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For your guidance, the approximate mark for each part of a question is indicated in brackets.

You are reminded of the necessity for good English and orderly presentation in your answers.

In calculations, you are advised to show all the steps in your working, giving your answer at each stage.

All written answers should be provided in the spaces provided in this question booklet.

Calculators are NOT allowed.

Turn Over

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Do all the tasks (Task1, Task 2 and Task 3) specified in this question paper. Task I (20 marks)

The following is an article written by a journalist for publication in a journal.

Ease of Use of Social Media

In the modern society, social media is becoming more significant for each business area. What social media can do for business is to make a company better by allowing people to listen, react and build faster and more efficiently than ever before. According to "18 Reasons to Use Social Media" by Lisa Barone, there are 18 reasons to use social media in business, called the advantages of using social media in business.

In the article "Why Do People Use Online Social Networking", Dachary Carey pointed out that online social networking is positive in helping people connect and collaborate at work. In Carey's opinion, social networking enables people keeping in touch with old friends and making new oneself across the miles available. "It's the ultimate networking tool" said Carey. For individual using, Carey concluded that online social networking is a great way to expand your social circle and get in touch with people you otherwise wouldn't speak with regularly.

In the business area, social networking tools are also very useful. Carey mentioned that both employees and employers can get benefits in looking up jobs and hiring staff. Furthermore, social networking also can be used for advertising new products and deals, communicating with customers or anything else. But, Carey still highlighted out that social networking also carries a few negatives, especially for children. He mentioned that parents must be vigilant to ensure kids are still spending quality time with friends in person due to the danger that using online social networking may lead people withdrawing from real life interactions.

https://www.omicsonline.org/open-access

Figure 1

Perform the following:

1. Name the Word Processor, including the version, installed on your computer

(2 marks)

- 2. Open a new word processor document and
 - a. set the page layout to landscape
 - b. set margins at 2.5cm on the left, right, top and bottom.

(3 marks)

3. Type (without the borders) the article in Figure 1 with the following formatting:

(4 marks)

a. The title should be use an ARIAL BOLD, 15 point font, and aligned CENTRED.

(2 marks)

b. The paragraphs should be TIMES NEW ROMAN, 11 point font and aligned JUSTIFIED

(2 marks)

4. Arrange the first paragraph to have 3 columns, the second paragraph to have 2 columns and the third paragraph to have 3 columns.

(2 marks)

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- 5. Insert a comment in the first paragraph that reads: "This is written without any publicity" on the sentence that begins with "According to". (3 marks)
- 6. Insert a rectangle at the end of a third paragraph into which the journalist will eventually insert his signature.

(2 marks)

- 7. Save your work as Task I.
- 8. Print Task I.

TASK II (20 marks)

The members of a certain village meeting make contributions for Sinking Fund (SF), Savings (S) and other Contributions (C). From each of these headings money to compensate the executive members is deducted. This money is calculated by multiplying the amount in each heading by its coefficient. The total per member is then the sum of the amounts from the different headings. The situation of payments at the end of October in a certain year can be seen in Figure 2.

	Α		C	D .	Е	F	G	Н	- 1-	J	K
		NAME OF MEMBER	TOTAL SF	TOTALS	TOTAL C	FROM SF	FROM S	FROM C	TOTAL PER MEMBER	REMARKS	
									WIEWIDEN		
3	1	ESUA	6000	100000	20000						
1	2	KILIAN	4500	250000	15000						-
5	3	LILIAN	5000	150000	25000						
5	4	MBENG	3000	300000	5000						8,874.0
,		NICOLLINE	4500	50000	30000				1111-11	alud anut	1234
3	-6	OJONG	2500	80000	20000						,
9	 -	PAUL	6000	100000	5000						
0		QUEENTA	3000	75000	8000						
1	- 9	ROSTARD	5000	150000	10000						r
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Figure 2

Perform the following:

1.	Open an appropriate application software and key in Figure 2.	(4 marks)
2.	Write down the formula to calculate the money for compensation from SF in cell F3.	(· ··································
3.	Calculate the manay for a series of	(2 marks)
	Calculate the money for compensation from SF for each member	(2 marks)
4.	Write down the formula to calculate the money for compensation from S in cell G3.	\$
_		(1 mark)
5.	Calculate the money for compensation from S for each member.	(2 marks)
6.	Write down the formula to calculate the money for compensation from C in cell H3.	
		(1 mark)
7.	Calculate the money for compensation from C for each member	(2 marks)
8.	Calculate the total contributed by each member towards the compensation of the executive so far.	(2 marks)
9.	Write down the formula in cell J3 that would insert the word INSUFFICIENT if a members contribu	ition is not
	up to 12000 and SUFFICIENT otherwise.	
		(2 marks)
10.	Calculate the total that each member has contributed so far towards the compensation of executive n	nember's
	for that year.	(2 marks)
11.	Save your work as Task II.	
12.	Print Task II.	

TASK III (10 marks)

The C and Pascal programs below perform the same task. Select any one of them and answer the questions that follow.

C Program

```
#include <stdio.h>
int main(void) {
inti;
  for (i=1;i<=6;i++) {
    if (i<4)
printf("%d x %d = %d\n",i,2,i*2);
    else
printf("%d + %d = %d\n",i,2,i+2);
}
return 0;
}</pre>
```

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Pascal Program

```
program Numbers;
var i: integer;
BEGIN
    for i := 1 to 6 do
        begin
        if i< 4 then
writeln(i, ' x ', 2, ' = ', i*2)
        else
writeln(i, ' + ', 2, ' = ', i+2);
        end;
readln;
END.</pre>
```

1.	Launch either a C or Pascal program development environment, and key in the corresponding program. Compile the program. If any errors, keep correcting and compiling until all the errors are corrected. Save as Task III. (2 marks)
2.	Run the program and observe the output. Write the output you observe in the space below. (2 marks)
3.	Explain what the program is designed to do. (2 marks)
4.	Which programming constructs used in the program are denoted by the keywords if and for. Briefly explain how they function. (4 marks)
	if:
	for:
5. 6.	Save Task III. Print Task III.