*Answer any **three** questions in this paper.*

1. (a) Using a word processing software of your choice, open the file **Speech** and save it as **your name** and **personal number**. *(02 marks)*

   (b) Change the following formats of the document:
   - (i) Font size. *(01 mark)*
   - (ii) Paragraph alignment. *(01 mark)*
   - (iii) Line spacing. *(01 mark)*

   (c) Apply a first line indent to the document. *(02 marks)*

   (d) Apply a light background colour of your choice to the document. *(01 mark)*

   (e) Insert a *Drop Cap* on any paragraph of the document. *(02 marks)*

   (f) Use a *text box* to add a suitable title for the document. *(02 marks)*

   (g) Insert a *Watermark* of your choice in the document. *(02 marks)*

   (h) Add to the document an appropriate picture from the **IMAGE** folder. *(02 marks)*

   (i) Attach a suitable *Footnote* to the word *audience*. *(02 marks)*

   (j) Insert a footer of your **name**. *(01 mark)*

   (k) Save and print the document. *(01 mark)*

2. (a) Using a database software, create a database and save it as your **name** and **personal number**. *(02 marks)*

   (b) Use the data in the file **Library.xls** to create a table with appropriate data types. Name the table **Student Borrowing**. *(06 marks)*

   (c) Create a form that will be used to enter more records to the table **Student Borrowing**. Name the form **Data Entry Form**. *(03 marks)*

   (d) Design a query that will display details of students in S.3 who have borrowed books. Name it **S3 borrowers Query**. *(04 marks)*

   (e) (i) Create a report for students of S.3 who have borrowed books. Name it **S3 borrowers Report**. *(03 marks)*
   - (ii) Insert in the report a suitable picture from the **IMAGE** folder to represent a logo for the school library. *(01 mark)*

   (f) Print all your work. *(01 mark)*

3. Using any publishing software, design a certificate for a student who completed an ICT course from a training institution.

   (a) Use a blank publication of A4 portrait to design the certificate of completion and save it as **your name** and **personal number**. (*02 marks*)

   (b) Adjust the paper size using the following dimensions: width 8.4 inches and height 11.8 inches. (*02 marks*)

   (c) Adjust the top and bottom margins to 0.4 inches. (*01 mark*)

   (d) Adjust the left and right margins to 0.3 inches. (*01 mark*)

   (e) Insert an appropriate logo provided in the **IMAGE** folder. (*02 marks*)

   (f) Include a suitable name for the training institution. Use a font type and size of your choice. (*02 marks*)

   (g) Add an appropriate title on the certificate. Format it using *Word Art*. (*02 marks*)

   (h) Copy the text from **ICT CERT** and paste it on the certificate. (*02 marks*)

   (i) Insert an appropriate picture from the **IMAGE** folder and order it behind text. (*02 marks*)

   (j) Insert an attractive border to your certificate. (*01 mark*)

   (k) Include a background colour of your choice. (*01 mark*)

   (l) Type your **name** and **personal number** in the footer. (*01 mark*)

   (m) Save and print the certificate. (*01 mark*)

Turn Over

4. **(a)** Using a spreadsheet software, enter the given data in a worksheet. Save it as **your name** and **personal number**. *(05 marks)*

	A	B	C	D	E
	EMPLOYEE NAME	SEX	BASIC PAY	TRANSPORT ALLOWANCE	LUNCH ALLOWANCE
1					
2	Ogwal John	M	50,000	7,000	2,888
3	Tushabare Ritah	F	45,000	5,000	2,000
4	Naggayi Petrina	F	40,000	5,000	2,888
5	Kibirige Rodney	M	45,000	6,500	2,888
6	Okoth Issac	M	45,000	7,000	2,000
7	Samira Harfat	M	34,000	5,000	1,004
8	Logose James	M	45,000	7,000	2,000
9	Adong Kevin	F	40,000	50,000	2,000
10					
11					

(b) Add a suitable title for the table . *(01 mark)*

(c) Given that;
- Tax is 10% of the **Basic Pay**.
- Gross Pay is the overall amount of money each employee earns.
- NSSF is 5% of the **Basic Pay**.
- Net Pay is Gross Pay less NSSF and Tax.

Use an appropriate formula/function to compute the:

(i) Tax deducted. *(02 marks)*

(ii) NSSF. *(02 marks)*

(iii) Gross Pay for each employee. *(02 marks)*

(iv) Net Pay. *(02 marks)*

(d) (i) Draw a column chart to represent the employees' Gross Pay. *(02 marks)*

(ii) Include a title for the chart. *(01 mark)*

(e) Format **Net Pay** to UGX currency symbol. *(01 mark)*

(f) Insert your **name** and **personal number** as a header. *(01 mark)*

(g) Save and print your work. *(01 mark)*

5. You have been selected to address the youth on the topic *Responsible Living*.

(a) Using a suitable presentation software, prepare a **five-slide** presentation with the information given in parts (i) to (v).

    (i)   **Slide one**: Title and the presenter's name.   *(02 marks)*

    (ii)   **Slide two**: The meaning of *Responsible Living*.   *(02 marks)*

    (iii)   **Slide three**: A two column slide showing the dangers of reckless living.   *(03 marks)*

    (iv)   **Slide four**: Benefits of responsible living including *speaker notes*.   *(03 marks)*

    (v)   **Slide five**: Conclusion.   *(02 marks)*

(b) Add relevant pictures from the **IMAGE** folder to your slides. *(02 marks)*

(c) Apply the transition effects to the presentation. *(01 mark)*

(d) Insert a blank slide between the first and the second slides and hide the slide not to display while presenting. *(02 marks)*

(e) Insert slide numbers on each slide. *(01 mark)*

(f) Save your work as your **name** and **personal number**. *(01 mark)*

(g) Print your presentation. *(01 mark)*