money.
- (vi) Highlight all the money in the Basic pay column with green color

- (vii) Add **UGX/SHS** suffix to all the money in the **Net Pay**.
- (viii) Represent the all the employees' Names and Net pay using a Pie-Chart.
- (ix) Create a column chart to represent the *Employees' Names* and *Transport, Lunch, NSSF, and Housing*.
- (x) Label your charts appropriately.
- (xi) Move the charts to different worksheets.
- (xii) Apply all borders around your work.
- (xiii) Use a function to add a footer of today's date.
- (xiv) Change the page size to **A4** landscape.
- (xv) Print your work and should fit on one page.

ELECTRONIC PRESENTATIONS: MR. SSERWADDA GEORGE

Social media platforms have become part of every one that has a smart gadget. By end of 2022, there were 4.9 billion people using social media all over the world. As one of the 4.9 billion people;

1. Design a five slide presentation and save it as **YOUR NAME-MEDIA**.
2. Use the slide master feature to;
 - i. Change all slide backgrounds to Orange accent 2, lighter 80%.
 - ii. Shade all place holders with color white.

Slide one: To include suitable title and your name as the presenter.

Slide two: To have an explanation of what social media is.

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

Slide four: Using the file. **Media.rtf**, insert the table showing number of users of different social media platforms.

Slide five: To include a column graph showing the data in the table in slide four.

Slide six: To have at least three problems of social media.

Slide seven: To include any four solutions to social media problems.

Instructions.

3. Apply any form of word art onto the title.
4. Add relevant images to your presentation from the file **media.rtf**.
5. Add the letters **FB** in a suitable position on slide three and hyperlink the letters to the website www.facebook.com.
6. Apply minimal transitions and a *bounce* animation to all slide headings.
7. Add slide numbers and footer as your name to all slides, personal number as page footer.
8. Add a comment onto the topic of the presentation to read: *websites and applications that enable users to create and share content*.
9. Ensure that the graph has a title and axes.
10. Change the columns for the year 2022 to a line graph.
11. Add an action button on slide one to link to slide five.
12. Add speaker notes on slide three to read *there are many more examples of social media platforms*.
13. Loop the presentation to run automatically slide by slide every after 3 seconds.
14. Customize slide numbers to start from 2 instead of one.
15. Print the presentation in handout mode.

DATABASES: MR. WEJULI MOSES

Question 1:

Shammah High school, a secondary school located in Luweero District would like to hire you to help them in designing a database for managing their students information. The structure of the data is as in the table below. Using any database management software of your choice, create a database and save it as **SHAMMAH STUDENTS DATABASE**

StudentID	Name	Sex	DOB	Class	Home address	Parents contact	Fees paid	Balance	Section
SHS-01-001	Lukwago	M	22-02-2010	S1	Kasana	0774522130	540000		B
SHS-01-002	Kakooza	M	12-04-2009	S1	Luweero	0755486992	380000		D
SHS-02-003	Mugisha	M	30-05-2009	S2	Kalongo	0752244863	800000		B
SHS-03-004	Nankungu	F	05-10-2008	S3	Katikamu	0746445887	600000		B
SHS-02-005	Mubiru	M	16-12-2009	S2	Kawempe	0755476635	650000		B
SHS-02-006	Tusubira	F	18-04-2010	S2	Maganjo	0785699245	470000		D
SHS-04-007	Atuhaire	F	07-08-2007	S4	Kawempe	0756688322	250000		D
SHS-01-008	Ouma	M	02-09-2010	S1	Kawempe	0705466883	285000		D
SHS-01-009	Adong	F	15-09-2008	S1	Kasana	0744566582	900000		B
SHS-03-010	Kiberu	F	10-08-2007	S3	Kasana	0774514526	980000		B
SHS-05-011	Apio	F	07-11-2005	S5	Kawanda	0772547668	480000		D
SHS-05-012	Alinda	F	28-02-2005	S5	Maganjo	0778847669	650000		B
SHS-06-013	Kabanda	M	09-12-2006	S6	Luweero	0702288773	700000		B
SHS-05-014	Kisakye	F	17-07-2007	S5	Luweero	0700225446	600000		D
SHS-05-015	Ndagire	F	22-05-2006	S5	Kasana	0763355864	700000		B
SHS-06-016	Akello	F	20-06-2004	S6	Kawempe	0755488569	750000		B
SHS-06-017	Musoke	M	14-09-2003	S6	Luweero	0705568443	350000		D
SHS-06-018	Nalubega	F	06-11-2004	S6	Kasana	0744257636	280000		D
SHS-02-019	Katiti	F	16-12-2005	S2	Maganjo	0789122015	700000		B
SHS-01-020	Mulondo	M	20-08-2003	S1	Kalongo	0788665544	280000		D

Instructions:

Note: boarding students pay 980000 while day students pay 600000

- Create a table and with the above fields and appropriate datatypes. Save it as **STUDENTS BIO**
- Assign appropriate data formats and input masks were necessary
- Set a validation rule that allows fees payment of at least 250,000 and only M and F as the student's sex. Set the validation sex for fees below 250000 as "Low Payment" and that for sex other than M or F as "Not Acceptable"
- Create a form that will be used to populate the table with the data above. Save it as data entry form
- Add the following to your form
 - A title; SHAMMAH HIGH SCHOOL DATA COLLECTION FORM

- (ii). A footer of your name and class
- (iii). A suitable background for your form and set it as a pop-up
- (iv). A picture to represent the school logo
- (v). Three buttons for; Next Record, Previous record and Close form to help you navigate the records
- f) Create a report that will display all the records in the table. Save it as SHAMMAH REPORT
- g) Carry out the following instructions on the report
 - (i). Add a suitable report title, logo and current date
 - (ii). Give your report a suitable background
 - (iii). Group the records in your report according to class
 - (iv). Calculate the total amount so far collected as fees
 - (v). Add your name as a footer
- h) Create queries that will;
 - (i). Display all the female students in the table; save it as "females"
 - (ii). Display only A level students if it is given that A level includes S5 and S6. Save it as A level students
 - (iii). Sort out all the students whose name starts with K. save it as Letter K
 - (iv). Sort out students whose name in a string of at least 7 characters. Save it as long name
 - (v). Calculate the fees balance of every student. Save it as fees balance
 - (vi). Sort out the students with fees balance. Save it as defaulters
 - (vii). Return all the students that were born after the year 2007. Save it as Teens
 - (viii). Calculate the age of every student. Save it as Age.
 - (ix). To return all the students who are at least 15 years
 - (x). All students who were born in the months below July

Question 2:

Buladde is a hardware shop located in Nateete. The manager seeks to have a database to manage the monthly sales as indicated in the table below. The example in the table below was for the month of May. You are required to create a database that will be used to do this job. Save the database as Bulade Hardware

Item No	Name	Qty	Cost price	Sell price	Stock Date in	Stock Date out	Total cost	Tax	Profit
	Nails (kgs)	500	5000	6000	01-05-2023	16-05-2023			
	Iron sheets	250	43000	48000	05-05-2023	25-05-2023			
	Bars	150	10000	12000	02-05-2023	18-05-2023			
	Pliers	50	4000	6000	06-05-2023	20-05-2023			
	Cement (bags)	200	28000	32000	05-05-2023	17-05-2023			
	Hammers	50	20000	25000	02-05-2023	12-05-2023			
	Pangas	80	12000	15000	07-05-2023	28-05-2023			
	Hoes	25	15000	18000	20-05-2023	31-05-2023			
	Concrete nails	100	6500	8000	15-05-2023	25-05-2023			
	Roofing nails (kgs)	200	5500	7000	12-05-2023	28-05-2023			
	Spade	100	15000	18000	08-05-2023	20-05-2023			
	Sand paper (rolls)	50	20000	23000	20-05-2023	29-05-2023			
	Try square	50	13000	15000	15-05-2023	30-05-2023			
	Spanner	25	5000	7500	12-05-2023	26-05-2023			

- (a) Create a table that will store the data above and save it as. May sales
 (b) Assign the field "Item No" a datatype Auto number and format it as BH-STK-001 through to BH-STK-014
 (c) Create a form and use it to populate the table. Save it as Entry form
 (d) Create a report to display all the sales records in the table. In the report, calculate the total cost, tax and profit, given that tax is charged at 5% of the total cost
 (e) Calculate in the report, the total amount for; the cost of all items, total amount for the sale of items, total amount remitted in taxes and the total profit obtained from all the sales
 (f) Create a query that will update all the records in the table with the total cost, Tax and profit
 (g) Create another query that will return all the items that were sold in less than 15 days. Save it as High Sales return
 (h) Create another query that will return all the items that were stocked in the second week of the month. Save it as week 2 stock
 (i) Create another query to return all the items that bring in a profit of less than 200000 after being sold out. Save it as low profit

QUESTION 3:

GREEN WORLD is a multipurpose company that employs a number of people. In order to streamline the employees' records, the company has decided to recruit someone to design a database that will manage employees' record. The tables below are some of the employees' records. Use a suitable database management software to create a database that will manage the data in the tables below

Table 1:Basic Data

Worker Number	First Name	Last Name	Sex	Contact	DOB
GWL-001	Denis	Luyima	M	0778-560-560	03-May-1979
GWL-002	Richard	Bazalaki	M	0412-412-412	12-June-1984
GWL-003	Stella	Amooti	F	0781-456-456	30-April-1982
GWL-004	Sheilah	Bagonzana	F	0792-350-408	22-May-1990
GWL-005	Patrico	Byakatonda	M	0772-899-589	12-June-1992
GWL-006	Leticia	Mulela	F	0412-785-895	18-March-1989
GWL-007	Ronald	Mudebo	M	0772-888-999	04-July-1992
GWL-008	Peter	Kasawo	M	0781-999-410	15-May-1993
GWL-009	Andrew	Mulenga	M	0772-963-369	27-June-1993

Table 2: Work info

Worker Number	Department	Basic Salary	Shift	Contact
GWL-001	Security	520000	Night	0778-560-560
GWL-002	Accounts	950000	Day	0412-412-412
GWL-003	Security	500000	Day	0781-456-456
GWL-004	Security	470000	Day	0792-350-408
GWL-005	Dining	400000	Night	0772-899-589
GWL-006	Security	450000	Night	0412-785-895
GWL-007	Security	490000	Day	0772-888-999
GWL-008	Accounts	900000	Day	0781-999-410
GWL-009	Dining	420000	Day	0772-963-369
GWL-010	Security	500000	Day	0772-888-784

Table 3: Other details

Worker Number	Religion	Extra Hours	Total pay	Tax
GWL-001	Protestant	8		
GWL-002	Advent	3		
GWL-003	Protestant	12		
GWL-004	Born Again	10		
GWL-005	Protestant	15		
GWL-006	Advent	12		
GWL-007	Protestant	10		
GWL-008	Protestant	5		
GWL-009	Catholic	15		
GWL-010	Advent	16		

Instructions:

- Create the above tables and assign each field a correct datatype. Save each table as per their labels.
- Create a form to populate the tables. Format your form to look attractive and save it as ENTRY FORM

- c) Create a report to display all the details of each employee. Format your report to look professional and save it as Display report
- d) Create a query that will calculate the **Total pay** and **Tax** deducted from every employee given that;
 - Allowance = Extra Hours * 10000
 - Total pay = Basic Pay + Allowance
 - Tax = 10% of Basic Pay

Ensure that the updates the above fields in the table. Save it as Update Query (update query)

- e) The company is planning to increase the amount paid to employees for each extra hour worked. Create another query that will be used to calculate the Allowance earned by each Employee according to the new scale (parameter query)

ELECTRONIC PUBLICATION: MR. MUTYABA DANIEL

The organizing committee of Hilton Grand National ICT seminar has agreed that they are in need of a receipt book for accountability purposes during their forthcoming seminars. You have been selected as one of their best graphics designer. Load a file saved as **RECEIPT**.

- a) Adjust your publication paper size to 20cm x 29cm, one page per sheet layout type and margin stops at 0 cm left , right , bottom and top.
- b) Using the guides, divide the page into two equal parts. Allow the spacing of 0.5cm
- c) Use a textbox to make sure it covers the first out part of the divided page.
- d) Use a file saved as **my pub info** to design the receipt as it appears in the sample provided.
- e) Change the font colour of the main title to dark blue
- f) Adjust the table slightly to the left and leave a space.
- g) Add the space for balance such that your receipt will appear as below;

Item	Amount
TOTAL	

Balance

- h) Group all your information on the page
- i) Make sure that you have two receipts on the publication page
- j) Adjust the receipt number to be 001 for the first receipt and 002 for the second receipt.
- k) Indicate appropriate bleed and crop marks in your project
- l) Insert a header your name and footer of your personal number.
- m) Save your work as seminar receipt

QUESTION 2

- a) Your friend is hoping to campaign as a Prefect in your school. Since he learnt that you are now an expert of desktop publishing, he has asked you to design a well laid poster he will use during the campaign season save it as **campaigns_2024**. Remember to take note of the following:
 - b) Page orientation should be portrait
 - c) Campaign message shall include:
 - Name of the candidate.
 - Post of interest.
 - Catch words like VOTE, e.t.c.
 - Campaign theme e.g. 'Service with excellence', e.t.c.
 - Include an appropriate campaign symbol from support files.
 - Very good word organisation and font variation.
 - d) Use any passport photo saved in support files as a candidate
 - e) Exhibit creativity on this project.
 - f) Apply a very nice background colour
 - g) Save and print your work