

Answer all the questions.

1. As the Graphic Designer of Suumsum Publishers, use MS Publisher to design a business card with the format below:

Name:

Job Position:

Organisation:

Address:

Telephone Number:

Email Address:

Website Address:

- (a) Provide your own data to complete the template of the business card.
- (b) Insert a clipart for the company's logo.
- (c) Use your full name as Watermark in the document.
- (d) Insert your date of birth as footer.
- (e) Save document as **PROFESSIONAL** in the folder created on the desktop.

[15 marks]

2. The table below shows marks obtained by students in an examination.

	<i>Name</i>	<i>Course</i>	<i>Marks</i>	<i>Grade</i>	<i>Status</i>
1	Osibu	English	62		
2	Okuseye	French	90		
3	Sheda	Latin	34		
4	Mallam	English	96		
5	Mark	English	70		
6	Billy	Arabic	34		
7	Nana	French	78		
8	Nii-Takyi	Spanish	89		
9	Obibinii	German	87		
10	Gyan	English	67		

- (a) Create the table above in a spreadsheet application.
- (b) Using the appropriate function or formula:
 - (i) derive the grade and status of each student's mark based on the grading system below;

GRADING SYSTEM

<i>MARK</i>	<i>GRADE</i>	<i>STATUS</i>
80 - 100	A	EXCELLENT
70 - 79	B	VERY GOOD
60 - 69	C	GOOD
50 - 59	D	CREDIT
40 - 49	E	PASS
0 - 39	F	FAIL

(ii) derive the number of students that obtained grades A and F.

(c) Insert a footer with your full name.

(d) Save the workbook as **GRADES** in the folder created on the desktop.

[15 marks]

3. (a) Create a database and name it **STUDENT** in the folder created on the desktop.

(b) Create a table using the data below:

<i>Index Number</i>	<i>Surname</i>	<i>Other Names</i>	<i>Gender</i>	<i>Qualification</i>	<i>Date of Birth</i>	<i>Weight</i>
001A	Azumah	Nelson	M	MBA	20/01/80	183LB
002A	Bentil	Sarah	F	Ph.D	14/11/62	191LB
003A	Cocoshie	Mamle	F	BA	10/01/81	152LB
004A	Abugleh	Dinah	F	ICSA	01/02/82	183LB
005A	Benyiwah	Efua	F	BSc	02/10/85	183LB
006A	Quarshie	Eric	M	MBA	28/02/72	157LB

(c) Save the table as **tblSTUD**.

(d) Use the index number field as the primary key.

(e) Insert a field between Date of Birth and Weight, and name it Place of Birth.

(f) Fill the Place of Birth column with your own imaginary names of towns for each record.

(g) Sort the table by Surname in ascending order and save as **SSTUD**.

(h) Select female persons who were born in the 80's and save as **STUD80**.

[15 marks]

END OF PAPER