

## PRACTICAL WORD PROCESSING LAB ACTIVITIES

Using a suitable word processing application, of your choice, typeset the following dispatch note as it appears and save it as a Dispatch note.

(8 marks)

### KAMU KAMU SWEET BREAD CUSTOMERS DISPATCH NOTE

KAMU KAMU SWEET NREAD (U) LTD

P.O.BOX 224

MAYUGE

TEL: 0772944822/0702944822

Dealers IN Bread, Donats, Bans and cakes.

TO:

KYABAWAMPI STORES

P.O.BOX 8432

KITYERERA

#### DISPATCH NOTE

The following items have been packed and dispatched to your business as per your order No. 184.

<b>Nº</b>	<b>ITEM</b>	<b>QT Y</b>	<b>UNIT COST</b>	<b>AMOU NT</b>
1	Yellow Bread	10 0	1500	150,000
2	Brown Bread	25 0	1200	300,000
3	Bans	50 0	100	50,000
TOTA L				

Sign: .....

KAKOKO ALLAN

SALES MANAGER

(a)Center align the items to be dispatched in the table above.

(2 marks)

(b) Use the formulae in word to generate the total sum of items dispatched. (3 marks)

(c) Change the table headings font to.-Comic Sans MS with a font size 16.5. (2 marks)

(d) Insert a printed water text mark at the background with a text your index number.

(2 marks)

(e) Apply a 3 line boarder around your work, excluding the heading.

(1 mark)

(f) Print your work.

(1

mark)

### **ACTIVITY 1:**

1 (a) (i) Type the following text and save your document as 'Mocks' .

### **MOCKS DONT NECESSARILY DETERMINE SUCCESS AT UNEB**

Chris M.M. Sambenje, now a lawyer, sat for his A' levels at Jinja College in 2000. He sat for Jinja Joint Examinations Board (JJEB) mock exams and results were released when he had scored only 7 points, whereas his friends were celebrating their good results.

Sambenje didn't give up; the poor mock results, rather than buoy him down, provided him with the impetus to work harder. Sambenje narrates that the results came back when they were left with three weeks to the final exams.

He disappeared from the school compound and confined himself to the school library. He would occasionally consult teachers and attend discussion groups. He was able to identify the loopholes that had led to his failure.

Sambenje says that his friends, by then, had relaxed. He finally sat for his UNEB exams, and it was his former Headteacher who informed him that his name was in the newspapers as one of the best candidates in the country. Sambenje couldn't believe that he had topped the school, let alone being among the national heroes.

"My friends thought I deliberately failed mocks just to surprise them at the final exams, but this wasn't so, my failure at mocks was my inspiration to excel at UNEB," he concludes.

Mocks are deliberately harder than the final national exams so that the candidates can assess themselves, to ascertain whether they are capable of performing better at the subsequent UNEB exams.

*Source: The sunrise newspaper Uganda, Thursday, 22 July 2010.*

### **Required:**

a) *Set the top, bottom, left and right margins to 1.4 inches.*

- b) *Change the font for the entire document to 13 points, bookman old style.*
- c) *Justify the entire document.*
- d) *Add a 1 cm first line indent to the 5 paragraphs.*
- e) *Add and right align your name and index number in the footer section of your document.*

## **ACTIVITY 2**

Using a word processor, write an application for a position of your choice.

- a) The application letter must have the following;
  - Return Address.
  - Recipient Address
  - Reference line
  - Job Title
  - Paragraph 1: Introduction about yourself.
  - Paragraph 2: About your education
  - Paragraph 3: Why you feel you are the best candidate for the Job.
  - Paragraph 4: Conclusion of your letter.
  - Closing line and signature.
- b) Save your letter as "Application – your name"
- c) Apply the following Formatting styles.
  - i. Indent your return address to the right.
  - ii. Add today's date after your address
  - iii. Add a greeting line before the reference line
  - iv. Bold and underline your reference.
  - v. Set your left margin to 1.75" and the rest of the margins to 1"
  - vi. Justify paragraph 1, 2, 3 and 4.
  - vii. Add a diagonal water mark with the text "private".
  - viii. Change line spacing of your letter to 1.5 inches.
  - ix. Change all font to Tahoma, size 12pts.
- d) Insert a footer with your name and left align the text in the footer, **PRINT** your work, and write a **CD** containing the letter above.

## **ACTIVITY 3**

Using an appropriate word processing program and prepare the following document:

### **Duchess Of Cambridge Gives Birth!**

**K**ate Middleton's baby is finally here! Buckingham Palace confirms that the Duchess of Cambridge has given birth to a baby boy, the first child for her and Prince William. Kate was admitted to St Mary's Hospital on the morning of July 22. She and Prince William arrived via car through a secret side entrance.

The birth comes after an anxious waiting period. Beginning in early July, press and fans camped outside the Lindo Wing of St Mary's Hospital waiting for the duchess to arrive on her speculative due date... only to be left waiting for days more.

The duchess' pregnancy was announced in December 2012, following months of royal baby

rumors perpetuated by the tabloids. The day of the announcement, Kate was admitted to the hospital for treatment for hyperemesis gravidarum. The illness, an acute form of morning sickness, was thought to be serious enough to affect her entire pregnancy, preventing her from making many public appearances.

But over the course of her second and third trimesters, Kate was as active as ever. Between engagements at schools, museums and Buckingham Palace garden parties, Kate also made time to shop, go to Starbucks and walk her puppy in Hyde Park.

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Source:[http://www.huffingtonpost.com/2013/07/22/kate-middleton-baby-born\\_n\\_3385491.html](http://www.huffingtonpost.com/2013/07/22/kate-middleton-baby-born_n_3385491.html)

**Required:**

- a. Reproduce another copy of the same document on page two.
- b. Centre align, and underline the heading of the pasted document with 16 points, and Georgia font face.
- c. Add an Intense Quote style to paragraph two.
- d. Indent sentences 5 and 5 by 1.2 inches on either side, and italicize them.
- e. Apply line spacing of 1.5 and justified alignment to the document.
- f. Provide your index number and name in the right hand side of the footer.
- g. Save your document with your index number as its name.

**ACTIVITY 4:**

**When common sense is not common**

Something really odd occurred to me the other day. Picture this, a steadily growing family, say a man with two wives and nine children. The second wife is expecting her fourth born and the family is heavily indebted. The only earning adult in the home brings home about Shs2m in a month but total expenditure is close to Shs4.8m please don't ask me where he gets the balance from. Their rented family house is in the rich neighborhood of Naguru and the man owns two cars both financed by bank loans from two different banks. Somehow the family gets by and not all the members are aware of how dire the situation is.

What is most surprising however is the first wife has demanded that her husband throws their two year old son a birthday bash. The party promises to bring together several friends and relatives many of whom are very high calibre and so the man has to come up with ways to finance this event with some "celebrity" musicians invited to entertain the guests, never mind the fact that the two year old is not fully aware it is his birthday. There will be a lot of food and drinking and the disco promises to play late into the night.

Well, there is this country that I know. Actually I'm a citizen in it too and as a responsible voter who painfully pays my taxes every single month of the

year, I'm quite upset by the look of things. I think it's quite irresponsible if I keep quiet or merely grumble but fail to mention this bad state of affairs to you. And why am I upset? Despite our poor state of affairs, seeing that we are a heavily indebted country, we can still afford to do among other things throw a big bash to mark the swearing in of our president of 25 years. Whereas it's debatable if there is anything to celebrate what appalls me is the nerve to party and celebrate while we surely worsen our already bad situation by spending money we don't even have. Someone once made an interesting remark, that many times common sense is actually not common.

- (i) Type the story above.
- (ii) Make your text size 10 and justified
- (iii) Bold the last paragraph and give it text font Tahoma
- (iv) Set the text to 1.5 line spacing.
- (v) Use add drop caps for all the first letters in each paragraph.
- (vi) Save your work as poor country
- (vii) Add you name as footer and Print your work.

### **ACTIVITY 7**

Type the following information as it is: (use font size 14)

### **Education in Uganda**

*The system of education in Uganda has a structure of 7 years of primary education, 6 years of secondary education (divided into 4 years of lower secondary and 2 years of upper secondary school), and 3 to 5 years of post-secondary education. The present system has existed for many years.*

### **History**

Mission schools were established in Uganda in the 1890s, and in 1924 the government established the first secondary school for Africans. By 1950, however, the government operated only three of the fifty-three secondary schools for Africans. Three others were privately funded, and forty-seven were operated by religious organizations. Education was eagerly sought by rural farmers as well as urban elites, and after independence many villages, especially in the south, built schools, hired teachers, and appealed for and received government assistance to operate their own village schools

*Partly adopted from: Wikipedia, the free encyclopedia.*

### **Further required:**

- a) Drop – cap the first letters of each of the paragraphs in the passage to 3 lines
- b) Bolden and under line all dates
- c) Make the headings font type “**comic Sans MS**” and font size 18
- d) Copy the whole text to a new page and do the following changes:
  - i. Remove all the Drop – caps
  - ii. Add a footnote reference for the number of years of existence at the end of first paragraph, “The current system has existed for over 40 years.
  - iii. Insert a yellow-filled text box at the upper right hand corner of the page and in it insert the phase “Education Article”.

Add a hyperlink on the word Wikipedia pointing to the URL: [https://en.wikipedia.org/wiki/Education\\_in\\_Uganda](https://en.wikipedia.org/wiki/Education_in_Uganda)

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## **PRACTICAL PRESENTATIONS LAB ACTIVITIES**

### **ACTIVITY 13**

You have been selected to sensitize the public about the introduction of Subsidiary ICT at A-level.

(a) Use a presentation software to deliver your presentation with the following content:

- (i) Slide 1: A presentation title in word art format and you as the presenter.
- (ii) Slide 2: An introduction about the subject.
- (iii) Slide 3: Use bullets to outline the reasons for studying the subject.
- (iv) Slide 4: Present the table below:

<b>MY SENIOR FIVE SUBSIDIARY ICT RESULTS</b>		
TERM	MARK SCORED	GRADE
ONE	76	D2
TWO	83	D1
THREE	79	D2

(v) Slide 5: Present the first two columns of the table above on a column graph with a slide title ‘**A GRAPH REPRESENTING MY SENIOR FIVE ICT MARKS**’.

- (a) Use relevant images and colors to enhance your presentation.
- (b) Add a header and a footer as your name and personal number respectively.
- (c) Print all your slides on one page.
- (d) Save your presentation as ‘**your name**’.

## **ACTIVITY 1**

You have been a head prefect for the year 2013/14, you are required to make a presentation to mark your reign that will be presented to the students audience during a handover ceremony.

Note: your slides should:

- (i) Run automatically after 5 seconds
- (ii) Contain minimum graphics about your achievements, major events among others.
- (iii) appropriate design as made in the slide master
- (iv) Your email address and contact as footer.
- (v) The date should update automatically
- (vi) Save your presentation as “My Speech” in your folder.

(a) SLIDE1: Appropriate title and your name.

(b) SLIDE2: a preamble statement summarizing your term

(c) SLIDE3: An outline of major or strategic objectives and principles that made you achieve a successful term

(d) SLIDE4: your achievements and challenges

(e) SLIDE5: A memorable recommendation for the incoming leadership

## **ACTIVITY 2**

Road accidents are very rampant in Uganda. Many people have lost their lives in road accidents. You are required, using a presentation software to educate Ugandans about road accidents.

(a) Create 4 slides as indicated in parts (i) to (iv).

Every slide should:

- Use minimal graphical effects to make the presentation entertaining.
- Be able to convey the appropriate message to the community.
- Run with a click of the mouse.
- Custom a unique background in a slide master.
- Have your name and slide number as footer.

(b)

(i) Slide 1: should include the title, your name and your school name.

(ii) Slide 2: should include the actual causes of road accidents in Uganda.



- (iii) Slide 3: Should include the contribution of the traffic police in the prevention of road accidents.
- (iv) Slide 4: should include measures that can be put to avoid road accidents.
- (v) Save your work as “Road Accidents”

### **ACTIVITY 3**

As a Medical officer in your home district, you have been assigned a project to sensitize people in your locality about Aids.

You are required to design four slides.

- i) slide I: Introduction (include definition of AIDS).
- ii) Slide II: Content (How Aids is spread).
- iii) Slide III: What are some of the effects of Aids on families?
- iv) Slide IV: How can we prevent the spreading Aids?
- v) Save your presentations as “Aids”.
- vi) Set your slides to have suitable background.
- vii) Include your name and index number on each slide as a footer.
- viii) Set the slides to run automatically.
- ix) Insert a graphic on each slide.
- x) Print your work.

### **ACTIVITY 4**

The Health Prefect has appointed you as a health educator in your STRAIGHT TALK youth group and you are required to give a talk on the topic, “ABSTAINANCE – the best way of preventing HIV/AIDS”

You are therefore required to:

- a) Design 5 slides as follows:
  - i. Title Slide: Should have the Topic, Your Name and (an automatic-update) Date of Talk.
  - ii. Slide 2: Introduction to the topic and Definition of ‘Abstinence’
  - iii. Slide 3: Four principles that adolescents can use to stay abstinent.
  - iv. Slide 4: Negative Consequences of Sexual Activity.
  - v. Slide 5: Conclusion.
- b) Include Slide Numbers on all slides excluding the title slide.
- c) Save your presentation as Abstinence Talk.ppt
- d) Use uniform text entry animations and slide transitions.
- e) Put your name as a handouts header and index number handouts footer.
- f) Print out one page only, having all the 5 slides.

### **ACTIVITY 5**

As a forest officer in your home district, you have been assigned a project to sensitize people in your locality about the importance of education.

You are required to design four slides.

- i. Slide I: Introduction (include definition of forestry)
- ii. Slide II: Content (types of forests)
- iii. Slide III: Benefits and achievements of forests
- iv. Slide IV: Shortcomings of forests and conclusion, Save your presentations as “forests”
- v. Set your slides to have suitable background
- vi. Include your name and index number on each slide as a footer
- vii. Set the slides to run automatically
- viii. Insert a graphic on each slide

### **ACTIVITY 6**

A Telecommunication Company MTN has appointed you a marketing Officer.

You are required to give a talk on “MTN The Better Connection”.

Design 4 slides as follows:

- i. Slide I should have the introduction of the topic.
- ii. Slide II should have the content of the topic.
- iii. Slide III should show the advantages over its competitors.
- iv. Slide IV should show the future plan of MTN.
- v. Use a different preset backgrounds for each slide.
- vi. Include your name and index number at the end of each slide.
- vii. Apply minimal animations.
- viii. Save your presentation as “MTN”.