Computer Practicals

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Computer Word Processing

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Introduction to Word Processing

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Computer Practicals

1(a)   Using any word processor of your choice, produce the document below as it appears. You can insert any picture of your choice about computers   **(06 marks)**

Every PC has a central processing unit (CPU) which acts as the brain of your computer. It connects to the motherboard and works alongside the other components processing many instructions at the same time between the different hardware and memory systems

Currently **Intel** and Advanced Micro devices **(AMD)** are the two companies who dominate the PC Processor market. Both have been around for decades and have become the main Chip suppliers for home and business markets. **Intel** has produced Pentium 111, Pentium 1V, Intel Core, etc **while AMD** has produced Sempron, Athlon, Duron, Turion, Opteron, Phenom, etc

(b)   Copy the document to another page   **(01 mark)**
(c)   Format the copied text with three columns   **(02 marks)**
(d)   Make all the necessary spelling corrections to the copied document   **(01 mark)**
(e)   Change the font type of body text to Comic sans MS, size 11   **(02 marks)**
(f)   Create a table below the copied document with two columns summarizing the various processors produced by the two companies **Intel** and **AMD**   **(02 marks)**
(g)   Insert a water mark of your name and combination   **(01 mark)**
(h)   Make a word count and the number of lines in your document; make a screen print of your results at the very end of the document   **(03 marks)**
(i)   Save your work as your name and combination   **(01 mark)**
(j)   Print all your work   **(01 mark)**

Marking Scheme for question 1

Qn part	Description	Marks
(a)	**Typing the text correctly**	1
	Drop capping first paragraph	1
	Creating two columns	1
	Creating two paragraphs @ ½= 1 mark	1
	Inserting clip art about computers	1
	Bolding words Intel & AMD in text @ ½= 1 mark	1
(b)	**Copying document to next page**	1
(c)	**Formatting copied text with three columns**	2
(d)	**Complete Spell checking**	1
(e)	**Font type of body text to Comic sans MS, size 11 @1=2marks**	2
(f)	**Create a table with two columns, summarizing various processors @ 1mark= 2marks**	2

(g)	**Inserting water mark of your name and combination**	1
(h)	**Making word count & number of lines @ 1 = 2mark**	2
	Screen printing of results @ 1mark	1
(i)	**Saving with name and combination**	1
(j)	**Printing**	1

2(a) Using any word processor software, Type the following document as it appears. Save the document as the Desktop environment. **(05 marks)**

The Desktop Environment

The Windows desktop provides a convenient location for storing file and folders. The desktop can contain shortcuts to applications and documents that you access frequently. The Desktop is a folder just like any other and it can be manipulated to contain whatever the administrator requires for each user.
The major Icons on the desktop include
……My computer
……My document
……My network resources
……The Recycle bin
The My Documents Folder is the default destination for a user's work. It can be placed separately from the desktop, on any server in the network.
In this guise it can still appear to the user as what is known as a local resource!

Start Menu
The Start Menu was introduced in Windows 95 and allows or applications to be easily located and launched. As the name implies, The Start Menu is the starting point for most tasks in Windows.
Clicking on START is a recommended way to access frequently used applications:
Clicking on START reveals the Run option which provides a quick way of launching command-line utilities.

The first few characters of a pathname have been typed and the auto-complete feature uses this to make suggestions based upon recent usage. Clicking on the one of these completes the entry. This can be useful to avoid mistyping. The Start Menu can also be easily configured by simply right-clicking on it and selecting Properties.

(b) Set the following adjustments to your document
    (i) Page size to A4 **(01 mark)**
    (ii) Page orientation to Portrait **(01 mark)**
    (iii) Margins to 2 centimeters **(01 mark)**
(c) Page Number the document as follows
    (i) Page number position: Top of page & centered **(01 mark)**
    (ii) Number Format: Capital roman numbers **(01 mark)**

(d)   Apply the following formatting to the document
    (i)   Heading of the document text to be
- Center aligned, Bold & Underlined   **(01 mark)**
- Font type to Comic san Ms & size 16   **(01 mark)**
- Font color blue   **(01 mark)**

    (ii)   The rest of the body text to be
- Font type Times New Roman & size 12   **(01 mark)**
- Line spacing 1.5   **(01 mark)**

(e)   Insert a drop cap on the first paragraph   **(01 mark)**

(f)   Change the bullets in the document to Numbering   **(01 mark)**

(g)   Insert in the footer your name & personal number left aligned, today's
date right aligned   **(02 marks)**

(h)   Save your work as your name   **(01 mark)**

Marking Scheme for question 2

Qn part	Description	Marks
(a)	**Typing main title**	1
	Paragraphing correctly @ 1/2 =1 marks	1
	Bulleting on the major icons in format…….	1
	Left aligning headings @ 1/2= 1 mark	1
	Saving	1
(b)	**Page size to A4**	1
	Page orientation to Portrait	1
	Margins to 2 centimeters	1
(c)	**Page number position @ ½= 1mark**	1
	Number format as capital roman numerals	1
(d)	**Heading of document text**	
	Center aligned, bold & underlined @ ½= 1mark	1
	Font type as Comic san Ms & size 16 @ ½= 1 mark	1
	Font color blue	1
	Body text	
	Font type Times New Roman & size @ ½= 1 mark	1
	Line spacing 1.5	1
(e)	**Drop cap on first paragraph**	1
(f)	**Changing bullets to numbering**	1
(g)	**Name and personal number @ ½= 1 mark**	
	Today's date @ 1 mark	2
(h)	**Saving**	1

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3(a) Using any word processor of your choice, produce the document below as it appears. **(05 marks)**

<u>MANAGING SCHOOL RECORDS</u>

A school environment is a typical field that usually has to keep a large number of records & data about students, staff, assets, expenditures and so on.

3 ✦ schools and 4 ✦ schools usually employ the services of database managers to help them manage the complex data and also offering better backup mechanisms.

~~Average schools employee the services of the school accountant (Bursar) to manage the financial data while the school secretaries will manage data related to staff students, examinations~~

A typical data base for records by the school bursar in **ABC** Secondary school are shown in the table below

AD.NO	SURNAME	FIRST NAME	AGE	CLASS	AMOUNT OF FEES PAID (shs)
HG/001	ADIPOJU	SAMUEL	15	S2	120,000
HG/002	MUSAMUSA	DAVID	17	S3	200,000
HG/003	NAMARA	PAULINE	16	S2	300,000
HG/004	OKODAN	GREGORY	18	S4	150,000
HG/005	UNIMANA	ADAM	13	S1	50,500

(b). Copy only the text excluding the table and paste it on the second page. **(01 mark)**

c). Apply an outside border on the copied text on the second page. **(01 mark)**

(d). Format the heading of the document with an appropriate word art style, with font size 20 and Color Green. **(03 mark)**

(e). Copy the table to page 3 of the document. **(01 mark)**

(f). Follow instructions below for the copied table

(i) Insert a row between HG/003 and HG/004 and add the following data

HG/006	DABANGI	STEVEN	15	S2	235,000

(ii) Format the column headings of the table to font blue. **(01 mark)**

(iii) Use the data in the table to create a column graph of Surname against amount of fees paid. Give it a suitable title and make pattern fills for columns instead of colors. **(05 marks)**

(g). Save your document as your name. **(01 mark)**

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

Marking Scheme for question 3

Qn part	Description	Marks
(a)	Typing main title	1
	Paragraphing correctly @ ½= 1 mark	1
	Striking through words of second paragraph	1
	Including stars in first paragraph @ ½= 1 mark	1
	Drawing table	1
(b)	Copying the text to second page	1
(c)	Applying boarder onto copied text	1
(d)	Word art style of heading	1
	Font size 20 to heading	1
	Font color green of heading	1
(e)	Copying table to page 3	1
(f)	Insert a row for HG/006 between HG/003 and HG/004	1
	Column headings of the table to font color blue	1
	Creating column raph @ 3marks, with suitable title, Pattern fills @ 1 = 2 marks	5
(g)	Saving	1
(h)	Printing	1

4(a) Using an appropriate word processor program, prepare the following extracted document from www.monitor.co.ug of January 20th -2008 **(07 marks)**

Thinnest Laptop computer unveiled

> Apple Computer boss, Steven Jobs last week unveiled the World's thinnest Computer Laptop, called MacBook Air.
> The computer which is 0.76 inches (1.93cm) at its thickness point was unveiled at an event in San Franscisco

Of the Laptops, Mr. Jobs said "it's an amazing feature of engineering":
   — It does not have a CD or DVD drive in order to save space
   — It was built to be a wireless machine, he added
   — The MacBook air is the new 13.3" wide screen. Ultra portable from apple
   — It's only 0.75' thick and weighs 1.4kg
   — It comes with an 80GB hard disk or high end model that makes use of 64GB solid state drive (SSD)
   — Think of this like a 64GB flash disk, so with no moving parts such a drive largely associated with conventional hard drives.

T his means boot time, file access and searches shall be in the order of seconds

This machine goes on sale in two weeks and costs from $ 1,799 in the US, £1,199 in the UK and come with either an 80GB hard drive as a standard or 64GB solid state drive for an added $999.

Apple worked with chip maker Intel to produce a smaller version of its core 2 duo processor for the laptop

Source: The Sunday monitor, January 20, 2008

(b)(i). Copy the document you have typed on page one and paste it onto page 2.   **(01 mark)**
(ii). Number the pages.   **(01 mark)**
(iii). Center, bold and underline the heading of the pasted document with "16" font size and font type "stencil"   **(03 marks)**
(c)(i). Indent sentences 2 and 3 by 1.2 inches on either sides, single space and italize them. The rest of the document should be 1.5 spacing and justified   **(03 mark)**
(ii) Change the bullets of paragraphs 3 so that the features are clearly seen   **(01 mark)**
(d) Bold the range of sales indicated in the text   **(01 mark)**
(e)(i). Provide a left aligned italized font 8 footer called "Revolution of computer engineering"   **(01 mark)**
(ii). Provide Your name and combination in the right hand side of the footer   **(01 mark)**
(f). Save your document with your name and combination   **(01 mark)**

Marking Scheme for question 4

Qn part	Description	Marks
(a)	**Typing out the text correctly**	**2**
	Typing main title	**1**
	Paragraphing correctly @ ½= 1 marks	**1**
	Bulleting	**1**
	Creating fourth paragraph in column way	**1**
	Drop capping	**1**
(b)	**Copying document to next page**	**1**
(c)	**Page numbering = 1 mark**	**1**
(d)	**Heading of document text**	
	Center aligned, bold & underlined @ ½= 1 mark	**1**
	Font type as stencil = 1 mark	**1**
	Font size as 16 = 1 mark	**1**
(e)	**Indenting sentences 2 & 3 by 1.2 inches on either sides**	**1**
	Single spacing and italizing @ ½= 1 mark	**1**
	Body text to 1.5 spacing and justified @ ½= 1 mark	**1**
(f)	**Changing bullets to some other type**	**1**
(g)	**Bolding range of sales**	**1**
(h)	**Footer left aligned & font 8 @ ½= 1mark**	**1**

(i)	**Name and combination as right footer**	1
(j)	**Saving with name and combination**	1

6(a) Use any suitable word processor of your choice type out the following text and save your work as **Sample text** **(04 marks)**

BUT DOES HE ET BY WITHOUT HIS RABBIT PIE?

I have a deep and genuine love for the countryside and all the things it contains. I also shoot and fish, two abiding interests which entail the killing and cutting up o creatures which in life are magnificent and in death are delicious. Can that be such an incredible contradiction? I think not.

There has been much coverage in newspapers and on television in recent weeks of the abhorrence and revulsion which some people feel for those who participate in so called 'blood sports' the "killing for fun brigade" Particular emphasis has been placed upon those brigade members of noble birth. It is true that money buys the best fishing game and pleasant shooting, and most people traditionally associate such pursuits with the privileged classes.

However, thousands of people, rich and poor, shoot and fish in this country, and I believe that most of us share similar opinions. I certainly feel no shame in expressing mine. I detest any form of cruelty, to animals or to people, but I do not like hypocrisy either. There are millions of people in our civilized Britain who eat meat. My meat comes both from the butcher's shop and from the carcasses of animals, birds and fish I kill and prepare myself.

I derive great pleasure from my own ability to use a un and cast a fly line, and being surrounded by the majesty of unspoilt countryside heightens that pleasure. When I see a salmon leap or watch hares grazing, hear the trumpeting of wild geese, marvel at the plumage of a cock pheasant, or listen to wood-pigeon cool in a summer copse, I am awe-struck and fulfilled by nature's beauty and complexity.

(b) Copy the file typed and paste it on page two **(01 mark)**
(c) Make the document text justifiable and the last two paragraphs two columns
  (02 marks)
(d) Set all margins to 20 millimeters **(01 mark)**
(e) Make only the title italic and bold with font size 14 **(01 mark)**
(f) Make a drop cap all the paragraphs **(02 marks)**
(g) From a foot note to read **"LITERATURE WRITERS CLUB",** and place
   it just below the last paragraph **(01 mark)**
(h) Set the rest of the body text to Berlin San FB font and line spacing 1.5 **(02 marks)**
(i) Set the second page to orientation and first page to portrait **(02 marks)**
(j) Place in the header your full names and combination right aligned **(01 mark)**
(k) Insert a water mark of the text "your Name" **(01 mark)**
(l) Save your work as **Literature club** **(01 mark)**
(m) Print your work **(01 mark)**

Marking Scheme for question 6

Qn part	Description	Marks
(a)	Typing main title	1
	Text with four paragraphs @ ½= 2 marks	2
	Saving	1
(b)	Copying file to page 2	1
(c)	Text justifiable =1 mark	1
	Two columns in last two paragraphs	1
(d)	Margins to 20mm	1
(e)	Title italic, bold font size 14	1
(f)	Drop cap on all paragraphs @ ½= 2 marks	2
(g)	Footnote in the last paragraph	1
(h)	Body text to berlin Sans FB, line spacing 1.5	2
(i)	First page portrait, second page landscape	2
(j)	Header of name and combination right aligned	1
(k)	Water mark	1
(l)	Saving	1
(m)	Printing	1

7. You are planning to invite more than 20 of your friends to your graduation ceremony. Below is a letter of invitation to be sent to your friends

Kansime Diana
P. O. Box 00032
Keritcho
21st Sept 2013

<<FirstName>><<LastName>>
<<Address>>
<<City>>

Dear Sir / Madam,
RE: INVITATION TO GRADUATION CEREMONY
You are cordially invited to attend my graduation ceremony scheduled for Saturday 5th October 2013. I am to be awarded a Bachelor of Information Technology and computing Degree from Kericho International University.
Please find the program of the Ceremony on my Facebook wall.

Your presence will make the function colorful.

Yours sincerely

Kansime Diana

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Below is a table of data source showing a list of various friends invited

First Name	Last Name	Address	City
Kenneth	Edmond	363, Maranatha avenue	Kakamega
Chris	Columbus	599, Johnson street	Erimo
Daniela	Bright	444, Highway avenue	Keshi
Love	Bridget	0134, Konsha street	Bungoma
Faith	Evans	789, Mashinu close	Salama

(a).   Using any word processor of your choice, Type the above letter   **(06 marks)**
(b)   Format the body content of the letter to font type Times New Roman, font size 12
        and double line spacing   **(03 marks)**
(c)   Edit the document, replace the name Kansime Diana with your Full names **(01 mark)**
(d)   Save the document as **Invitation**   **(01 mark)**
(e)   Create another document of the table above and save it as **Recipients**   **(03 marks)**
(f)   Using appropriate word processing feature link the Document Invitation to
        document **Recipients.** Save the file formed as merge   **(05 marks)**
(g)   Print out all the five letters created   **(01 mark)**

Marking Scheme or question 7

Qn part	Description	Marks
(a)	**Typing letter correctly**	**4**
	Underlining RE:…………………	**1**
	Putting all merge fields correctly	**1**
(b)	**Body content to times new roman, font size 12 & double line spacing @ 1=3 marks**	**3**
(c)	**Editing document with your full names replacing Kansime Diana**	**1**
(d)	**Saving document as Invitation**	**1**
(e)	**Creating table with four columns @ ½= 2 marks**	
	Saving with name Recipients = 1 mark	**3**
(f)	**Starting mail merge = 1 mark**	
	Selecting recipients = 1 mark	
	Inserting merge fields = 1 mark	
	Finishing merging = 1 mark	
	Saving merged file = 1 mark	**5**
(g)	**Printing out all letters**	**1**

8   You are part of the admissions board and you have been told to prepare admission letters to the following successful applicants to University of Technologies
(a) Use a suitable word processor, Type the following admission letter   **(06 marks)**

University of Technology UTech
P. O. Box 00110
Mars
Tel: + 5467 00391078
Website: **www.universityoftechnologies.org**

Date: 20th September 2009
Name <<student names>>
Admission No <<admission number>>
Duration o Prog:<<duration o Prog>>
Hall Attachment:<<hall of attachment>>
Starting date: 1st October 2009
Tuition fees <<Tuition fees>>

```
+------------------+
|                  |
|                  |
|      PHOTO       |
|                  |
|                  |
+------------------+
```

Dear Student
ADMISSIONS TO UNIVERSITY OF TECHNOLOGY
I write to offer you a place for the academic year 2009 / 2010 for the programme of study leading to the award of Bachelor of **<<Programme>>** of University of Technology
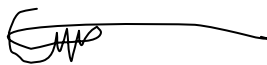
Please write to deputy vice chancellor Academics to confirm acceptance of the admission offer within two weeks from the beginning of the academic year.
Please note that this offer is provisional, subject to satisfactory verification by this office at the time of registration of qualifications stated in the application form you filled.
Note that the University reserves the right to automatically cancel a student's admission at any time for impersonation, falsification of documents or giving false or incomplete information whenever discovered
I Finally congratulate you upon your admission and wish you success in your studies as a student in this university

Yours faithfully,

Prof. Sekamanje Eddy
Deputy vice chancellor academics

(b)   Change the font face to **Times New Roman** and **size 12** except the details of
        university address   **(01 mark)**
(c)   Space the body text o the letter by **1.15**   **(01 mark)**
(d)   Insert your name and combination as a header. Center them.   **(02 marks)**
(e)   Use mail mere feature post these letters to the following recipients **(07 marks)**

StudentNames	Admission Number	Programme	Duration of Prog	Hall of attachment	Tuition fees
Jessy John	09/M/5657	ICT	3 years	West	£ 600
Peterson Soul	09/M/5890	Engineering	4 years	East	£ 700
AnetGodfine	09/M/5087	Mechanical Vehicle Engineering	4 years	North	£ 700
Alex Samuel	09/M/7800	Civil Engineering	4 years	South	£ 700
Marion Jones	09/M/3465	Electrical Engineering	4 years	North	£ 700

(f)   Save your work as your name and combination   **(01 mark)**
(g)   Print out the letters as AnetGodfine and Marion Jones   **(01 mark)**

Marking Scheme or question 8

Qn part	Description	Marks
(a)	**Typing letter correctly with word art logo of university**	**2**
	Use of drawing tool to create signature	**1**
	Putting all merge fields correctly	**2**
	Inserting rectangular box for photo	**1**
(b)	**Body content to times new roman, font size 12 @ ½= 1mark**	**3**
(c)	**Spacing of body text to 1.15**	**1**
(d)	**Inserting header of name and combination, centering @ ½= 1 mark**	**1**
(e)	**Starting mail merge = 1 mark**	
	Selecting / creating recipients = 2marks	
	Inserting merge fields = 1 mark	
	Previewing & Finishing merging@ 1 mark = 2 marks	
	Saving merged file = 1 Mark	**7**
(f)	**Save your work as name and combination**	**1**
()	**Printing out letters AnetGodfine and Marion Jones**	**1**

9 The text below shows A notice by Head of ICT department to all New S5 ICT students.

(a) Use any suitable word processor of your choice, Produce the notice below as it appears.

(07 marks)

I welcome all of you to this great institution
Take note of the following

Behaviors that must be avoided while in the computer laboratory

- No eating and drinking: food particles may attract flies. Spilled drinks may cause rusting and short circuiting.
- Attempting to fix computer faults without authorization: This is because it could easily lead to further damage, electrocution and short circuiting.
- Displaying of offensive graphical images such as pornography is strictly forbidden.
- Sending / posting harassing messages to others is prohibited.
- Be respectful to other lab users, equipments and area all the time.

ICT Lab allocation time table											
	9:00 – am	7:00 –	10:00 am	9:00 –		1:00 pm	1:00 –	11:00		4:00 pm	2:00 –	6:00 pm	4:00 –
Mon				**B**			**L**			
Tue										
Wed				**R**			**U**	DEBATING	
Thur										
Fri				**E**			**N**			
Sat										
				A			**C**			
				K			**H**			

Note: Copy the Notice to Page 2 and Time table to page 3.

Make sure that the whole time table appears on one page.

(b) Change the font type of the welcome remark (first sentence) to "Castellar", font size 16 and bold. **(02 marks)**

(c) Underline and bold the second sentence with font size 14, font face Calisto MT **(02 marks)**

(d) The body text of behaviors o the lab should be "**Times New Romans" font size 13** **(02 marks)**

(e) Change the bullets on the behaviors while in the lab to numbering format of small roman numerals. **(01 mark)**

(f) Colour "**ICT Lab allocation time table"** RED, while **BREAK** and **LUNCH** to colour Green, **Debating** to yellow. **(02 marks)**

(g) Fill in the following in the time table or senior five ICT class: **ICT Theory** on Monday 7:00 – 9:20 am and **ICT Practicals** on Friday 11:00 – 1:00 pm. **(01 mark)**

(h) Insert your name and combination as a header. **(01 mark)**

(i) Save your work as your name and combination. **(01 mark)**

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

Marking Scheme for question 9

Qn part	Description	Marks
(a)	**Typing welcome remarks = 1 mark** **Typing subtitle – behavior = 1 mark** **Bulleting** **Creating time table = 4 marks**	**7**
(b)	**Font type of welcome remark to castellar, size 16 & bold**	**2**
(c)	**Underlining, bold 2nd sentence, font size 14, calisto MT**	**2**
(d)	**Body text of behaviours while in lab to times new roman, size 13**	**2**
(e)	**Bullets to numbering format (small numerals) of text behavior while in lab to times new roman, size 13**	**1**
(f)	**Colour ICT lab allocation Red, break & lunch to green, debating to yellow**	**2**
(g)	**Filling in time table**	**1**
(h)	**Header of name and combination**	**1**
(i)	**Saving**	**1**
(j)	**Printing**	**1**

10 (a) Type the following document below exactly as it appears using a suitable word processor program of your choice. Save the document as My Story **(05 marks)**

Cindarella's story

The fairly tales we deserve, the Disney stories that enchant us today are drawn ancient, worldwide folk tradition. Some folklorists believe that "Cinderella" in its most basic form-neglected youngest child is tested, found worthy, rewarded with mate-dates back to the Old stone ages. Cinderella Folk versions of "Cinderella's' were related in hundreds of societies. In these stories, the 'test' for the unfortunate child is different. Our familiar Cinderella is a beautiful and has tiny feet. By contrast, the Japanese Cinderella gets her prince by writing a prize-winning poem. Other fairly tales include:

- Little Red Riding Hood
- Three Little pigs
- Beaty and the beast

(b)   Copy the above document to the next page **(01 mark)**

(c)   Apply the following editing and formatting on the copied document
  - i.   Run the speller checker **(01 mark)**
  - ii.   Embold and underline the heading of the document **(01 mark)**
  - iii.   The body text should be Normal 12 points, comic sans MS **(02 marks)**
  - iv.   Change the colour of the body text to blue **(01 mark)**
  - v.   Change the bullet points to a numbered list **(01 mark)**
  - vi.   Save your document **(01 mark)**

(d)   Create the following table below the above document, font size 12 **(04 marks)**

Name	Surname	Weekly tests					
		ICT theory	ICT practical	GP			
Kansime	**Diana**	**85**	**42**	**57**			
Omongole	**Richard**	**53**	**45**	**75**			
Dabangi	**Paul**	**43**	**67**	**48**			
Kitakule	**Arthur**	**55**	**85**	**82**			
Kusasira	**Norbert**	**47**	**56**	**50**			

(e)   Colour the font of the second row green **(01 mark)**

(f)   Insert a clip art of a computer in the section just below ICT theory & ICT practical
(01 mark)

(g) Save your work as your name and combination   **(01 mark)**

Marking Scheme for question 10

Qn part	Description	Marks
(a)	**Typing main title**	**1**
	Typing body text	**2**
	Bulleting = 1 mark	**1**
	Saving	**1**
(b)	**Copying text to text page**	**1**
(c)	**Spell checking**	**1**
	Embolding & underling heading	**1**
	Body text to comic sans MS & size 12	**2**
	Colour of the body text to blue	**1**
	Change of bullet points to a numbered list	**1**
	Savings of document	**1**
(d)	**Creating table**	**4**
(e)	**Colour font of second row green**	**1**
(f)	**Clip art**	**1**
(g)	**Printing**	**1**
(i)	**Printing**	**1**

11(a)   Using a suitable word processor program of your choice, type the document below

(05 marks)

Storage devices
A computer storage device is a hardware component that writes and reads data to and form a storage media.
There are Two types of storage devices commonly used
- Primary storage devices (main memory)
- Secondary storage devices

Primary storage device store data temporarily and may include RAM, CACHE, Buffer.
Secondary storage devices store data relatively in a permanent form and may include:
Magnetic storage, Optical storage and Solid state storage.
Magnetic storage devices may include; hard disks, Floppy disks, magnetic tapes.
Optical storage devices may include; CD-R, CD-RW, DVD-R, DVD-RW, Photo CD, blue ray
        disks
Solid state storage devices may include; flash memory disks, memory cards, microfitches,
        microfilms.

(b)	Center, embold and underline the title	**(03 marks)**
(c)	Drop cap the first letter in the first paragraph	**(01 mark)**
(d)	The body text should be times new roman, size 12	**(02 marks)**
(e)	Using shapes and arrow lines or hierarchical smart Art make a simple tree showing the lineage o storage devices.	**(04 marks)**
(f)	Print screen the pae involving tree and paste it on the next page	**(02 marks)**

(g) Insert your name and combination as a header while the footer should be the page number of the type 'A of 1' and today's date **(02 marks)**

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

Marking Scheme for question 11

Qn part	Description	Marks
(a)	**Typing main title**	**1**
	Typing subtitles @ ½= 1 marks	**1**
	Bulleting	**1**
	Inserting graphics and boarder @ ¼=2 marks	**2**
	Saving	**1**
(b)	**Line spacing and paragraph @ 1=2 marks**	**2**
(c)	**Changing Font styles @ ¼= 2marks**	**2**
(d)	**Fill in lightening symbol and yellow fill in sun @ 1=2marks**	**2**
(e)	**Color of title and sub heading @ 1=2 marks**	**2**
(f)	**Word count and end note@1=2 marks**	**2**
(g)	**Footnote**	**2**
(h)	**Name and Personal number**	**1**
(i)	**Printing**	**1**

12(a) Using a word processor program of your choice type an application letter for a job title as **Assistant database assistant**

The application letter must have the following

    i.   Return address as **your full names and school address** **(01 mark)**

    ii.   Recipient address as **Tashleys' ICT enterprises, Kampala** **(01 mark)**

    iii.   Reference line **(01 mark)**

    iv.   Job title **(01 mark)**

(b)   Emphasize the following in your letter:

    i.   Paragraph one: **introduction about yourself** **(01 mark)**

    ii.   Paragraph two: **about your education** **(01 mark)**

    iii.   Paragraph three: **why you feel you are the best candidate** **(01 mark)**

    iv.   Paragraph five: **conclusion of your letter** **(01 mark)**

(c)   Indent your return address to the right **(01 mark)**

(d)   Bold and underline your reference line **(01 mark)**

(e)   Add today's date after your return address **(01 mark)**

(f)   Add a greeting line before the reference line **(01 mark)**

(g)   Set your left margin to 1.75'' and the rest of the margins to 1'' **(01 mark)**

(h)   Justify paragraphs 1,2,3 and 4 **(01 mark)**

(i)   Format the line spacing of the document to 1.5 inches **(01 mark)**

(j)   Change the body text to Tahoma, font size 12 pts **(02 marks)**

(k)   Insert a left aligned footer of your name and combination **(01 mark)**

(l)   Save your work as your name and combination **(01 mark)**

(m)   Print all your work **(01 mark)**

Marking Scheme for question 12

Qn part	Description	Marks
(a)	**Typing main title**	1
	Typing subtitles @ ½= 1 mark	1
	Bulleting	1
	Inserting graphics and boarder @ ¼=2marks	2
	Saving	1
(b)	**Line spacing and paragraph @ 1= 2marks**	2
(c)	**Changing Font styles @ ¼=2marks**	2
(d)	**Fill in lightening symbol and yellow fill in sun @ 1=2 marks**	2
(e)	**Color of title and sub heading @ 1=2marks**	2
(f)	**Word count and end note @ 1=2marks**	2
(g)	**Footnote**	2
(h)	**Name and personal number**	1
(i)	**Printing**	1

13(a) Use any suitable word processor program type the following document and save it as
Remote back up service   **(04 marks)**

Remote backup service

As broad band internet access becomes wide spread, remote backup services are gaining in popularity. Backing via the internet to a remote location can protect against worst case scenarios such as fire, flood, earthquake or nuclear strike which would rather destroy any backups in the immediate vicinity along with everything else. A drawback to a remote backup service is that an internet connection is usually substantially slower than the speed of local data storage devices, so this can be a problem for people with large amounts of data it is also risk associated with putting control of personal or sensitive data in the hands of a third party

Managing the data repository

Regardless of the data repository model or data storage media used for backups, a balance needs to be struck between accessibility, security and cost. This concern can be seen in the following backups

- Online
- Nearline
- Offline
- Offsite vault

(b)   Copy the document text to the next page   **(01 mark)**
(c)   Run the spell checker of the document text   **(01 mark)**
(d)   Embold and Underline the heading **"Remote backup service"**. Also increase its font size
         to 16   **(02 marks)**
(e)   The rest of the body text should be Tahoma, font size 12   **(02 marks)**
(f)   Change the line spacing to 1.5   **(01 mark)**

(g)   Apply a hanging indent to second paragraph   **(01 mark)**
(h)   Replace the word **"people"** with **organizations**   **(01 mark)**
(i)   Insert a soft carriage return after the first sentence   **(01 mark)**
(j)   Apply the Style heading 1 to the heading"Managing the data repository"   **(01 mark)**
(k)   Change the bullets min the document to a numbered list   **(01 mark)**
(l)   Apply a 6pt width page boarder to the document   **(01 mark)**
(m)   Insert a header to the document of your name and combination a footer of today's date
                                                                                       (02 marks)
(n)   Save your work as your name and combination   **(01 mark)**

Marking Scheme or question 13

Qn part	Description	Marks
(a)	**Typing main title**	1
	Typing subtitles @ ½=1 mark	1
	Bulleting	1
	Inserting graphics and boarder @ ¼= 2 marks	2
	Saving	1
(b)	**Line spacing and paragraph @ 1= 2 marks**	2
(c)	**Changing Font styles @ ¼=2 marks**	2
(d)	**Fill in lightening symbol and yellow fill in sun @1=2 marks**	2
(e)	**Color off title and sub heading @ 1=2 marks**	2
(f)	**Word count and end note @ 1=2 marks**	2
(g)	**Footnote**	2
(h)	**Name and personal number**	1
(i)	**Printing**	1

14 i) Use any word processor to type out the following document exactly as it is **(06 marks)**

WORLD ECONOMIC FORUM

ICT FOR GROWTH

An unprecedented opportunity to inclusively serve the poor is emerging as individuals and geographies are increasingly connected to the global economy via Information and Communications Technologies (ICT).

Amplifying the Impact
One of the most promising dynamics in the adoption of mobile applications is how they can mutually reinforce one another. This <u>report</u>, produced by the World Economic Forum in collaboration with the Mobile Health Alliance, examines the intersection of mobile health and mobile finance. It explores the dynamics of when "wealth" meets "health".

World Economic forum Reports on ICT
Examining the Intersection of Mobile Health and Mobile Finance
Scaling Opportunity: Information and Communication Technologies and the Networked Society
ICT for Economic Growth: A Dynamic Ecosystem Driving the Global Recovery

ii) Copy the above document and paste it on the second page **(01 mark)**
iii) Format the copied document text to font Arial, size 12 **(02 marks)**
iv) Apply bullets on the world economic forum reports on ICT **(02 marks)**
v) Insert a water mark of your Surname and combination **(01 mark)**
vi) Perform a word count, hence type the statement:
The number of words in my documents are …………. **(02 marks)**
vii) Save your work as "world economic forum" **(01 mark)**

Marking Scheme for question 14

Qn part	Description	Marks
(i)	**Creating main title**	**2**
	Typing subtitle = 1 mark	**1**
	Typing text of 3 paragraphs	**3**
(ii)	**Copying of document**	**1**
(iii)	**Changing Font styles, size = 2marks**	**2**
(iv)	**Applying bullets**	**2**
(v)	**Water mark**	**1**
(vi)	**Word count = 2marks**	**2**
(vii)	**Header and footer**	**2**

(viii)	**Saving**	**1**
(ix)	**Printing**	**1**

15(a). Using a word processor program of your choice type the following invoice exactly as it is and save it as **Invoice** **(10 marks)**

GEORE MICHEAL

Technologies

INVOICE

Invoice No.	003
Date:	12 jan 2012

		To:		**PAY BILL TO**
				BANK OF INDIA
		MITAMI DEALERS LTD		George Michael Technologies
				Acc No: 01350003879

JOB		**PAY MODE**		

QTY	**PARTICULARS**	**RATE (shs)**	**AMOUNT (shs)**
100	External CD drives	100,000	1,000,000
150	CD-RW	1,000	150,000
1	Printer	450,000	450,000
2	Cartilage	200,000	400,000
		Sub total	2,000,000
		VAT 20%	0
		TOTAL	2,00,000

(b) Adjust the third table's column width to **1.5" for column 1, 3 & 4** and **3.5" or column 2** **(02 marks)**

(c) Format the text of the document to Times new roman **(02 marks)**

(d) Add a water mark text **George Michael** diagonal format **(02 mark)**

(e) Format the invoice number to color red and all other column headings to color blue **(02 marks)**

(f) Insert a header of your name and combination **(01 mark)**

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

Marking Scheme for question 15

Qn part	Description	Marks
(a)	**Typing main title**	**1**
	Typing subtitles @ ½=1 mark	**1**
	Bulleting	**1**
	Inserting graphics and boarder @ ¼=2 marks	**2**
	Saving	**1**
(b)	**Line spacing and paragraph @ 1=2 marks**	**2**
(c)	**Changing Font styles @ ¼= 2 marks**	**2**
(d)	**Fill in lightening symbol and yellow fill in sun @ 1=2marks**	**2**
(e)	**Color of title and sub heading @ 1=2 marks**	**2**
(f)	**Word count and end note @ 1 = 2marks**	**2**
(g)	**Footnote**	**2**
(h)	**Name and personal number**	**1**
(i)	**Printing**	**1**

Electronic Spreadsheets

Chapter contents

Introduction to Spreadsheets

Working with Spreadsheets

Managing Worksheets

Formulas and Functions

Formatting within a worksheet

Charts

Worksheet Setup

Computer Practicals

1(a) Below is a spreadsheet showing employees record for **Gavamukulya Millers**.
Enter the data exactly as it appears maintaining the respective cell addresses   **(05 marks)**

A	B	C	D	E	F	G	H	I	J
			GAVA mukulya millers Ltd						
	Name	Basic pay	Transport allowance	Night Duty allowance	Revenue Tax	Gross pay	Net pay		
1	Jenny	400,000	2,500	5000					
2	Andrew	300,000	4,000	5000					
3	Mercy	80,000	2,500	5000					
4	Saddam	60,000	3,000	5000					
5	Peter	75,000	8,000	5000					
6	Winnie	100,000	3,000	5000					

(b)   Save your spreadsheet as Daybook   **(01 mark)**
(c)   Using an appropriate formula / function calculate the
   i.   Revenue tax if it is 10% of basic pay   **(01 mark)**
   ii.   Gross pay   **(01 mark)**
   iii.   Net pay   **(01 mark)**
(d)   Sort the data in the work sheet with Name in ascending order   **(01 mark)**
(e)   Apply boarders on your worksheet   **(01 mark)**
(f)   Insert a footer of your name and combination as a footer   **(01 mark)**
(g)   Format the heading o the worksheet with "font Georgia, font size 13 and center align it
                                                                           (03 marks)
(h)   Create a column graph showing employees' name and Net pay. Give it a suitable title and label axes.   **(03 marks)**
(i)   Save your work as your name and combination   **(01 mark)**
(j)   Print your work   **(01 mark)**

Computer Practicals

Marking Scheme for question 1

Qn part	Description	Marks
(a)	**Typing title, merged, bold**	**1**
	Typing names	**1**
	Typing Basic pay	**1**
	Typing transport allowance	**1**
	Typing Night Duty Allowance	**1**
(b)	**Saving worksheet as daybook**	**1**
(c)	**Calculating using a formula for**	
	Revenue tax 10% of basic	**1**
	Gross pay	**1**
	Net pay	**1**
(d)	**Sorting data with names in ascending order**	**1**
(e)	**Applying border on worksheet**	**1**
(f)	**Inserting a footer of name & combination**	**1**
(g)	**Formatting heading of the worksheet with "font Georgia, font size 13, center align @ 1 mark = 3 marks**	**3**
(h)	**Graph created**	**1**
	Graph title	**1**
	Label of taxes	**1**
(i)	**Saving work with name and combination**	**1**
(j)	**Printing**	**1**

2. The statistics below show rainfall received (in mm) in a certain district for seven months. February – 286, march – 281, april – 291, may – 158, June – 181, July – 133, August – 191.

   (a) Using a suitable spreadsheet program, enter the above data. All the months should be in column A. **(03 marks)**
   (b) Provide a suitable Heading for the spreadsheet table called **Rainfall statistics,** center it with font size 20.5 **(03 marks)**
   (c) Using suitable function / formula, calculate the;
      i. Average monthly rainfall in the seven months in row 10 **(01 mark)**
      ii. Maximum value of rainfall in row 11 **(01 mark)**
      iii. Minimum value of rainfall in row 12 **(01 mark)**
   (d) Apply a boarder on the data you have entered in the worksheet **(01 mark)**
   (e) Create a column graph for the entries above of **rainfall received** per month just below the table and include:
      i. A title "**Rainfall statistics over 7 months** **(01 month)**
      ii. Axis labels **(01 mark)**
   (f) Create a pie chart showing amount of rainfall received in percentage. Place the pie chart below the bar graph. **(02 marks)**
   (g) Copy both the bar graph and pie chart to sheet 2 **(01 mark)**
   (h) Rename sheet 1 as **table** and sheet 2 as **graphs** **(02 marks)**
   (i) Provide your name and combination in a cell just below the pie chart **(01 mark)**

(j) Save your work as your name and combination   **(01 mark)**
(k) Print your work   **(01 mark)**

Marking Scheme for question 2

Qn part	Description	Marks
(a)	**Typing months, in column A @ 1=2 marks**	**2**
	Typing rainfall received	**1**
(b)	**Heading of the worksheet, centered, with font size 20.5 @ 1 mark = 3marks**	**3**
(c)	**Calculating using a formula for**	
	Average rainfall	**1**
	Maximum rainfall	**1**
	Minimum rainfall	**1**
(d)	**Applying border on worksheet**	**1**
(e)	**Creating column graph with:**	**1**
	Suitable title = 1mark	**1**
	Axis labels = 1 mark	**1**
(f)	**Pie chart created, just below bar graph @ 1 mark = 2marks**	**2**
(g)	**Copying bar graph and pie chart to sheet 2**	**1**
(h)	**Renaming sheet 1 as table and sheet 2 as graph @ 1 mark = 2marks**	**2**
(i)	**Inserting name & combination in cell just below pie chart**	**1**
(j)	**Saving work with name and combination**	**1**
(k)	**Printing**	**1**

3(a) The table below shows part of sales that a certain supermarket in mukono town.
Using any spread sheet program enter the data in the table as shown below beginning in cell C5.   **(03 marks)**

Remember to use separators in all values entered

Item	Quantity	Unit price (shs)
Plastic sodas (500ml)	300	1500
Mineral water	200	1000
Sacket Milk	150	1400
Cakes	22	22000
Cooking oil	58	15000
Blue band	180	3000
Wine	50	45000
Packaged chicken	100	25000
Baby toys	200	20000
Mosquito nets	40	20000

(b) In cell G3, type 18%   **(01 mark)**
(c) In cells F5;H5, insert columns with headings : Amount, VAT and Total amount
                                                                    (03 marks)

(d) Determine the value of the gross amount given that it is the product of Quantity and Unit price **(01 mark)**

(e) Using the value in cell G3, determine the VAT for each item in this column **(01 mark)**

(f) Determine the total paid which is sum of Gross amount and VAT. **(01 mark)**

(g) Create a 3D pie-chart using column for VAT **(01 mark)**

(h) Include the following on the chart created
   i. Data labels for each item **(01 mark)**
   ii. Title of chart with font size 14 reading "**a 3D Pie chart showing supermarket sales"** **(02 mark)**

(i) Copy your chart as an object in sheet2 **(01 mark)**

(j) Insert a new row between blue band and wine for Bread with quantity and unit price: 300 and 3500 respectively. Allow your table to recalculate and update the chart automatically **(02 mark)**

(k) Insert a header of your name and today's date **(01 mark)**

(i) Save your work as your name and combination **(01 mark)**

(m) Print your work **(01 mark)**

Marking Scheme for question 3

Qn part	Ddescription	Marks
(a)	**Typing Items, starting in cell C5=1 mark**	**1**
	Typing Quantity in column D	**1**
	Typing Unit price in column E	**1**
(b)	**Typing the value 18% in G3**	**1**
(c)	**Inserting columns for Gross amount, VAT and Total @ 1mark = 3 marks**	**3**
(d)	**Calculating gross amount**	**1**
(e)	**Calculating VAT**	**1**
(f)	**Determining Total amount**	**1**
(g)	**Creating 3D pie chart for VAT**	**1**
(h)	**Including in chartData labels**	**1**
	Title of chart with font size 14@ 1mark =2 marks	**2**
(i)	**Copying chart to sheet 2**	**1**
(j)	**Inserting new row for bread, with automatic update of chart @ 1 mark=2 marks**	**2**
(k)	**Inserting header of your name & today's date**	**1**
(l)	**Saving work with name and combination**	**1**
(k)	**Printing**	**1**

4(a) The data below shows End of year of results in subsidiary ICT obtained by an S5 class of 10 students. Enter the data as it is in a suitable spread sheet program exactly as it appears. **(04 marks)**

	A	B	C
1			
2	NAME	S850/1	S850/2
3			
4	Mukasa	55	80
5	Sendi	57	59
6	Opio	43	50
7	Kansime	73	80
8	Adupa	59	59
9	Genda	66	70
10	Imbache	49	40
11	Machar	50	57
12	Kutosi	37	54
13	Dabangi	80	76
14			
15			

(b) Use any suitable function to automatically compute
   i.   **S850/1 out of 40%** for the entire students in Column D **(01 mark)**
   ii. **S850/2 out of 60%** for the entire students in Column E **(01 mark)**
   iii. **Total marks** of column D and E in Column F **(01 mark)**

(c) Compute the **aggregate score** for each student in column G by writing a function with the following conditions: 80-100 give 1, 75-79 give 2, 70-74 give 3, 65-69 give 4, 60-64 give 5, 55-59 give 6, 50-54 give 7, 45-49 give 8 and 0-44 give 9 **(04 marks)**

(d) Compute their **class positions** in column H according to Total marks **(02 marks)**

(e) Sort the data in the table according to class positions **(01 mark)**

(f) Draw a column graph showing the performance of in S850/1 and S850/2 including the following
   i.   A title of graph "**End of year performance of S5 subICT** student **(01 mark)**
   ii. Axis labels **(01 mark)**

(g) Copy this graph to sheet 2 **(01 mark)**

(h) Put your name and combination as a header **(01 mark)**

(i) Save your work as your name and combination **(01 mark)**

(j) Print your work **(01 mark)**

Marking Scheme for question 4

Qn part	Description	Mark
(a)	**Typing Column headings maintaining cell – addresses, =1mark**	1
	Typing names in column A	1
	Typing S850/1 in column B	1
	Typing S850/2 in column C	1
(b)	**Calculating**	
	S850/1 out o 40%	1
	S850/2 out of 60%	1
	Total marks	1
(c)	**Computing aggregate score using the if function**	4
(d)	**Computing class positions use Rank function**	2
(e)	**Sorting data according to class positions**	1
(f)	**Drawing column graph & Including in chart**	
	Title of graph	1
	Axis labels	1
(g)	**Copying chart to sheet 2**	1
(h)	**Inserting header of your name & combination**	1
(i)	**Saving work with name and combination**	1
(j)	**Printing**	1

Note

- **For (c) computing aggregate score use the IF function below:**
  =IF(F4>=80,"1", IF(F4>=75, "2", IF(F4>=70, "3", IF(F4>=65, "4", IF(F4>=60, "5", IF(F4>=55, "6", IF(F4>=50, "7", IF(F4>=45, "8", IF(F4<=44, "9")))))))))

- **Do not forget an equal sign (=) at the beginning of the function or its alternative the plus sign (+)**

- **Be conscious o the number of brackets we are closing with above. They are 9, since we opened in all with 9 brackets**

- **For (d) computing class position use the rank function below**
  =RANK(F4, F$4:F$13, 0)

- **Note that I've used 0 (zero) above since I am ranking biggest to smallest (descending) according to total marks**

5(a) The following data shows a spreadsheet record of a certain employee of a certain company. Type it **exactly as it** is using any spreadsheet program **(05 marks)**

Salary records					
Date	Regular Hours @ shs. 4000 perhr	Overtime Hours @ shs.2500 per hr	Money earned (regular hours)	Money earned (Overtime hours)	Total money earned
03/01/2013	10	3.5			
17/03/2013	9.5	4			
31/03/2013	8	5.5			
01/05/2013	7.5	3			
20/06/2013	8.5	2			
Gross income					
Income Tax @ 17.5%					
Netpay					

(b) Calculate the money earned at regular hours **(01 mark)**
(c) Calculate the money earned for overtime hours **(01 mark)**
(d) Using a suitable unction, calculate the Total money earned **(01 mark)**
(e) Calculate the Gross income **(01 mark)**
(f) Work out the income tax **(01 mark)**
(g) Calculate the Net pay **(01 mark)**
(h) Format the dates to display as e.g. 13 April 2013 **(01 mark)**
(i) Format the values in columns for Regular hours @, Overtime hours @ and the Netpay value to 2 decimal places e.g. 53.00 **(01 mark)**
(j) Put boarders and shading to enhance your worksheet **(1 mark)**
(k) Create a graph o your choice of Regular hours @ shs.400 per hr and money earned (regular hours). **(01 mark)**
(l) Include the following on the graph created
    i.   Graph title**"Hours worked and money earned"** **(01 mark)**
    ii.   Colour the columns **Yellow and green** respectively **(01 mark)**
(m). Insert a header of your name and combination **(01 mark)**
(n). Save your work as your name and combination **(01 mark)**
(o) Print your work **(01 mark)**

Marking Scheme for question 5

Qn part	Description	Marks
(a)	Typing dates in column for date	1
	Typing values of regular hours	1
	Typing values of overtime hours	1
	Employing cell (column) merging features in last four rows of table	2
(b)	Calculating money earned at regular hours	1
(c)	Calculating money earned for overtime hours	1
(d)	Calculating total money earned	1
(e)	Calculating gross income	1
(f)	Working out income tax	1
(g)	Calculating Net pay	1
(h)	Formatting dates as e.g. 13 April 2013	1
(i)	Formatting values in columns for regular hours, overtime, netpay to 2 dp	1
(j)	Putting boarders and shading on worksheet	1
(k)	Drawing any graph of regular hours and money earned	1
(l)	Include in the graph	
	Title "hours worked and money earned"	1
	Coloring columns/lines of graph Yellow and green	1
(m)	Inserting header of your name & combination	1
(n)	Saving work with name and combination	1
(o)	Printing	1

6(a) The following data shows salary records of some workers of Equal opportunities Ltd. Use any spread program, enter the above data into a worksheet. **(05 marks)**

Name	Age	Basic (shs)	Transport allowance	Lunch	Gross pay	Tax	Net pay
Anita	30	150,000					
Joy	23	200,000					
Mercy	28	300,000					
Johnson	31	250,000					
Paul	22	180,000					
Sean	40	220,000					
Miria	27	270,000					
Ken	34	400,000					
Denis	39	250,000					
Patricia	25	350,000					

(b) Add a heading on the worksheet entitled **Salary records for June 2012.**
Format the heading with "font Georgia, font size 13 and center align it **(03 marks)**

(c) Using a suitable formula or function compute:
    i.   Transport allowance at 8% of Basic **(01 mark)**

ii.	Lunch at 12% of Basic	**(01 mark)**
iii.	Gross pay as the total of basic, transport allowance and lunch	**(01 mark)**
iv.	Tax at 15% of Gross pay	**(01 mark)**
v.	Net pay as the difference between Gross pay and Tax	**(01 mark)**
(d)	Sort your Name alphabetically	**(01 mark)**
(e)	Put all boarders on your data	**(01 mark)**
(f)	Create a line graph of Net pay and Name and include the following	
i.	A title "**Salary records for June 2012**	**(01 mark)**
ii.	Axis Labels	**(01 mark)**
(g)	Insert a footer of your name and combination	**(01 mark)**
(h)	Save your work as your name and combination	**(01 mark)**
(i)	Print your work	**(01 mark)**

Marking Scheme for question 6

Qn part	Description	Marks
(a)	**Creating table with 8 columns @ ¼=2marks**	**2**
	Typing names in column for names	**1**
	Typing values for age in column for age	**1**
	Typing values of basic in column basic	**1**
(b)	**Adding column heading on work sheet** **"Salary records for june 2012"**	**1**
	Formatting heading with:	
	Font Georgia, font size 13	**1**
	Center alignment	**1**
(c)	**Using a formula / function to compute:**	
	Transport allowance at 8% basic	**1**
	Lunch at 12% of basic	**1**
	Gross pay	**1**
	Tax at 15% Gross pay	**1**
	Net pay	**1**
(d)	**Sorting data according to names alphabetically**	**1**
(e)	**Putting boarders on your data**	**1**
(f)	**Creating line graph of netpay & name and including:**	
	Title of graph " salary records for june 2012	**1**
	Axis labels	**1**
(g)	**Inserting a footer of your name and combination**	**1**
(h)	**Saving work with name and combination**	**1**
(i)	**Printing**	**1**

7(a) Enter the data below into a suitable spreadsheet application program **(04 marks)**

1	A	B	C	D	E	F	G	H
2	**Name**	**Math**	**Eng**	**Scie**	**SST**	**Total marks**	**Total Aggr**	**Position in class**
3	Seninde	80	60	78	46			
4	Opondo	90	81	72	60			
5	Kutosi	56	92	66	46			
6	Hamidu	86	66	46	28			
7	Bwogi	88	86	76	80			
8	Kyowa	80	90	89	69			
9	Nambi	83	82	92	76			
10	Kezia	60	36	72	80			
11								
12	Best Student							
13	Worst student							

(b)   Compute the total marks scored by each student   **(01 mark)**
(c)   Insert a column next to math, Eng, Scie and SST respectively   **(01 mark)**
(d)   Compute the **aggregate** for each student by writing a function with the following conditions per subject: 80-100 give 1, 75-79 give 2, 70-74 give 3, 65-69 give 4, 60-64 give 5, 55-59 give 6, 50-54 give 7, 45-49 give 8 and 0-44 give 9   **(04 mark)**
(e)   Compute the total aggregate per candidate   **(01 mark)**
(f)   Compute the position in class according to total aggregates   **(02 marks)**
(g)   Get the best and worst candidate using aggregates respectively   **(02 marks)**
(h)   Create a 3-D column chart showing the students' performance in math and science
                                                                             (02 mark)
(i)   Insert your name and combination in any cell just below the column chart created
                                                                             (01 mark)
(j)   Save your work as your name and today's date   **(01 mark)**
(k)   Print your work   **(01 mark)**

Marking Scheme for question7

Qn part	Description	Marks
(a)	**Typing Column headings maintaining cell addresses, =1 mark**	**1**
	Typing names in column A	**1**
	Typing values for:	
	Math in column B, Eng in column C, Scie in column D and SST in column E @ ½= 2marks	**2**
(b)	**Computing Total marks**	**1**
(c)	**Inserting columns next to math, eng, Scie & SST**	**1**
(d)	**Computing aggregate score using the if function**	**4**
(e)	**Computing total aggregates per candidate**	**1**
(f)	**Computing class positions according total aggregates using Rank function**	**2**

(g)	**Getting best & worst candidate**	2
(h)	**Drawing 3D column Chart of students performance in math and science**	2
(i)	**Inserting your name & combination in cell just below column chart**	1
(j)	**Saving work with name and today's date**	1
(k)	**Printing**	1

8(a) The information below shows record sheet on Guwedeko shoppers. Enter this data using any spreadsheet program of your choice **(03 marks)**

ITEM	COST PRICE	TAX	EXPENSES	PROFITS	SELLING PRICE
Men's suites					1500000
Ladies suites					500000
Hand bags					890000
Bridal own					2000000
Men's shoes					150000
Ladies shoes					90000
Wedding rings (pair)					500000
Men's stockings (pair)					5000
Necklesses					35000
Total tax					
Average Tax					

Note that

- Selling price = cost price + Tax + expenses + profits
- Expenses = 40% of selling price
- Profits = 30% o selling price
- Tax = 10% of selling price

(b) Compute the following
  i. Tax **(01 mark)**
  ii. Profits **(01 mark)**
  iii. Expenses **(01 mark)**

(c) Determine
  i. Total amount of tax **(01 mark)**
  ii. Average Tax **(01 mark)**

(d) Determine the cost price for all items **(02 marks)**

(e) By use of a function/ formula determine the most expensive item **(02 marks)**

(f) At the beginning of a new financial year, the management of **guwedeko shoppers** decides to increase the selling price by 15% on each item due to high demand for their

products. Insert a new column of **new selling price** and work out the new selling price
on each item **(01 mark)**

(g)   Format all figures with UGX currency symbol to 1 decimal place   **(02 marks)**

(h)   On sheet two create a line chart to represent items, and cost price, selling price

(02 marks)

(i)   Insert a centered footer of your name and combination in sheet 1   **(01 mark)**

(j)   Save your work as your name and combination   **(01 mark)**

(k)   Print your work   **(01 mark)**

Marking Scheme for question 8

Qn part	Description	Marks
(a)	**Creating table with six columns with column headings**	**1**
	Typing names in column for Item	**1**
	Typing prices in column for selling price	**1**
(b)	**Computing:**	
	Tax	**1**
	Profits	**1**
	Expenses	**1**
(c)	**Determining:**	
	Total amount o tax	**1**
	Average tax	**1**
(d)	**Determining the cost price for all items**	**2**
(e)	**Using IF function to determine most expensive item**	**2**
(f)	**Inserting new column for new selling price & determining new selling price**	**1**
(g)	**Formatting all figures with UGX currency**	**2**
(h)	**Creating Line of Graph on sheet 2 & including in**	
	Chart Title of graph	**1**
	Axis labels	**1**
(i)	**Inserting centered footer of your name & combination in sheet 1**	**1**
(j)	**Saving work with name and combination**	**1**
(k)	**Printing**	**1**

Computer Practicals

9(a) Enter data in the table below in a spreadsheet application starting from cell A1

(07 marks)

INDEX NUMBER	NAME	DOB	ENG	SST	MTC	SCI
JC001	Alfred	03/02/2000	46	78	73	76
JC002	James	04/06/2000	85	75	64	73
JC003	Michael	17/05/2000	48	68	75	75
C004	Anne	23/04/2000	57	56	76	72
JC005	Ali	10/12/2000	84	85	73	76
JC006	Sarah	16/09/2000	76	94	72	49
JC007	Sabiti	05/08/2000	49	58	73	76
JC008	Alex	09/01/2000	44	28	76	72
JC009	Joel	18/11/2001	78	68	76	76
JC010	Rodgers	25/11/2000	46	76	73	71

(b) Rename the worksheet 1 to **P7 result** and change its sheet tab color to red. **(01 mark)**

(c) Add the **TOTAL, AVERAGE,** and **POSITION** columns and use suitable functions to calculate the total mark, average mark (to 2 decimal places) and position in class (basing on average mark); for each student. **(03 marks)**

(d) Add a **Comment** Column too and use the **IF** function to automatically generate the comment **"PASS"** for the students with average 55 and above and **"FAIL"** for students with average below 55. **(03 marks)**

(e) Apply 'all borders ' outline to all cells with data. **(01 mark)**

(f) Setup your page to landscape orientation **(01 mark)**

(g) Add a footer of your name and combination **(01 mark)**

(h) Save your work as your name and combination **(01 mark)**

(i) Print your work **(01 mark)**

Marking Scheme for question 9

Qn part	Description	Mark
(a)	**Typing Column headings and entering**	
	Index numbers	1
	Names	1
	DOB	1
	Values of Eng	1
	Values of SST	1
	Values of MTC	1
	Values of SCI	1
(b)	**Renaming worksheet 1 to P& results**	1
	Changing sheet tab colour to red	1
(c)	**Adding columns for total, Average and Position and using a function to candidate:**	
	Total mark	1
	Average mark (to 2dp)	1
	Position in class basing on average mark	1

(d)	Adding comment column and using IF function to generate comments PASS & FAIL	3
(e)	Applying boarder outline to all cells in table	1
(f)	Setting page to landscape orientation	1
(g)	Inserting footer of your name & combination	`
(h)	Saving work with name and combination	1
(i)	Printing	1

Electronic Presentations

Chapter contents

Introduction to Electronic presentations

Working with Presentation

Developing a Presentation

Charts and Graphs

Graphical Objects

Presentation Output

Slide Shows

1(a) Using any presentation software create a presentation of the text below.
The presentation should contain five slides with bulleted points **(10 marks)**

Storage Devices
Hard disc drives
Solid state drives

Hard disc drives – Benefits
Very large capacities available
Relatively cheaper per gigabyte of storage
Good for videos and very large files

Hard disk drives – Drawbacks
Slower than SSDs
Noisier than SSDs
Hotter than SSDs

Solid state drives – benefits
Very fast read and write speeds
Silent in operation
Cool running
No moving parts, so resistant to shocks

Solid state drives – drawbacks
Very large capacities not available
More expensive per gigabyte than HDDs

(b) Save your presentation as your name and combination **(01 mark)**

(c) Insert a footer of your name & combination left aligned and slide numbers right aligned on all your slides **(02 marks)**

(d) Change the layout of slide one to title and subtitle **(01 mark)**

(e) On the slide with the title Solid state drives – benefits add as first bullet point, the text
Very fast operating system start up **(01 mark)**

(f) Set the same transition to all your slides **(02 marks)**

(g) Set animations on your slides such that only the bulleted points appear one by one **(02 marks)**

(h) Save and print all slides as audience notes, three per page **(01 mark)**

Marking Scheme for question 1

Qn part	Description	Marks
(a)	**Creation of slides**	
	Slide 1 having storage devices	**2**
	Slide 2 hard disc drive – benefits	**2**
	Slide 3 hard disc drives – drawbacks	**2**
	Slid 4 Solid state drives – benefits	**2**
	Slide 5 Solid state drives - drawbacks	**2**

(b)	Saving presentation	1
(c)	Inserting a footer of name & combination left aligned, slide numbers right aligned	2
(d)	Layout of slide one to title and subtitle	1
(e)	Inserting text to slide four	1
(f)	Uniform Transition	2
(g)	Animations to bulleted points on all slides	2
(j)	Printing	1

2   Twagalane supermarket wishes to make a promotional campaign of its business venture including what is in stock for sale out during the festive season. You have been contracted to prepare a presentation about this campaign

(a)   As an expert, make a five – slide presentation to enhance your show   **(08 marks)**

      i.   Slide one should include
- Title (name of supermarket)
- Logo of the company (use appropriate drawing tools & Art)
- Location and address
- Email address & website URL

     ii.   Slide two – goods offered (provide your own)

    iii.   Slide three – Discount of 20% on bulk purchases, exceeding shs 100,000

     iv.   Slide four – Services offered
- Transportation of goods offered if they exceed shs. 1,000,000
- Foreign exchange
- Mobile money
- E-payment

      v.   Branches (at least three) and their addresses

(b)   Save the presentation as your name   **(01 mark)**

(c)   Insert a header of your name and combination   **(01 mark)**

(d)   Set a uniform attractive background onto all your slides   **(01 mark)**

(e)   Use appropriate clip art, graphics and colour to enhance your presentations **(04 marks)**

(f)   Set animations of your choice for all slide titles and slides containing bulleted points   **(02 marks)**

(g)   Set a slide transition of your choice, with a transition timing of 5 seconds   **(02 marks)**

(h)   Save and Print all your slides   **(01 mark)**

Marking Scheme for question 2

Qn part	Description	Marks
(a)	**Creation of slides** **Slide 1 Having** • **Title (name of supermarket)** • **Logo of the company (use appropriate drawing tools & Art)** • **Location and address** • **Email address & website URL** **Slide 2 goods offered** **Slide 3 discount on bulk purchases** **Slide 4 Services offered** **Slide 5 branches**	**1** **1** **1** **1** **1** **1** **1** **1**
(b)	**Saving presentation**	**1**
(c)	**Inserting a header o name & combination**	**1**
(d)	**Uniform background**	**1**
(e)	**Use appropriate clip art, graphics and colour**	**4**
(f)	**Animations**	**2**
(g)	**Transition**	**2**
(h)	**Printing**	**1**

3(a)   Road accidents are very rampant in Uganda. Many people have lost their lives in road accidents. You are required, using presentation software to educate Ugandans about road accidents. Create four slides as indicated in below

Slide I – Should include the title, your name, your school name and automatic

(02 marks)

Slide II – Should include the actual causes of road accidents in Uganda **(02 marks)**
Slide III – Should include the contribution of the traffic police in the presentation of road accidents.   **(02 marks)**
Slide IV – Should include the preliminary precautions to avoid road accidents.

(02 marks)

(b)   Every slide should:
  ➢ Have minimal graphical effects to make the presentation entertaining**(02 marks)**
  ➢ Be able to convey the appropriate message to the community   **(03 marks)**
  ➢ Run automatically.   **(02 marks)**
  ➢ Have your name and index number as footer.   **(01 mark)**
(c)   Insert action buttons appropriately on each slide.   **(01 mark)**
(d)   Save the presentation as "Road Accidents"   **(01 mark)**
(e)   Print all your slides   **(01 mark)**

Marking Scheme for question 3

Qn part	Description	Mark

(a)	**Creation of slides**
	  Slide 1 having
	     • **Your name**
	     • **School name**
	     • **Automatic date**
	  Slide 2 Causes of road accidents
	  Slide 3 Contribution of traffic police in prevention of road accidents
		2
		
		2
		
		2

(b)	**Every slide having**
	     • **Minimal graphical effects**
	     • **Appropriate message to the community**
	     • **Run automatically**
	     • **Name and combination as a footer**
		2
		3
		2
		1

(c)	**Inserting action buttons on all slides**	**2**
(d)	**Saving presentation**	**1**
(e)	**Printing**	**1**

4   You are going to participate in a computer studies seminar and you have been told to prepare a presentation about the three categories of computers: Analog, digital and hybrid.

In your research session, you get the following notes:

Introduction

Computers can be categorized according to the process they used to present data. People communicate through speech by combining words into sentences.

Human speech is analog because it uses continuous (wave form) signals that vary in strength and quality.

Most computers are digital.

Analog computers

Analog Computer is a computing device that uses continuously changing values to represent information.

It generally deals with physical variables such as temperature, weight, voltage, pressure, speed, etc.

Examples of Analog computers include: Thermometers, Weighing scale, Voltmeters, barometers, Speedometers, etc.

Digital Computers

These are computers that use discrete (discontinuous) values, especially binary digits (0, 1) to represent data.

The state of being on is represented by 1 and of is represented by 0.

Digital computers are more accurate and work at a very fast rate.

Examples of Digital Computers include: All Personal computers (PCs), Laptops, Digital Watches, etc.

Hybrid Computers

A hybrid computer combines the desirable features of analog and digital computers.
A digital computer that accepts analog signals converts them to digital for processing.
Hybrid computers are mainly used for specialized tasks.
Examples of Hybrid computers, include Digital petrol pump, Digital Speedometers devices used to measure the patients temperature, blood pressure in Hospitals' Intensive care units.

Required:

(a) Create a Four slide presentation summarizing the information in which slide one is the title slide, which will have a suitable title, your name and an automatic date
(10 marks)
(b) Use suitable background on all your slides **(01 mark)**
(c) Apply slide transitions effects of your choice with a timing of 6 seconds **(02 marks)**
(d) Set animations effects of your choice to text in the slides **(02 marks)**
(e) Highlight the word digital on slide 1 and insert a hyperlink that can take you to slide 3. **(02 marks)**
(f) Include your name and combination on all pages except the title slide **(02 marks)**
(g) Save as **Computer Categories.ppt** **(01 mark)**
(h) Print your work **(01 mark)**

Marking Scheme for question 4

Qn part	Description	Marks

(a)	**Creation of slides**
	   Slide 1 having
	       • **Title (Categories of Computers)**
	       • **The 3 categories of computers bulleted**
	       • **Your name & Automatic date**
	   Slide 2 Description of analog computers
	   Slide 3 Description of Digital computers
	   Slide 4 Description of Hybrid computers
		
		 1
		 2
		 1
		 2
		 2
		 2

(b)	**Suitable background**	**1**
(c)	**Transition of timing 6 seconds**	**2**
(d)	**Animation onto text**	**2**
(e)	**Hyperlink slide 1 to slide 3**	**2**
(f)	**Footer of Name & combination except 1st slide**	**1**
(g)	**Saving**	**1**
(h)	**Printing**	**1**

5 In every school having Computer and ICT studies, orientation exercise is important to new entrants especially those in senior one and senior five. The ICT teachers usually have to spare a day and guide these students on what they will be doing as regards ICTs.

Study the information below and use it to perform tasks as required below

<u>Information that a new ICT student must know</u>

All new students to the ICT subject must know the following:

- ➢ Reasons for studying ICTs in schools
- ➢ Laboratory rules and regulations
- ➢ Careers in ICT industry

Reasons for studying ICTs in schools

- To encourage learners to develop ICT skills to enhance their work in a variety of subject areas
- Helping the learner develop and consolidate his / her knowledge of ICT and be aware of new and emerging technologies
- Encouraging the learner to develop as an independent user
- Equip the learner with skills for lifelong learning

Laboratory rules and regulations

Every Lab user must observe these rules when in the laboratory premises:

- Entering the lab is prohibited unless permitted
- Eating and drinking while in the lab is not allowed
- Shouting, loud talking may destruct the attention of users of the lab
- Install, modify or delete any software on lab computers without authorization.
- Equipment in the computer labs may not be removed, modified, relocated, or disassembled without permission of the Lab Coordinator.
- ICT computing resources may not be used for illegal or disruptive purposes.
- Displaying of offensive graphic images such as Pornography is prohibited
- The internet facility is strictly for education purposes

Careers in ICT industry

- ✓ Database administrator
- ✓ Data entrant
- ✓ Systems administrator
- ✓ Software developer
- ✓ Systems analyst
- ✓ Web designer
- ✓ Graphical designer

(a) Prepare a four slide presentation summarizing the information above **(08 marks)**

(b) Save the presentation as your name **(01 mark)**
(c) Insert a header of your name and combination **(01 mark)**
(d) Set the background to parchment texture fill **(01 mark)**
(e) Let your slides have a fly in transition effect from the top left corner, with a timing of 4 seconds **(02 marks)**
(f) Apply a swivel animation effect to all slide titles and spine for other parts of the slides **(02 marks)**
(g) Use relevant graphics and speaker notes **(02 marks)**
(h) Insert action buttons appropriately on each slide **(02 marks)**
(i) Save and print your work **(01 mark)**

Marking Scheme for question 5

Qn part	Description	Marks
(a)	**Creation of slides** **Slide 1 having**	
	• **Title (information for the new ICT student)**	**1**
	• **Important information bulleted**	**1**
	Slide 2 Reasons for studying ICTs	**2**
	Slide 3 Lab rules and regulations	**2**
	Slide 4 Careers in ICT industry	**2**
(b)	**Saving presentation**	**1**
(c)	**Header of name & combination**	**1**
(d)	**Slide background of parchment texture fill**	**1**
(e)	**Fly in Transition effect from top left corner & timing of 4 seconds**	**2**
(f)	**Swivel animation to all side titles & spine animation to all other parts o slides**	**2**
(g)	**Graphics & speaker notes**	**2**
(h)	**Action buttons on all slides**	**2**
(i)	**Save & Printing**	**1**

6. You have been tasked to prepare a presentation for new parents meetings in Kiramagwa academic complex
   In this task:
   (a) Create a master slide which must have the following **(09 marks)**
   • The name of school as the title (font type comic sans, size 44)
   • A light blue background colour
   • A header as your name and combination
   • The rest of the body content should be of font type Arial and having appropriate font size
   • Set animations of your choice for all slide titles
   • Set a slide transition of your choice, with a transition timing of 5 seconds

(b) Insert seven slides, each containing some bulleted points **(01 mark)**

(c) **Slide one** should have the title with the name of the school and address. Include a logo to act as a school badge **(01 mark)**

Slide two should be a text slide with departments in the school **(01 mark)**

Slide three with subjects taught at A'Level **(01 mark)**

Slide four should contain a two column text with the names of the teachers in the school **(01 mark)**

Slide five should be a text slide with co-curricular activities **(01 mark)**

Slide six should be a tabular slide with ten imaginary senior six candidates with their imaginary marks in an End of Term 1 SubICT exam **(01 mark)**

Slide seven should contain a line graph for analyzing the performance of the ten candidates

(d) Save the presentation as your name and combination **(01 mark)**

(e) Print all the slides to one page **(01 mark)**

(f) Print the slide with only the line graph **(01 mark)**

Marking Scheme for question 6

Qn part	Description	Marks
(a)	**Creation of master slide having**	
	• **Name of school as title (font comic sans, size 44)**	**1**
	• **Light blue background colour**	**1**
	• **Header of name & combination**	**1**
	• **Rest of the body text to font arial & appropriate font size**	**2**
	• **Animations on all slide titles**	**2**
	• **Slide transition, timing 5 seconds**	**1**
(b)	**Inserting seven slides, @ with bulleted points**	**1**
(c)	**Slide 1 having**	
	• **Title (name of school)**	**1**
	• **Address**	
	• **Logo of school badge**	
	Slide 2 text slide of departments in the school	**1**
	Slide 3 Subjects taught at A'level	**1**
	Slide 4 Two column text of names of teachers in the school	**1**
	Slide 5 Text slide of co-curricular activities	**1**
	Slide 6 tabular slide of names of ten imaginary students of s6 with imaginary marks in an ICT exam	**1**
	Slide 7 line graph of analyzing performance of ten students	**1**
(d)	**Saving**	**1**
(e)	**Printing all slides to one page**	**1**
(f)	**Printing slide with only the line graph**	**1**

7   You are going to prepare a presentation for a car sales company

(a)   (i)   Create a master slide with the following Styles   **(03 marks)**
- Titles should be in a 44 point comic sans MS font and centered
- Subtitles should be in a 28 point Calisto MT font and left aligned
- Bullets should be left aligned and consistent

(ii)   Place the following items on the master slide: **(05 marks)**
- Draw two thick (about 3 point) vertical lines down the slide on the left hand side
- Draw a thick (about 3 point) horizontal line across the width of the slide about 3 inches from the top o the side
- Find a picture of a tar from clip art and place it between the vertical lines above the horizontal line
- Insert a left aligned footer of your name and combination in a 12 point Calisto MT font of the master slide but not overlapping the lines
- Slide numbers should appear at the bottom right of each slide
  Your master slide may look like this
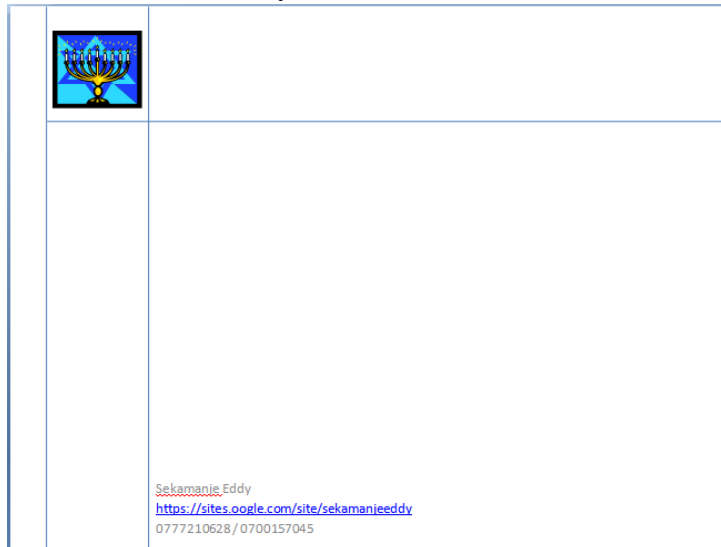
Make sure all master slide items appear on all slides and that no master slide or slide contents overlap each other

(b)   Create a four slide presentation using the text below   **(04 marks)**
(the text should appear as headings and having a bulleted list)
Apply the layout title and subtitle to the first slide

AMUZA MOTORS
Introducing the new Micro Range

LASTES TECHNOLOGIES IN ENGINE DESIGN
Compressed Natural Gas
Hybrid petrol/ electric
Electric power
Hydrogen Gas Technology

THE NEW CAR FOR EVERY FAMILY NEED

The Micro and MicroB – two economical petrol enines
The MicroSE-air conditioning and alloy wheels
The MicroZed-Latest diesel for power and economy
The microEco-the environmentally friendly alternative

MICROSALES COMPARED

(c)   Create a pie chart using the data below and place it on slide four   **(02 marks)**
        The complete micro sales compared over two years

Model	2010	2011
Micro	900	1100
Micro B	1200	1500
Micro SE	750	850
Micro Zed	1150	1400
Micro Eco	1500	1850

(d)   Add speaker notes to slide four as: **(01 mark)**
        We are pleased to report good sales of the Micro Eco Model
(e)   Apply uniform transitions to all slides   **(01 mark)**
(f)   Set bulleted point animation so that they appear one by one   **(01 mark)**
(g)   Save the presentation as your name and combination   **(01 mark)**
(h)   Print the slides as handouts with two slides per page   **(01 mark)**
(i)   Print slide four on its own showing speaker notes   **(01 mark)**

Marking Scheme for question 7

Qn part	Description	Marks
(a)(i)	**Creation of master slide having**	
	• **Title (Font comic Sans, size 44)**	**1**
	• **Subtitles (font Calisto MT, size 28)**	**1**
	• **Left aligned bullets consistent**	**1**
(ii)	**Master slide having**	
	• **Two thick vertical lines on the left side of slide**	**1**
	• **Thick horizontal line**	**1**
	• **Placing picture of star between horizontal & vertical lines**	**1**
	• **Left aligned footer of name combination**	**1**
	• **Slide numbers bottom right corner**	**1**
(b)	**Slide 1 having**	
	• **Title (Amuza Motors)**	**1**
	• **Text**	**1**
	Slide 2 latest technology in Engine design	**1**
	Slide 3 The new car for every family	**1**

	Slide 4 micro sales compared	1
(c)	Pie chart of micro sales compared	2
(d)	Speaker notes	1
(e)	Uniform transition on all slides	1
(f)	Bulleted point animation (one by one)	1
(g)	Saving presentation	1
(h)	Printing slides as handouts with 2 slides per page	1
(i)	Printing slide four showing speaker notes	1

8 A new Beverage Company is preparing a campaign of promoting its fruit products throughout the country. As an ICT expert, you have been consulted and agreed to help design a suitable presentation for this activity

(a) Create a Master slide which must have **(06 marks)**
   - The name **"SEBI Natural juice makers Ltd"** (font type **Comic sans,** Size **44**)
   - A transparent Green background color
   - Your name and Reg.No as the Right footer of the slide (font type **Georgia, Italics,** size **14**)
   - Automatic slide numbers as the left footer of the slide
   - The rest of the body text should be Times New Roman and Font **28**
   - Apply animations and transitions of timing 5 seconds appropriately

(b) Insert five slides, each containing a title and some bulleted points **(01 mark)**

(c) For slide 1, Enter the text **SEBBI FRUIT JUICE MAKERS LTD** as the title for the slide **(01 mark)**

(d) Insert an image of **any fruit** just below the title of slide 1 **(01 mark)**

(e) Insert the text shown below to just below the image of slide 1 **(01 mark)**

<div align="center">

Old market street

P.O.BOX 001100, TANGO

Tel No. +033 789 245 007 96

Website: www.Sebbifruitjuice.com

</div>

(f). For slide 2, Enter the text **Sample products** as the title for the slide **(01 mark)**

(g) Insert an image of any fruit juice to slide 2 just below the title **(01 mark)**

(h) Insert an image of any other fruit juice to slide 3. Make sure in this the title & sub title areas are deleted. **(01 mark)**

(i) For slide 4, Enter the text **Services offered** as the title for the slide **(01 mark)**

(j) Type the text below to slide 4 as the services offered. Make sure they are clearly bulleted. With a line spacing of 2.0 **(01 mark)**
   - ☐ **Transportation of bulk sales**
   - ☐ **Free fridges for long term customers**
   - ☐ **Free Banners for Authorized sales agents**
   - ☐ **Support of out rowers of fruits**

(k). For slide 5, Enter the text **Discount offered** on as the title for the slide **(01 mark)**

(l) Type the text below to slide 5 just below the title. Make sure this text is font color red, size 32 **(01 mark)**

Bulk sales exceeding US $ 1000

&

Support by out growers **(01 mark)**

(l). Link the slides by creating a slide show to run automatically 5 seconds for each slide **(01 mark)**

(n) Save the presentation as your name and combination on a removable storage **(01 mark)**

Marking Scheme for question 8

Qn part	Description	Marks
(a)	**Creation of master slide having** • **Name SEBBI Natural Juice Makers as title (font comic sans, size 44)** • **Transparent green background colour** • **Right footer of name & combination (Georgia & italics)** • **Automatic slide numbers on the left footer** • **Rest of body text to font times new roman & font 28** • **Animation on all slide titles & slide transition, timing 5 seconds**	1 1 1 1 1 1
(b)	**Inserting seven slides, @ with bulleted points**	1
(c)	**Slide 1 having text SEBBI NATURAL JUICE MAKERS LTD as title**	1
(d)	**An image of a fruit below title of slide 1**	1
(e)	**Inserting text of contacts below image of slide 1**	1
(f)	**Slide 2: text of "sample products" as title**	1
(g)	**Image of fruit on slide 2**	1
(h)	**Image of another fruit on slide 3**	1
(i)	**Slide 4**	1
(j)	**Bulleted text on slide 4**	1
(k)	**Slide 5**	1
(l)	**Text below slide 5**	1
(m)	**Automatic slide show o 5 seconds for each slide**	1
(n)	**Saving**	1
(o)	**Printing all slide on one page**	1

Data Bases

Chapter contents

Introduction to databases

Database objects

Computer Practicals

1.(a) Create a database and name it as **Students details** **(01 mark)**

(b) Design a table in the student details database called **Students** with the following information **(04 marks)**

Field name	Data type	Field size / format
ID number	Text	10
First name	Text	15
Surname	Text	15
Telephone number	Number	Long integer
Date of birth	Date/time	Medium date

Make **ID number** field as the primary key

(c) Open the students table and enter the following records **(03 marks)**

ID number	First name	Surname	Telephone number	Date of birth
N014001	James	Bond	+2315001345	01/Jan/90
N014005	Tatiana	Ali	+2315201305	31/mar/88
N014010	Linford	Christie	+2315901349	25/april/95
N013015	Pinket	Smith	+2315891745	22/june/88
N011003	Lilian	Samson	+2316031345	11/dec/96

(d) Sort the table in ascending order by surname **(01 mark)**

(e) Create a form with all fields on the student's table and name it **Student's entries** **(03 marks)**

(f) Make the ID number of each student in the form with colour green **(01 mark)**

(g) Insert a picture about academics in the form in way that all your text is visible **(01 mark)**

(h) Create a query for all students with First name beginning with letter L. Save it as **Special cases** **(02 marks)**

(i) Create a query to pick out students who were born between 1986 and 1990. Save it as **New cases** **(02 marks)**

(j) Print your work **(01 mark)**

Marking Scheme for question 1

Qn part	Description	Marks
(a)	**Correct database name**	**1**
(b)	**Correct table name =1 mark** **Appropriate data types 5@ ½= 21/2 narks** **Suitable primary key 1/2**	**4**
(c)	**Correct data entry = 3marks**	**3**
(d)	**Sorting data in ascending order by surname**	**1**
(e)	**Correct form name = 1 mark** **Form created with 5 fields = 2marks**	**3**
(f)	**Making ID number colour green for all 5 entries**	**1**

(g)	Inserting picture in the form	2
(h)	Correct query name = 1 mark	1
	Correct criteria for extracting records as like "L*"	1
(i)	Correct query name = 1 mark	1
	Correct criteria for extracting records as Between 1986 and 1990	1
(j)	Printing	1

2.   Study the question below and answer the questions that follow

Student No	Name	Other name	Class	Sex	Fees
KPS-001	Mpiima	Isaac	5A	M	160,000
KPS-002	Muddhe	Davis	3B	M	360,000
KPS-003	Rukundo	Moses	4B	M	150,000
KPS-004	Ssempala	Invas	5A	M	160,000
KPS-005	Mbabazi	Milly	5A	F	150,000
KPS-006	Mudyobole	Isma	3B	M	120,000
KPS-007	Mawalo	Michael	3B	M	500,000
KPS-008	Mutumba	Henry	6A	M	200,000
KPS-009	Kayemba	Robert	3B	M	120,000
KPS-010	Cholye	Richard	3B	M	120,000
KPS-011	Wamanga	Moses	4B	M	200,000
KPS-012	Wambuzi	Robert	6A	M	300,000

(i)..   Using a suitable database management system software program of your choice, create a database to hold the above data and save as '**kamukamu'**   (01 mark)

(ii)..   Design a table and save as the given **basic information.** Use a lookup wizard tool for sex Field   (05 marks)

(iii)..   Insert a primary key in the correct field   (01 mark)

(iv)..   Create a form, hence use to enter the above data. Save it as **data entry**   (03 marks)

(v)..   Create query to determine students that have paid fees between 150,000 and 160,000. Save it as **'fees'**   (02 marks)

(vi)..   Create another query to return names of students whose name begin with letter 'm' and save as **'name'**   (02 marks)

(vii)..   Create a report using data in fees and save as **fees**   (03 marks)

(viii)..   Create a report that would be used to generate the total number of students in the database   (02 marks)

(ix)..   Print all your work.   (01 mark)

Marking Scheme for question 2

Qn part	Description	Marks
(i)	**Correct database name**	1
(ii)	**Correct table name = 1mark**	
	Appropriate data types 6@ ½= 3 marks	
	Lookup wizard or sex Field = 1 mark	5
(iii)	**Suitable primary key**	1
(iv)	**Correct form name = 1mark**	
	Data entry = 2 marks	3
(v)	**Correct query name = 1mark**	1
	Correct criteria or extracting records as Between 150,000 and 160,000	1
(vi)	**Correct query name = 1 mark**	1
	Correct criteria for extracting records as like "m*"	1
(vii)	**Correct report name = 1 mark**	
	Report displaying correct fields = 2 marks	3
(viii)	**Correct report name = 1 mark**	1
	Correct formula for generating total number off students in the database as =count([StudentNo])	1
(ix)	**Printing**	1

3(a)   Create a database and save it as **supermarket**   **(01 mark)**

Table 1: Product name

Product ID	Name	Location	Unit cost	Product Number
KTS 011	Blue band	6	2500	DT0010
KTS 012	Nan 1	6	24000	DT0011
KTS 013	Wine	8	40000	DT0012
KTS 014	Juice blender	8	85000	DT0013
KTS 015	Nomi	3	2500	DT0014
KTS 016	Energy saver bulbs	5	10000	DT0015
KTS 017	Books	4	2500	DT0016

Table 2: Paid

Product Number	Quantity
DT0010	100
DT0011	56
DT0012	30
DT0013	22
DT0014	99
DT0015	58
DT0016	122

(b)	Create the two tables and save each of them using the given name	**(06 marks)**
(c)	Create a one to many table relationship	**(02 marks)**
(d)	Design a form with a yellow background to enter the above data and save it as **data entry**	**(05 marks)**
(e)	Create a query to return all the field names in table 1 and only the quantity field form table 2. Add a new field name **payment**; hence determine the amount paid for each product. Save the query as **calculated**	**(03 marks)**
(f)	Create a report from your query to return all items. Save it as **all**	**(02 marks)**
(g)	Print all your work	**(01 mark)**

Marking Scheme for question 3

Qn part	Description	Marks
(a)	**Correct database name**	**1**
(b)	**Correct table name 2@ 1= 2marks** **Appropriate data types = 3 marks** **Suitable primary key = 1 mark**	**6**
(c)	**Creating relationship**	**2**
(d)	**Correct form name = 1 mark** **Yellow background = 1mark** **Data entry = 3 marks**	**5**
(e)	**Correct query name = 1mark** **Correct query with 2 fields = 1mark** **Correct criteria for calculating amount paid** **Payment:[unit cost]*[Quantity]**	**1** **1** **1**
(f)	**Correct report name = 1 mark** **Report displaying all fields = 1 mark**	**2**
(g)	**Printing**	**1**

4. The data below belongs to went for study tour in different countries.

(a) Create a database called **study** to manage their records.   **(01 mark)**

ID No.	Name	Date of Birth	Country	Travel	Class	Lunch
RY 20011	keith	12/12/1994	Uanda	40,000	S4	
RY 20012	Mariam	14/11/1995	Kenya	70,000	S3	
RY 20013	steven	17/02/1996	Rwanda	80,000	S6	
RY 20014	Evans	17/07/1986	Uganda	100,000	S4	
RY 20015	Ann	10/05/1995	Kenya	100,000	S5	
RY 20016	Serapio	12/03/1992	Tanzania	150,000	S3	
RY 20017	gerald	09/02/1969	Rwanda	120,000	S6	
RY 20018	sarah	17/03/1969	Tanzania	50,000	S4	

(b)   Create a table in design view In your field property make the following adjustments

(05 mark)

    (i)..   In field name, set field size to be 10 (ten characters)
    (ii)..   Format the dates of birth to begin with year, month and dates
    (iii)..   Validate the class such that only S.3 to S.6 is allowed to be entered
    (iv)..   Set an appropriate primary key in your table
    (v)..   Save the table as **Tours**

(c)   Open the table created and enter the data above   **(02 marks)**

(d)   Create a form including all fields and save it as student form
Use the form to compute lunch which is 20% o the travel fee. Save as **Calform**

(03 marks)

(e)   Create query including all fields to display Students born between 1995 and 1970 and save it as **Birth day**   **(02 marks)**

(f)   Create query including all fields who are Kenyans whose names begin with O.

(02 marks)

(g)   Create a query displaying the lunch above 20000, save it **lunch**   **(02 marks)**

(h)   Generate a report for getting the mean travel fees for the tourist. Save it as **Treport**

(02 marks)

(i)   Print all your work   **(01 mark)**

Marking Scheme for question4

Qn part	Description	Marks
(a)	**Correct database name**	**1**
(b)	**Correct table name =1 mark** **Correct field name size = 1 mark** **Formatting date of birth as your year/month/day= 1mark** **Validation o class field to allow only S3 &S6 = 1 mark** **Suitable primary key = 1 mark**	**5**
(c)	**Correct Data entry in table**	**2**
(d)	**Correct form name = 1 mark** **Correct formula used to Calculate in form as** **= 20%*[travel]**	**1** **2**
(e)	**Correct query name = 1mark** **Correct criteria for extracting records as between 1995 and 1970**	**1** **1**
(f)	**Correct query name =1 mark** **Correct criteria for extracting records as** **"Kenyans" and like "O*"**	**1** **1**
(g)	**Correct query name = 1 mark** **Correct criteria for extracting records >20000**	**1** **1**
(h)	**Correct report name** **Correct formula for mean fees of tourists = Avg[Travel]** *The formula must be typed at the footer area of the report*	**1** **1**
(i)	**Printing**	**1**

5(a)   Create a database and name it as **FEES Collection**   **(01 mark)**

(b)   Create a table in design view with the following fields : **NAME, DATE OF BIRTH, SEX, RELIION, FEES BALANCE.** Set the name field as the primary key. Save the table as **Candidates table**   **(03 marks)**

(c)   Create a form and use it to enter the records below. Save the form as **candidates form.**
       (04 marks)

NAME	DATE OF BIRTH	SEX	RELIION	FEES BALANCE
Tina	01/02/90	F	Catholic	90000
Georgina	02/22/88	F	Anglican	180000
Bob	04/19/87	M	Adventist	400000
Alice	01/10/90	F	Catholic	350000
Sam	07/11/95	M	Orthodox	150000
Jenifer	05/20/95	F	anglican	200000
Abdul	09/30/99	F	moslem	550000

(d)   Create a query displaying all students whose name begins with letters **B** and **A**. Save the query as **BA**   **(02 marks)**

(e)   Create a query to return only those students with a fees balance exceeding 300,000
       (02 marks)

(f)   Create another form in design view with all the available records in the table name it as **entry form**   **(02 marks)**

(g)   Create a query for those students born between 1986 and 1990   **(02 marks)**

(h)   Generate a report for the data with fees balance in descending order. Use columnar layout and orientation portrait. Save your report as **FEES report**   **(03 marks)**

(i)   Print all your work   **(01 mark)**

Marking Scheme for question 5

Qn part	Description	Marks
(a)	**Correct database name**	**1**
(b)	**Correct table name = 1mark** **Appropriate data types 5= 1mark** **Suitable primary key = 1 mark**	**3**
(c)	**Correct form name = 1mark** **Using form to enter records in table = 3marks**	**4**
(d)	**Correct query name = 1 mark** **Correct criteria or extracting records as** **Like "A*" or "B*"**	**1** **1**
(e)	**Correct query name = 1 mark** **Correct criteria for extracting records >300,000**	**1** **1**
(f)	**Correct form name = 1mark** **Form with all available records = 1mark**	**2**
(g)	**Correct query name = 1 mark** **Correct criteria for extracting records as between 1986** **and 1990**	**1** **1**

Computer Practicals

	Correct report name	1
(h)	**Report with fees balance in descending order**	**1**
	Columnar layout & orientation portrait = 1 mark	**1**
(i)	**Printing**	**1**

6.   The table below is a record about workers of a certain publishing company

First name	Surname	Sex	Date of Birth	Telephone number	Address
Maina	Sumaya	F	02/12/1980	0453-454770	3C, DM street
George	Michael	M	11/03/1984	0453-954744	6B, DKV, vilas
Steven	Gerald	M	10/06/1990	0453-854760	B66. Oren street
Jesern	Jackson	F	08/11/1993	0453-495422	DDM, 98, OPP street
Warren	Gregory	M	07/12/1989	0453-854727	KNM, 55, stev road
Sylvain	Witson	M	01/17/1990	0453-154128	GHA 345, Lutho

(a) Create a database for the above and name it **Publisher**   **(01 mark)**
(b) Create a table in design view using the field names above, making Telephone number a s
     the primary key, save the table as **Workers**   **(03 marks)**
(c) Create a data entry form or the above data and save it as **staff record**   **(02 marks)**
(d) Use the form created to populate the table with the data above   **(04 marks)**
(e) Sort the records in the table in descending order of the surname   **(01 mark)**
(f) Create a query using all the fields, to show the female employees, save it as **Female staff**
                                                                                  (02 marks)
(g) Create a query for all staff born after 1985   **(02 marks)**
(h) Generate a report of the table showing surname and Telephone number of staff.
                                                                                  (02 marks)
(i) Insert a footer of your name and combination in the report created above   **(02 marks)**
(j) Print all your work   **(01 mark)**

Marking Scheme for question 6

Qn part	Description	Marks
(a)	**Correct database name**	**1**
(b)	**Correct table name = 1 mark**	
	Appropriate data types = 1mark	
	Suitable primary key	**3**
(c)	**Creating relationship**	**2**
(d)	**Correct form name = 1mark**	
	Form with all fields of table = 1mark	**2**
(d)	**Data entry in table using form**	**4**
(e)	**Sorting records in table in descending order of Surname**	**1**
(f)	**Correct query name = 1mark**	**1**
	Correct criteria for extracting records as "F"	**1**
(g)	**Correct report name = 1mark**	**1**
	Correct criteria for extracting records as >30/12/1985	**1**

(h)	Correct report name = 1 mark Report displaying surname and telephone number fields = 1 mark	2
(i)	FFooter	2
(j)	Printing	1

7 The table shows information about some students of Zirembuzi Primary School. Study it and use it to answer the questions that follow
  (a) Create a database and name it as **FINANCE**   (02 marks)

STD. No	Name	Class	Date of birth	Home distirct	Fees paid
ZJ031	Cinderella	P6	01/11/2004	SERERE	350000
ZJ032	Stella	P7	11/09/2003	WAKISO	440000
ZJ033	Moses	P3	17/07/2008	MBALE	250000
ZJ034	Imbache	P1	02/08/2009	IGANGA	100000
ZJ035	Norah	P2	09/12/2008	KANUNGU	220000
ZJ036	Simeon	P1	16/03/2008	LUWERO	450000
ZJ037	Jeniffer	P5	12/05/2006	KIBOGA	500000
ZJ038	Solome	P3	16/08/2008	MANAFA	400000
ZJ039	Arthur	P5	18/09/2007	MAYUGE	200000
ZJ0310	michael	P5	21/06/2005	BUKWO	180000

  (b) Create a table in design view and save it as **Students.** Enter the above records in the table
                                                                      (04 marks)
  (c) Create a form in design view for the above data with name **form details.**
      Include the following: **(05 marks)**
      i..   A header as **New Student Details**
      ii..   a footer of your name and combination
      iii.. a close button at the bottom right
  (d) Create a query to display only students in P1. Save it as **P1 students**   (02 marks)
  (e) Create a query to display only students who have paid fees above 300000.
      Name it **Fair payment**   (02 marks)
  (f) Suppose the fees structure is 500000, create a query having the fields:
      Name, Fees paid and fees balance. Save the query as **Fees balance record**
      Note: calculate the fees balance in the query   (02 marks)
  (g) Generate a report displaying all the fields but having districts grouped, save it as
      report by district   (02 marks)
  (h) Print all your work   (01 mark)

Marking Scheme for question 7

Qn part	Description	Marks
(a)	Correct database name	2
(b)	Correct table name = 1 mark Suitable primary key = 1 mark Correct Data entry in table = 2marks	4
(c)	Correct form name =1 mark	

	Form with all field entries = 1mark **Header in form = 1mark** **Footer in form = 1mark** **Close button at bottom right corner of form = 1mark**	**5**
(d)	**Correct query name = 1mark**	**1**
	Correct criteria for extracting records as "P1"	**1**
(e)	**Correct query name = 1 mark**	**1**
	Correct criteria for extracting record as >300000	**1**
(f)	**Correct query name = 1mark**	**1**
	Correct criteria for extracting records as **Fees balance: [500000]-[Fees Paid]**	**1**
(g)	**Correct report name**	**1**
	Report with districts Grouped	**1**
(h)	**Printing**	**1**

8   The tables below shows records about clients of a certain company
       Table 1: Customer table

ID No.	Name	Gender	Telephone contact	Address
C010	Samson	M	222 065 785	Kisumaya
C011	Kelly	M	222 965 705	Mitoma
C012	Margret	F	222 788 777	Katabi
C013	Wilson	M	222 055 780	Lwengo
C014	Amuza	M	222 167 765	Kamwenge
C015	Hadijja	F	222 096 799	Nakapiripit

Table 2: Purchase table

Purchase ID	Qty	Purchase date	Price	ID No.	Item ID	Total amount
P2120	567	23rd March 2012	400	C010	3222	
P2121	763	01st Feb 2012	450	C011	3545	
P2122	600	20th April 2012	600	C012	3425	
P2123	188	3rd May 2012	700	C013	2323	
P2124	545	19TH June 2012	350	C015	4352	
P2125	350	2nd August 2012	100	C015	4352	

   (a) Create a database called **clients**   (01 mark)
   (b) Design the two tables in design view assigning appropriate data types. Table 1 should a
       have a look up wizard for Gender field   (04 marks)
   (c) Create a simple one to one relationship between the two tables   (02 marks)
   (d) Design a form and use it to enter the records in the two tables. Save the form as
       Customer entry   (04 marks)

(e) Create query for Lwengo and Nakapiripit customers with fields: ID No, Name, Telephone contact, Address and Qty. Save it as **Estimate**   **(01 mark)**

(f) Create a calculated query to return **total amount** of products sold. Suppose total amount is the product of **Price** and **Qty** save the query as **Revenue**   **(02 marks)**

(g) Create a query to pick out all those activities that took place between 30th April 2012 and 1st August 2012 save it as **discounted**   **(02 marks)**

(h) Generate a report usin table 2. Save it as **CReport**   **(02 marks)**

(i) Insert a header of your name and a footer of your combination in the report created

(02 marks)

(j) Print all your work   **(01 mark)**

Marking Scheme for question 8

Qn part	Description	Mark
(a)	**Correction database name**	1
(b)	**Correct table name 2 @ 1=2 marks**	
	Appropriate data types = 2marks	
	Look up wizard for table 1 = 1 mark	4
(c)	**Creating relationship**	2
(d)	**Correct form name = 1mark**	
	Data entry = 3marks	4
(e)	**Query named Estimate with query as "Lwengo" or**	
	"Nakapiripit"	1
(f)	**Correct query name =1 mark**	1
	Correct criteria for extracting records as	
	Total amount:[Price]*[Qty]	1
(g)	**Correct query name = 1mark**	1
	Correct criteria for extracting records as between 30th April	
	2012 and 1 August 2012	1
(h)	**Correct report name = 1 mark**	
	Report form table 2 = 1mark	2
(i)	**Header of name & footer of combination in report**	1
(j)	**Printing**	1

9   The table below shows records about employees of a certain firm

EM. No	Name	Sex	Job	Hours worked	Total salary
E001	Annet	F	Secretary	12	
E002	Sam	M	Security	20	
E003	Mary	F	Reception	10	
E004	Erick	M	Technician	12	
E005	Alice	F	Accountant	11	
E006	Peter	M	Supervisor	18	
E007	Simeon	M	Ass supervisor	15	

(a) Create a database called **EMPLOYEES** (01 mark)
(b) Create a table in design view with the above fields, assigning appropriate data types. Save the table as **work** (04 marks)
(c) Create a form in design view and perform the following:
  (i). Use it to populate the data into the table. (03 mark)
  (ii). Use your form to calculate **total salary** of the employees at a rate off shs. 3500 per hour (02 marks)
  (iii). Insert a header in your form as **calculated form** (01 mark)
  (iv). Save the form as **Calform** (01 mark)
(d) Create a query to display all employees with names beginning with letters **A** or **S** (02 marks)
(e) Create a calculated query to display the fields Name, Number of hours worked and total salary maintaining the same rate as used in the form in c(ii) above (02 marks)
(f) Generate a report to show table with names in ascending order (02 marks)
(g) Insert a header in the report of your name and combination (01 mark)
(h) Print all your work (01 mark)

Marking Scheme for question 9

Qn part	Description	Marks
(a)	Correct database name	1
(b)	Correct table name = 1mark	
	Appropriate data types =3 marks	4
(c)	Correct form name = 1mark	1
	Data entry in form = 3marks	3
	Correct formula used to Calculate in form as =3500*[hours worked]	2
	Header of form = 1mark	1
(d)	QUERY NAMED Estimate with query as "Lwengo" or "Nakapiripit"	1
(e)	Correct query name 1 mark	1
	Correct criteria for extracting records as Like "A*" or "S*"	1
(f)	Correct query name = 1mark	1
	Correct criteria for extracting records as Total Salary:3500*[Hours worked]	1
(g)	Correct report name = 1mark	
	Report with all fields of table = 1mark	2
(h)	Header of name and combination in report	1
(i)	Printing	1

10 Tamu supermarket usually keeps records about its sales on a daily routine

(a) Create a database for the supermarket called **TAMU** **(01 mark)**

(b) Create a table in design view with the following fields ITID, Item, Category, Price. Save the table as **SALES** **(03 marks)**

(c) Use a validation rule, validate the **category** field such that the validation text is to be displayed as "you are allowed to enter **"P", "D" or "L" only** **(03 marks)**

(d) Create a form in design view and use it to populate the table with the following records. Save the form as **data entry form** **(04 marks)**

ITID	Item	Category	Price
IT3535	Pack of glasses	D	35000
IT3536	Pack of apples	P	12000
IT3537	Jewellery	L	100000
IT3538	Nokia phones	L	250000
IT3539	Chicken	P	25000
IT3510	Computer set	L	1250000
IT3512	lamps	D	85000

(e) Insert a header of your name and combination in the form created above **(02 marks)**

(f) Create a query to display only items with category L and having a price of above 200000. Save it as **comparison** **(02 marks)**

(g) Assuming that during the festive season the supermarket gives a discount of 15% on all its items sold. Create a calculated query to display the **Festive season price**
(02 marks)

(h) Create a report that displays all records with category field grouped **(02 marks)**

(i) Print all your work **(01 mark)**

Electronic Publishing

Chapter contents

Introduction to Electronic publishing

Publishing Basics

Enhancing Documents

Document Layout

1   *In this Question you are going to create a certificate for completion of an IT skills course*

(a) Using appropriate software create a blank certificate of A4 portrait **(02 marks)**

(b) Adjust the paper size using the following dimensions to a width 8.4 inches and height 11.8 inches **(01 mark)**

(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) Using appropriate formatting and correct position skills perform the following

- Insert logo below center aligned **(02 marks)**
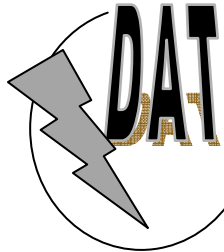
- Adjust the size o the image maintaining the aspect ratio **(01 mark)**
- Insert the company name as "**DIGITAL AGE TECHNOLOGIES LTD**" font type **Georgia, size 20,** just below the image **(02 marks)**
- Insert an appropriate title **"CERTIFICATE OF COMPLETION"** FONT TYPE **Monotype Corsiva,** size 36 just below the company name. Colour it blue **(02 marks)**
- Type the text shown just below the title. Change its font type to **Times new roman** size 20 **(02 marks)**

This is to certify that
Sekamanje Eddy
Has successfully completed an ICT skills training course in the following

packages

- Computer Word processing
- Electronic spreadsheets
- Electronic Presentations
- Databases
- Electronic publication

From 4th August 2013 to 4th November 2013

…………………………………………….
Bill. G Alvin
Director
Digital Age technologies Ltd

- Colour the 5 packages with colour red **(01 mark)**
- Insert an image about computers just at the centre of the text and order it behind the text **(01 mark)**
- Insert an appropriate boarder to your certificate, making sure that it does not over shadow the other content **(01 mark)**

(f).. Insert your name and combination in the footer **(01 mark)**
(g).. Save your work as my certificate **(01 mark)**
(h).. Print your work **(01 mark)**

Marking Scheme for question 1

Qn part	Description	Marks
(a)	Creating publication	1
	Setting orientation to A4	1
(b)	Adjusting paper size	1
(c)	Top & bottom margins	2
(d)	Left & right margins	1
(e)	Inserting logo	2
	Adjusting Company name & setting its font	1
	Inserting Company name & setting its font	2
	Inserting title & setting font, colour	2
	Typing text	2
	Coloring text	1
	Inserting image & ordering it behind text	1
	Inserting appropriate boarder	1
(f)	Inserting footer of name and combination	1
(g)	Saving with name and combination, Printing	1

2. Use any publishing software; design a birth day card for your best friend includes the following information **(10 marks)**

At the front of the card with the message

MY BIRTH DAY WISHES

At the inside of the card with the message

Kenneth

This birthday wish comes with every moment of reflection of how far you've moved with every aspect of your life
May you live to see much more achievements and success for you and your grandchildren.

Happy birthday!!!

Says your great friend
Edmond

Computer Practicals

(b)	Adjust the card to side-fold quarter sheet option	(02 marks)
(c)	Insert a clip art of an image of a **cake** at the front to accompany the message	(02 marks)
(d)	Replace the name **Kenneth** of the inside message with your own name	(01 mark)
(e)	Use other graphics and colours to enhance your card	(02 marks)
(f)	Insert a footer of your name and combination	(01 mark)
(g)	Save your card as your name and combination	(01 mark)
(h)	Print your publication	(01 mark)

Marking Scheme for question 2

Qn part	Description	Marks
(a)	**Creating publication**	1
	Designing the front with the given text	3
	Designing the inside with the given text	6
(b)	**Adjusting card to side fold quarter sheet option**	2
(c)	**Inserting clip art of image of cake**	2
(d)	**Replacing the name Kenneth with own name**	1
(e)	**Using other graphics & colours to enhance card**	1
(f)	**Inserting footer of name and combination**	1
(g)	**Saving with name and combination**	1
(h)	**Printing**	1

3(a) Use any desktop software design a poster for Uganda wildlife authority advertising the kind of wild life at the Tourism expo slated for the festive season 20th December 2010 to 2nd January 2011 at Entebbe wild life education centre. This expo will be restricted to 7:00am to 5:00pm daily. The entrance fee will be shs.10,000 for children and shs.20,000 for adults. Other activities expected are boat riding, musical performances from top Ugandan musicians. Gifts by Father Christmas to children **(10 marks)**

(b) Besides other content, your advert should include the following details;
   i.. Insert clip art to represent image(s) or picture(s) of any wildlife **(02 marks)**
   ii.. Use of word art and attractive font styles **(02 marks)**
   iii.. Use attractive font colour **(02 marks)**
   iv.. Insert an appropriate light green background colour **(01 mark)**
   v… Insert your name and combination in the footer **(01 mark)**
   vi… Save your advert as your name **(01 mark)**
   vii… Print your publication **(01 mark)**

Marking Scheme for question 3

Qn part	Description	Marks
(a)	**Creating publication**	2
	Including in publication	
	• **Title of poster advert**	1
	• **Date of expo**	1
	• **Venue**	1
	• **Time**	1
	• **Entrance fee**	1
	• **Other activities**	3

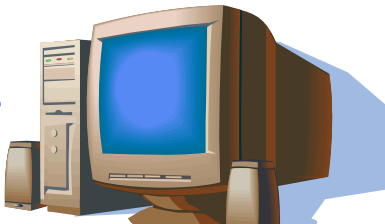| (b)(i)	Image of clip art	2
(ii)	Word art & attractive font style	2
(iii)	Attractive font colour	2
(iv)	Appropriate light green background colour	1
(v)	Inserting footer of name and combination	1
(vi)	Saving with name and combination	1
(viii)	Printing	1

4.   Using any office publisher, design eight identical business cards of an individual working in any organization tiled on A4 paper size, 8.4" width and 11.5" height   **(06 marks)**

  (a)   The card's layout spacing is as follows:

  (i)..   Left and right margin should be 0.5"   **(01 mark)**

  (ii)..   Top and bottom margins 0.7"   **(01 mark)**

  (iii).. The vertical and horizontal gap between the cards 0.6"   **(01 mark)**

  (b)   The card should include

  • Logo of the company at the right hand side of the card   **(03 marks)**

  • Name of the company of your choice   **(01 mark)**

  • Job title e.g. Sales Manager   **(01 mark)**

  • Contact Address, phone and Email   **(01 mark)**

  (c)   Use appropriate graphics and colors on your card   **(01 mark)**

  (d)   Save the publication as "Business card"   **(01 mark)**

  (e)   Print your work   **(01 mark)**

Qn part	Description	Marks
4	Creating publication	2
	A4 paper size, size 8.4" width & 11.5" height	2
	Tiling of cards on A4	2
(a)(i)	Left & Right margins	1
(ii)	Top & Bottom margins	1
(iii)	Horizontal & vertical gaps	1
(b)	Inserting logo right aligned	3
	Inserting Company name	1
	Inserting your name	1
	Including ob title	1
	Including contact address, phone, email	1
(c)	Use of appropriate graphics, phone, email	2
(d)	Saving	1
(e)	Printing	1

5. *In this Question you are going to create an invoice for ICT Prof Innovations Ltd*

    (a)   Using an appropriate software create a blank Publication of A4 portrait

        (02 marks)

    (b)   Adjust the paper size using the following dimensions to a width 8.4 inches and height 11.8 inches   **(01 mark)**

    (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)   Using appropriate formatting and correct position skills Design the following

        (10 marks)

INVOICE

ICT PROF Innovations			
Invoice No			
Date:			

Dealers in ICT related accessories
Repair & maintenance
    Tel: +256 740000000
    www.ictprof.org
M/S

_____

QTY	PARTICULARS	RATE (shs)	AMOUNT (shs)
		Sub total	
		VAT 20%	
		TOTAL	

ICT PROF Innovations
Tel: +256 740000000
www.ictprof.org

PRODUCTS

(f) Use appropriate uniform background colour **(02 marks)**
(g) Insert your name and combination in the footer **(01 mark)**
(h) Save your publication as my invoice **(01 mark)**
(i) Print your work **(01 mark)**

Marking Scheme for question 5

Qn part	Description	Marks
(a)	**Creating publication**	**1**
	Setting orientation to A4	**1**
(b)	**Adjusting paper size**	**1**
(c)	**Top & bottom margins**	**1**
(d)	**Let & right margins**	**1**
(e)	**Designing top part of invoice**	**6**
	Designing bottom part of invoice	**4**
(f)	**Uniform background colour**	**2**
(g)	**Inserting footer of name and combination**	**1**
(h)	**Saving**	**1**
(i)	**Printing**	**1**

6. Use any desktop software design an advert for **family supermarket** about the availability of various goods and the old prices slashed to new prices (indicate new and old prices). Among the goods in the advert should include:

- Toys for children
- Computers
- Cakes
- Sports kits

Other services will include transportation of goods purchased in bulk **(10 marks)**
(a) Adjust the paper to A3 **(01 mark)**
(b) Insert clip art to represent image(s) or picture(s) of items **(02 marks)**
(c) Use word art and attractive font styles **(01 marks)**
(d) Use attractive font colour **(01 mark)**
(e) Insert an appropriate light background colour **(02 marks)**
(f) Insert your name and combination in the footer **(01 mark)**
(g) Save your advert as your name **(01 mark)**
(h) Print your publication **(01 mark)**

Marking Scheme for question 6

Qn part	Description	Marks
6	**Creating publication**	**2**
	Including in publication	
	• **Name of supermarket**	**2**
	• **Goods sold**	**2**
	• **Other services offered**	**2**
	• **Reduction of price on certain goods**	**2**
(a)	**Adjusting paper size to A3**	**1**
(b)	**Inserting clip art of images**	**2**

(c)	**Use of word art & attractive font styles**	1
(d)	**Use of attractive font colour**	1
(e)	**Attractive light green background**	2
(f)	**Inserting footer o name and combination**	1
(g)	**Saving with name**	1
(h)	**Printing**	1

7 (a) Use any publishing software; design a wedding invitation card for your friends to include the following information **(10 marks)**

At the front of the card with the message

Dan   weds   Christine

At the inside of the card with the message

The family of Alfred Gita and Mary Magdalena of Rwendezous *Together with* *The family of the late Atasi Jimmy and Vivian Keshil of Cantibury* *Coordially invite the company of* *Mr/Mrs/Dr…….…..………………* *……………………………………* *To the wedding o their children* *Alfonso Daniel* *&* *Merida Christine* *Due to take place on 1ˢᵗ April 2010, at High way to Heaven church at 1:00pm And thereafter to a reception at University of* *Pennsylania gardens at 4:00pm* *R.S.V.P* *James marion Willy roberts* *+345 7800000091 +345 7944000*	*Program* ⬦ *Arrival of guests…………11:00pm* ⬦ *Arrival of Bridal entourage……………12:30pm* ⬦ *Wedding ceremony….1:00pm* ⬦ *Departure to reception venue……………………2:30pm* ⬦ *Photo shoot of bridal entourage………………3:00pm* ⬦ *Reception……………...4:00pm*

(b) Adjust the card to slide-fold quarter sheet option **(02 marks)**

(c) Insert a clip art of an image of a **flower** at the front of the card and position it appropriately **(02 marks)**

(d) Use suitable uniform colour to enhance your card **(02 marks)**

(e) Insert a footer of your name and combination **(01 mark)**

(f) Save your card as your name and combination **(01 mark)**

(g) Print your publication **(01 mark)**

Marking Scheme for question 7

Qn part	Description	Marks
(a)	Creating Publication	1
	Designing the font with the given text	3
	Designing the inside with the given text	6
(b)	Adjusting card to side fold quarter sheet option	2
(c)	Inserting clip art of image of flower	2
(d)	Uniform colour of card	2
(e)	Inserting footer of name and combination	2
(f)	Saving with name and combination	1
(g)	Printing	1

8(a) Use any publishing software; design a flyer advertising the book sale of an ICT textbook which must include the following information: **(10 marks)**
- i.. The name o the book as **A'Level Subsidiary ICT**
- ii.. The price of the book
- iii.. An image of clip art representing a book
- iv… The sales outlets for the book (provide names of popular book shops you know)
- v.. The contact information for bulk deliveries
- vi.. Discount information on bulk sales

(b) The book name should be of font bell MT, size 48 **(02 marks)**
(c) Change the colour scheme of the flyer to shamrock **(02 marks)**
(d) Move the image of the book such that it is in the top left corner of the flyer **(02 marks)**
(e) Insert your5 name and combination in the footer **(02 marks)**
(f) Save your work as your name and combination **(01 mark)**
(g) Print your work **(01 mark)**

Marking Scheme for question 8

Qn part	Description	Marks
(a)	Creating publication	2
	Including in publication	
	• Name of book	1
	• Image of clip art for book	2
	• Sales outlets	2
	• Contact information	1
	• Discount on bulk sales	1
(b)	Font type & size of book	2
(c)	Colour scheme o the flyer to shamrock	2
(d)	Moving of image of book to top left corner of the flyer	2
(e)	Inserting footer of name and combination	2
(f)	Saving with name and combination	1
(g)	Printing	1