

UGANDA CHRISTIAN UNIVERSITY
FACULTY OF SCIENCE AND TECHNOLOGY
DEPARTMENT OF FOUNDATION STUDIES
BASIC COMPUTING PRACTICAL TEST

Time Allowed: 1 h

The DVC Academics,
UCU,
Mukono.

Re: Application for a course in general management.

I wish to apply for a course in general management in UCU starting from September 2014 at the main campus. One of the course units should be financial management. If everything goes according to plan I expect to graduate in the month of April in the year of our Lord 2017.

Yours faithfully

Student

REQUIRED: perform the following:

- a. Open a word document and type the enclosed text. Give it your Names
- b. Align “Re: Application for a course in general management.” to the center. Capitalize and underline it with blue double lines. Set its font to Times New Roman and size to 18.
- c. Insert Date and Time at the end of the word Student
- d. Bold all the figures and give them a red color.
- e. Over line “The DVC Academics” with red double lines
- f. Strike through “UCU” with a single line
- g. Underline “Mukono” with blue Bold Dots.
- h. Insert your name as a header and regno as footer.
- i. Copy the highlighted paragraph and paste it five times in your page and
 - (i) Align the original paragraph to center and give it its own border.
 - (ii) Align the second paragraph to right and color it blue
 - (iii) Justify the third paragraph and capitalize it
 - (iv) Indent the fourth paragraph by 1” before and after text
 - (iv) Italicize the fifth paragraph and set line spacing to 1.5
- j. Type A3Bten in the form A³B_{ten}
- k. Insert in your page a small circle and a triangle.

- l. Type your name using WordArt at the bottom of your page. Resize it to fit on your page
- m. Give a border and a background to your page.
- n. Save your work in your folder.
- o. Create another folder, name it Practical Work and copy your folder (UCU BC) and paste in the folder you have created.

Question 2 Spreadsheets

	A	B	C	D	E	F	G
1	Mark Sheet						
2	Names	Test Mark 1	Test Mark 2	Test Mark 3	Total	Percentage	
3	Gorge	80	65	70			
4	Koos	80	72	75			
5	Bianca	56	85	68			
6	Jabulile	78	76	68			
7	Nadine	78	60	82			
8	Jamie	45	57	40			

Questions

- a. Format the Title to Bold and Font Size 14
- b. Insert a new student below Nadine. The student name is Leigh
- c. Leigh has the following marks, Test Mark1 – 63, Test Mark2 – 70, Test Mark3 – 81
- d. Using the sum formula calculate the Total for each Student (column E)
- e. Calculate the percentage for each student in column F(all marks are out off 100)
- f. Using the Max formula insert the Maximum Mark for each Test
- g. Using the Min formula insert the Minimum Mark for each Test
- h. Using the Average formula insert the Average Mark for each Test
- i. Create a chart to display Students Marks (Clustered column). The title should be Students Test Scores, x-axis Student Name, y-axis Student Marks.
Insert the chart on a separate chart sheet
- j. Place the Legend at the Bottom of the Chart
- k. Place Border around all the fields in the spreadsheet