A PRACTICAL GUIDE TO SUB ICT & COMPUTER STUDIES.

(A Complete Practical Guide to 0'Level, A 'Level & Institution Computer studies and ICT Scholars)

BY

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PGDISEM - UMI, PGDIT - ISBAT & BAE KYU.

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All positive and negative criticism is welcome through;

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The continued efforts of my fellows in the field for their continued involvement, practice and teaching ICT in particular Mr. Mwesigwa Joseph – St Micheal High School – Ssonde, Mr. Dyogo Andrew HOD ICT Mpoma Royal, Mr. Isiko Kenneth HOD ICT Namilyango S.S.S Mr. Musa HODCT Bombo S.S.S, Mr. Ngobi HOD ICT Jinja Progressive, Mr.Odongo HOD ICT Namilyango vocation to mention.

PREFACE.

This book covers basics of ICT like Windows and Accessories, Ms Word Processor, Ms Excel (Spread Sheets), Ms Power Point (Presentation), Ms Access(Data Bases), Ms Publisher and web Design moreover each of them having over ***25 resourceful questions*** for reference and simplicity.

In trying to write this book, I have made it so simple (Simple — Complex) bearing in mind that most learners/students have insufficient or no background knowledge about the use of computers.

This book does not only predispose on the student's use in school but to anyone outside there that may be willing to learn how to launch and use IT basicprograms.

It is however important to note that the author has carefully studied the habitual National Examination computer studies/Sub ICT syllabi and has carefully complied content and resourceful papers from resourceful heads, so interesting, and moreover comprehensible to cater for this field of teaching ICT at different levels. It is therefore important for the students and teachers to snatch themselves a copy so as to ease the teaching — learning process.

This manuscript is also an inspiration from the 0' level and recently rationalized secondary schools A' level Curriculum for ICT and Sub math that affect tertiary and university entry prerequisite.

It has also been an inspiration that has been as a result of constructive criticism from our fellows in the field and my own students that have driven me to come up with such organized manuscript as a need to strengthen computer skills in schools and at individual level.

Compiled content herein is to guide the teacher and learner during practical based sessions and partly theory but majorly aims at equipping learners with computer skills.

NB. To my fellow readers/users; I am aware of a number of ICT study pamphlets and text books and guides that have already been published and steadily supplied country wide. However, ***"Computer Studies/ICT Practical Guide"*** as a guide book has steadily and carefully been compiled and revised 'by the teachers who have tested the hiccups in delivering of content in this noble field.

DEDICATION

I dedicate this Guide book to all my students of The Science Foundation College and St. Michael High School Ssonde who have used part of this book's content to their benefit.

I cannot satisfactorily rate the contribution of my family in particular my wife Nabwire Kauthar, my beloved mother NURIAT KOMUSHANA and my brother Qaasim Abdallah and family whose hobby is to read and get informed on how to better their day today living and standards.

TABLE OF CONTENTS

ACKNOWLEDGEMENT	3
PREFACE	4
DEDICATION	5
INTRODUCTION TO WORD PROCESSING	7
POWER POINT	
ELCTRON IC SPREADSHEET (MS EXCEL)	68
WORKSHEET DATABASE MANAGEMENT	87
DATABASE. (MICROSOFT ACCESS)	126
PUBLICATION (MS PUBLISHER)	
WEB DESIGN	163
INTRODUCTION TO BASIC HTML	165

INTRODCTION TO WORD PROCESSING.

An electronic Word processor is application software that enables the user to create, edit, format and print more professional text-rich documents.

A word processor (more formally known as document grounding/preparation system) is a computer application used for the production (including composition, editing, formatting, and possibly printing) of any sort of printable material

Computer word processing is application software that encompasses the production of professional looking documents. These documents may include the following; memos, circulars, preparing letters, greeting cards, doing simple office works to mention but a few.

In a typical office where documents are typeset, formatting and editing of such documents becomes a nightmare where manual modes of document production, filling and transmission are used.

In order to minimize and eliminate such hustles, several electronic devices and services by computerized systems and electronic typewriters have been developed for more efficiency and effectiveness in document production. There has always been a need to come up with better writing tools to improve on efficiency and legibility of the written work.

Therefore, computerized word processing systems have gotten easy to use document edits and formats features capable of making documents look more and more business like if well mastered. Some people and organizations earn their living by producing documents for others using computerized systems.

Therefore, it is important that learners get introduced to the basic practical knowledge and skills of word processing in order to be able to produce and communicate documents better.

ELECTRONIC WORDPROCESSORS

Word has got a number of versions and these include the following

a) Ms Office 97,
b) Ms Office 2000,
c) Ms Office 2003,
d) Ms Office 2007
e) Ms Office 2010.
f) Ms Office 2013 and 2016

Examples of word processing software/applications include;

i. Ms Office word processor.
ii. Word pad.
iii. Lotus 1, 2 and 3.
iv. Corel Word Perfect
v. Apple Works.
vi. Professional writer.
vii. Word Pro
viii. Office org.

ADVANTAGES OF WORD PROCESSOR PROGRAMS

- Easier to use due to automated features such as Word-wrap, autocorrect and auto complete, find and replace feature etc.
- They have superior editing tools such as spelling checker, the Thesaurus, etc., hence making editing easier.
- Can store documents for future retrieval.
- They have superior formatting features that make a document more appealing to the reader.
- The user can produce multiple copies more easily.
- Copy and move (cut) operation make it easier to manipulate a document.

FEATURES OF A WORD PROCESSOR WINDOW:

Most word processors have common features. Each task appears in a rectangular area called an **application window**

1) Title bar.

A title bar indicates the task currently running. On its right are the minimize, restore and close button.

2) Menu bar.

The menu bar provides the user with a group of commands. Each command has a drop down list, when click used to create and manipulate a document.

3) Toolbars/formatting tool bar

Toolbars consist of buttons of commands (icons) that provide shortcuts to commands available in the menu bar. The two default toolbars are the standard and formatting toolbars.

The formatting tool bar

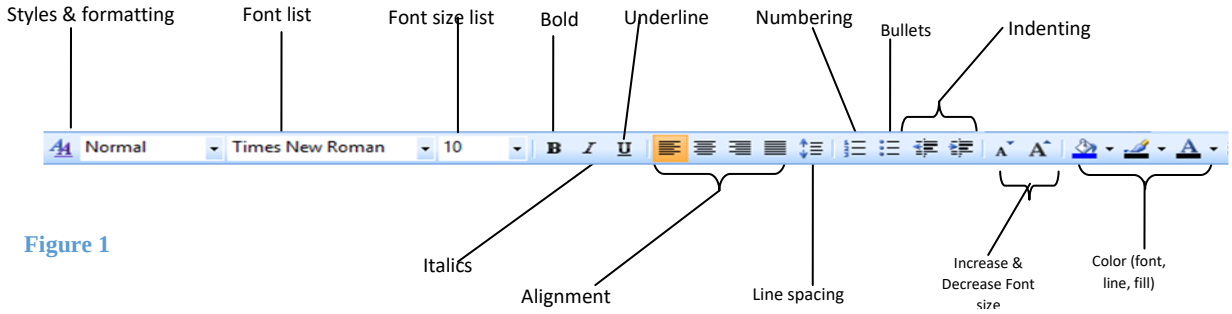


Figure 1

5) Status bar

The status bar is the communication channel between the user and the application program. It displays the current page, section line and activities such as file saving progress.

CREATING A DOCUMENT USING MICROSOFT WORD.

While Word 97-2003 look alike and are compatible, Word 2007/10 radically deviates from these versions in the look and menu layout. There is no File menu and once text is highlighted/blocked, ***a floating formatting toolbar*** is displayed above the selected text. Moreover, documents saved in 2007/10 format cannot be opened in the previous version unless you save the file in compatibility mode.

The appearance a Microsoft word processor window

This is the work area where you create your document. It resembles an ordinary piece of paper.

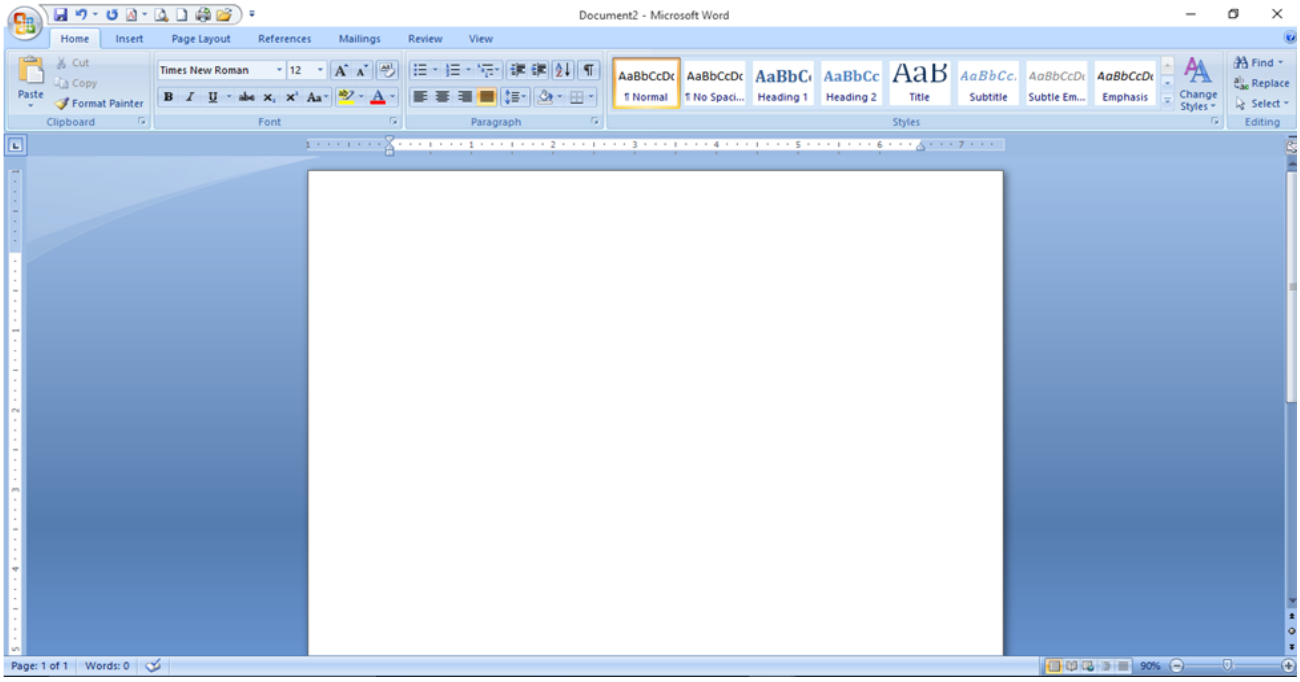


Figure 2

1) Document Typesetting/Typing Text.

When typing, once the cursor reaches the end of the current line, it automatically jumps to the next line. If a word does not fit in the current line, it automatically wraps at the beginning of the next line. This is referred to as **word wrap.**

2) Saving a document

- On the office button/, File menu click the **Save As** command.
- Select the storage location from the Save in list box.

Type the name of the file in the **File name** box then click OK**/save.**

3) Editing a document

Making changes or modifying an existing document is called editing. Some editing operations include:

4) Deleting text, files and folders.

To delete a character, a word or a block of text:

- Highlight the text to be deleted.
- Press the delete key or the backspace key.

Note:

- Delete key erases a character to the right of the cursor while the backspace deletes characters to the left.
- Use the type over mode to write characters to the right of the cursor or insert mode to insert a character(s)

5) Find and replace

Find and replace is used to locate a word or a phrase and replaces it with another.

To find and replace a word or phrase:

- On the **Edit** menu, click **Find** or **Replace**.
- In the **Find what** box, type the word or phrase to find.
- Click the Replace tab. In the **Replace with** box, type the word or phrase to replace the target word or phrase.

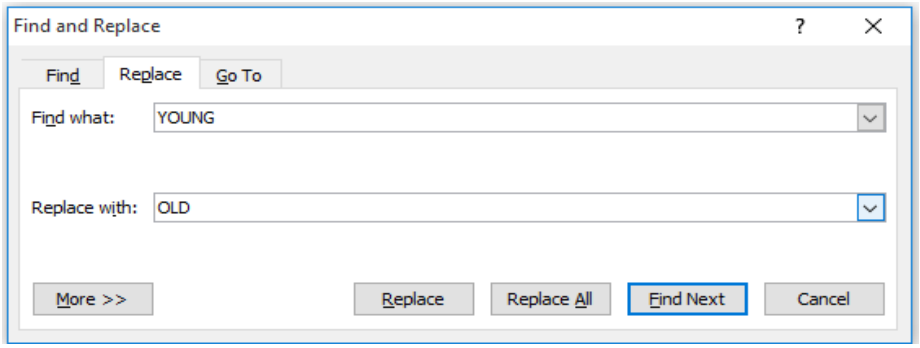


Figure 3

6) Spelling and grammar check.

Spelling and grammar checker automatically locates wrongly spelt and misspelled words and grammatical mistakes.

To spell check a document:

- On Tools menu click **Spelling and Grammar** or press **F7**.
- In the Spelling and Grammar dialog box, misspelled words are shown in red while grammatically incorrect phrases are in green.
- From the suggestion list, select the correct spelling or grammar.
- Click **Change (All)** button. To ignore, click the **Ignore (All)** button.

7) Thesaurus.

The thesaurus allows the user to automatically find words or phrases with similar meaning (synonyms) or opposite meaning (antonyms) to the one selected.

To use the thesaurus:

- Highlight text.
- On Tools menu, point to Language then click Thesaurus.
- Select a synonym or an antonym.

8) Autocorrect and auto Text.

Autocorrect and Auto Text are used to automatically correct a commonly misspelled word and insert a predefined text when creating a document.

To create an autocorrect or auto text:

- On the **Insert** tab menu, point to **Auto text**, and then click **Auto text** command.
- Click the **Auto text** or **Autocorrect** tab and type the autocorrect or auto text.

Click OK to apply and close the dialog box.

9) Undo and redo.

Undo reverses the most recently executed command while redo reverts back to the cancelled action.

10) Superscript and Subscript.

A superscript appears just above the rest of the characters as in cm^2 while a subscript appears just below other characters as in H_20.

11) To make text superscript or subscript:

- Highlight character(s):
- On the Formatting tool bar, you can directly select it i.e. X_2 or X^2, or click Font

On the **Font** dialog box check **superscript** or **subscript**.

12) Paragraph formatting.

A paragraph is a special block of text dealing with a single theme and starting on a new line or indent. Some of the formatting features you can apply onto a paragraph include: alignment, setting tabs and indents, drop cap, bullets and numbering, line spacing, inserting columns and page breaks.

13) Alignment.

Alignment is the arrangement of text relative to the left margin, center of page or the right margin. The five major alignment options available are the left, center, right, justified and force justified.

To align text:

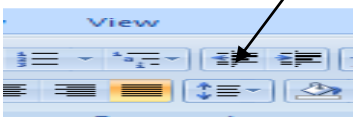
- Highlight the text.
- On the Formatting tool bar, click **Paragraph**.
- In the dialog box, select the **Alignment option** then click OK.

14) Line spacing.

Line spacing is setting space between lines, paragraphs or blocks of text.

15) To space lines:

- Highlight the lines of text.
- On the Format menu, click Paragraph.
- In the Paragraph dialog box, select the line spacing option from the line spacing list box then click the OK button.



16) Setting tabs and Indents.

Tabs refer to definite cursor stops when the tab key is pressed.

Indenting is moving a sentence or a block of text away from the margin using the tab key.

17) To set tabs and indents:

- On the **Formatting tool bar** menu, click **Tabs.**
- In the **Tab** dialog box, set the tab stop, alignment and leading then OK.
- Press the **Tab** key to increase or the spacebar to decrease the indent, alternatively, click the **Increase/Decrease** indent buttons on the formatting toolbar.

18) Drop cap.

A drop cap is a large character in a paragraph that occupies more than one line down.

19) To create a dropped cap:

- Highlight the paragraph you want to begin with drop cap.
- On **Format** menu, click **Drop cap**.
- **Click Dropped** or **In Margin**.
- Specify the number of lines and other options then click OK.

20) Mail Merge.

A mail merge is a tool that aids the users create one document and be able to send it merge it to a multiple of recipients.

- To Start a Mall Merge: Select mailings —>Mailings, start mail merge —> you can select from the dialog box an option i.e. “start a step by step mail merge” or you can use a mail merge wizard.
- To Select a Data Source: In the Mail Merge task pane, select the appropriate option under Create recipient list and click next. Perform the necessary tasks and click next when you’re finished.
- To Insert a Merge Field: In the Mail Merge task pane, click and drag the appropriate merge field to the desired location in the publication. Use the options listed under more items as necessary. Click Next.
- To Complete the Merge: Select the desired option under Create merged publications and performs the necessary tasks.

21) Text bolding, Underlining and italicizing.

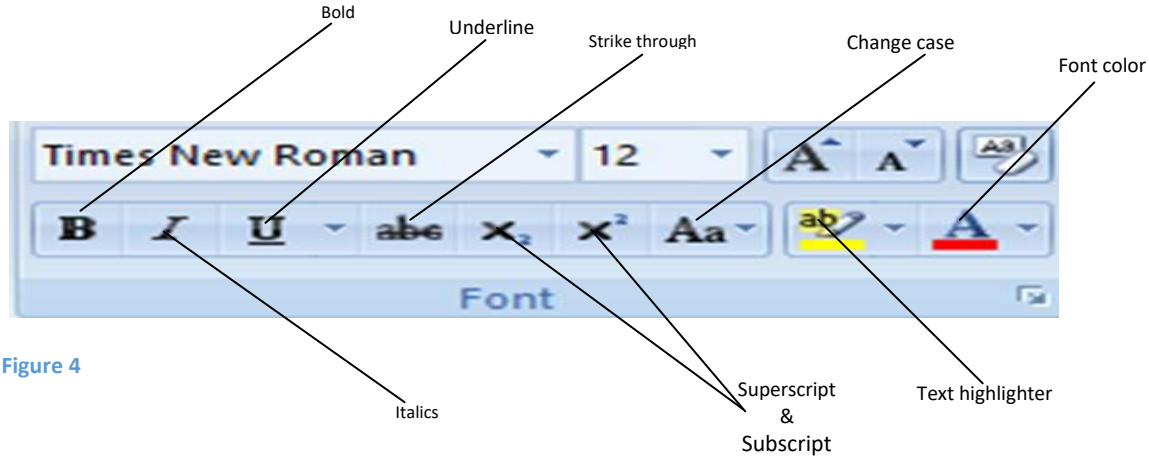


Figure 4

22) How to Bold

Press **Ctrl + B**

Click the "B" icon on the **Home tab** at the top of Word

23) How to Underline

Press **Ctrl+U**

Click the —**U**" icon on the **Home tab** at the top of Word.

24) How to Italicize

Press **Ctrl + I**

Click the —**I**" icon on the **Home tab** at the top of Word

25) Saving in Ms-Word.

- If saving for the very first time…
- Click: Office button+ Save Type File Name+ Choose Location+ Save

26) Keyboard Shortcut.

- Ctrl+S+Type File Name + Choose Location+ Save.

27) Saving after Editing.

- If you want to change the File Name of the edited document from the one you started with but maintain the original document.
- Click: Office button+ Save As+ choose format +File Name+ Location

28) Saving while Editing

- Press Ctrl +S

OR

- Click the save icon on the top left corner of the word window.

29) Word offers five views of your document:

1. **Print Layout View**—this is the view Word users generally stay in during most of the editing session.
   The Print Layout view displays your document exactly as it will appear on the printed page when you print the document.
   By editing in the Print Layout view, you can more accurately see how those changes will affect the final printed document.
2. **Outline View**—the Outline view button enables you to manage outlines you create in Word.
3. **Draft View**—the Draft view hides all margins, pictures, headers, and footers from your document so that you can see and edit strictly the text inside.

Press the **Delete key** (which is labeled **Del** on some keyboards) or **Backspace** Key to delete characters where the insertion point appears.

Every time you press **Delete**, Word removes one character to the right of the text cursor (including a space, number, or even a blank line if that's where the insertion point is positioned).

When you press **Back space** key, Word removes one character to the left of the text cursor.

F5 - Displays the Go to dialog box.

Shift + Enter-Moves the text cursor to the next line but does not start a new paragraph or insert a Paragraph mark.

EDITING COMMANDS AND KEYBOARD SHORTCUTS.

Ctrl+ left -arrow Moves the text cursor to the beginning of the word.

Ctrl+Shift+left - arrow Moves the text cursor to the left and selects text as it moves by highlighting the text.

Ctrl+Right- arrow Moves the text cursor to the end of the word.

Ctrl+Shift+right-arrow Moves the text cursor to the right and. select text as it moves by highlighting the text.

Up arrow -Moves the text cursor up one line at a time.

To print.

Select printing options like printer & number of copies

Click: Office button + Print + Print

Quick Print (sends the document directly to the default printer without making changes)

Click: Office button + Print + Quick Print

Print preview (preview & make changes before printing)

Click: Office button + Print + Print preview

Close Preview when through

Determine What to Print

Click to select either All or Pages to designate that you want to print the Entire document or only a portion of it. If you click **Pages, type the page** Number or arrangement of page numbers (such as 2-5 or 1-10, 15-25) that you want to print.

After selection,

How to Copy

Press Ctrl + C to copy the selection to your document. The original text remains unchanged in the document. The selected content is copied and held into the clipboard.

OR

Right click on the highlighted text & choose copy from the menu

How to Cut

Press Ctrl + X. This moves the selected text from its original location to the clipboard. This option leaves no copy behind.

OR

Right click selected text & choose Cut option

How to paste

Choose location

Press **Ctrl + V**

OR

Right click on the location & choose paste option.

Note

The ribbon bar's **Clipboard section contains the typical Cut, Copy, and Paste** options in case you don't want to use the keyboard shortcuts.

Creating a multicolumn news letter

- Type your document.
- Format your headline
- Select the text you want to appear in your columns
- Request a section Change
- Click your ribbon's **Page Layout tab** and click the **Breaks button** to display the available section breaks you can insert.
- Select **Continuous** to convert your selected txt to a new section and make it reside on the same page as your headline Word adds.

When we add a new story, we want it to begin on a new page. To do this, you can add breaks.

There are two types of breaks, page breaks and section breaks.

Section breaks allow you to format things like headers and footers differently. For example, we don't want headers on pages with a title, but we do want them on other pages. Section breaks are ideal for this. If you didn't have them, each page would have the same header.

Steps for section Break

- Scroll to the end of your first story, and 'left click on a new line
- Click on the Page Layout tab at the top of Word. Locate the Page Set up panel and the Breaks item:
- Click on Breaks to see the following menu
- Select Section Breaks > Next Page.
- This adds a new page to your document, and a new section.

Page breaks and section break

When we add a new story, we want it to begin on a new page. To do this, you can add breaks.

There are two types of breaks, **page breaks** and **section breaks.**

Section breaks allow you to format things like headers and footers differently for example, we don't want headers on pages with a title, but we do want them on other

pages. Section breaks are ideal for this. If you didn't have them, each page would have the same header.

Steps for section breaks.

Scroll to the end of the first story and left click on the new line.

Click on the page layout tab at the top of the word. Locate the page set up panel and the break item

Click on breaks to see the following menu.

Select section breaks > next page.

This adds a new page to your document and a new section.

RESOURCE QUESTIONS FOR WORD PROCESSOR

QUESTION 1.

(a) Using Microsoft word, type the passage below as it is and answers the questions that follow.

"**UNESCO hails Uganda"**

The Director General of the United Nations Educational, scientific and cultural Organization (UNESCO), KIOCHIRO Matsuura, has commended Uganda's efforts in emphasizing science Education. Matsuura, who is here for a two-day visit, said on his arrival at Entebbe Airport yesterday that the UN agency was "enjoying a strong bilateral relationship with Uganda.

"We appreciate Uganda's efforts in embracing science and cultural education as part of national development. This being my first official visit here, I hope strengthen the ties between Uganda and UNESCO", Matsuura said.

He emphasized that Uganda's cultural and scientific education statistics which stand as shown in the table below were encouraging by world standards. These statistics were carried out in the year 2000, 2001, 2002, 2004 for both cultural and science education.

Cultural education:
Males (%) 70, 50, 28, 40, and 80
Females (%) 60,30,96,48 and 78
Science education:
Males (%) 30,78,90,20 and 60
Females (%) 56,89,76,59 and 90

	Males		**Females**	
Cultural education	Year	%	Year	%
Science Education	Year	%	Year	%

(i) Set the font size to 13 and double space the document.

(ii) Copy the document and paste it on the next page.

(iii) Set the title "UNESCO" hails Uganda to font size 14 and bolded.

(iv) Set the margins to(1.5) and (1.3 right) then bottom and top (1.2)

(v) Set the document body text to' Arial Narrow"

(vi) Insert the header as "Diploma" and in italics

(vii) Set the whole document to justified and font color, red

(viii) Number pages in uppercase alphabet.

(ix) Save your work.

QUESTION 2.

Enter the document below to any word processor available in your computer.

Computers in business.

Different types of businesses commonly use computers to assist with day-to-day operating activities as:

- *Sales Order Entry*: procedures for handling customer orders, including receipt of the order and verification of availability of ordered stock.
- *Inventory Management and Control*: procedures of tracking, counting, and reordering stock items.
- *Personnel Management*: procedures for maintaining employee information (such as hire date, salary, performance rating, and date of last review) for both development and reporting purposes.
- *Payroll*: procedures for producing paychecks and reports on employee compensation.
- *Accounting*: procedures for maintaining the company's financial records.
- *Security*: procedures for controlling who has access to what data and information at what times and where, and who may enter data to a computer-based information system.
- *Investment and General Financial Management*: procedures a company institutes, follows, and reviews to guarantee profit and growth.

Computers are also being used in business to collect and analyze data, to produce concise information for management in a clear format suitable for making decisions, and to help managers avoid being overloaded with unnecessary information.

To keep up to date with detailed information about how computers are being used in the various sections of the business and banking world, consult well-known business publications such as *Business Week*, *Fortune*, and *The Wall Street Journal*, as well as computer publications such as *PC World* and *Macworld*.

Source: Hutchinson, Sarah E. and Sawyer, Stacey C. (1992). Computers The User Perspective, 3rd edition, pg. 31, ISBN– 0-256-10435-2

Required:

(i) Change the heading to upper case, bold and underline it.

(ii) Change the font of the whole document to Tahoma, point size 11 except the heading which should be point size 15.

(iii) Add your name as header.

(iv) Save your file as Computers in Business.

(v) Print out a hard copy.

QUESTION 3.

(i) Using the suitable word processing software, type this document as it is.

HUMAN BEINGS

Most infants are guided through life by a parent or guardian and taught how to talk, walk, eat and generally behave. The socialization process begins as soon as we are born when we being to imitate people around us, copying the shapes and noises in our environment. Many other people and circumstances affect our appearance, attitude and behavior, such as work, lifestyle, ethnicity, family, environment, peer group (friends), gender, media etc.

Human beings are very different throughout the world and opinions of what constitutes a natural or nurtured human being differ enormously. Without socialization, an individual would bear little resemblance to any human being defined as "normal" by the standards of his or her society.

There have been some instances where a person has been deprived of the assistance of a parent or any other social and human presence. These beings are often referred to as feral people meaning "wild".

An example of feral people was the Wolf-infants of Midnapore who were reportedly found in a wolf den in a Bengal forest in 1920. The infants, age two and eight, walked on all fours, preferred a diet of raw meat, howled like wolves and lacked any form of speech.

(Adapted from: McKenzie and Bryden (2004:50), Introducing Word 2000 for Windows)

Further Required

(ii). Copy and paste the document to page 2
(iii). Using the copy on page 2, center, bold and underline the heading and make it font size 24.
(iv). Center aligns the second paragraph and make it all italics.
(v). Italicize the source of the document and make it font size 8.
(vi). Spell checks your document.

(vii). Insert your name and index number as footer.

(viii). Save your work as My Work.

QUESTION 4.

(a) (i) Launch a suitable word processing application, typeset the following document as it appears, save as "TEEP 2016"

APPLY FOR THE TEEP 2016 PROGRAMME
Top to form
Welcome to the 2016 edition OF the Tony Elumelu Entrepreneurship Programme (TEEP), the flagship programme OF The Tony Elumelu Foundofion.

Please note you can save your informofion of any point in the process and return to complete your saved applicofion before the closing date to complete your application.
In order to speed up the application process, prepare these documents before you start your application.
Required documents are:

valid government-issued identification
Official business registration certificate
official evidence of business ownership
Official evidence of directors
official consent by partners to apply

(ii) Copy and paste the document to page two which you will use to perform the rest OF the instructions.

(iii) Using the copied work on page 2, Centre align the heading, Font size 20.5, and font style comic sans ms

(iv) Apply appropriate bullets on all the required documents for the application.

(v) Add a hyperlink "will Run For The Whole Year" to the word 2016 PROGRAMME

(vi) Using a word feature, replace the word of with OF every where it appears in the document. It should be bold, italics and underlined.

(vii) Insert a relevant clip art behind the text on page two

(viii) Insert an end note "Lets kick out youth unemployment" on TEEP found in the second paragraph.

(ix) Insert a relevant clip art behind the text on page two

(x) This clip should be 2cm and 3cm width and height.

(xi) Add a footer as your name and personal number
(xii) Print all your work

QUESTION 5

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

The time table below will be out by the beginning of next academic year. It should be copied and filled with relevant subjects.

Senior Four Time table 2010									
	8:00-9:00	**9:00-10:00**	**BREAK**	**10:30-11:30**	**11:30-12:30**	**LUNCH**	**2:00-3:00**		**3:00-4:00**
Mon									
Tues									
Wed							**FREE**		
Thur									
Fri									
Sat									

Note: The outer boarder 4point

(ii) Put footer as your name and index number.

(ii) Color "senior four Time table 2010" "BREAK", "LUNCH", and "FREE" green

(iii) Save your work as your name and personal number.

(iv) Print your work

QUESTION 6

(a) Open an appropriate word processing program and prepare the following extracted document from https://en.wikipedia.org/wiki/2018_FIFA_World_Cup as it appears:

2018 FIFA World Cup

The 2018 FIFA World Cup will be the 21st FIFA World Cup, a quadrennial international football tournament contested by the men's national teams of the member associations of FIFA.

It is scheduled to take place in Russia from 14 June to 15 July 2018, after the country was awarded the hosting rights on 2 December 2010. This will be the first World Cup ever held in Eastern Europe, and the first held in Europe since 2006,

all but one of the stadium venues are in European Russia, west of the Ural Mountains to keep travel time manageable.

The final tournament will involve 32 national teams, which include 31 teams determined through qualifying competitions and the automatically qualified host team. A total of 64 matches will be played in 12 venues located in 11 cities. The final will take place on 15 July in Moscow at the Luzhniki Stadium.

The winners will qualify for the 2021 FIFA Confederations Cup.

Host selection

The bidding procedure to host the 2018 and 2022 FIFA World Cups began in January 2009, and national associations had until 2 February 2009 to register their interest. Initially, nine countries placed bids for the 2018 FIFA World Cup, but Mexico later withdrew from proceedings, and Indonesia's bid was rejected by FIFA in February 2010 after the Indonesian government failed to submit a letter to support the bid. During the bidding process, the three remaining non-UEFA nations (Australia, Japan, and the United States) gradually withdrew from the 2018 bids, and the UEFA nations were thus ruled out of the 2022 bid. As such, there were eventually four bids for

You are required to:

(i) Create another copy of the same document on page two without retyping.

(ii) Centre align, and underline the heading of the pasted document.

(iii) Apply a picture of football as water mark to the document.

(iv) Design the rest of the document to have 1.5 spacing and justified.

(v) Include Wikipedia, the free encyclopedia as footnotes on the word Luzhniki.

(vi) Provide your personal number and name on the footer.

(vii) Save your document with your name and personal number.

(viii) Print the entire document.

QUESTION 7

a) Key in the following text as it appears using a word processing application of your choice and save it as "Internet"

"Internet", "world wide web", and "web page" are no longer the buzzwords now. They are now a reality. The internet is the world's largest computer network and is referred to as the network of networks. One of the subsets of the internet is the World Wide Web.

The WWW is based on three mechanisms that are
Used to make resources that is

- Protocols
- Addresses and
- HTML

(i). Change the drop capped characters to font colored red.
(ii). Change text alignment to justify.
(iii). At the top of your work, insert a heading, "the internet", centered in font size 18 double underlined and in upper case
(iv). Using available word processing application present the following as it appears.

QUESTION 8

a) Typeset the document below as it is and save your work as computer performance.

Computer Performance
In order to compare how fast computers can process data, we have to measure their performance.
There are a number of measurements of performance.
Clock speed, MIPS, FLOPS & Benchmark tests are all used. Some are a better measure than others.
The table below shows impact of each element on system performance.

	Tactic	Effect on Performance
	Increase clock speed	Increase
	Increase data bus width	Increase
	Increase Cache memory	Increase
	Increase Address Bus	None

	Number of processors	Increase
	Increase RAM	Slight Increase

(b) (i) Format the title as follows. All caps, Center, Bold, and enclose it in a text boarder.

(ii) Insert a new row between row 4 and 5 and include the item below and numbering

Increase VRAM	Increase graphics performance

(iii) Change the table color boarder to orange

C. (i) Highlight with a light blue color the word increase wherever it appears in the document

(ii) Include a header and footer your name and index number respectively

(iii) Include a Hyperlink at the bottom of the page in such a way that allows you to move at the top when clicked

(d) Print a copy of your work

QUESTION 9.

You are provided with the Science foundation college club time table.

Using a word processor, you are required to produce the below time table exactly as it appears

DAYS	**TIME & GROUP**					
MONDAY	**MORNING**		**LUNCH**		**BREAK**	07:00-9:00
TUESDAY		11:50-1:00PM		2:00-3:20PM		
WEDNESDAY						
THURSDAY		8:20-1:00AM				
FRIDAY		1:00-12:30AM				
SATURDAY						

a) Feed in the blank time table with club activities of your choice.
b) Make a print out.

QUESTION 10

(a) (i) Using a word processor, type the text below as it is

Do not wish to be anything else, but what you are and try to be that perfect. No problem can stand the assault of sustained thinking. The worst bankruptcy in the world is the person who has lost Enthusiasm.

A man's success is not how much money he has made, but what kind of family he has brought up. Luck is what happens when preparation meets opportunities. The heart of learning is the will to try.

(ii) Copy the text you have typed and paste it below the first copy.

(iii) Format the copied text with double line spacing.

(iv) Insert an auto shape object, fill it with a light colour and order it behind text.

(vi) Draw a thick 6pt line to separate the two copies. Colour the line red.
(vii) Insert bullets on the second copy.

(vii) Insert your name, index number and "©" symbol as footer.

(viii) Save and print your work

QUESTION 11

Use Microsoft word processor to write ten letters to ten students of Hodge road Elementary School for the field trip as below. Note these students have different; Home addresses, address 1, City, State, Postal Code, and first Name.

Hodge road elementary school
123 Mingo Bluff Road
Knightdale, NC 23456
Wednesday May 1, 1999

<<Home Contact**>>**
<<Address 1**>>**
<<City**>>, <<**State**>><<**Postal Code**>>**
Dear**<<**Home Contact**>>:**
This is to let you know that on June 3rd we plan to take **<<**FIRSTNAME**>>**'s class on a day long Field Trip to the Edison Home in North Fort Myers. The trip will be the culminating activity after week science unit where the work of Thomas Edison has been especially a focus of interest for the class.

<<FIRSTNAME**>>** will leave and return within the normal time for the school day, so there will be no disruption to your own schedule.

Please prepare **<<**FIRSTNAME**>>** a pack lunch for the trip. The restaurant facilities at the Edison home are somehow expensive and we have been unable to negotiate an acceptable reduced charge for school children.

Please feel free to call me at 0776-222235 should you have need to discuss this matter further. Thank you for your help and support in this endeavor and throughout the year.

Yours very sincerely,
Donna Hendry.
1st Grade teacher

QUESTION 12.

a) Use the word processor of your choice, to produce the document below as it appears.

ICT AS A TOOL FOR TEACHING AND LEARNING

The term ICT stands for information and communication technology and is defined as Diverse set of technology tools and resources used to communicate, and to create, disseminate, store and manage information. ICT has become a very important part in education delivery and management processes. ICT largely facilitates the acquisition and absorption of knowledge, and hence can provide extraordinary opportunities to developing Countries for enhancing the educational system particularly for the underprivileged constituency, and thereby for raising the level of quality of life of their people.

a) Copy the document to another page.
b) Double space the space in the document.
c) Italicize and bold the word ICT through the document.
d) Use Times New Roman font face and font size, 12 for the entire document
e) Insert your name and personal number as the footer and header respectively. Center align them.
f) Use mail merge feature to post the document to the recipients below.

Table 1

NAME	ADDRESS	COUNTRY
MS AKIIRO GRACE	P.O BOX 23, KAMPALA	UGANDA
MR. ASSIMWE ANDREW	P.O BOX 19, NAIROBI	KENYA
Mr. CADRE K. NAKIIR	P O BOX 223 DALLAS	TEXUS
MS. KANYARWANDA STELLA	P O BOX 9314	BWEYOGERERE
MR KIBENGE KONKONA	P O BOX 25 KAMPALA	KYAMBOGO

g. Save your work as your name and personal number.

h. Print the work.

QUESTION 13.

Insert the table below

Keith	45	86	85
Beth	56	67	57
Ham	42	78	70
Tim	63	95	67
Val	75	42	90
Kit	50	63	76

a) Apply a border on every cell
b) Insert a row between Ham and Tim
c) Add a column to the right to calculate the totals of students.
d) Insert another row to represent the title for the records as “Name and Marks”
e) Merge and centre the last three cells for the title.
f) Align all the records in the centre.
g) Save your work as your name.
h) Print a copy of your work.

QUESTION 14

a) Type the document shown below exactly as it appears using Word Processor of your choice. Save the document as trees.

Introduction:

The term “tree” is used in computer science to denote a particular type of abstract data structure.

Trees contain data in structures called nodes, which are in turn linked to other nodes in the tree. Every tree has a primary node called a root, from which all other branch nodes in the tree

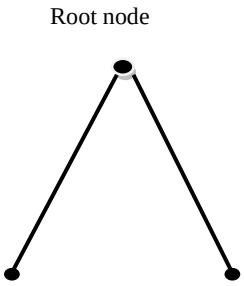


Figure 5

Descends; In continuance with the botanical naming system, they have no descendants, these are called nodes.

Why should you use trees?

Primarily, trees are useful for organizing data in a manner that makes it efficient to retrieve it. To illustrate this, is a picture of collection of data organized in linked list structure. A binary tree is made up of nodes that can have most two offspring (children). The **root** node is the node that is not a child of any other node, and is found at the top of the tree structure. A node with no children is referred to as a leaf node. Nodes that are not root nodes or leaf nodes are often referred to as **none-leaf** nodes.

b) Copy your document to the next page.
c) Apply styles and formatting to the copied document as follows;
   i. Font style to be normal 12
   ii. Font style should be Comic Sans MS
i. Justify the whole text.
ii. Chang the color of the whole text to be blue.
iii. Insert header. The header should be your name.
iv. Insert page numbers at the centre of the document.
v. Create a folder on the desktop and rename it under your names
i) Save your work into the folder in your names.
j) Make a print out

QUESTION 15

a. Type the document below

How the East Indies got their name.

In 1492, Christopher Columbus, an Italian sailor, sailed from Palos in Spain and crossed the Atlantic Ocean to the West Indies. He was the first European to set foot in the new world.

Long before this time, people in Europe had become interested in exploring the World outside Europe. In the Thirteenth century, the traveler, Marco Polo had gone from Italy to china. He even visited. Japan.

Required

b. Bold, centre, underline and apply font size 16 for the heading.

c. Change the heading to upper case.

d. Left indent the first lines of both paragraphs to 1. . .

e. Insert the current date at the top of the documents and right align it.

f. Make a spell check of the whole document.

g. Insert your name and stream as footer, font size' 18.

h. Make three copies of your work and create two columns in the passage and add a footnote as "our school name" on the right hand corner.

i. Apply 1.5 line spacing in your work,

j. Save your work with file name "Columbus" in a folder with your name and class.

k. Print a copy of your work.

QUESTION 16

i) Type the following text as it appears:

HP Launches the First African e-School in Uganda.

Following nearly two years of planning, HP announced plans to launch the continent's first NEPAD e-School at the World Economic Forum Africa Summit in Cape Town on 1st June, 2005. Representatives from the, Ugandan Government, the NEPAD e-Africa commission and HP signed a Memorandum of Understanding on 1 July 2005 in Johannesburg, paving the way for the launch of Bugulumbya Secondary School, Busobya Village in Kamuli District as the first NEPAD e-School.

On 18th, July 2005, less than two months after launch plans were announced, Flis Excellency, President Yoweri Museveni of Uganda officially launched the Bugulumbya e-School, attended by approximately 5,000 country officials and members of the community.

With a staff complement: of 22, including 18 teachers, Bugulumya Secondary School provides education' to around 270 1ners. Set in deep rural Uganda, the school underwent a radical transformation as a result of the cooperation between the community, the Ugandan Government, NEPAD and private enterprise. -

Make the following changes:

i). Change the font of the whole document to size 12.

ii). Justify the whole document.

iii). Change the line spacing of the whole document to 1.5.

iv). Drop cap the first paragraph and give the letter a blue font color.

v). Insert the table of the musical stars that entertained guests between the second and third paragraph and align it to the center of the page.

Table 2

Name	**Gender**
Jose Chameleon	Male
Silvia Kyansunti	Female
Bobi Wine	Male

vii) Insert a merged row at the top of the table and type

"MUSICAL STARS WHO ENTERTAINED GUESTS".

viii) Auto format the table with a pre-defined design.

ix) Insert a footer containing an Auto text of Page X of Y.

x) Insert a header containing your Index Number and Names.

xi) Insert ® after every occurrence of HP.

xii) Save your work as **"Chogam"** in a folder **CHOGM.**

QUESTION 17

Type the document,

Uganda's stock exchange is quite nascent with the Uganda securities exchange (USE) formerly commencing trading in January 1998 of the East African Development Bank (EADB) bond, another fixed income security, the PTA bank bond is also being traded on the USE located at the East African Development Bank (EADB) building in Kampala.

Uganda's clays Ltd is the company whose shares were the first to be listed onthe, stock exchange on January 18, 2000 while a multinational, British American Tobacco Uganda (BATU) s shares were initially listed on the USE on October 3, 2000.

i. Justify the whole of the document.
ii. Make three copies of the document.
iii. Apply two columns to your document.

iv. Drop the first letter of the paragraph.
v. Shade the first paragraph with color blue.
vi. Apply a header as your name and your class and stream as the footer.
vii. Save your work as instructed.
viii. Print a copy of your work

QUESTION 18.

You have been asked to send acknowledgement letters to people who have so far made contributions towards the program. The letter contents are the same for all the persons except the addresses, names, and nature of contributions.

Below is the letter to be sent and a table of people who have made contribution.

NAKIIRS.S.S

P.O.BOX 2333

MBARARA:

14thAug, 2009

[ADDRESS]
Dear [name]

Thank you for your contribution of [NATURE OF CONTRIBUTION) towards the "funds for food" program.

This project is its inaugural year but it has been a resounding success. The learners and staff agree that it should become an annual event. The principal would like to thank you and hopes for more support in future.

Thank you very much

……
PRINCIPAL
YUDA TADEO

Table 3

	NAME	**ADDRESS**	**NATURE OF CONTRIBUTION**
1	Alfonso Miguel	P.O Box 245 Kamuli	$300
2	Lorene Mark	P.O Box 245 Kampala	200,000
3	Alfredo Manuel	P.O Box 731 Kasese	30kg of maize
4	Tim Howard	P.O Box 245 Kamuli	10 bags of rice

a) Use the appropriate method in any word processing program to make a letter to be sent to each person in the table.
b) Save your work as your name.
c) Print a copy of your work.

QUESTION 19

Type the text below using a word processing p1gram: choosing word processing software.

Word processing is using the computer to enter, store, manipulate, and print text in letters, reports, and books and so on. Once you have used word processing, you will probably wonder (like million others before you) how in the world you ever survived without it.

As more word processing packages come on the market, choosing the right software can become very confusing. Nevertheless, there is probably a word processing packages that will serve your needs .As you begin looking, ask yourself these questions:

i. What type of document am I
ii. Now processing?
iii. What types of features do I

Needs?
Want?

Document types can range from simple letters and memos to proposals, reports, legal documents, books newsletters, scientific papers, form letters, and so on. The point is matching the features you need with the features in the software packages. For example, if you, write articles that require references, you will need the footnoting features; if you develop a newsletter, having the multicolumn layout feature would superscripts (X2+Y2) and subscripts (A21); and if you send "personalized" form letters the mail-merge feature is a necessity.

A number of add-on programs are available to enhance the functionality of word processing packages. These include:

On-line thesaurus
Spelling checker
Grammar checker
Style checker
Idea processor (outline)

What you can do with word processing is limited only by your imagination and willingness to learn the system. Good luck in your computer-assisted writing adventures-now and in the future!

(i). Insert the header the word "Tips" on the left hand corner and "word processing on the right hand corner.

(ii). Bold the heading font size 22 — point underline and centre it.

(iii). In paragraph starting with the "document" bold the second statement.

(iv). Make 2 the superscript of X and Y in expressing (X2+Y2) and 21 the subscripts of A in the expression (A21).

(v). Insert bullets on the list of functionality of word processing packages

(vi). Insert a footnote of your name on the left and page number on the right and corner.

(vii). Use the appropriate format to replace the word "notation" with the other of the same meaning.

(viii). Indent the whole document by "0.5" to both the left and the right hand side.

(ix). Insert a clip picture in the middle of the paragraph, which begins with "document".

(x). Save your work under your name.

(xi). Print and copy your work.

QUESTION 20

Historical images of Apartheid in South Africa

HUMAN RIGHTS.

Apartheid consisted of numerous laws that allowed the ruling white minority in south Africa to., segregate, exploit and terrorize the vast majority: Africans, mostly, but also Asians and colored-people of mixed race. In white-ruled South Africa, black people were denied basic human rights and political rights. Their labor was exploited, their lives segregated.

Under Apartheid, racist beliefs were enshrined in law and any criticism of the law was suppressed. Apartheid was racism made law. It was a system dictated in the minutest detail as to how and where the large black majority would live, work and die. This system of institutionalized racial discrimination defied the principles of the United Nations charter and the universal declaration of Human Rights.

In 1976 the United Nations unanimously condemned the elevation of one of the "homeland", Transkei, into an independent state because it remained dependent on South Africans. Not one country in the world recognized the new state. In 1982 almost one million black South Africans were transferred to another country. Swaziland…… without their having any say in the matter.

Ultimately, Blacks demonstrated, held strikes and rioted over such discriminatory practices.

As a result diplomatic pressure mounted abroad for change. In 1990, Nelson Mandela, who had devoted his life to democracy, equality and learning for all South Africans, was released from prison after serving almost 30 years for those beliefs.

He was elected president of the African National Congress the following year, and in 1993 received the Noble peace prize on behalf of all South Africans who suffered and sacrificed so much to bring peace to their country. On10th, May 1994, Nelson Mandela was elected South Africa's first black president, in that country's first truly democratic election.

Required:

i. Insert in the header the word of your choice on the left hand corner.
ii. Bold the heading font size 18 —point, underline, Italy and center it.
iii. Block indent all paragraphs by 1 inch in the left and right margins.
iv. In the fourth paragraphs starting with On may bold the second sentence
v. Make the body font size to 13 and foot style to Anal.
vi. Justify your work.
vii. Create two columns in the passage and a footnote of your school and name on the right corner.
viii. Save the work as your name and make a printout.

QUESTION 21

Typeset the text below using a word processing program:

ON DECISION TO BUY

The members of the Exchange require that forward payment for shares be made to reduce defaults. On making the buying order, the client will fill in client information, an order form and sign a purchase transfer form and then pay for the number of shares he/she is willing to buy and the broker will issue him/her with a receipt. On the day the order is executed at the exchange, the broker then will send his/her buying client a purchase contract note showing the number of shares purchased, the price per share and the commission chargeable. A purchase contract note is a legal document that acts as proof of ownership until the share certificate arrives therefore it must be kept safely.

At the same time, the broker forwards the signed purchase Transfer Form to the registrar through the exchange. The registrar upon receiving your transfer form

through your broker issues a new certificate in your name via the same broker. This certificate is a legal document confirming ownership and should be kept safely.

i). Set the page margin to "1.5" to the left and right of the document.
ii). Apply a header to the document which should among others have a name of the company in word art, address, logo and lines
iii). Apply "1.5" line spacing to your work.
iv). Drop the first letter on each paragraph.
v). Capitalize the title format it accordingly.
vi). Save your work and make a printout.

QUESTION 22.

Use Microsoft word to the records be1ow

Table 4

	NAME	**ADDRESS**	**NATURE OF CONTRIBUTION**
1	Alfonso	34	KAMPALA
2	Lorene Mark	12	MBARARA
3	Alfredo Manuel	45	MBALE
4	Tim Howard	54	GULU

a. Apply 3 line boarders on the table.
b. Bold and capitalize the titles.
c. Insert three rows below and enter records of your choice.
d. Sort the names in ascending order.
e. Split the column for Lorena and enter another name.
f. Split the row for Tim and enter another record.
g. Insert a row at the beginning, merge it and key the title for the table
h. Make print out of your work.

QUESTION 23

Make a headed paper of your company

i. The header should include among others, the name of the company, address (box number, email address, phone number and fax) and date.

NB: **the name of the company should be done in word art**

ii. Apply a logo of the company in the header.

iii. Make the company's Motto as the footer.

iv. Apply a line at the header and footer with 4Y3 line style

v. In the normal view, list-down the products or services offered by your company.

QUESTION 24

Construct the table below and answer the questions that follow

Table 5

Particulars	Quantity	Price
Dry cells	30	120,000
Threads	15	12,000
Connecting wires	27	15,000
Resistance wires (SWG 28)	27	20,000
Torches	4	18,000
Ammeters	50	20,000
Voltmeter	50	20,000
Bulb holders	50	2,000
Cell holders (single)	100	4,000
Concave mirror (f10)	40	5,000
Concave mirrors (f15)	40	5,000

a) Insert a column before particulars to number the particulars.

b) Insert a column after price and calculate the amount

c) Delete the rows for torches and bulb holders:

d) Insert a row at the bottom to calculate the amount of the products.

e) Make row height "0.3".

f) Save your work and make a print out.

QUESTION 25

Type the following text exactly as it is and follows the steps as will be indicated in the text below:

a) It's the answer spoken by young and old, rich and poor, democrat and republic, black, white, Latino, Asian, Native American, gay, straight, disabled Americans who sent a message to the world that we have never been a collection of Red States and Blue states: we are always will be, the United States Of America.

b) It's the answer that led those who have been told for so long by so many to be Cynical, and fearful, and doubtful or what we can achieve to put their hands on the arc of history and bend it once more towards the hope of a better day.

c) It's been a long time coming, but tonight, because of what we did on this day, in this election, at this defining moment, change has come to America.

Required:

(a) Insert a header of your document to be "Barrack Obama victory speech" in the centre and the footer to "change has come to America". This should be at the right hand corner.

(b) Insert a foot note "change for the better"

(c) Drop the first letter to cover 2 lines

(d) Save your work and make a printout

QUESTION 26

You have been asked to send invitation letters to people to be invited for your graduation party. The letter contents are the same for all the persons except the address, names and pledge.

Below is the letter to be sent and a table of people and their pledge.

St. Anthony Rest.
P.O.Box 8125,
Kampala
23rd July 2009

[TITLE]
Dear [NAME]
You are invited to attend a wedding ceremony of Salvador Sorenza and Isabelle royal scheduled to take place at St. Anthony restaurant and take away, Buganda road

Please don't forget your pledge of [PLEDGE]

We shall be grateful if our invitation is honored.

Thanks,
Yours truly,
……
ANDRE CORONA

Below are the pledges.

Table 6

	Name	**Address**	**Pledge**
1	Rosette	Bugolobi	Cake
2	Keith	Kasubi	Wine
3	Hyde	Kitintale	Bride shoe
4	Hearte	Bunga	Gifts
5	Reina	Mutungo	Gown

a) Use the appropriate method in any word processing program to make a letter to be sent to each person in the table.
b) Save your work as your name and make a printout.

QUESTION 27

Using Microsoft word, type the statements below and answer questions that follow.

IRR analysis is generally used to evaluate the projects cash flows, rather than the income from the project that would be shown on an income statement. (Also known as the profit and loss statement) Why? Because income on a P&L reflects depreciation, but depreciation is not an out-of-pocket expense. For instance, if revenue of $10,000 is reduced to $7000 of income because of a $3000 depreciation deduction, you still have the use of the full $10,000. So the cash flow figure of $10,000 is usually the more instructive one to look at. However, if you are very concerned about the appearance of your income statement (for example, if you anticipate putting the business up for sale or seeking major financing in the future, or if you are under stockholder pressure for increased income) you may decide that the income figure is more appropriate to use.
How do you compute the IRR? The easiest way to use a good financial calculator. If you have one, or don't want to take the time to learn to use one, you can also use the present value tables located in Business Tools.

Required:

i. Apply line spacing of 0.5 to the document.
ii. Justify your work to look orderly.
iii. Make a copy of the document and paste to another page.
iv. In the first paragraph, shade the first sentence with color blue.
v. Indent your work by 0.5 to the left and the right. —
vi. Save your work as investment 'and make a printout.

QUESTION 28

Using Microsoft, type the statements bellow exactly as they are and answer the questions that follow.

Tips for financing a Major Purchase

Don't fall for expensive service contracts. Service contracts that are pitched to you when you buy a piece of business equipment are often a good deal for the supplier but not for you. In most cases, the amounts you would spend on a service contract is wasted money. This is especially true in the case of generic equipment that normally carries a warranty any way if something is going to go wrong, it will generally do so in the first 30 to 60 days, when your warranty should cover the problem.

There may be situations where service contracts are a good deal. For example, if the equipment was custom-built and expected to need regular maintenance in the future, if spare parts and knowledgeable labor will be hard to find, or if getting repairs done immediately is extremely important to your business's operation, you might decide to purchase a service contract on a trial basis.

Compare the NPV of the loan payments. If you have decided to purchase a major asset and are planning to take out a loan, a good way to compare the options available is to do a net present value analysis of your cash flows under the various interest rates and terms your local leaders have available. Your cash flow projections should consider the loan payment out flows as well as their venue inflows that would result from your purchase or projects.

Required:

a) Format the title to, font size 18, centered, bolded with upper case.
b) Justify the statements.
c) Drop the first letters of the paragraph.
d) Format your work to be double spaced.
e) Apply two columns to your document.
f) Save your work as your name

QUESTION 29

Use of DDT welcome

Malaria is the biggest health problem in Uganda and in general, Africa. Its toll in Africa is the heaviest yearly. Ninety percent of malaria deaths occur in Africa. It is responsible for over 300 million cases of accurate illness each year leading to

deaths. On the economic front, malaria costs Africa more than $12 billion annually. It has slowed economic growth in Africa countries by 1.3% per year. Had the disease been wiped out decades ago, $100 billion would have been added to sub Saharan Africa's current GDP of $300 billion this year.

Malaria transmission occurs by mosquitoes moving to houses, entering during the early evening resting indoors and, at some point during the night, landing on humans and biting. During the act of biting the mosquitoes might acquiremalaria parasites and become infected, or if already infected, they might transmit malaria to another human.

DDT residues on house on house walls can alter this sequence of mosquito behavior.

The non-contact repellent action of DDT residues can prevent a malaria mosquito from entering a house. If the mosquito enters, in spite of repellent action, then the contact irritant action might cause it to exit before biting. If the contact irritant action falls then contact toxicity might still result in mosquito death, after prolonged contact with DDT - treated surfaces.

Required

i. Using a suitable word processor, type the above document.
ii. Embold the title using Arial font type with size 14.
iii. Ensure the rest of the document is in Times News Romans, size 12
iv. Include a Header "DDT" and Footer with a left adjusted value for "today's date" and a right adjusted "page number".
v. Ensure both the top and bottom margins are set at 1.1" while both left and right margins are 1.25"
vi. Replace every occurrence of the word DDT, except in the title, with "dichlorodiphenyl trichloethane"
vii. Save document as "pre-mock word processing" on the floppy provided

QUESTION 30

(a) Type the text below using air-appropriate word processing program.

The Storks and the Urchin

Of all the boys in the town, the most forward in singing nonsensical verse was always the same one who had begun teasing the storks, a little urchin not more than six years old. The young storks, indeed, fancied him a hundred years old, because he was bigger than either their father or mother and what should they know about the ages of children, or grown-up human beings!

All their schemes of ravage were aimed at this little boy; he had been the first to tease them, and had been the first tease them, and he teased them still.

The young storks were highly excited about it, and the older they grew the lessthey were inclined to endure persecution. Their mother, in order to pacify them, at last promised that they should be revenged, but not until the last dayof their stay in that place. Hans Christian Andersen

(b) Copy and paste this document to the next page.

(c) Change the heading to upper case, font comic sans ms, underline it with any dotted line and a font size 13.

(d) Justify the whole document

(e) Change the line spacing for paragraph one to 1.5.

(f) Drop cap on two lines the letter beginning paragraph one.

(g) Create a footnote on the word "pacify" and it should have the statement "to calm somebody who is angry".

(h) Your name and personal number should appear as footer and in italics.

(i) The name "Hans Christian Andersen" should be crossed through.

(j) Highlight the word "scheme" with color yellow.

(k) Save this document as "prose".

(l) Print your work.

QUESTION 31

(a) Using a word processing application of your choice typeset the following text as it appears and save as ***'flow chart"***

A Data Flow Diagram (DFD) is a graphical representation of the "flow of data through an information system, modeling its process aspects. A DFD is often used as a preliminary step to create an overview of the system, which can later be elaborated.

In the late 1970s data-flow diagrams (DFDs) were introduced and popularized for structured analysis and design. DFDs show the flow of data from external entities into the system, they showed how data moved from one process to another, as well as its logical storage.

There are only four symbols:

(i) Squares representing external entities, which are sources or destinations of data.

(ii) Rounded rectangles representing processes, which take data as input, do something to it, and output it.

(iii) Arrows representing the data flows, which can either, be electronic data or physical items.

(iv) Open-ended rectangles representing data stores, including electronic stores such as databases or XML files and physical stores such as or filing cabinets or stacks of paper.

Below is a sample of a data flow chart showing what happens when you make a phone call.

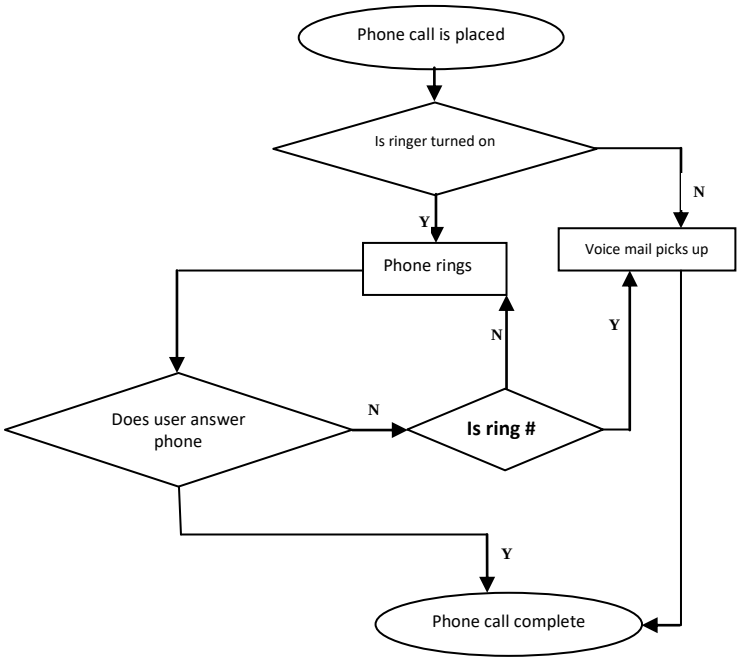


Figure 6

(b) Present your work on an A4 paper size, margin dimensions as 2cm top, bottom, left and right respectively.

(c) Insert a heading DATA FLOW CHART

(d) Centre the heading, bold and apply a text boarder.

(e) Group your diagram to appear as one image

(f) Include a hyperlink .in such a way that when you click, it takes you to the top of the document.

(g) Include a text water mark as your subject combination

(h) Add a caption to appear at the bottom of your flow chart to read “Phonecall flow chart”.

(i) Italicize the word ‘data’ wherever it appears and change it to color Blue.

(j) Include your Header and footer as your Name and Index Number

(k) Print a copy of work

QUESTION 32

a) Using available word processing application to type the following as is. Save this file as ***remote workers*** in a folder.

Six Reasons Remote Workers Are Good for Business

Inc.com, May 11

When it comes to workplace flexibility, allowing employees to work from somewhere other than the office, or at times other than from 9 to 5, can make a big difference in both productivity and worker retention. Simply put, working remotely is good for the bottom line on several levels: remote workers are more productive, stay longer, and report higher levels of happiness. Office distractions aside, not having to deal with the friction of simply getting into the office is huge for some employees who are less stressed not having to commute.

In terms of worker productivity, a recent Stanford study found call centre workers working from home outperformed peers in the office because they took shorter breaks and used fewer sick leaves. They also reported higher levels of happiness and quit less often. However, some workers didn't do as well at home due to loneliness so it's important to make sure remote work is a good fit according to each employee's personality. A Gallup study found that not only do remote workers log more hours, but also they're slightly more engaged than their office counterparts. Specifically, the research showed people who worked remotely part time were the most engaged due to their ability to enjoy the best of both worlds-the opportunity to have in-person relationships with others in the office, while also being able to reap the benefits of working from home, such as fewer distractions. Remote workers are less stressed and happier to contribute, making them more loyal to the company. The reasons are:

Table 7.

• Remote workers are more productive and stick around longer
• Employees who work from home are more engaged
• Remote workers are less stressed
• You save money on real estate and utilities
• You hire from a wider talent pool
• You can reduce your carbon footprint

c) Copy the work from page 1 and paste it into page 2.

d) Insert the page number as page X of Y.

e) Make page 2 layouts to be in landscape form only.

f) Justify your work and insert footnote on the last paragraph: ***BYCHRISTINA BESMARAIS Contributor, Inc.com***

g) On page 1, make left and right indentation 6 mm and 17 mm respectively on paragraph one only.

h) For the title, remove the underlining, bold the title and make it uppercase. .

i) Make a drop cap as 'dropped' in the first paragraph with orange font colour

j) Print the entire file remote worker

POWER POINT

(ELECTRONIC PRESENTATION)

A **presentation program** is computer program/application software that is used to display information normally inform of a slide show.

It is important to note that communicating effectively to bigger audiences is a challenge to many people. However, the versatility of ICTs has played a big role in enhancing the ease and impact of the presentation process.

Therefore, presentation program helps the presenter with a wide range of tools to clearly structure his ideas and offer the participants with multimodal information that is so engaging.

There are many areas where power point can be used, these include;

a. Professional education. (work-related)
b. Entertainment.
c. General communication.

Presentation programs can either supplement or replace the use of older visual aid technology, such as pamphlets, handouts, chalkboards, flip charts, posters, slides and overhead transparencies.

A presentation program (power point) typically includes three major functions i.e.

i. An Editor that allows texts to be inserted and formatted.
ii. A Method majorly for inserting and manipulating graphic images.
iii. A Slide show that is a system to display the content.

Examples of presentation packages/software include the following;

- Microsoft power point
- Harvard graphics.
- Open office presentation
- Coral presentation
- Lotus freelance graphics
- Keynote.

With presentation, texts, audios, graphics, movies and other objects are positioned on individual pages or slides in a given presentation.

Starting Microsoft PowerPoint.

To start Microsoft PowerPoint,

Point on the taskbar,
Click Start and then
Point to All Programs
Click Microsoft office, then you can select Microsoft office PowerPoint, a Microsoft power point window will appear.

To create a slide/Title Slide

Write in the boxes as displayed in the default slide layout.

OR

Change to blank slide layout and use text boxes and have greater flexibility in where you want working in different view modes:

Terms used in PowerPoint.

Slide views.

1. **Slide Sorter:** a window that arranges all slides in one screen in horizontal rows. This kind of view is useful to make changes to several slides at a time. Slides can also be re-arranged in any order. Changes may include;
   Rearranging,
   Deleting, moving,

   Copying among others. All these are important in a slide sorter view.

2. Normal View: it can also be called a slide view. A single slide and can add text, delete or modify the slide contents. It is the main working window in the presentation. The slide is shown full size on the screen.

3 Notes Page View: Allows one to view the Notes Pane better add and modify additional notes to a selected slide. Our text placed on the slide.

Other terminologies used in PowerPoint presentation.

4. Design temperate: This is a co-ordinate packaged deal. It is created so that even though different slide types can have different layouts and graphics, the whole presentation goes together as an attractive package.

5. Transition: Slide transmissions are visual movements as one slide changes another.

6. Animation and animation schemes: these are visual effects applied to individual items on the slide such as graphics, tittles or even bullet point.

7. Slide master: this is a default design temperate/parent slide template which other child slides by default take it's formatting. All slides in a presentation are designed using the font colors and styles and graphics in a slide master.

8. Ribbon: This is a strip of buttons across the top of the main window.

Multimedia in PowerPoint.

This is both audio/sound, video and pictures but in motion/movement state.

9. Video/movies clips: Video clips are added to enhance your presentation. This can show authentication, movement or simulated movement, which makes the presentation more interesting. Movement is either by click of the mouse or automatic.

10. Hyperlinks.

A hyperlink is an element in an electronic document that links/leads you to another place in the same document or to an entirely different document. Typically, you click on the hyperlink to follow the link. Hyperlinks are the most essential ingredients of all hypertext systems, including the World Wide Web.

11. Sound.

Sound as with video or movie clips, is added to enhance your presentation. If for example your presentation is about weather, as sound clip of thunder can be added. Clicking on the sound clip will activate the sound.

RESOURCE QUESTIONS FOR POWERPOINT (ELECTRONIC PRESENTATION).

QUESTION 1

The **four** "Categories of Computer Hardware" are input, storage, processing, and output.

Required

Create a Presentation as indicated below:

(i) Slide One – Include the Title, your name, class and email address (if applicable).
(ii) Slide Two Introduction notes to hardware and types of computer hardware.
(iii) Slide Three – Outline Input Hardware.
(iv) Slide four – Outline Storage Hardware and Processing Hardware
(v) Slide Five – Outline. Output Hardware.
(vi) Insert six numbers in your presentation.
(vii) Save the Presentation as Computer Hardware.
(viii) Print your Slides.

Note The slides should:

- Link to one another with action buttons.
- Use minimal graphic effect.
- Have your name and class as footer.

QUESTION 2

The **three** "Categories of Computer Software" are Operating System, Application Software and Utility Software.

Required

Create a Presentation as indicated below:

(i) Slide One – Include the Title, your name, class and email address (if applicable).

(ii) Slide Two – Define the Operating System and give at least two examples.

(iii) Slide Three – Define Application Software and give two examples. Slide Four – Define Utility Software. Give two examples.

(iv) Slide Five – Your conclusion.

(v) Insert slide numbers in your presentation.

(vi) Save the Presentation as ***Computer Software***.

(vii) Print your Slides.

Note The slides should:

a. Run automatically.

b. Use minimal graphic effect.

c. Have your name and class as footer

QUESTION 2

You have been appointed a Public Relations ***Of***ficer in the Ministry ***OF*** Information and Technology. Prepare a manually running presentation to be used to address the workshop ***OF*** ICT Teachers Introducing them to new changes in examining Computer studies in all Secondary Schools across the Country.

Slide one: Introduction:
Title and name ***OF*** the presenter

Slide two: Aims ***OF*** teaching Computer studies
Should include Aims ***OF*** teaching computer studies to students in secondary schools.

Slide three: Topics to be examined in Section C ***OF*** Paper 1.
Insert the table below to show how each stage can be prevented

SN	TOPIC	EXAM SECTION	MARKS
01	Elementary Programming principles	Section C	20
02	Computer Hardware	Section C	20
03	Communication and Networking	Section C	20
04	System Start up and	Section C	20

	Configuration		
05	Trends in Computing	Section C	20

Slide four: Challenges ***OF*** teaching computer studies.
Should include why it is becoming hard to teach computer studies.

Slide five: Solutions to the above challenges
Tasks:

a. Prepare a five slide presentation for use in your talk should manually run.
b. Use minimal transitions and animations.
c. With use ***OF*** slide master, In the footer section,
   - Insert your random number in the right Corner.
   - Automatic slide numbers on the left.
   - automatic date and time in the center
d. Use a simple background theme colour.
e. Add a Tabular slide to analyse the content in the table above
f. Each slide must contain an action button to the first slide
g. Use relevant graphics on every slide.
h. Save your presentation as **"changes".**
i. Print a handout ***OF*** all slides scaled to one page

QUESTION 3

As an experienced student of computer studies, you have been appointed by your teacher to go and talk to the new S.Is about the subject called computer Club on their first careers day in the orientation week. The topic is ***"ICT Club".***

(a) Prepare a five slide presentation to deliver your content to the senior ones considering the following;

(i) Slide **one** is a title slide and the Topic and presenter's details.
(ii) Slide two contains a description of ICT Club at your school**.**
(iii) Slide **three** should have key benefits of being a member of the ICT club and what is expected from new members.

(iv) Slide four should have the challenges the club faces and the way forward
(v) Design the fifth Slide with concluding remarks.

(b) Let your slides have a fly-in transition affect from top left corner.
(c) The slides should be able to loop continuously until escape key is pressed.
(d) Apply appropriate background color of your choices.
(e) Insert an action button to link all slides to the next slide.
(f) Insert the current date and your name as your footer
(g) Save your presentation with your "index number"
(h) Print all the five slides on handout.

QUESTION 4

Ministry of Education and Sports is rolling out a sensitization projects named: "COMPUTER STUDIES FOR ALL". You have been appointed to prepare a four slide presentation saved as 'ICT' including the following details:

Slide 1: To include the topic for discussion "Computer Studies for all", include your name as a presenter.

Slide 2: To include advantages of computer literacy. Write seven (7) ordered advantages of obtaining computer literacy in Uganda.

Slide 3: To include possible challenges to achieving computer literacy for all. Write about 7 numbered points.

Slide 4: To include a conclusion to your discussion.

QUESTION 5

You are required to make a presentation to a group of web design

Students about the following multimedia features, namely

(i) Video.
(ii) Hyperlink.
(iii) Sound.

Include the following information about each of the components

(a) Create a presentation in which each concept (i) (ii) and (iii) is on its own Slide. Enhance with a graphic of your choice.

(b) The first slide should contain links through action buttons to each other Slide.

Note: Each slide must contain a link to the first slide, through an action button.

(c) Include your name and index number on each slide and save your work. (d) Print your slides.

QUESTION 6

Create a suitable 6 - slide show presentation for the advert of your favorite artist who is going to stage a, show at national theatre with the following items:

(Remember it's a television advert)

The slides should have the following:

(i) Appropriate animation schemes to view the presentation.

(ii) Appropriate transition for the show

(iii) Clips and word art where applicable

(iv) Appropriate design templates and back ground color

(v) Apply sound where possible to enhance your presentation

(vi) Footer bearing your name and, index number

(a) A suitable title for the show

(b) The date and time the show will feature Location of the theatre

(c) Other artists to feature in the show.

(d) Save your work and make a printout

QUESTION 7

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 indicated in parts (i)-(iv).

- Every slide should:
- Use minimal graphical effects to make the presentation entertaining. a Be able to convey the appropriate message to the community
- Run with a click of the mouse
- Apply sound where necessary to enhance your presentation
- Have your name and index number as footer.

(i) Slide I - should include the title, your name and your school name

(ii) Slide II - should include the actual causes of road accidents in Uganda.

(iii) Slide III - Should include the contribution of traffic police in the prevention of road accidents.

(iv) Slide- Should the preliminary precautions to avoid road accidents.

(v) Save the presentation as “Road accidents”.

(vi) Make a printout of your work

QUESTION 8

Pollution is becoming rampant and a problem in Uganda and the whole World at large. You are required, using presentation software to educate Ugandans about pollution. Create four slides as indicated in parts (i)-(iv). Every slide should:

a) Use minimal graphical effects to make the presentation entertaining.
b) Be able to convey the appropriate message to the community.
c) Run with a click on the mouse.
d) Apply sound where necessary to enhance your presentation.
e) Have your name and index number as footer.

(i) Side I - Should include a suitable title for your presentation.

(ii) Slide II - Should include the different types of pollution.

(iii)Slide III - Should include the general causes of pollution.

(iv) Slide IV - Should include the effects, and problems of pollution to the environment.

(v) Slide V - Should include the solutions to the problems.

(vi) Save the presentations as “Pollution”.

(vii) Make a printout of your work.

QUESTION 9

Agriculture is one of the leading income generating activities in Uganda but its growth has been hindered by many factors including soil erosion. You are required, using presentation software to educate Ugandans about soil erosion. Create four slides as indicated in parts (i) - (iv). Every slide should:

a) Use minimal graphical effects to make the presentation entertaining.
b) Be able to convey the appropriate message to the community
c) Run with a click of the mouse
d) Have your name and index number as footer.

(i) Slide I - Should include a suitable title for your presentation

(ii) Slide II - Should include the definition for soil erosion and various types of soil erosion

(iii) Slide in - should include the causes and effects of soil erosion

(iv) Slide IV - should include the solutions to the problems

(v) Save the presentation as “Soil erosion”.

(vi) Make a printout of your work

QUESTION 10

Create a suitable 6 - slide show presentation for the wild life & Environment club of the parish with the following items:

The slides should have the following:

(i) Appropriate animation schemes to view the presentation.
(ii) Appropriate transition for the show.
(iii) Clips and word art where applicable.
(iv) Appropriate design templates and back ground color.
(v) Footer bearing tour name and index number.

(a) A text slide with the name of the club.

(b) A text slide with the departments of the club.

(C) A text slide with the activities in the club.

(d) A two column text slide with the names of the workers in the club.

(e) A text slide with other related activities in the club.

(f) A tabular slide with fifteen imaginary volunteers with their imaginary annual subscription payments.

(g) A column chart for analyzing the highest payments per individual member.

(h) Save your work as your name and index number.

(i) Print your slides.

QUESTION 11

Create a suitable 6 - slide show presentation for the networking essentials with the following items:

The slides should have the following:

(i) Appropriate animation schemes to view the presentation.
(ii) Appropriate transition for the show.
(iii) Clips and word art where applicable.
(iv) Appropriate design templates and background color.
(v) Footer bearing your name and index number.

(a)A title for the slide —

(b) Definition of networking

(c) Types of networking

(d) Types of networking processes

(e) Networking tools

() Types of network cables

(g) Advantages and disadvantages of networking

(h) Save your work and make a printout.

QUESTION 12

A telecommunication Company MTN has appointed you a marketing officer.

You are required to give a talk on "MTN the Better Connection"

(a) 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.

b) Use different preset backgrounds for each slide.
c) Include your name and index number at the end of each slide.
d) Apply minimal animations.
e) Save your work as "MTN".
f) Make a printout of work

QUESTION 13

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.

a) Slide I: Introduction (include definition of forestry)

b) Slide II: Content (types of forests)

c) Slide III: Introduction (include definition of forestry)

d) Slide IV: Content (types of forests)

e) Slide V: benefits arid achievements of forests.

f) Slide VI: Shortcomings of forests and conclusion.

g) Save your presentation as FORESTS.

(i) Set your slides to have suitable back grounds
(ii) Include your name, index number on each slide as a footer.

(iii) Set the slides run automatically.

(iv) Insert a graphic on each slide

QUESTION 14

A Ugandan group is interested in your presentation skills to communicate an idea to the government about the need to conserve the forests.

You are required to:

a) Create **four** slides:

- Slide one should have the introduction of the topic.
- Slide two should represent the Group members' names, Addresses, telephone contacts, occupations.
- Slide three should represent the benefits of the forests.
- Slide four should represent the conservation methods.

b) The presentation should have a continuous loop.

c) Use minimal appropriate graphics and designs

d) Creativity S

e) Include the following on each slide:

- Your name
- Index number
- Current date
- Current time
- Save your work on a diskette and name it "Forests".

QUESTION 15

Create a presentation of not less than 3- pages about your school.

a. The slides should be able to run continuously without external intervention.

b. The slides should have appropriate but minimal graphics.

c. Create a folder "section 2" on the floppy (diskette) provided

d. Save your work in folder section 2 End of term I PRESENTATION 2

e. Make a print out.

QUESTION 16

You are required to prepare a project of 4 slides on **CAUSES OF HIV AMONG THE YOUTH IN UGANDA.**

(i) The first slide should be your topic, presenters name and school.
(ii) Format all your title slides (headings) to "Algerian" Font style.
(iii) Insert a relevant and different back ground on each of the slide.
(iv) Insert a "dissolver transition to run automatically every after 5 seconds.
(v) Your project should have at least an image.
(vi) Add an animation "exit blinds "on all your slides.
(vii) Save your work in your folder on the desktop.
(viii) Print out

QUESTION 17

You are required to prepare a project of 4 slides on **WHY SECONDARY STUDENT HAVE FAILED TO PASS EXAMS.**

(i) The first slide should be your topic, presenters name and school.
(ii) Format all your title slides (headings) to "Algerian" Font style.
(iii) Insert a relevant and different back ground on each of the slide.
(iv) Insert a "dissolve" transition to run automatically every after 5 seconds.
(v) Your project should have at least an image.
(vi) Add an animation "exit blinds "on all your slides.
(vii) Save your work in your folder on the desktop.
(viii) Print out

QUESTION 18

You are required to prepare a project of4 slides on Causes of road accidents in Uganda today.

(i) The first slide should be your topic, presenters name and school.
(ii) Format all your title slides (headings) to. "Algerian" Font style.
(iii) Insert a relevant and different back ground on each of the slides.
(iv) Insert a "dissolve" transition to run automatically every after 5 seconds. Your project should have at least an image.
(v) Add an animation "exit blinds "on all your slides.
(vi) Save your work in your folder on the desktop.
(vii) Printout

QUESTION 19

You are required to prepare a project of 4 slides on **MEASURES ON HOW TO CONSERVE THE ENVIRONMENT**

(i) The first slide should be your topic, presenters name and school.
(ii) ii, Format all your title slides (headings) to "Algerian" Font style.
(iii) Insert a relevant and different back ground on each of the slide.
(iv) -. Insert a "dissolve" transition to run automatically every after 5 seconds.
(v) Your project should have at least an image.
(vi) Add an animation "exit blinds "on all your slides.
(vii) Save your work in your folder on the desktop.
(viii) Print out.

QUESTION 20

a) Create a five - slide presentation about the introduction of subsidiary Information and Communication Technology (ICT) for A-level in Uganda. In your presentation do the following:

(i) Slide I- Include the title "Report on the Introduction of Subsidiary ICT".
(ii) Slide II - State reasons why Subsidiary ICT was introduced in Uganda.
(iii) Slide III - Give the expected outcomes of studying Subsidiary ICT.
(iv) Slide IV — List problems that are faced in schools offering SubsidiaryICT.
(v) Slide V — Make a conclusion thanking the Ministry of Education, Science, Technology and Sports for introducing Subsidiary ICT to the curriculum of Uganda.

b) Use appropriate transition for your slides.

c) Use appropriate animation schemes to view your presentation.

d) Rehearse time your presentation with an appropriate timing of your choice.
e) Loop your presentation continuously.

I) On the title slide apply a clip art of the picture of a computer.

g) The title should have the font size of 43.9, and it should appear different / from the other slides.

h) All the slides should bear a footer of your name and personal number except the title slide.
1) Apply appropriate colors for each slide.
j) Save your work as your name and personal number.

k) Print your work.

QUESTION 21

Assume that you are working as a Relation Officer in one of the leading Hotels in Uganda. Make a five-slide presentation with relevant data about the major areas you would focus on while campaigning to market the products in your Hotel to consumers or customers. Suggest an appropriate title to this advertisement.

In additional, show the following on all your slides:

(i) Pleasant text colors and background.
(ii) Footer as your name and today's date in all slides.
(iii) Images, sound and video.
(iv) Automated animations and transition schemes.
(v) Buttons for navigation to and fro slides.

(c) Save the as your name and print all slides on a page

QUESTION 22

The School Nurse is planning a student's workshop shortly this month. He has requested you to prepare a presentation entitled Typhoid with the following sub-heading.
Instructions:

a) Insert one slide (Slide one) to contain a title: Typhoid. On this slide, write your name as a presenter. Lay out your text to create better slide usage. You are free to vary-the font sizes.

b) Insert a slide (Slide two) to contain a title: How Typhoid is spread. On this slide, list five possible causes of Typhoid. This list should be ordered

c) On slide three, provide a title: Symptoms of Typhoid outbreak in an environment

d) On slide four, mention the ways of preventing Typhoid outbreak in an environment

Provide for the following.

e) Insert relevant graphics and simple background

1) Use today's date and time on each slide. (It should update automatically

g) Include slide numbers

h) Re arrange slide such that slide 3 comes first than slide two

i) Entry animation of diamond for the first three slides and fly in for the last slide

j) Loop your slides.

k) Save your work as 'Typhoid'.

l) Print a copy of your work.

QUESTION 23

Make a three page presentation for your school dealing with computer training.

(i) Find a template (background) which is appropriate for this presentation and use it.
(ii) Use your school name as the title on all three pages in this presentation.
(iii) Type the following text in the first page. The schools postal addresses and its e-mail address.
(iv) Use different font sizes to make it look neat.
(v) Type the following in page two.
  - Computer classroom training
  - CD self study
  - IT training consultancy.

(vi) Use bullets, according to the number of lines in the text and lay out the pages to make it easy to read.
(vii) Create a slide show and save it with an appropriate name.

A Complete Practical Guide to O'Level, A 'Level and institutions. Page 64

QUESTION 24

As health educationist, you are required to make five slides for the community. This is to be presented in form of a slide show on health.

a. Create a presentation on the topic ***"Malaria"***

- Slide I should contain the introduction and presenter.
- Slide II should contain the body and introduction.
- Slide III three should contain how Malaria is caused and spread.
- Slide IV should contain control measures
- Slide V should contain the conclusions.

b. Use minimal effects in the slide. This should make the presentation entertaining.

c. The slides should be quite presentable to the public.

d. The presentation should run automatically.

e. Indicate your name arid index number on the header.

f. Save your file as Malaria 2014 on the on Local disc D.

QUESTION 25

The school has been assigned to make a presentation about its nature of studies being offered. As a result offering computer studies, you are required to: -

a) Create a presentation comprising of 3 slides.
b) Slide one should contain the body.
c) Slide three the conclusion.
d) employ good effects that will make the work impressive
e) The slides should have a least three different transactions.
f) the presentation should run automatically
g) Indicate your name and index number on the header.
h) Create folder on the desktop and name it in your names
i) Save your presentation as "Studies Millennium, in your folder on the desktop.

QUESTION 26

As an education officer, you have been assigned to sensitive projecting your locality on "the importance of Education"

You are required to;

Design three slides as follows:-

a) Slide I should represent the introduction of the topic.

The introduction should include the following.

(i) Definition of Education
(ii) Relevant information in respect to education. (History of Education in Uganda preferably your district, Village)

b) Slide II should represent content of education 4 types of education) include a conclusion.

c) Slide III should represent the benefits and shortcomings of education. Include a conclusion.

(i) Have minimal graphical effects, in the presentation.
(ii) Include your name and index number at the end of each slide.
(iii) Save your presentation as "my slide"

QUESTION 27

A travel agent has been invited to an international tour and travel exhibition. The travel agent wants to market Uganda's tourism sector using a power point presentation of 10 slides, with the following.

i. Title Slide with the company name of presenter a variety of slides detailing the tourism attractions of Uganda.

Prepare a presentation for the agent as described below.

ii. One title slide.

iii. Two slides about eco tourism (forests, botanical gardens, etc.)

iv. Three slides on, physical features mountains, rivers and waterfalls, lakes)

v. Three slides of animals tourism (national parks, game reserves and wildlife centers)

vi. One slide on hotels, travel transport.

a. Your presentation should include at least three pictures, a uniform background for all the slides.
b. Slide heading should be font size 38 and body font size 34.
c. Put navigation tools on each slide to the home, text slide, previous slide and the end slide
d. Save your presentation as Tourism

ELECTRONIC SPREADSHEETS

(Ms. EXCELL).

Throughout the ages, people have always wanted to calculate. Tools such as the abacus were invented by the earl Chinese to help keep track of large numbers. About thirty years ago, students only had pen, paper, slide rules and mathematical tables to help them in their mathematical examinations. There were no such things like calculators and certainly, no personal computer.

Calculators eventually became an everyday tool and certainly helped to speedup calculations and improve on the accuracy. Even then, they weren't really good enough to solve complex problems or deal with large amount of repetitive work. With advancement in technology, spreadsheets were developed.

An electronic spreadsheet: is application software used to calculate, organize and analyze numerical data.

Or

It can also define as the intersection of rows and columns.

Or

One can also say that it is a piece of software used to work out calculations.

A spread sheet can do a lot more than simply adding up a column of numbers spread sheets can handle financial calculations for a large business, calculate

Probability or even other statistical information, do complex trigonometry and make colorful graphs and charts.

Examples of spreadsheets applications include;

(i) Microsoft Excel,
(ii) Lotus 1-2-3
(iii) Corel Quattro Pro.
(iv) VisiCalc
(v) Ms -DOS
(vi) Open Office.Org Calc

Components of an electronic spreadsheet.

• **Worksheet -** A rectangular grid made u of rows and columns:

• **Database -** Enable the •user to perform functions such as sort, filter, subtotaling and consolidation on worksheet data. A spreadsheet file can also be saved with a .dbf extension to make it accessible from other applications using a db engine

• **Graphs -** Visual representation of data on a chart.

Advantages of Electronic spreadsheets.

• They have large worksheets compared to manual spreadsheets.
• They automatically adjust the result whenever a value is changed in a cell(s) that is referenced by a formula.
• They have superior editing and formatting features hence producing neat work.
• Easier entry of data due to typing aids such as auto complete, autocorrect, copy and move
• It is possible to forecast or predict the outcome of changing values in one or more cells.
• Analytical graphs or charts lets one provide visual representation of data from a worksheet.

• Easy management of large amount of data using data management features such as sorting, filtering, data validation and subtotaling.

Applications of Electronic Spreadsheets

• Statistical analysis such as mean, standard deviation, variance etc.

• Accounting such as balance sheet preparation, loan repayment, and mortgage and investments analysis.

• Forecasting — What if analysis, solver, goal seek and scenario in most spreadsheets evaluate the effect of changing a value to achieve a certain goal for managerial purpose.

• Mathematical and scientific solution such as arithmetic, trigonometric, rounding off and multiplication.

Features of a work sheet (Work book basic features)

Apart from the title bar, Menu bar, Standard toolbar and Status bar: found in Word processing, Spreadsheets have the following additional features.

1. Formula bar. Is an area where a cell entry or a formula is displayed before being entered into the selected cell

2. Worksheets. A worksheet is the area made up of rows and columns where data is entered. In Excel, a spreadsheet file is referred to as a workbook which consists of one or more related worksheets.

3. Cells. A cell is an intersection between a row and a column. A column is a vertical arrangement of cells labeled A, B, C while a row is the horizontal arrangement labeled 1, 2, 3.

Worksheet tabs. These are located at the bottom of a spreadsheet. They show the number of worksheets in the workbook. Note that one worksheet may have several pages.

4. Searching and sorting: this gives the u, ability to search the worksheet for any phrase, number or even other texts. It even makes the user scroll between the search results.

5. Import and export: spreadsheets can be transferred onto and off the mobile phone using a window explorer on the d. Spreadsheets can also be e-mailed as attachments, from within the spreadsheet application.

A workbook window.

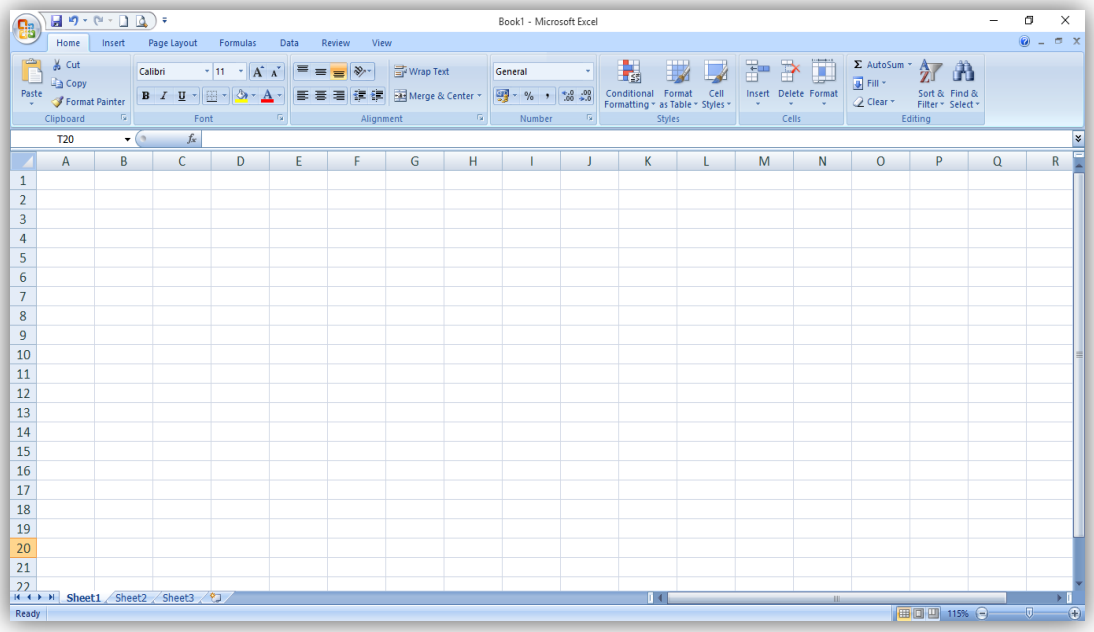


Figure 7

WORKING WITH WORK SHEETS.

1. Entering Data into a Worksheet.

When entering data item into the work sheet, the entry is displayed in the formula bar before you move to another cell. To place the content to the selected cell, press Enter key or an arrow key or click into another cell. Below are the three main cell entries:

• ***Labels*** -alphanumeric characters or text that describes the content of a row or column e.g. names.

• ***Values*** - numeric characters 0-9 and dates that can be manipulated mathematically.

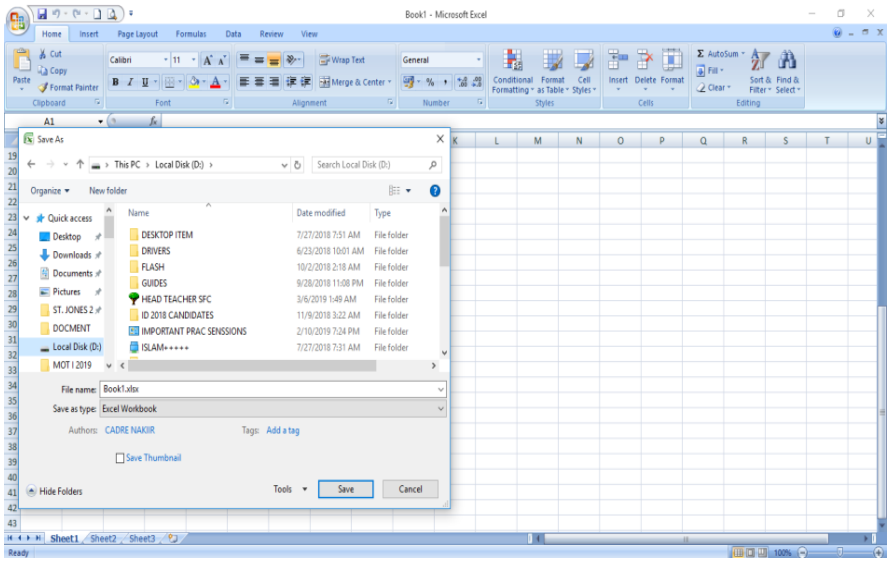
• ***Formula and Functions*** - while a formula refers to a mathematical expression, a function is

2. Saving a workbook:

To save a workbook:

- On the office button (**File** menu), click **Save As**. Alternatively click the **Save** button on the standard toolbar.
- Select the storage location.
- Type the name of the workbook then click the **Save** button

Saving window for a work book.



3. Protecting a workbook

To protect a worksheet or workbook from unauthorized access or modification:

- On the Tools menu, point to Protection, and then select Sheet or Workbook.
- Click check boxes for protection options.

- Type a password, and then click OK.

4. Editing a Worksheet

Editing a worksheet involves deleting, copying, moving, finding and replacing as well as spells checking.

Editing cell Entries

There are two methods of editing a cell entry:

- Using the Formula bar — click the cell to display 1 6ntrf on the formula bar. Delete or insert required word or text.

- Double click the cell to place the insertion pointer in the cell and then type or modify the entry.

5. Deleting worksheet content

To delete worksheet data:

- Select the cell or range of cells.
- Press the delete or backspace key. Alternatively select Clear on the Edit menu.

6. Copying and moving cell contents.

To copy cell(s) content,

- Select the range of cells.
- On the **Edit** menu or standard toolbar select **Copy**.
- Click the cell where you want the content to be copied.
- On the **Edit** menu click **Paste**.

7. to move cell s content,

- Select the range of cells.
- On the **Edit** menu or standard toolbar select **Cut**.
- Click the cell from where you want the content to be moved.
- On the **Edit** menu click **Paste**.

8. Inserting and deleting rows and columns.

To insert a new column or row.

- Position the pointer where the new row or column will appear.
- On the Insert menu, click Rows or Columns.

9. To delete a column or row.

- Select the column or row to be deleted.

- On the Edit menu click Delete.

10. Inserting and de1eting.worksheets

- On the Insert—menu, click Worksheet A new worksheet is—added into your workbook.

To delete a worksheet.

- Click the Worksheet tab.
- On the Edit menu, click Delete Sheet.

11. Find and Replace.

To search and replace a specified range:

- On **Edit** menu, click **Find**, type the text to search for.
- To replace, choose Replace from the dialog box.
- In the Find what box, type the word or phrase to find.
- Click the Replace tab and in the Replace With type the word or phrase to replace the found word or phrase.

12. Correcting spelling mistakes

- Specify the worksheet range you want to spell check.
- On the Tools menu, click Spelling or press F7.
- On spelling dialog box replace or ignore the misspelled words

13. Formatting a Worksheet.

- Formatting makes a worksheet more visually appealing. In most cases we apply formatting features to numbers, alignment, font, borders and patterns or shadings.
- To apply these formats:
- Select the range to be formatted.
- On the Format cell menu, click format Cells. The Format cells dialog box is displayed.

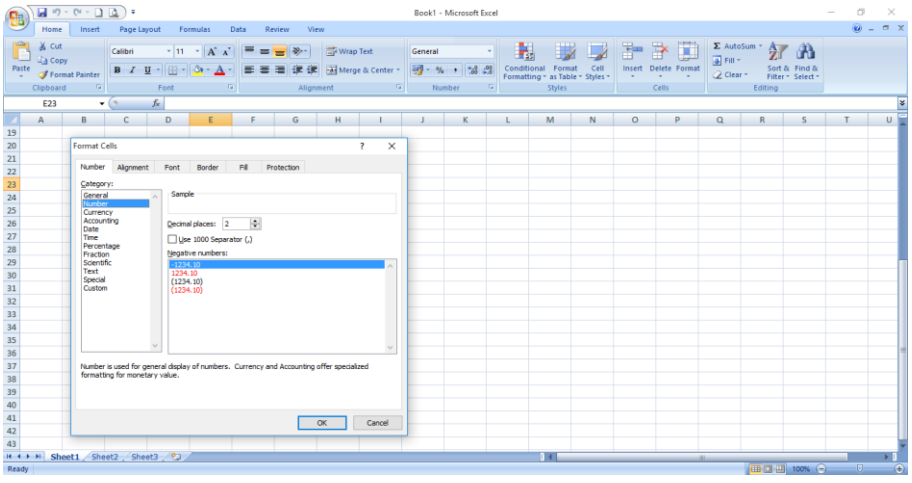


Figure 8

14. Formatting a Worksheet. Click any of the following tabs:

- Number to apply number formats such as general, currency, percentage and custom.
- Alignment to align and rotate cell entries, merge and centre cells across columns.
- Font to apply font type, style, size and color.
- Border to apply cell borders and outline.
- Pattern to apply background shading.
- •. Protection to lock cells and hide formulas. .
- Click the OK button to apply.

15. Adjusting Column and Row size.

To resize a column width or row height

- Position the mouse pointer on the border of the column or row header.
- Drag to increase or to decrease the column width or row height. Alternatively, select a cell on the row or column you want to change then on the Format menu, point to Row or Column. Specify the row height or column width.

16. Freezing panes

Freezing panes makes selected data to remain visible when scrolling in the rest parts of a wide worksheet. To freeze panes:

- For the top horizontal pane, select the row below where you want the split to appear.
- Press **Ctrl** key to select a column to the right of the pane.
- From **Window** menu, click **Freeze Panes**.

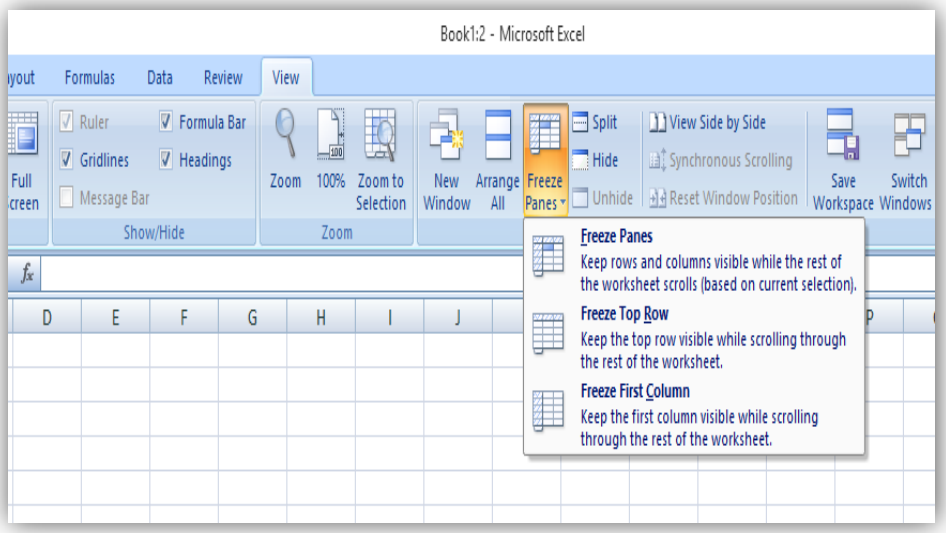


Figure 9

17. Hiding rows and columns

If your worksheet is too large to fit in the screen, you may decide to hide some part and leave only what you want to see at that particular moment.

To hide rows or columns:

- Highlight the rows or 'columns to hide.
- On **Format** menu, point to **Row** or **Column**, then click **Hide**.

To unhide rows or columns:

- Highlight a row or column on each side of the hidden rows or columns while pressing the shift key.
- On Format menu, point to Row or Column, and then click Unhide.

PERFORMING CALCULATIONS IN A WORKSHEET

1. Using basic formulae.

A formula is a mathematical expression used to solve mathematical problems. A formula must start with an equal sign (=) while cell addresses are used as operands instead of values.

a. Arithmetic operators.

- These mostly follow the rule similar to mathematical concept of BODMAS. I.e. whatever is in parenthesis is evaluated first. Multiplication and division are evaluated from left to right while addition and subtraction are evaluated last.

Summary of operators used to create formulae.

Table 8

Symbol	Description	Example
/	Division	= A2/B2
*	Multiplication	=A2*B2
+	Addition	=A2+B2
-	Subtraction	=B2-A2

b. Relational operators

A relational operator returns either true or false depending on the magnitude of the value being evaluated. Summary or relational operators

Table 9.

Symbol	Description	Example
=	Equal to	=A2=B2
>	Greater than	=A2>B2
<	Less than	=A2<B2
<>	No equal to	=B2<>B2
<=	Less than or equal to	=A2<=B2
>=	Greater than or equal to	

2. Cell Referencing

There are three types of cell referencing used when creating formulae and manipulating cell(s), content:

a. Relative referencing. When.' you copy a formula that contains cell references, say A3, the references adjust to their new location. E.g. If C1 containing a formula **=A1+B1** is copied to C2, the reference changes to **A2+B2.**

b. Absolute referencing. The reference is4ikde to a specific address and does not change even if the formula is copied to another cell. In Excel an absolute cell reference is made by placing a dollar sign before the referencing. A2, i.e. if the result in C1 is 170 if absolute reference is used, 170 will be copied to C2.

c. Mixed cell referencing. This is a combination of relative and absolute reference, e.g. $A3 or A$3. In the first case the column reference is absolute while the row is relative; in the second case the column reference is relative while the row reference is absolute.

2. Using in-built functions

A function is a predefined formula used to perform calculations. A function must also start with an (=) sign followed by the function name and arguments. Arguments are numeric, logical values or text enclosed in parenthesis. E.g., in =SUM (A3:F3), SUM is the function that adds the range A3 to F3 which is the argument.

Functions are categorized according to the nature of problems they work on. These include:

- Mathematical
- Statistical
- Logical
- Date and time.

3. To use a function from any category:

- On the Formula menu, click Function. Alternatively, click the fx button on the standard toolbar.
- Select insert
- In the function dialog box displayed select the category.
- In the function list box, select a function.
- Specify the function argument then click OK.

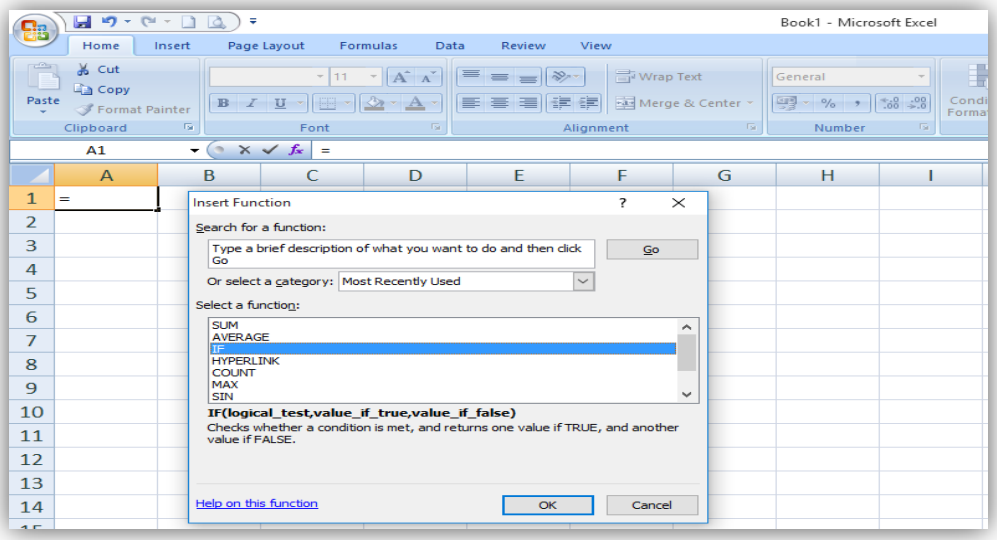


Figure 10

4. Using Mathematical Functions.

- Commonly used mathematical functions are:
- SUM () - Adds all the value in the selected range of cells. For example, if A3, B3 and C3 contains 20, 50, and 80 respectively, =SUM (A3:C3) returns 150.
- ROUND () Rounds a number to a specified number of decimal places. Zero rounds off the number to the nearest integer. E.g., =ROUND (49.769,1) returns 49.8, while

  =ROUND (49.69, 0) returns 50 and 70 respectively.
- SUMIF () — conditionally adds the specified cells according to the set criteria. =SUMIF (A3:A1O, “>= 1000”), returns a value if, and only if, the sum is greater than or equal to 1000.
- PRODUCT ()- Multiplies all the values in the argument. Eg, =PRODUCT (40, 3, 2) returns 240.

5. Using statistical functions.

- The commonly used statistical functions are:
- AVERAGE () — Returns the arithmetic mean of its arguments. E.g., if A3, B3 and C3 contains 20, 50 and 80 respectively, =AVERAGE (A3:C3) returns75.
- COUNT ()- Counts the number of cells that contain numbers within a range. E.g., =COUNT (A3:C3) returns 3.
- COUNTIF - Conditionally counts the number of cells within a range that meets a given condition. E.g., if A3, B3, C3, D3 and E3 contains 20,50,80,60 and 45 respectively then =COUNTIF (A3:E3, ">50) returns 2.
- MAX 0 - Returns the largest value in a set of values or within a range. E.g., =MAX (A3:E3) for the set values above returns 80.
- MIN () - Returns the least value in a set of values or within a range. E.g., =MIN (A3:E3) returns 20.

6. Using logical Functions

The commonly used statistical functions are:

IF ( ) - Returns a value or label if a condition you specify evaluates to TRUE and another if it evaluates to FALSE. Eg, if; A3,B3,C3,D3, and E3 contains a set of marks 35,50,80,60 and 45 and grades are to be awarded as follows:

80 - 100 A
60 - 79 B
40 - 59 C

Below 40 Fail,

To assign a grade, use;

=IF (A3>=80, "A", IF (A3>=60, "B", IF (A3>=40, "C", "Fail")))

- AND () - Returns true if all its arguments are true or false if any argument is false. E.g., =AND (3+2=5, 2+2=4) returns true.
- OR () — Returns true if any of its arguments is true or false if both arguments are false. E.g., =OR (3+2=7, 2+2=4) returns true.
- NOT ( ) — Negates the unary operand. E.g., =NOT (.3+2=5) returns false.

THE VLOOKUP FUNCTION.

NB. It's important to note that this function is only applicable in Subsidiary ICT (A 'level) but not at O'level. This is according to UNEB standards. But it is vital if students at all levels understood how the function is applied.

The V in VLOOKUP stands for vertical. Use VLOOKUP instead of HLOOKUP when your comparison values are located in a column to the left of the data that you want to find.

THE VLOOKUP SYNTAX

VLOOKUP: this is a function that looks for a value in the left most column ofthe table and then returns a value in the same row from a column you specify.

By default the table must be sorted in ascending order

Function

VLOOKUP (Look up_value, table_array,col_index_num ,[range_lookup])

Lookup value - The value to search in the first column of the table array. Lookup value can be a value or a reference. If lookup_value is smaller than the smallest value-in the first column of table_array, VLOOKUP returns the #N/A error value.

Table_array- Two or more columns of data. Use a reference to a range or a range name. The values in the first column of table_array are the values searched by lookup_value. These values can be text, numbers, or logical values. Uppercase and lowercase texts are equivalent.

Col_index_num- The column number in table_array from which the matching value must be returned. A col_index_num of 1 returns the value in the first column in table_array; a col_index_num of 2 returns the value in the second column in table_array, and so on. If col_index_num is:

i. Less than 1, VLOOKUP returns the #VALUE! Error value.
ii. Greater than the number of columns in table_array, VLOOKUP returns the #REF! Error value.

Range_lookup- A logical value that specifies whether you want VLOOKUP to find an exact match or an approximate match:

i. If TRUE or omitted, an exact or approximate match is returned. If an exact match is not found, the next largest value that is less than lookup_value is returned.

   The values in the first column of table_array must .be placed in ascending sort order; otherwise, VLOOKUP may not give the correct value. For more information, see Sort data.
ii. If FALSE, VLOOKLUP will only find an exact match. In this case, the values in the first column of table_array do not need to be sorted. If there are two or more values in the first column of table_array that match the lookup_value,

the first value found is used. If an exact match is not found, the error value #N/A is returned.

Remarks

- ✓ When searching text values in the first column of table_array, ensure that the data in the first column of table_array does not have leading spaces, trailing spaces, inconsistent use of straight (‘ or ‘) and curly (‘ or “) quotation marks, or nonprinting characters. In these cases, VLOOKUP may give an incorrect or unexpected value. For more information
- ✓ When searching number or date values, ensure that the data in the first column of table_array is not stored as text values. In this case, VLOOKUP may give an incorrect or unexpected value. For more information, see Convert numbers stored as text to numbers.
- ✓ If range_lookup is **FALSE** and lookup_value is text, then you can use the wildcard characters, question mark (?) and asterisk (*), in lookup_value. A question mark matches any single character; an asterisk matches any sequence of characters. If you want to find an actual question mark or asterisk, type a tilde (~) preceding the character.

7. Using date and time functions

Some date and time functions include:

- TODAY () - Returns a number that represents today’s date. The function takes no arguments. E.g., =TODAY () returned 09/01/2008.
- NOW () - Returns the current date and time formatted as date and time. It takes no arguments. E.g., =NOW () returned 19/02/2007 00:02.
- DATE () — Function Returns a serial number that represents a particular date. Ms Excel uses year 1900 serial number1. E.g., =DATE (107, 1, 4) returns January 4, 2007. Year = (1900+ 107), month=l, day =4.
- HOUR () ,MINUTE() or SECOND ()- Functions returns the current hour as number 0 to 23, minute from 0 to 59 and seconds from 0 to 59 respectively.

WORKSHEET DATABASE MANAGEMENT.

Some database operations that can be performed on a worksheet database include data entry using data forms, sorting, filtering, subtotaling and input validation.

1. Data entry using forms

Data form allows the user to easily display and enter records into a worksheet database. To display a form:

- Position the cell pointer in any cell containing data.
- On the Data menu, click Form. .

(You can navigate the records, add a new record delete or find a record.

2. Data entry using forms.

Data form allows the user to easily display and enter records into a worksheet database. To display a form:

- Position the cell pointer in any cell containing data.
- On the Data menu, click Form.

You can navigate the records, add a new record delete or find a record

3. Sorting

To sort a list:

- Select the range or click a cell in the list you want to sort.
- On the **Data** menu, click **Sort**.
- In the Sort by and Then by boxes, select the columns you want to use as the sort fields.
- Select sort order either ascending or descending then click OK.

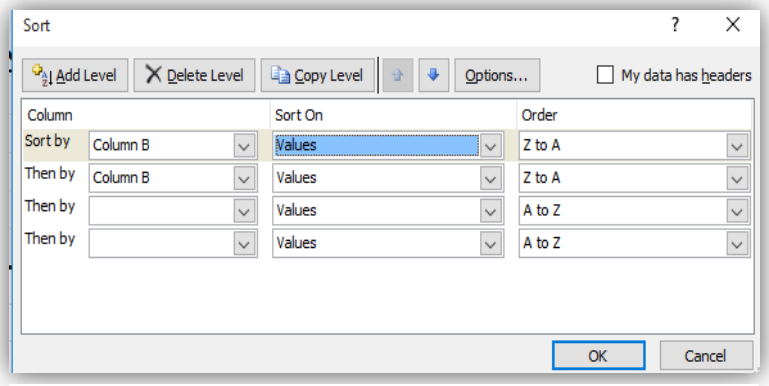


Figure 11

4 Filtering

To filter is to display records that meet certain criteria.

To filter a list:

- Select a cell in the list to be filtered.
- On the **Data** menu, points to filter then choose **Auto Filter** or **Advanced Filter**.
- Click the Arrow displayed in the column header.
- Select a filter criterion.

5. Subtotaling

A subtotal is used to summarize a worksheet list to display grouped subtotals and a grand total. The list is grouped using preferred field. To create subtotals:

- Sort the data in ascending or descending order.
- Click a cell in the list then from **Data** menu click **Subtotals.**
- In **At each change in** box, select the field to use for grouping.
- In the **Use function** box, select a function you want to use.
- In the **Add subtotal to box**, check the columns that contain values you want to subtotal.

Click OK**.**

6. Input validation

To ensure that a user does not enter invalid data, set the validation criteria.

An error message is displayed when data that violates this rule is entered.

To set data validation:

- Highlight the range of cells to validate.
- On the Data menu, click Validation.
- Click the Settings tab and select a validation criterion
- To display an input message when the cell is selected, click the Input Message tab, type the message to be displayed and check "Show input message when cell is selected".
- Set the Error alert then click OK.

7. Creating charts and printing

A chart is a component of a spreadsheet program used to present data from a worksheet in a way that provides instant visual impact. E.g. Column and bar charts, pie chart, line graph, scatter diagram and area graph. To create a chart:

- Highlight the range.
- On the Insert menu, click Charts. Alternatively, click the Chart button on the standard toolbar.
- The chart wizard will guide you through the process.

Editing and formatting a chart.

- Click the chart to' select it. .
- On the Chart menu, click:
  - Chart type to change the selected chart to a different type.
  - Chart options to set chart properties such 'as title and legend.

Location to place the chart in a separate sheet or on a worksheet.

8. Printing Workbook Content

You may print an entire workbook, worksheet, chart or a selected range. To print workbook content:

- On the File menu, click Print.
- Specify the print options in the dialog box, and then click OK.

ERRORS ALERTS IN FORMULAE & FUNCTIONS AND HOW THEY CAN BE CORRECTED

Table 10

Error Message	Description	Solution
########	The column is not wide enough to accommodate the value or a negative date or time is used e.g. = **(2/4/2007)**	Increase the column width or shrink the contents to fit the column. Avoid using negative time or date value.
#DIV/0!	Division by zero or using a blank or cell e.g. = 45/0	Change the cell reference one that contains a value nonzero in the cell.
#N/A	The formula or function uses a name that Excel does not recognize	Make use of a valid argument or the correct type of value
#NAME?	The formula or function uses a name that Excel does not recognize	Correct the spelling of the name.
#NUL!	The formula references an invalid intersection of cells	To refer to two areas that don't intersect, use a comma (,) e.g. = (SUM(A1:A10,C1:C10))
#NUM!	Due to use of invalid numeric values	Use numeric arguments in a formula or function e.g. S Enter 1000 not Ush 1000
#VALUE	The formula or function uses incorrect argument or operator	Make sure that referenced cells by the formula contain values.
#REF!	Due to invalid cell referencing as a result of deleting referenced cells.	Change the reference in the formulae, or restore the deleted cells.

RESOURCE QUESTIONS FOR EXCEL

QUESTION 1

The information below is driven from MUFTI Limited from some few selected staff. The staff include JACKIE, KENT, PAULINE, UNICE, XAVIER, LEONALD, SONNY, CHRISTINE, PHILIPER and INNOCENT. They earn the following amount as basic salary respectively: 660000, 760000,870000, 580000, 600000, 610000, 630000, 640000, 650000 and 555000.

(i) Enter the above information using Microsoft Excel.
(ii) A lunch allowance for all employees is 22% of their basic pay.
(iii) Housing allowances are 62% of lunch allowances.
(iv) All employees are paid transport allowances of 59,000
(v) Compute the employees' gross pay.
(vi) PAYE is 2.5% of basic salary.
(vii) National social security fund is calculated at 18% of gross pay.
(viii) Compute the employees' net pay.
(ix) Plot a line graph of net pay against basic salary in worksheet 2.
(x) Save your work in your name and registration number on the desktop.

QUESTION 2

Study the following multiplication table.

	A	B	C	D	E	F	G	H	I	J	K	L
1				Multiplication Table								
2		1	2	3	4	5	6	7	8	9	10	
3	1											
4	2											
5	3											
6	4											
7	5											
8	6											
9	7											
10	8											
11	9											
12	10											
13	11											
14	12											
15												

Required:

(i) Enter it into an Excel worksheet.
(ii) Enter a formula to B3 that will generate for you the product of A3 and B2.
(iii) Copy the formula entered to B3 to other blank cells.
(iv) Apply borders to the table.
(v) Save the file as Multiplication Table.
(vi) Rename Sheet1 to Multiplication Work.
(vii) Put your name as footer.

QUESTION 3

The table below shows the common sales (in thousands) of liters of liquid milk of four farms in a certain district during the third quarter of the year 2008.

	Wairaka	Butiki	Walukuba	Bugembe
July	93.2	0.4	55.6	78.1
August	5.1	84.5	9.6	62.2
September	40.2	7.6	98.7	44.2

Required

(i). Enter the above information to a spreadsheets application.
(ii). Create a pie chart that includes a title and labels to represent the sales of the four farms in the third quarter of 2008.
(iii). Draw a bar chart to represent the sales of the farms.
(iv). Determine the total sales for each month.
(v). Insert your name and index number as footer in the documents created in (ii) and (iii) above.
(vi). Save your work as ***My Spreadsheet***.

QUESTION 4

The following students sat for their term two examinations in Mathematics (mat), Computer studies (comp) and commerce (com) and obtained the following marks: John got 40 in mat, 20 in comp and 50 in com. Mary got 90 in mat, 60 in comp, 30 in com. Tania got 75 in mat, 65 in comp, and 90 in com. Samuel got 55 in mat, 40 in comp and 80 in com. Paul got 50 in mat, 20 in comp and 35 in com. Albert got 50 in mat, 60 in comp, and 50 in com.

(i) Enter the data given in spreadsheet. All names should be in column **A.**
(ii) Use a formula to compute the total for each student and put them in column **E**.
(iii) Sort the data entered in column **E** in descending order.
Iv How many students got a **D1** in Math given that a **D1** was awarded at 75%
(v) Put the titles for column **A, B, C, D** and **E** in orientation **45^0**.
(vi) Give your work a professional look.
(vii) Plot a bar/column graph for the students' marks in the three (3) subjects. Your graph should have appropriate heading and axis
(viii) Include a header as your name and save your work as "***Senior four Exam***"
(ix) Print your work.

QUESTION 5.

Abili Secondary School received the following products from different suppliers at the beginning of term II 2017.

Table 10

1	ABILI SECONDARY SCHOOL						
2	**Product**	**Quantity (Bag)**	**Cost per 50 kg Bag (Sh.)**	**Total Cost**	**VAT**	**Net pay**	**Grade**
3	Sugar	20	225,000				
4	Posho	50	85,000				
5	Cement	70	40,000				
6	Rice	30	125000				
7	Millet	5	80,000				
8	Cassava	15	50,000				
9	Irish	17	400,000				
10	Onion	4	500,000				
11	Bean	60	150000				
12							
13	Tax =			18%			

(i) Use available spreadsheet application to enter the entire records in the table.

(ii) Apply functions or formula to automatically compute:

- Total Cost of these products.
- The VAT if its 18% of the total cost.
- The Net pay per each product supplied.

(iii) In column G, use function to position these products beginning with the most expensive one as position 1 and end with the less expensive one as position 11.

(iv) Make your work look professional.

(v) Draw a column graph to compare the net pay for these products. Label the axes and title clearly.

(vi) Indicate your name as footer.

(vii) Save your work with file name "**Abili Sec School**".

QUESTION 6.

Below is an extract of Daily paper sales of one of Red Pepper. Use it to answer the questions that follow.

RED PEPPER WEEKLY DAILY SALES

Table 21

AGENT	MON	TUE	WED	THUR	FRI	SAT	SUN	TOTAL	COMMENT
New Taxi Park	25000	54000	54000	45000	54010	65000			
Mubende supermarket	65040	68040	9600	65000	65000	54600			

Lugogo mall	65400	43000	53000	41000	40700	52110			
Highest sales									
Lowest sales									

(a) Enter the above data using any spreadsheet application your choice.
(b) Use appropriate functions to determine
(i) Total sales
(ii) Highest sales from Monday to Sunday
(iii) Lowest sales from Monday to Sunday
(c) Determine the sales made on Sunday given that the sales on that day declined by 30% of those made on Saturday. Be sure to use absolute sale reference.
(d) Use a function to return a comment " Good sales" and "Bad sales" for sales exceeding a total of 200000/-
(e) Format your figures to have a suffix UGX to two decimal place values
(f) Include a column graph showing the above daily sales
(g) Ensure that your Graph is on a separate sheet with all attributes such as legend, title. Rename the new sheet Graph
(h) Save and print your work.

QUESTION 7.

A school produced an end of term mark list for senior five using any spreadsheet program; enter the data into the table below.

NAME	DIV	HIST	SUBMATH	CHEM	PHY	ECON	TL	AVE	POSITION
Ali	58	70	63	23	10	89			
David	40	6	47	43	54	76			
Hama	38	60	59	67	62	54			
Mary	60	65	48	73	60	34			
Abdul	25	43	67	32	28	21			
Julius	70	23	47	41	57	34			
Pius	34	37	56	45	42	54			
Moss	78	75	34	51	68	32			

Table 11

a) Provide a heading for your worksheet as Cadet Secondary school, results for 2012 and centre it with font size 24.5.

b) Using appropriate functions, determine for each student the

i. Total mark.
ii. Average mark.
iii. Position.

c) Apply boarders on the data you have entered in the worksheet.

d) Insert your name and personal number as footer.

e) The sheet for the table should be name table.

f) Create a pie chart using the average mark and include:

i. The heading senior five term one mark, Cadet Secondary school.

ii. Labels with the cart.

g) Copy the chat to sheet 2 and name it chart.

h) Saved your work as your name and personal number.

i) Print your work

QUESTION 8.

The table below shows examination results of senior six students of Mugo Secondary School. Study it and answer the questions that follow.

Table 12

	A	B	C	D	E	F	G	H	I
1	**MUGO Secondary School Six Science Class, 2013**								
2	**SUBJECTS**								
3	FIRST NAME	LAST NAME	BIOLOGY	CHEMISTRY	MATH	PHYSICS	ICT	AVERAGE	GRADE
4	OKUMU	DAVID	80	90	80	90	70		
5	NAIGA	LILIAN	72	85	63	47	90		
6	APUNU	JOSEPH	78		86	82	52		
7	ODYEK	TONNY	78	87	86	82	52		
8	WAISWA	MAX	30	25	58	58	67		
9	LUBEGA	KARIM	86	56	47	78	82		
10	KATAIKE	JENN1FER	59	85	64	55	85		
11	KATEREGGA	JULIUS	98	45	25	93	69		
12									
13	HIGHEST VALUE								
14	LOWEST VALUE								
15	MEDIAN VALUE								

a) Enter the students' data above in a spreadsheet application as shown.

b) Using appropriate functions, determine the;

i. Average score for each student.

ii. Highest score for each subject.

iii. Lowest score for each subject.

iv. Median score for each subject.

c) Make your worksheet landscape page orientation.

d) Name your worksheet as results.

e) Use the relevant function to grade each student's average by indicating:

- Very good if average is greater than 80.

- Good if average is greater than 55.
- Poor if average is below 55.

f) Save your work as your name and personal number.
g) Print your work

QUESTION 9.

Pic-Hill Primary School scored the following marks in their Primary Leaving Examinations.

Table 15

Names	Eng.	Maths	Science	SST
Karungi Hakhim	90	80	70	60
Muziransa Saad	70	57	60	70
Semakula Hamissi	40	45	60	50
Muhumuza Umar	60	40	5.0	30
Mbeiza Christine	70	80	78	90
Isabirye Kalifan	30	60	50	45
Mpairwe Joshua	70	6	√50	40

i. Calculate using spreadsheets the total mark for every student.
ii. Calculate the average mark for every student.
iii. Find the best performer in every subject.
iv. Find the worst performer in every subject.
v. What is the average mark in every subject?
vi. What is the average total mark?
vii. What is the overall average mark in the school?
viii. Using the VLOOK, find students who scored above 60, gives them PASS and those below, FAIL.
ix. Make your worksheet look professional.

QUESTION 10.

Enter the following data into a Microsoft excel sheet.

Table 16

Name	Department	Basic Salary
Sophia	Accounting	350000
Beth	Finance	200000
Paula	Accounting	450000
Aisha	Human Resource	365000
Grace	Finance	150000
Sarah	Management	460000
Kate	Transportation	550000
Namubiru	Accounting	650000
Lwanga	Accounting	190000
Hearte	Finance	420000
Trina	Human Resource	800000
Lorena	Management	850000
Morel	Accounting	280000

Required:

i. Add a column for employees' Age and fill it with figures of your choice.
ii. Sort the department column alphabetically.
iii. Extract subtotals for each department's basic salary
i. If employees pay NSSF (National Social Security Fund), PAYE (Pay As You Earn) and tax which is 2%, 5% and 3% of the basic salary respectively, introduce a column for NSSF, PAYE and Tax and calculate the net pay after those deductions.
iv. Select the names column and Net pay to for a clustered column with 3D visual effect chart and save it as "Analysis".
v. Save your work under your names in the folder you created.
vi. Make a printout of your work.

QUESTION 11.

The school marks are divided into beginning of term (20%) and end of term (80%). Thus the total mark should be generated with a function that can sum the figures while considering the percentage weights.

Table 17

Name	Reg. No	B.O.T	E.O.T	Total Mark	Grade
Keth	U/001	86	85		
Beth	U/002	67	57		
Ham	U/003	78	70		
Kit	U/004	*95*	*67*		
Tim	U/005	42	90		
Val	U/006	63	76		
Pilly	U/007	59	60		

i. Enter the above data into a worksheet.
ii. Compute the total mark of the students.
iii. Insert three rows after Kit and enter Au, Qarim and Natalie's marks.
iv. Using the **HLOOKUP**, Assign the grade of the students whereby, from 80 and above assign "A", 6079,"B",40-59"C" and the rest "D".
v. Change Val's end of term marks and put 15.
vi. Apply an auto format in your work.
vii. Save your work as your last name and make a printout of your work.

QUESTION 12.

A Primary Four class teacher of Alokolum P.7 School uses spreadsheet to make analysis of pupils' results. Use it to answer the following questions:

Table 18

Name	**Math** (%)	**Science (%)**	**SST (%)**	**English (%)**	**Lou (%)**
Monica	78	66	67	45	89
Jane	67	.77	70	65	77
John	55	45	100	84	98
Peter	45	56	82	56	
Nelson	100	88	77	89	100
Patria	82	100	70	87	

a) Enter the records in a spreadsheet application and arrange the names of these pupils in alphabetical order.

b) Use function to auto compute the:

i. Total mark of each pupil
ii. Position of each pupil in the class based on total mark scored by each child.

c) Return the total number of pupils who:

i. Missed Lou examinations
ii. Scored above 60% in mathematics

d) Use HLOOKUP Function to return the name of the pupil with 100% in Mathematics

e) Plot a column graph to compare the performance of pupils in Mathematics and English only. Label all axes, title and legend.

f) Save the work as *Alokolum* and print the file.

QUESTION 13.

KB Computer Enterprises agreed to maintain an electronic spreadsheet to keep track of business books for the various branches country wise. The following is a worksheet used to extract records from business partner's vendors.

(a) Enter the following in any available spreadsheet software of your choice and save as KB enterprises.

Table 19

Branch Name	Cost of Sales (shs)	Sales (shs)	Gross profit(shs)	Expenses (shs)	Reserves (shs)	Net profit(shs)	Remarks (shs)
JCB_Soroti Branch	700,000	350,000		45,000	.		
KB_Lira Branch	400,000	70,000		50,000 •			
KB_Hoima Branch	200,000	95,000		2,500			
KB_Muni Branch	300,000	175,000		10,000			
KB_Wakiso Branch	650,000	320,000		55,000			
K_kobOKo Branch	555,000	47,800		73,000			

Additional information

- ✓ Reserves is 10% of Gross Profit
- ✓ Net profit = Gross profit — (Expenditure + Reserves)

(b) Use appropriate formulae/function to calculate:

i. Gross profit for each member branch
ii. Reserves for each member branch
iii. Net profit for each member branch

(c) With use of a VLOOKUP, use the following criteria to include remarks.

- If net profit> = 500,000, then "V.good Branch"
- If net profit >400,000, then "Good Branch".
- If net profit < = 300,000 then "Dormant Branch".

(d) Format your worksheet as follows

i. Include an appropriate title on top of the worksheet well centered and bold
ii. Format the figures in the sale column to 2 decimal places with 000's separators
iii. Column headers should all be aligned to 45°

(e) Use columns for cost of sales and sales to insert a line graph, keep the title of the graph to be PRODUCTIVE ANALYSIS, format it and place it in a separate sheet.

QUESTION 14

Create a Worksheet and enter the data below.

Table 20

Auto stores	**Year 1 1998**	**Year 2 1999**	**Year 3 2000**	**Year 4 2001**	**ATS**
Sales Revenue	32600	48000	62000	96800	
Cost of Goods Sold					
Gross Margin					
Variable Expenses					
Fixed Expenses	000	6000	6000	6000	
Net Profit					

Complete the table using the following information.

i. The cost of goods sold and variable expenses for the Auto Stores are 65% and 10% of the sales Revenue respectively.
ii. Enter a formula for each quarter to calculate the Gross Margin which is equal to Sales Revenue minus Cost of goods sold.
iii. Net profit is equal to Gross Margin minus Variable and fixed Expenses.
iv. Add a column called ATS that totals the figures from the four quarters.
v. Draw a column graph for Net Profit for the four quarters.

vi. Add a title "Auto Stores and label the x-axis as "Quarterly Net profit" and the y-axis as "Amount in Shillings".

vii. Save your worksheet as your Name and print.

QUESTION 15

Enter the data bellow into a suitable application program and save it as "Raw-marks"

Table 21.

A	**B**		**D**	**E**	**F**	
Student No.	**Names**	**Telephone number**	**Test A**	%	**Test B**	%
01	Harriet	0712445230	53		43	
02	Beth	0702512012	48		22	
03	Harith	O772652310	62		35	
04	Bruno	0773652140	85		68	
05	Hyde	0782416212	56		56	
06	Hearten	0752316242	72		70	
07	Pilly	0774512634	62		62	

i. Copy the work and paste it in worksheet 2 of the same workbook. Name the worksheet 2 as "percentage-marks".

ii. Given that Test A and Test 13 are marked out of 90 and 70 respectively, enter appropriate formulae to calculate the percentage marks using "percentage-marks" worksheet.

iii. Use functions to obtain the difference between the highest and the lowest percentage marks in Test "A" in cell G21.

iv. Calculate the average mark for Test B in cell G21.

v. Save your work and make a printout.

QUESTION 16.

Create a worksheet and enter the data below:

Table 22

Name	**SSN No.**	**Working hours**	**Rate of pay**	**Advance**	**Overtime**	**Overtime rate**	**Gross wage**	**Tax**	**Net pay**
Paul	S00I	150	3000	-					
Kate	S002	200	4200	1500					
Kim	S003	300	6000	4000					
Beth	S004	250	3500	-					
Harry	S005	240	8000	5000					
Paul	S006	200	5000	2000					
Rita	S007	150	4000	1500					
Sherry	S008	250	7500	3000					
Hearte	S009	280	5800	2100					

In this company, month, in case an. each employee works for a minimum of 100 hours in case an employee works beyond the normal hours, the pay rate is multiplied by 0.5. A tax of 30% is deducted from the gross income of the Employee and PAYE as 10% respectively. You are required to calculate the following;

a) The overtime pay for the employees.

b) The overtime rate.

c) Gross pay.

d) Net pay.

e) Analyze the employees' wage with a siiitab1e chat.

f) Save your work in your folder and also make a printout.

QUESTION 17.

The school did several tests marked out of 20. Use the information given to answer the questions that follow.

Table 23

Name	**Set 1**	**Set 2**	**Total**	**Average**	**Grade**
Sophia	59	65			
Beth	62	50			
Paula	46	70			
Aisha	85	68	.		
Grace	60	49			
Sarah	68	73			
Kate	72	45			
Tin	62	60			
Val	85	60			
Pilly	10	90			

a) Calculate the total mark for each student

b) Calculate the average marks for the students

c) Using the 'If' statement, assign grades to students using their averages in a way that, average above 70, assign a "Dl", 65-70, a "D2", 55-60, a "C3", 50-55, a "C4", 45-49, a "C5", the rest, an "F".

d) Differentiate those who have passed from those who have failed in a way that if a person has average above 50, then that person has passed, otherwise, failed.

e) Save your work in a folder and also make a printout.

QUESTION 18.

Enter the following data into a Microsoft Excel sheet.

Table 24

Name	**Department**	**Basic Salary**
Sophia	Transport	350000
Beth	*Finance*	560000
Paula	Accounts	700000
Aisha	Human Resource	450000
Grace	*Finance*	492000
Sarah	Accounts	646000
Kate	*Finance*	500000
Harry	Human resource	490000
Kate	Transport	380000
Hearte	Human resource	612000
Trina	Transport	280000
Lorena	Accounts	680000
Morel	***Finance***	654000

Required:

i. Add a column for employees' age and fill it with the figures of your choice.
ii. Sort the department column alphabetically.
iii. Extract subtotals for each department's basic salary.
iv. Copy your work and paste it on sheet 2 to continue with the rest of the questions.
v. If employees pay NSSF (National Social Security Fund), PAYE (Pay As You Earn) and tax which is 2%, 3% and 2% of basic salary respectively, introduce a column for NSSF, PAYE and Tax and calculate the net pay after those deductions.
vi. Select the names column and Net pay to form a clustered column with 3- D visual effect chart and save it as "Analysis".
vii. Save your work under your names in the folder you created.

QUESTION 19.

Using any spreadsheet, type the following information

Table 25

	A	B	C	D	E	F
1	CITY	SALES	EXPENDITURE	INCOME/LOSS	COMMISSION	
2	Delhi	15111	13400			
3	Chandigarh	26100	24050			
4	Patna	17270	15670			
5	5aipur	19800	21500			
6	Agra	29400	25600			
7	Total					
8	PERCENT	10				

i. Calculate the income/loss for each of the cities.

ii. Compute the commission for each of the regions as the percentage of income, where percentage is as given in cell H2.

iii. Save the file under the name sales projection.

iv. Print the worksheet.

QUESTION 20.

A farmer's income and expenditure is shown in the spreadsheet below;

Table 26

	A	B	C	D	E
1	RATES				
2		Increase	3%		
3	.	Decrease	2.5%		
4					
5					
6	**INCOME**	Maize sales	2000 ‘		
7		Wheat sales	25000		
8		Mi1i sales	12500	‘	
9					
10		**Total Income**		**37500**	
11	**EXPENDITURE**				
12		**Fertilizer**	**16000**		
13		Labor	10000		
14		Transport	8000		
15					
16		**Total Expenditure**		**34000**	
17					
18	**PROFIT**			**23500**	
19		.			

If his expenditure is decreased by 2.5% and income goes up by 3%,
a) Calculate the figures in cells E10 and E16 to find the total income expenditure in each case.
b) Calculate the figures in cell E 18 to find the profit.

c) Calculate the new expenditure in cells F12, F13 and F14.

d) Calculate the new income in cells F6, F7 and F8.

e) Calculate the new profit in cell 018.
f) Save your work.
g) Print your work.

QUESTION 21

The following students sat for their term one examination in Math (mat),

Computer studies (comp), commerce (corn) and History (hist) and obtained the following marks.

Abbey got 50 in mat, 30 in comp, 20 in corn and 70 in hist. Obbo got 60 inmat, 56 in comp, 40 in com and 55 in hist. Kato got 8O in mat, 75 in comp, 39 in com and 49 in hist. Val got 49 in mat, 50 in comp, 86 in com and 74 in hist. Ham got 60 in mat, 45 in comp, 48 in com and 90 in hist. Kim got 62 in mat,53 in comp, 50 in com and 80 in hist. Tim got 29 in mat, 60 in comp, 49 incom and 78 in hist.

i. Enter the data given in a spreadsheet: All names should be in column A.
ii. Use a formula to complete the total for each student and put them in column F
iii. Sort the data entered in column F in descending order.
iv. Put the titles for column A, B, C, D; E and Fin orientation 90°.
v. Boarder your work to give it a professional look.
vi. Draw a bar/column graph for the students' marks in the four (4) subjects.
vii. Save your work as your name and index number.
viii. Print your name.

QUESTION 22.

The school marks are divided into Beginning of term (30%) and End of term (70%). Thus the total mark should be generated with a function that can sum the figures while considering the percentage weights.

Table 27

Name	Reg. No	B.O.T	E.O.T	T/MARK	Grade
Keith	U/0O1	86	85		
Beth	U/002 -	67	57		
Ham	U/003	78	70		
Kit	U/004	95	67		
Tim	U/005	42	90		
Val	U/006	63	76		
Pilly	U/007	59	60		

A. Enter the above data into a worksheet

a. Compute the total mark for the students
b. Insert three rows after kit and enter Au, Quarim and Natalie's marks.
c. Assign the grade for the students whereby, from 80-100 assign A, 60-79 "B", 40-39, "C" and 20-39, "D".
d. Change Val's end of term marks and put 15.
e. Apply an auto format in your work.
f. Save your work as your last name.

QUESTION 23.

Create a spread sheet of the data above, starting with the item title cell A3 and save as ***"stationery 1"***

	A	**B**	**C**	**D**	**E**	**F**
1	Item	Opening stock(O)	Closing stock(C)	Quantities sold(Q)	Selling price (S)	Value of sales(V)
2	Note books	200	120		1500	
3	Printing paper	400	160		8000	
4	Clip files	170	80		200	
5	Box files	100	0		2500	
6	Diaries	95	30		1800	
7	Counter books	600	150		5000	
					Total value of sales	

i. Put the appropriate formula in cell D3 to compute the amount sold.
ii. Copy it to the rest of the column
iii. Put the appropriate formula in cell F3 to compute v.
iv. Sum up column F to find the total value of sales.
v. Use the graph function to draw a bar graph of sales for the various items .Write your name and index number below the graph.
vi. Save the graph as My graph

QUESTION 24

Enter the following data into a Microsoft excel sheet

Table 29

Name	Department	Basic Salary
Ali	Accounting	350000
Bob	Finance	200000
Cathy	Accounting	450000
Din	Human Resource	365000
Eddy	Finance	150000
Felly	Management	360000
Gill	Transportation	520000
Hum	Accounting	720000
Ethan	Accounting	170000
Jessie	Finance	360000
Kit	Human Resource	700000
Lass	Management	700000
Melisa	Accounting	150000

Required

i. Add a column for employees Age and fill it with figures of your choice
ii. Sort the department column alphabetically
iii. Extract subtotals for each department's basic salary
iv. If employees pay NSSF (National Social Security Fund) and Payee (Pay as You Earn) which is 3% and 4% of basic salary respectively introduce a column for NSSF and Payee and calculate the net pay after those deductions.
v. Select the names column and Net pay to form a clustered column with 3-D Visual effect chart.
vi. Save your work as your name.

QUESTION 25

The following members of twegatte saving and cooperative society toOK loans from gold trust bank. They were charged a handling fee of 5% and an interest

of 15%of theloan.

Name	Loan (Ush)	Period
Kato sulaiman	500,000	2 years
Magembe Ivan	750,000	3 years
Nababi Justine	350,000	2 years
Kapere Douglas	1,250,000	6 months
Sagala Martin	900,000	1.5 years
Tomusange David	2,150,000	5 years

i. Create a work sheet with column headings NAMES, AMOUNT, PERIOD, HANDLING FEES, INTEREST, and TOTAL PAYMENT.
ii. Enter the above data.
iii. Using relevant formulae calculate the Handling fees, interest and total payment for Kato Sulaiman
iv. Using the copy and paste feature complete calculations for all the members.
v. Create a 3-D column graph to show the Total payment of each member.
vi. Save work sheet as <twegatte> in your folder,

QUESTION 26.

Table 30

Enter the following data into a Microsoft excel sheet

Name	**Department**	**Basic Salary**
Sopiia	Accounting	350000
Beth	Finance	200000
Paula	Accounting	450000
Aisha	Human Resource	365000
Grace	Finance	150000
Sarah	Management	460000
-Kate	Transportation —	550000
Namubiru	Accounting	650000
Lwanga	Accounting	190000
Hearte	Finance	420000
Trina	Human Resource	800000
Lorena	Management	850000
Morel	Accounting	280000

Required:

i. Add a column for employees' Age and fill it with figures of your choice.
ii. Sort the department column alphabetically.
iii. Extract subtotals for each department's basic salary
iv. If employees pay NSSF (National Social Security Fund), PAYE (Pay As You Earn) and tax which is 2°/9, 5%, and 3% of the basic salary respectively,
v. Introduce a column for NSSF, PAYE and Tax and calculate the net pay after those deductions.
vi. Select the names column and Net pay to for a clustered column with 3D visual effect chart and save it as "Analysis".
vii. Save your work under your names in the folder you created.
viii. Make a printout of your work.

QUESTION 27.

The school marks are divided into beginning of term (20%) and end of term (80%). Thus the total mark should be generated with a function that can sum the figures while considering the percentage weights.

Table 31

Name	**Reg. No**	**B.O.T**	**E.O.T**	**Total Mark**	**Grade**
Keith	U/001	86	85		
Beth	U/002	67	57		
Ham	U/003	78	70		
Kit	U/004	95	67		.
Tim	U/005	42	90		
Val	U/006	63	76		
Pilly	U/007	59	60		

i. Enter the above data into a worksheet.
ii. Compute the total mark of the students.
iii. Insert three rows after Kit and enter All, Qarim and Natalie's marks.
iv. Assign the grade of the students whereby, from 80 and above assign "A", 60-79,"B", 40-59"C" and the rest "D".
v. Change Val's end of term marks and put 15.
vi. Apply an auto format in your work.
vii. Save your work as your last name and make a printout of your work.

QUESTION 28.

Enter the data bellow into a suitable application program and save it as **"Raw-marks"**

Table 32

A	B	C	D	E	F	0
Student number	**Names**	**Telephone number**	**Test A**	**%**	**Test B *L***	**%**
01	Harriet	0712445230	53		43	
02	Beth	0702512012	48		22	
03	Harith	0772652310	62		35	
04	Bruno	0773652140	85		68	
05	Hyde	0782416212	56		56	
06	Hearte	0752316242	72		70	
07	Pilly	0774512634	62		62	

i. Copy the work and paste it in worksheet 2 of the same workbook. Name the worksheet 2 as ***"percentage-marks".***
ii. Given that Test A and Test B are marked out of 90 and 70 respectively, enter appropriate formulae to calculate the percentage marks using ***"percentage-marks"*** worksheet.

iii. Use functions to obtain the difference between the highest and the lowest percentage marks in Test "A" in cell E21
iv. Calculate the average mark for Test B in cell G2 1.
v. Save your work and make a printout.

QUESTION 29.

Create the spreadsheet below and save it as Student-marks.

Table 33

STUDENT NAME	MATHS	ENGLISH	BIOLOGY
HadijahKadondi	67	74	71
LutaleAcram	58	65	56.
AhumuzaShamsa	81	69	70
KusiimaNasur	45	50	49
Komugisha Sandra	78	76	68
MaskaHairat	34	47	65
LutakomeBasam	56	56	56.
BalukuAiman	85	88	69
NajjingoSohpia	60	.55	46

Enter the formulae to complete the following:

i. The marks for each student.
ii. The average mark for each subject.
iii. The highest mark for each subject.
iv. The lowest mark for each subject.
v. The standard deviation per student.

QUESTION 30.

Hill Primary School scored the following marks in their Primary Leaving Examinations.

Names	Eng.	Math	Sci	SST
KarungiH	90	80	70	60
MuziransaSaad	70	57	60	70
SemakulaHam	40	45	60	50
Hamza Umar	60	40	50	30
Christine yuda	70	80	78	90
IsabiryeKa1ifan	30	60	50	45
MpairweJass	70	60	50	40

i. Calculate using spreadsheets the total mark for every student.
ii. Calculate the average mark for every student.
iii. Find the best performer in every subject.
iii. Find the worst performer in every subject.

iv. What is the average mark in every subject?

v. What is the average total mark?

vi. What is the overall average mark in the school?

vii. Using the IF functions, find students who scored above PASS and those below, FAIL.

viii. Make your worksheet look professional.

QUESTION 31.

The following spreadsheet shows the profit or loss on sales at an ice- cream stall during a four week period.

Table 35

	A	**B**	**C**	**D**	**E**	**F**
1	**ICE-CREAM STALL**					
2		Cost price (Ug)				
3	**Ice cream**	500				
4		800				
5						
6		**Ice-cream Sales (Ug)**	**Orange juice sales (Ug)**	**Income (Ug)**	**Expenses (Ug) .**	**Profit/Loss (Ug)**
7	Week 1	3000	400	980,000	900,000	Profit
8	Week 2	2500	100	770,000	900,000	Loss
9	Week 3	4500	100	1,370,000	900,000	Profit
10	Week 4	3000	200	940,000	900,000	Profit

iii. State the format of data in cell B6.

iv. Write down a formula that could be in cell D7 to calculate the income for week 1

v. Describe how the formula D7 can be copied into the cells t8, D9

vi. State the cells that are needed to create a line graph to show the income and expenses for week 1 and week 4.

iv. Cell FT contains the function: =IF(D7>E7, Profit, Loss) and is copied into cells F8, F9 and F10. Write down the function that will be in cell F10.

QUESTION 32.

Table 38

Employee	Age	Service	Salary	Allowance	Gross pay	Taxable amount	PAYE	NSSF	Net pay
Nalwanga	54		120,000	70,000					
Kityo	34		135,000	85,000					
Abigaga	65		110,000	100,000					
Akello	35		150,000	130,000					
Lowery	60		200,000	70,000					
Bamoshena	57		98,000	15,000					
Omoding	49		78,000	10,000					
Nakimuli	29		140,000	80,000					
OKiru	27		95,000	65,000					
Olowo	63		130,000	20,000					
Namutebi	27		115,000	75,800					

a. enter the above data into your worksheet and answer the questions below
b. Assuming each employee started working at the age of 23years, compute the years spent in service (to fill the service column)
c. Taxable amount is computed after deducting NSSF and 13,300 (threshold) from the Gross Pay, PAYE is 30% of the Taxable amount; NSSF is 5% of the Gross pay. Compute the Gross pay, Taxable amount, PAYE, NSSF and Net pay.
d. Insert the following records after Omoding and compute the relevant entries
e. Delete the record for lowery from the worksheet

QUESTION 33.

A company deals in 6 major stationery items namely; counter books,Note books, printing paper, clip file, box files and diaries. The table belowRepresents the opening stock (0), closing stock (C), Quantity sold (Q) selling Price (S) and value of sales (v) respectively where, Q = 0 - C and V = S x Q.

Table 39

	A	B	C	D	E	F
1	**Item**	**Opening stock (0)**	**Closing stock (C)**	**Quantities sold (Q)**	**Selling price (S)**	**Value of sales (V)**
2	Note books	200	120		1500	
3	Printing paper	400	160		8000	
4	Clip files	170	80		200	
5	Box files	100	0		2500	
6	Diaries	95	30		1800	
7	Counter books	600	150		5000	
					Total value of sales	

i. Create a spreadsheet of the above, starting with the item title Cell A3and save it as “Stationery 1”
ii. Put the appropriate formula in cell D3 to compute the amount sold.
iii. Copy to the, rest of the column.
iv. Put the appropriate formula in cell F3 to compute V.
v. Sum up column F to find the total value of sales.
vi. Use the graph function to draw a bar graph of sales for the various Items.
vii. Write your name and index number below the graph.
viii. Save the graph as “My graph”

QUESTION 34.

Below is a table of staff in an association. In one of their documentation, they require that the following information be captured to come up with a graph.

Table 40

Reg. No	Name	Age	Address	Department	Basic Pay	NetPay
UGA001	Namutebi	28	Lugala	Housing	800,000	
UGA002	Kiwewesi	37	Kasanga	Sales	900,000	
UGA003	Lule	44	Kawala	Accounts v	600,000	
UGA004	Sematimba	51	Naru	Computer	600,000	
UGA006	Kayiwa	55	Bwaise	Sales	1,000,000	
UGA007	Kayanja	47	Lubaga	Housing	5,000,000	
UGA008	Muwanguzi	48	Entebbe	Computer	900,000	
UGA008	Mitala	54	Kalerwe	Accounts	700,000	

You are required to:

i. Enter the information above in a spreadsheet program. (5 marks)
ii. Insert a *title* Staff association which is centered in merged cells above the table records. (2 marks)
iii. Insert the record of Sematimba between Kayiwa and Kayanja. (1 mark) Age: 56; Department: sales; Address: Muyenga; Basic Pay: 500,000; Reg. No:UGAOO5
iv. Include a header containing the current date and time. (2 marks)
v. Include afooter containing your name and index number. (2marks)
vi. Calculate the Net Pay if an allowance of 130,000 is deducted from the Basic Salary. (2marks)

vii. Delete Sheet 2 and Sheet 3. (1 mark)

viii. Create a pie- chart as a separate sheet to represent the Net Pay of the various staff. (3marks)

ix. Save the work on a diskette as '*chogm*' in a folder called **CHOGM**. (2 marks)

QUESTION 35.

The table below represents prices of commodities in various markets in aparticular town.

Table 41

	A	B	C	D	E	F
1	**COMMODITY**	**MARKET 1**	**MARKET 2**	**MARKET 3**	**MARKET 4**	
2	Rice	1,000	1,100	1,950	1,100	
3	Sugar	1,700	1,650	1,710	1,800	
4	Meat	2,500	2,20O	2,700	2,800	
5	Salt	400	450	500	410	
6	Oats	1,200	1,100	1,150	1,210	
7						

i. Enter the data as it is in a spreadsheet program. Use formulas to calculate the average prices of each commodity and insert your answer in column F. Save your entries as "market prices"

ii. The prices of all commodities in markets 1 and 3 have been levied a value added tax (VAT) of 17%. Use a formula to calculate the new prices after VAT and put them in columns H and I .label them "market 1 with VAT" and "market 3 with VAT" respectively. Save changes.

iii. Create a column graph representing the, prices of sugar in the given markets. Save it in the same spreadsheet.

iv. Put your name as the header and the index number and date as the footer on all copies of your work.

v. Print your work.

QUESTION 36

1. 'This information was extracted from Kyabateeta high school.

Study it carefully to answer the questions that follow.

Table 42

ITEM	COST PRICE(UGX)	SCHOOL TAX	PROFITS	EXPENSES	SELLING PRICE
Sumbiz					7,000/=
Meat pie					25,000/=
Splash					60,000/
Daso					35,0001=
Pens					40,0001=
Chapuz					16,000/=
Cassava chips					12,000/=
Boxers					15,500/=
cakes					35,000/=

Other information:

Selling price = cost price + school tax + expenses + profits.

Expenses are = 40% of the selling price

Profits are 30% of the selling price

School tax is 10% of the selling price

Tasks:

As someone who appreciates spread sheets principles and functions:

i. Enter the above information in a spreadsheet application of your choice
ii. save it as with your real name.
Determine the amount of tax the school gets from the canteen, profits and expenses for each item.
iii. Determine the average and total amount of tax the school collects from the canteen.
iv. Change the name of the spread sheet 1 to canteen sales.
v. Determine the cost price for all items.

(At the beginning of next year the canteen operators have asked the school management that he is going to increase selling price by 20%. Insert a new column to work out the new prices for all canteen items next year.)

vi. Format all figures with UGX currency symbol with one decimal place.

vii. On a separate sheet, plot a line chart to represent the items, cost price, and selling price.

viii. Apply a centered footer of your name and registration number in your work sheet.

ix. Sort the list in descending order according to items.

x. Change the orientation of the first row of the table to 45 degrees and change its color to blue

xi. Copy and paste your work on sheet two, an rename it 'canteen'

xii. Wrap your text in the selling price title cell.

MICROSOFT OFFICE ACCESS

(DATA BASES).

A database is a collection of arranged data in a way that allows access retrieval, and use of the data.

A database is an organized collection of data. It is considered to be organized because the data is stored in categories that are accessible ma logical or practical manner. Data can be anything that has significance to the organization the system is serving.

Examples of paper databases

1. Television guides
2. Dictionaries
3. Receipt cards
4. Telephone books
   etc.
5. Libraries
6. Schools
7. Business directories
8. Electricity

Examples of Computerized data bases.

1. Data base systems in banks
2. Phone inquiry systems
3. Organizations like water
4. Fight information.

Data base software or database management system (DBMS) allows the user to create, access and manage a database. Most PC databases consist of a collection of tables organized in rows and columns.

Common terms used in data base

a. Files:

A file is a large organized data structure that contains related data such as records. Files are used for storing programs and data in secondary storage. This is extremely important since the main memory is volatile:

b. A Record:

Every entry of data is referred to as a record. A record is a group of related items that we can treat as a single group. A record is a row in a table that contains information about a given person, product, or event. (An individual entry in a table)

c. A Field:

A field is a column of similar information or group of vertically arranged data that contains similar, information of the same data type. Or it can be a column in the table that contains specific piece of information within a record.

d. Table structure:

This refers to the number of fields, field name (s), field length and data types in a database table.

A field name is assigned to each field to identify the different fields.

e. Field length.

This is the maximum number of characters that can be stored for data in a particular field.

The data type of a field specifies the type of data that the field can contain.

f. Data Validation:

This is the process of comparing the data entered with a set of predefined rules or values to check if data is acceptable.

Examples of data types used in Data base:

a. *Text type*: This contains letters, numbers or special characters.

b. *Numeric type*: This contains numbers only.

c. *Currency type*: This contains dollar, pound cents etc.

d. *Date and time type*: This contains text of any kind or length.

e. *OLE object:* object linking and embedding. It includes objects, graphics or other binary data.

f. *Lookup wizard:* When the value that you need exists in another table

or from a list of statistical values you use a lookup wizard to help you establish a link to the table or define the combo box that will display the list of values on a form or report other data type may include;

g. Boolean type

Examples of database soft wares include

i. Micro soft access
ii. Micro soft visual
iii. Borland data base
iv. Lotus approach
v. Corel paradox.
vi. Claris file marker pro among others.

Examples of corporate based systems include:

i. SQL
ii. Sybase
iii. Oracle
iv. Informix
v. Ingress
vi. Progress

RESOURCE QUESTIONS OF DATABASE.

(MICROSOFT ACCESS).

QUESTION 1.

G4S is a security organization that owns runs a saving scheme for its members. You have been asked to use a use a database management system (DBMS) to help the scheme members maintain records of the association.

Table 44.

First Name	Last Name	Membership NO	DOB	Age	Membership Fee (shs)	Fully paid
Kintu	Mark	4321	12/11/1990		200,000	Y
Akullo	Warren	5855	10/1/2015		50,000	N
Akongo	Joshua	514	08/08/2003		12,000	N
Kifampa	Bob	123	12/1/1999		10,000	N
Kaleb	Peter	411	l0/03/2014		70,000	N
Ondigo	Sophie	868	12/12/2010		100,000	Y
Wakiaga	Precious	654	14/1/2013		140,000	Y
Aketch	Lucy	744	11/03/1992		60,0000	N

(a) Create a database file called G4S that has the following fields of data for each member.

(b) Assign an appropriate primary key and data types for your database

(c) Use a form to enter the records in your database save your form as data

(d) Use a query to compute

i. Age of members of the association, save query as age
ii. Create another query that would be used to display those whose first name starts with letter A and aged 18 and above name it Age
iii. 18”
iv. For members born between 1990 and 2013, save it as born e) Generate a report for age query, save report as Age report

f) Print your report

QUESTION 2.

The table below shows books in a library.

BOKS IN THE LIBRARY

Code number	Title	Name of Author	Paper Back (P) or hard Back (H)	Borrower Number	Date Due back
2043	The Great Gatsby	F.Scott	P	15234	01 June 08
5284	Jane Austen-A life	C.Tomalin	H	11356	02 June08
4033	Harry Porter and the Philosopher's Stone	J.K.Rowling	H	16582	26 May 08
0549	Northern Lights	P.Pullman	P	12982	28 may 08

BOWWOWERS

Borrower Number	Name Of Borrower	Address of borrower	Borrowers' Phone Number
113	Tobias Anendra	658 Uhuru High way, P.o box 2809	0772344567
16582	Carlos Moyes	12, Avenue De Lupin, P.o box 65432	0712417398

Computers are now widely used in libraries. Using a database .management systems program:

(a) Create a table of books and enter the data.

(b) Create another table, of borrowers and enter the data.

(c) Sort the records in part (a) in descending order of code numbers.

(d) using fields: code number, title, name of author, paper back or hard back, date due back, create a query showing borrowers number that is a above 12506 using table in 2 (a).

(e) Create a query, showing only books with hard back and the names of the author. The names of the authors should be in ascending order.

(f) Create a relationship between the books' and borrowers' tables.

(g) Put your name and index in the header and the current date and time in the footer of both tables.

(h) Create a report using both tables and name the report as "borrowers"

(i) Save the database as "library database"

QUESTION 3.

The Database Manager of Kakira Primary School provides you with the following details. Use it to carefully attempt the following instructions.

FamilyName	FirstName	Sex	Age	Science	SST	English	Maths
Kamusiime	Edwin	M	17	50	77	47	88
Moreri	Nicholas	M	17	63	56	13	56
Mugerwa	Ronald	M	16	55	28	83	35
Akena	Kennedy	M	18	22	47	55	78
Kakaire	Musa	M	14	36	75	68	98
Ssentongo	David	M	18	99	96	91	65
Babibye	Lonah	F	19	55	35	38	65
Namulondo	Mary	F	16	66	84	61	67
Kafuko	Ivan	M	15	47	82	53	35
Kimgugwe	Joseph	M	13	12	82	24	81
Namboso	Hellen	F	17	36	83	35	80
Aketch	Harriet	F	16	88	96	56	50
Naigamba	Pauline	F	18	71	72	77	60
Opio	William	M	16	29	56	88	75
Akeko	Judith	F	15	26	46	68	37

Required

(i) You are required to design a suitable database to manage the above information, name the Database **KAKIRA PS DATABASE**.

(ii) Create a table using **Design View**, and name it **STUDENTS RESULTS**.

(iii) Create a form called **Results Entry Form** and enter the above records.

(iv) Create a query displaying all the fields in the above table to filter out only pupils who are females. Save it as **Females**. Print the query and its output.

(v) Create another query displaying all the fields of pupils with ages 15 and above. Name it **Aged 15 Plus.** Print the query and its output.

(vi) Create a query displaying all the fields in the above table to filter out only pupils whose *Math* marks are between *35* and *81*. Name it **Marks between 35 and 81**.

(vii) Create a query to filter out the pupils who scored at least 70 marks in SST and English. Name it **AT LEAST 70 MARKS IN SST AND ENGLISH**. Print the query and its output.

(viii) Create a report showing FamilyName, FirstName, Sex and Age. Name it **Simple Report**. Print the report.

QUESTION 4.

Carefully study the information given below.

StudentID	Surname	FirstName	Sex	Club	Donation
BCM652	Kamusiime	Edwin	M	Interact	5000
BCM441	Moreri	Juliana	F	Debating	6300
BCM102	Mugerwa	Ronald	M	Writers	5500
BCM333	Akena	Kennedy	M	Interact	2200
BCM459	Kakaire	Musa	M	Writers	3600
BCM245	Ssentongo	David	M	Debating	9900
BCM134	Babibye	Lonah	F	Writers	5500
BCM101	Namulondo	Mary	F	Interact	6600
BCM376	Kafuko	Ivan	M	Debating	4700

Required

a) Design a suitable database to manage the above information, name the Database **BCM DATABASE**.
b) Create a table using **Design View**, and name it **STUDENTS TABLE**.
c) Create a form called **Students Entry Form** and enter the above records.
d) Create a query displaying all the fields in the above table to filter out only students who are females. Save it as **Females**. Print the query and its output.

(a) Create another query displaying all the fields of students with donations **5000 and above**. Name it **5000 Plus.** Print the query and its output.

(b) Create a query displaying all the fields in the above table to filter out only students whose *donations* are between *2200* and *9900*. Name it **Donations between 2200 and 9900**.

(c) Create a query to filter out the students who donated at least 5000 in Interact and Writers clubs. Name it **Interact and Writers**. Print the query and its output.

(d) Create a report using **Donations between 2200 and 9900** query. Name it **Report Between**. Print the report.

QUESTION 5.

(a) Using any database s***of***tware ***of*** your choice create this database for Kiti Primary School

Save it as ***KITI*** database***. (01 mark)***

INDEX No	**NAME**	**STREAM**	**GENDER**	**MTC**	**ENG**	**SST**	**SCI**
KITI/001	Ouma Derick	P7N	M	43	56	90	15
	Peter Biwott	P7E	F	52	65	77	61
	Kirungi. Paul	P7 N	M	66	14	88	52
	John Makokha	P7E	M	80	96	78	60
	Kimani Joseph	P7N	F	89	63	43	25
	Mpagi Nofhan	P7E	M	71	60	49	65
	NakanwagiMilly	P7N	F	23	42	21	74

(b). Assign a primary Key to one ***of*** the most appropriate field**.**

(c) The student index number should increment by 001

(c). Assign appropriate data types

(d). use lookup wizard for Gender field

(e). Create a form in a tabular form called **Students** and use it to populate your database.

(f). Create a query and calculate the total marks obtained by each student which is the sum ***of***all the four subjects.

(h). Create a query to display the following

i. Pupils whose names have character "gi". Save as "gi" query**.**

ii. Pupils who scored above 50 in moth, English and are males. Save as "Scores"

iii. Sort the names in the table descending order

(i). Generate a report to display the information queried in **h (ii).** Save your report as Scores final report.

(j). Include logo for the report, header and footer your name and personal number respectively.

(k). Print out only your data base object ….. Report generated in part (j) above

QUESTION 6.

(a) Create a table using design view with the following fields: **NAME, DATE OF BIRTH, SEX, RELIGION** and **FEES BALANCE**. Set the **NAME** field as the primary key and save the table as "***Candidates Table***"

(06marks)

(b) Creates a form to enter the records below and save the form as "***Candidates form***"

NAME	DATE OF BIRTH	SEX	RELIGION	FEES BALANCE	FEES BALANCE
Tina T	Jan, 02, 90	F	catholic	40, 000	
Golfer J.	Feb, 20, 89	M	Muslim	60, 000	
Bob Baller	Mar, 13, 88	M	Protestant	55, 000	
Alice Cricketer	Apr, 04, 89	F	Pentecostal	20, 000	
Sam Big	Jun, 03, 90	M	Catholic	25, 000	
Jenifer J	Feb, 04, 87	F	Adventist	90, 000	
Musa B	Jul, 05,98	M	Muslim	40, 000	

(c) Create a query displaying all the students whose names begin with letters 'B' and 'T'. Save it as "***BT" query***.

(d) Create another form in "Design View" with all the available records in the given table and name it "***Design view form***"

(e) Use a query to calculate the fees balance of the students supposing the school fees payable is **'90,000'. S**ave the query as ***fees Balance.***

(f) Generate a report for the above table with **FEES BALANCE** in descending order. Use columnar lay out and Portrait as the form orientation. Name this report "***Columnar report 1***"

(g) Generate a query to filter out students who are **NOT** Protestants and Catholics

(h) Save your database as your name and index number.

QUESTION 7.

The table exhibited shows the records of hours worked in the month of June 2017 by each employee in one of the wheat industry in Kampala.

EmployeeNo	Name	Gender	Date of Birth	Hours worked	Hourly Rate	Total June Wedge
1	Pius Mukasa	M	2/12/1980	40	25000	
2	Rita Nanono	F	14/04/1979	36	30000	
3	Susan Akot	F	30/5/1985	24	38000	
4	Margaret Nin	F	5/5/1978	30	26000	
5	Paul Toto	M	7/6/1977	35	22000	
6	Peter Zziwa	M	6/1/1979	33	20000	
7	Lilian Achan	F	4/6/1978	25	25000	
8	Joyce Mum	F	25/3/1986	50	15000	
9	Tom Wawa	M	23/2/1984	46	22000	
10	James Semakula	M	24/4/1981	45	24000	

a. Create database file name wheat using any available database management system application.
b. Design a table called employee with all the appropriate fields and the primary key.
c. Apply correct data types foe each field.
d. Design a form for the Employee table and name it employee Form.
e. Use the form to enter all the records in the employee's table to the database.
f. Design queries that can:
   i. Automatically compute the total June's wedge per employee and save it Salary.
   ii. Filter Female employees that have worked for more than 40 hours and save it femal40.
g. Generate a report of Female40 query and name it Female40 report.
h. Save changes and print the report Female40.

QUESTION 8.

The table below shows departmental records of a certain secondary school.

ITEM Table

Table 43

ItemNo	ItemName	Quantity	Arrival Date	Price Per Item	Department	Total Price
I	PC	40	15/2/2015	Shs. 1,500,000	1CT	
2	Chair	100	10/1/2015	Shs. 100,000	Academic	
3	Microscope	05	5/1/2015	Shs. 2,000,000	Chemistry	
5	Bible	100	4/2/2015	Shs. 50,000	C.R.E	
4	Voltmeter	60	20/1/2015	Shs.80,000	Physics	
5	Bible	100	4/2/20 15	Shs.50,000	C.R.E	
6	Atlas	200	30/3/2015	Shs.50,000	Geography	
7	Rabbit	150	20/3/2015	Shs.26,000	Biology	
8	Pure 2 Math book	300	4/4/2015	Shs.75,000	Mathematics	
9	Printers	10	10/3/2012	Shs.1,500,000	ICT	
10	Smart Board	11	13/5/2012	Shs.10,000,000	Academic	

a) Create a database called **details.**
b) Design a table with appropriate primary key, data types in design view called **Items.**
c) Create a form called **Item**. Use the form created in (c) to enter the given records above.
d) Compute the total Price of all item from the query and save it as price
e) Create a query to display all details of items whose arrival date is not in the year 2015 save it as **Not2015.**
f) Create a query to display all details of items for either Mathematics or Biology departments. Save it as **biomathematics**

g) Create a report to display the information in biomathematics query showing all details and save as **biomathematics**
h) Print the report called **bio mathematics**

QUESTION 9

Create a table with the information below and name it "patient tab1e" (Use appropriate data type).

Table 45

Reg. no.	First name	Gender	Age	Ailment	Prescription	Review
08/U/12201	Ham	Male	20	Malaria	Tablets	3days
06/U/15421	Beth	Male	50	Tb	Injection	1week
02/U/62452	Kit	Female	35	Cancer	Tablets	5days
02/U/45781	Harry	Male	42	Hypertension	Tablets	2weeks
08/U/14202	Alpha	Male	36	Malaria	Drip	3days
07/U/34752	Chris	Male	18	Headache	Tablets	2days
04/U/21123	Maggie	Female	62	Cancer	Tablets	Month
08/U/17650	Morene	Male	20	Headache	Tablets	2days
02/U/12431	Francesca	Female	41.	Malaria	Drip	5days
05/U/18214	Keith	Male	36	Hypertension	Tablets	2weeks
03/U/1902	Alvin	Male	42	TB	Injection	30days
06/U/14352	Grace	Female	12	Malaria	Tablets	3days

i. Display the entire data in a form and call it ***"Patients' form".***
ii. Create a query to reflect all male patients below 2 1 years of age with malaria ailment and name it "Malaria patients".
iii. iii Retrieve a report to reflect all patients with hypertension to bereviewed in 2 weeks. Name it ***"Hypertension".***
iv. Create a query to reflect male patients bellow 21 years of age with malaria ailment and name it ***"malaria form"***
v. Create a report to view all records sorted with their first names and name it ***"all records".***
vi. vi.. Create a report to view all male patients. Name it ***"males"***
vii. Create a report for patients on drip.name it ***"drip patients"***
viii. Save the work and make a printout.

QUESTION 10.

Recent survey showed the following data. Enter the information below into the table called "survey"

Table 46.

Reg no.	Surname	Firstname	Sex	Age	District
0006	OKello	Rose	Female	15	Tororo
0010	Opio	John	Male	62	Tororo
0007	Masaba	Patrick	Male	40	Mbale
0127	Mukasa	Alex	Male	20	Masaka
0053	Lwanga	Lydia	Female	34	Masaka
0008	Abaho	Kate	Female	52	Female
0021	Mugisha	Joseph	Male	5	Kabala
0458	Akot	Aisha	Female	22	Lira
0500	Namubiru	Grace	Female	45	Kisoro
0080	Birungi	Sarah	Female	31	Masaka

i. You are required to design a. suitable database to manage the above information, name the database "workers' database"
ii. Create a table using design view, name it "worker table"
iii. Create a form called workers' entry form and enter the above records.
iv. Create a query to show workers from Masaka.
v. Create a query to show all females above 25 years
vi. Create a report for all the names and districts.
vii. Save your work in your folder and make a printout.

QUESTION 11.

Create a table with the information below and name it "customer table". (Use appropriate data type)

Table 47

Id No.	Name	Gender	Title	Sales revenue	Cost of goods sold
U12201	Ham	Male	W.seller	12,000	9,500
U15421	Beth	Male	Retailer	8,500	6,100
U62452	Kit	Female	W.seller	10,200	8,200
U45781	Harry	Male	Retailer	6,000	4,200
U14202	Alpha	Male	Agent	15,000	7,200
U34752	Chris	Male	W.seller	62,000	400,000
U21123	Maggie	Female	W.seller	74,000	51,000
U17650	Morene	Male	Retailer	5,600	2900
U12431	Francesca	Female	Retailer	8,300	1500
U18214	Keith	Male	Agent	20,300	10,000
U19402	Alvin	Male	w.seller	16,000	12,100
U 14352	Grace	Female	Agent	4,500	1,300

i. Calculate the gross margin for the sales in a form.
ii. Display the entire data in a form and call it **"Patients' form"**
iii. Create a query to retrieve all w. sellers and name it **"W.seller"**
iv. Create a report to retrieve all male customers Name it **"Males"**
v. Create a query to show male agents. Name it **"Male agents"**
vi. Sort the names of the customers in alphabetical order.
vii. Create a report to show all the records.name it **"ALL records"**
viii. Make a print out of your work.

QUESTION 12.

Create a table with the information below and name it "workers' table". (Use appropriate data type)

ID.NO	SUR NAME	SEX	TITLE	DEPARTMENT	SALARY	D.O B
ZL001	JESSICA	F	CHIEF WORKER	MANAGEMENT	730,000	18/06/37
ZL040	JULIANA	F	WORKER	KITCHEN	630,000	05/08/78
ZL071	ZAK	M	WORKER	KITCHEN	700,000	05/06/72
ZL160	ANN	F	SECRETARY	RESEARCH	385,000	19/06/37
ZL178	JAMES	M	WORKER	KITCHEN	600,000	14/05/64
ZL180	JONAH	M	DIRECTOR	MANAGEMENT	120,000	18/08/67
ZL185	EMILY	F	CASHIER	MANAGEMENT	700,000	14/05/69
ZL220	JACOB	M	DRIVER	MANAGEMENT	375,000	17/06/64
ZL230	JULIET	F	SECRETARY	ICT	385,000	19/08/71
ZL340	AMIN	M	LIBRARIAN	RESEARCH	420,000	08/12/75

The table above gives information on some workers of an events Management Company called: "***AMIGO CHEFS CATERING SERVICES***"

i. You are required to design a suitable database to manage the above information, name the database ***"workers' database"***
ii. Create a table using design view, name it workers' table
iii. Create a form called chefs' entry form and enter the above records.
iv. Create a query displaying all the fields in the above table to filter out only workers from the department of research. Save it as research department
v. Create another query displaying all the fields of workers with salary less than 320,000.name it less than 320,000.
vi. The amigo chefs' catering services promotions age is 52jears. Create a query filtering out the employees whose ages are above 52.name itpromotional age.
vii. Save your work and make a print out.

QUESTION 13.

The table below shows books in the library.

Data base of books in the library.

Table 49

Id. Number	Title	Name of author	Cover	Borrower's number	Date due back.
5032	The great Gatsby	F. Scott	P	1625	02/05/08
4215	Jane Austen – a life	C. T omalin	H	4212	04/06/08
3042	Harry potter and the philosopher's stone	J. K Rowling	P	3215	08/07/08
5632	Northern lights	P. Pullman	h	4215	09/06/08

Database of borrowers:

Table 50

NUMBER	NAME	ADDRES	PHONE NUMBER
1524	Tobias Kalema	P.OBOX 123	0752621342
2635	Carlos Morene	P.O B0X321	0702853215

Computers are now widely used in libraries. Using a database management systems program.

a) Create a table of books and enter the data.
b) Create another table of borrowers and enter the data.
c) Sort the records in part (a) in descending order of id number.
d) Using fields: id number, title, name of author, cover, date due back, create a query showing borrowers number that is above 2053 using table 2 (a).
e) Create a query, showing only books with cover and names of the author. The names of the authors should be in ascending order.
f) Create a relationship between the books and borrowers' tables.
g) Put your name in the header and put the current date and time in the footer of the report.
h) Create a report using both tables, put your name in the header and put the current date and time in the footer of the report.name the report as "borrowers"
i) Save the database as "library database"
j) Make a print out of your work.

QUESTION 14.

The database manager of Kakira primary school provides you with the following details. Use it carefully attempt the following instructions.

Table 51

FAMILY NAME	FIRST NAME	SEX	AGE	SCIENCE	SST	ENGLISH	MATHS
Kamusiime	Edwin	M	17	50	77	47	88
Moren	Nicholas	M	17	63	56	13	56
Mugerwa	Ronald	M	16	55	28	83	35
Akena	Kennedy	M	18	22	47	55	78
Kakair	Musa	M	14	36	75	68	98
Ssentongo	David	M	18	99	96	91	65
Babirye	Lonah	F	19	55	35	38	65
Narnulondo	Mary	F	16	66	84	61	67
Kafuko	Ivan	M	15	47	82	53	35
Kingugwe	Joseph	M	13	12	82	24	81
Namboso	Helen	F	17	36	83	35	80
Aketch	Harriet	F	16	88	96	56	50
Naigamba	Pauline	F	18	71	72	77	60
Opio	William	M	16’	29	56	88	75

Required:

i. You are required to design a suitable database to manage the above information, name the database “KAKIRA PS DATABASE.”
ii. Create a table using design view, and name it “STUDENTS RESULTS”
iii. Create a form called results entry form and enter the above records.
iv. Create a query displaying all the fields in the above table to filter out only pupils who are females.
v. Save it as “females” Print the query.
vi. Create another query displaying all the fields of pupils with age 15 and above.
vii. Name it above 15. Print the query and its output.
viii. Create a query displaying all the fields in the above table to filter out only pupils whose math marks are between 35 and 81. Name it math marks between 35 and 81.

ix. Create a query to filter out the pupils who scored at least 70 marks in SST and English. Name it ATLEAST 70 MARKS IN SST AND ENGLISH. Print the query and its output.

x. Create a report showing family Name, First Name, Sex, and Age. Name it "SIMPLE REPORT"

xi. Print the report.

QUESTION 15.

The table below is a record of employees in a school canteen.

SIRNAME	**FIRST NAME**	**SEX**	**DATE OF BIRTH**	**TELEPHONE NUMBERS**	**BOX NUMBERS**
Mandela	Margaret	F	02/16/1967	079-488-888	P.OBOX267 K'LA
OKello	Joel	M	12/17/1970	090-500-555	P.O BOX433 M'KA
Nyaika	Ronnie	M	07/28/1980	040-400-767	P.O BOX444 K'LA
Waibale	Anthony	M	10/03/1979	090-333-212	P.O BOXJJA
Jamila	Liza	F	02/25/1985	099-233-345	P.OBOX 453 K'LA
Saidi	Juma	M	11/12/1977	*011-333-466*	P.O BOX123 K'LA
Zaweede	Zubeda	F	14/12/1977	088-444-666	P.O BOX990 ARUA

a) Create a database named as **"Canteen"**

b) Create a table of the data above and save it as **"Staff record"**

c) Choose an appropriate field and make it the primary key

d) Design a form using the database table, and name it **"Entry data form"** use it to populate the table. The form should display.

i. All field options as they appear in the table except the sex field which should be a combo box to display" sex".

ii. Fill the form background with a yellow color

e) Sort the records in the table in descending order of the surnames.

vi. Filter only female staff employees and produce a report.

f) Print the report in ascending of surnames.

QUESTION 16.

Birigwajo establishments Uganda limited has contracted you as their senior database manager.

a. Using a suitable database software program create a database name it your name and index number.

Table 53

EMP NO	NAME	SEX	DEPARTMENT	D.O.B	SALARY
P001	MUSUBIKAE	F	HUMANRESOURCE	2/23/1975	800,000/=
P002	BAALIM	M	ACCOUNTS	3/17/1979	600,000/=
P003	MULUMBAR	M	COMPUTER	12/30/1987	550,000/=
P004	KAFEEROJ	M	ACCOUNTS	5/18/1973	450,000/=
P005	MUKEERA S	F	COMPUTER	11/24/1995	*650,000/=*
P006	NALUBWAMA A	F	HUMANRESOURCE	8/17/1990	650,000/=
P007	NAMUWONA S	F	COMPUTER	3/22/1989	700,000/=

b. Design a table named Employee table with appropriatedata types in design view.
c. Enter the given data in the table.
d. Create a query with all fields to filter female employees in the computer department and save it as “computer”
e. Create a query with all fields to filter female employees who are, twenty years and above use

QUESTION 17.

Use the information in the table below to design a database. Name the table as **tblEmp** and store the database file as company.

Table 54

NAME	DATE OF BIRTH	SEX	ID-NO	DEPT	SALARY-PAID (USH.)
Akram	20-07-71	Male	1377841	Accounts	30OO0O
Bikala	30-05-78	Male	1235542	Sales	400,000
Njalira	30-06-79	Male	1244745	Accounts	560,000
Sentuya	14-04-77	Male	2213540	Marketing	450,000
Kebirungi	14-04-77	Female	1124681	Sales	300,000
Katende	12-06-47	Male	1455367	Accounts	350,000
Muswabur	25-04-80	Male	0147535	Sales	700,000
Halima	01-01-79	Female	5664124	Sales	350,000

a) Create a form and add more records using the form.

b) Create three reports to print the information below:

- Employees listed by department type.
- Alphabetical listing of all employees.
- All employees in the sales department get a 2% commission on sales.

c) Create a report to show the commission paid to all the sales people, if the basic salary for sales people is 300,000.

d) Create a query to show who will be retiring at the end of the year, if the retirement age is 55.

QUESTION 18.

Tertiary institutions loan board is a government body created to give loans and bursaries to needy students at the public universities. It is required that the information of the students is stored in a database for future repayment of the loans. The following data is stored.

- Name
- Students' registration number
- Sex
- Date of entry to the university
- Loan given
- Interest charged
- Repayment period

i. Create a table to store the above data.

ii. Create a form to enter data.

Enter 10 sample records. The form should have validation routines to ensure that the amount borrowed does not exceed Ush.420, 000 and the minimum age of the student is not below 16.

iii. Create query called "loan over 200k" that will filter the students who have been given a loan of more than Ush.200, 000.

iv. Create a report called repayment to show Name, loan amount, interest charged, repayment amount and monthly installment.

v. Create a report that shows a history of loan given out over a period of 10 years. Include a summary showing the total, minimum, maximum and average loan amount for that period.

QUESTION 19.

A school in Kiboko County, Mbemba district has a population of 500 students and various subject Departrnent some twenty students, 12 of the girls live in Mbogo and Kyadondo houses. The other 8 are boys who live in Kakungulu and Mivule houses.

Required:

i. Create a database a database file with the fields:
ii. Surname, last Name, Age, sex, Registration Number, Address, Class and Houses for the 20 students.
iii. Sort the data in (i) above using, surname as the key field. Save yourdatabase file in a folder under your names on desktop.
iv. Design a table using the data in (i) above in datasheet view.
v. Create a query for house members of Mbogo and Mivule houses.
vi. Create a report showing the fields: surname, class, and house.
vii. Save your table in your folder as D table.

QUESTION 20.

The following are the members who reside in the UK.

MEMID	NAME	STREET	CITY	POSTCODE	BALANCE	CRED- LIM
L00l	Muhumuza	FaxStreet	London	Wi	10,000	20,000
L002	Kasaawa	CaxStreet	Bristol	Bs8 9ee	20,000	15,000
L003	Ssemakula	MarxStreet	Lee	Ls3 Ijj	15,000	32,000 .
L004	Luyima	Ex DeWax	Liverpool	Md6 Ym	20,000	24,000
L005	Cissy	FetxWest	Birmingham	Tr&7	30,000	28,000
L006	Ahumuza	MithsDeNt	London	Yt&6	60,000	76,000
L007	Tendo	Bax RxWax	Liverpool	R1	67,000	79,000
L008	Mbatudde	Mard DeSt	Lee	Mwx7	20,000	50,000
L009	Nampeera	CaxTh	Wilshire	Mmr	67,000	79,000
L010	Rayaa'n	Man Tx	Manchester	Dd& R	20,000	50,000

Required:

i. Create a table and enter the information as shown above.
ii. Name your table as members of UK.
iii. Create a form that can be used to enter data from above table.
iv. Create a query to display all records that end with **ST** from the street field and call it **"ST street"**

v. Create a query that will display all records that begin with M from the street and call it **"Ms tree"**

vi. Create a query that will display all records that are having the word de anywhere in the field from the street and call it **destreet.**

vii. Create a query that will display all customers with the balance between

viii. 25,000 - 50,000.

ix. Save your work in the folder created on desktop as membership UK

QUESTION 21.

Create a new database and save it as workshop register.

i. Create a new table for the following fields: **Reg No, Names, Sex, Date of birth, Status, Address.**

ii. Set RegNo as the primary key.

iii. Save the table as "attendance registry" and close it.

iv. Modify the table design for the following field properties.

- Reg-no text (size 12)
- Name Text (size 20)
- Date text (format long-date)

v. Create a form and save it as "data entry form" and use the form to enter the records here below in the table.

Table 56

REG-No	NAMES	SEX	DOB	STATUS	ADDRESS
Comp/99/045	KatendeMusa	M	12/08/1960	Resident	Mbarara
Comp/99/046	Kebirungi Lailah	F	12/07/1960	Non-resident	Lira
Comp/99/047	Kaliisa Hassan	M	14/11/1965	Resident	Soroti
Comp/99/048	SeguyaAbubaker	M	12/12/1967	Resident	Mbale
Comp/99/049	MatovuUmar	M	17/11/1965	Resident	Iganga
Comp/99/050	WatsembaIsha	F	18/01/1972	Non-resident	Kampala
Comp/99/051	NaggayiShamilah	F	19/11/1960	Non-resident	Masaka
Comp/99/052	Higenyi Ismail	M	20/03/1960	Non-resident	Bushenyi
Comp/99/053	Njalira Moses	M	21/04/1960	Resident	Kampala
Comp/99/054	NaluzzeSharifa	F	22/04/1969	Resident	Kampala
Comp/99/055	BikalaHashim	M	23/11/1970	Non-resident	Mbarara
Comp/99/056	SentuyaFaisal	M	24/02/1960	Resident.	Masaka
Comp/99/057	KasoziSadiq	M	25/05/1955	Non-resident	Soroti

Comp/99/058	NamenyaNulu	F	26/08/1974	Resident	Bushenyi
Comp/99/059	Kimuli Hood	M	26/08/1974	Resident	Entebbe
Comp/99/060	KaweesaHussein	M	27/09/1957	Resident	Kampala

vi. Create a form and save it as data entry form and use the form to enter the records here below in the table.

vii. Create query displaying only Reg-no, name and sex to filter female attendants. Save it as female attendants.

viii. Create a query displaying on Reg-no, name and status to filter out resident attendants. Save it as residents.

ix. Create a query displaying attendants whose dates of birth are between 01/01/ 1965 and 01/01/1970.

x. Create a report out of the above data (ix).name it attendants born between 1965 and 1970.

xi. Create a report grouping the records by status using the registry table. Give it a title **"COMP99 WORKSHOP REGISTRY"**

xii. Save the report as registry list by sex.

QUESTION 22.

Create a new table using the corresponding raw data below

OLD STUDENTS ASSOCIATION MEMBERSHIP

Table 57

Membership	First name	Last name	Sex	Reg. date	Status	Home town	Membership
Shs 2002/001	Nancy	okumu	F	30/9/2002	ORDINARY	Tororo	50000
Shs 2002/002	Maggie	Kigozi	F	01/01/2003	ORDINARY	Sembabule	10000.
Shs 2002/003	Betty	Nassuna	F	02/09/199	EXECUTIVE	Najja	80000
Shs 2002/004	Godfrey	Kato	M	04/08/2000	SENIOR	Shinyanga	20000
Shs 2002/005	Mukhata	Wafula	M	09/07/1999	SENIOR	Busia	150000
Shs 2004/006	Diaz	Ogutu	M	28/02/1996	ORDINARY	Nimule	120000
Shs 2004/007	Dianna	Zawadi	F	26/02/1986	EXECUTIVE	Dar	100000.
Shs 2004/008	Yoweri	Kaguta	M	25/2/2000	EXECUTIVE	Rwakitura	150000
Shs 2004/009	Moser	Helmont	M	20/01/2000	EXECUTIVE	Vienna	250000

i. Set membership ID as primary key.

ii. Create a form based on all the fields in the table, name it membership entry form.

iii. Create a form based on all the fields in the table, name it membership entry form.

iv. Create a query to display only membership ID, first name. Last name and status. Those with executive members

v. Create another query displaying all fields to display members with membership fee between 20000 and 80000 call it "paid up members."

vi. Create another report using the query by home town grouping all records by town; name the report as members by Hometown.

vii. Create another report using the query members by home town grouping all the records by town; name the report as members by home town.

QUESTION 23.

The table below gives information on some students in a certain secondary school about the registration numbers, names, classes, age and names of house where they reside.

REG. NO	**NAME**	**CLASS**	**AGE**	**HOUSE**
001	Lule S	S.2	15	Muteesa
002	Kizza V	S.2	14	Muteesa
003	Omeda A	S.4	16	Samba
004	Semebwa S	S.3	16	Bikanga
005	KibuukaD	S.2	13	Simba
006	AmitJ	S.1	12	Lumumba
007	Onen L	S.3	17	Lumumba
008	Semuli M	5.5	17	Simba
009	Sendi J	S.1	11	Muteesa
010	Kasanya D	S.4	15	Bikangaga

i. Create a table and name it personal details with fields.

ii. Enter the data above in the data table created using data types.

iii. Create a query for Muteesa and Samba house member

iv. Create query for students whose age ranges from 12 to 16.

v. Create a report that shows the following fields, Class, Names and house.

vi. Save your data base file as report. JlI

QUESTION 24.

The heights and weights of players in a football team were taken and their respective measurements were as follows.

SHAN	177,63	75.2
ABDUL	164,59	56.1
NALIANYA 1	183,84	85
OLOO	168,90	85
SUZUKI	158,82	72
CHEGE	168,80	78
LETOIYA	168,70	56.3
MUTUA	172,75	69.9
MWANGI	174,65	71
ROTICH	181,68	68
KIMATHI	173,95	56

The heights are centimeters while the weights are in kilograms.

a) create a database file team that can be used to store the above data
b) Enter the above records in the database you have created
c) It is required that the total number of goals scored by each player in the previous matches be included in the database file.
d) The first two players have two goals each, mutual and letoiya have scored three goals each, Suzuki and Kimatha have not scored any goal, while the rest have scored 1 goal each. Include these details in the database file and save as *"TEAM 1"*
e) Make the field containing names to be primary key.

i. Sort the database record in descending order of players goals scored and save the data base as "Team "
ii. Create a report that displays the names, heights and goals scored for players whose weight are below 75 kg.
iii. Make a print out.

QUESTION 25.

A school in Kiboga County, Mubende district has a population of 500 students and various subject departments. Some twenty students, 12 of the girls live in Maria and Theresa houses. The other 8 are boys who live in Muteesa and Kabalega houses.

Required to:

a. Create a database file with fields.
b. Surname, Last Name, Age, Sex, Registration Number, Address, Class and House for 20 students.
c. Sort the data in (b) above using, Surname as the key field.
d. Save your data base file on the Desktop as “D file.”
e. Design a table in (b) above in a datasheet view
f. Create a query for house members of Maria and Kabalega house.
g. Create a report showing the fields: Surname, Class, and House.
h. Save your table on the “Desktop”
i. Using any available database software, create a database call it Old Students Association.

RESOURCE QUESTIONS FOR Ms PUBLISER.

(ELECTRONIC PUBLICATION)

QUESTION 1

Using Microsoft office Publisher, design the business card of an individual working in any Institution of your choice. Include:

a. Logo of the institution.
b. Name of the institution.
c. Name of the person.
d. Job description of the person.
e. The address.
f. Office and Mobile telephone contacts.
g. Email address.

NOTE: Your cards should be attractive and rich in graphics.

h. Save your file as business and the print preview of 6 cards per A4 paper.

QUESTION 2.

Using a Desktop Publishing Program of your choice, design the following cash Receipt and make four Copies on your publication page. Set the guides to the following positions: 2cm, 10.7cm, 11cm and 19.7cm (all vertical) and 1.5cm, 11.5cm, 12cm, and 22cm horizontal.

QUESTION 3.

Using Microsoft publisher, design the business card of an individual working in an institution of your choice. Include;

a) Name of the institution
b) Log of the institution
c) Name of the bearer of the business card
d) Job description of the person
e) Physical address, including e-mail
f) Office and mobile telephone contacts

Note:

i. Your cards should be attractive and rich in graphics
ii. Adjust the paper size using the following dimensions to a width of 8.4 inches and height 11.8 inches

iii. Adjust the top and bottom margins to 0.4 inches.
iv. Adjust the left and right margins to 0.3 inches
v. Save your files as business card and then print preview of six cards per A4 paper.

QUESTION 4

Using any desktop publishing software to design a certificate of excellence for ***KIRYAMENVU SENIOR SECONDARY*** senior six (S.6) candidates who have excelled in the following application packages: ms excel, ms power point, ms access and ms publisher. Provide space for the signatures of the head teacher and the head of ICT department.

a) Adjust the paper size to a width of 11 inches and a height of 8.5 inches.
b) Insert a clip art to represent the owner's photograph.
c) Use your name as the owner of the certificate,
d) Insert your name and personal number in the footer.
e) Save and print your publication.

QUESTION 5.

Using suitable publishing software, design eight identical business cards titled on A4 page size, 3.5" width and 2' height.

a) The cards' layout and spacing is as follows;

i. Left and right margin should be 0.5'
ii. Top and bottom margins 0.7'
iii. The vertical and horizontal gap between cards 0.6'

b) The details of the card are:

i. A logo of the company at the left hand side of the card. Provide the logo
ii. A company name of your choice.
iii. Job title e.g. managing director.
iv. Your name e.g. Aisha Kainembabazi.
v. Contact address, phone and e-mail.

c) Include crop marks around each card.

d) Save the publication as "my business card"

e) Print your work.

QUESTION 6

Use suitable desktop publishing software; design a certificate to be awarded to students who have worked tirelessly for patriotism club in your school.

a. Apply a suitable boarder to the certificate and a nice looking background.
b. Use appropriate signatories to your certificate i.e. head master, patron and club president.
c. Use suitable fonts i.e. type, size and colors for the text you have inserted.
d. Design logo for your certificate
e. Save the certificate as ***"Patriotism club — your names"***
f. Copy the saved file in your folder. Produce the print out.

QUESTION 7

You are required to Prepare the Cash receipt as it appears below.

Table 59

KKTRANSPORTERS LIMITED **P.O.BOX 7000** **KAMPALA.** **Dealers in electronics and electricity equipment**			
Item	**Quantity**	**Unit Price(Shs)**	**Amount (shs)**

Figure 15

a) Font size should be 12 for the three line heading and the rest of the work in font size 10.
b) Font color is black.
c) Font face (style) is Anal Narrow.
d) Insert header your name and footer your index number.

QUESTION 8

Using a suitable publishing software, design eight identical business cards titled on A4 page size "width and 2"height

a) The cads' layout and spacing is as follows:

i. Left and right margin should be 0.5
ii. Top and bottom margins 0.7"
iii. The vertical and horizontal gap between cards 0.6"

b) The details of the card are:

i. A logo of the company at the left hand side of the card. Provide the logo
ii. Company name of your choice
iii. Job title e.g. Managing Director
iv. Contact address, phone and e-mail

c) Include crop marks around each card

d) Save the publications as "my business card"

e) Print your work.

QUESTION 9

Design a certificate for any club of your choice in your school.

i. Apply a border to detach your certificate and an appropriate background.
ii. Use appropriate fonts.
iii. Give two Signatories to your certificate.
iv. Apply good graphics and graphical colors to your certificate.
v. Save it in the name of your club.
vi. Print your work.

QUESTION 10

Design a letterhead for your company which should among others have a logo, address, date, well designed in appropriate fonts.

a) In the normal view, list down the products offered by your company.

b) Indent your work "0.5" to the left and "0.5" to the right and apply 1.5 line spacing.

c) Apply a page borders on your document

d) Save your work with your name as a file name

e) Print a copy of your work.

QUESTION 11

You have been chosen a graphics designer of your school. Your responsibility i to develop a logo for the Writers' club in your school.

a) Using only **"three" - "four"** letters to abbreviate the club name, Create a logo to be used by the writers' club of your school.
b) Apply good graphics and graphical colors for the club to your logo.
c) Use appropriate fonts.
d) Use color patterns in any **two** of the letters.
e) Save your work in your names and index number.
f) Make a hard copy out of your work.

QUESTION 12

a) Using suitable Desktop publishing software, design four identical greeting cards to your friends for the Christmas festive season.
b) Apply good minimal graphics and graphical colors to your greeting card.
c) Make sure your card carries a season message and if so enticing to the target group.
d) Group these four identical greeting cards and paste them to the next page to make eight cards on two pages.
e) Save your work in your names

QUESTION 13

a. You are required to design the logo below as it appears.

b. Using suitable desktop publishing tools,

i. Rotate the logo to a 900 angle.
ii. Group the letters in the logo

c. Make six identical logos form the same logo.

d. Save your work.

e. Make a print out.

QUESTION 14

a) As graphics designer of your school, design a flyer for your favorite elections candidate on the post of Headboyship of your school.

b) Your flyer should include.

i. The Candidates' Names
ii. Post and Class.
iii. The school motto.

c) It should among others include the best and appropriate fonts and colors.

d) Save your work.

e) Make two hard copies out of your work.

QUESTION 15

a) Using Microsoft Office Publisher, develop a simple webpage of your school. The page should among others have all features of a good webpage.

b) Include the following on your page;

Any introductory information about your school; Among the introductory information include;

i. The School Mot
ii. Subjects offered.

c) A link for each of the departments in your school. (Physics MathDepartment, Languages Department, Chemistry Biology Department, theHistory, CRE, Geography, the Commerce, Entrepreneurship and Economics Department. .

d) Include appropriate images on your home page.

e) Table showing the classes the school has an enrolment for each class.

e) Appropriate graphics and colors.

f) Save your work as a webpage.

g) Import it to the available browser offline.

h) Print out the page.

QUESTION 16

Using any publication software design a certificate that should be awarded to senior six candidates of your school who have excelled in the followingcomputer applications.

1. Ms Word.
2. Ms Excel.
3. Ms Access.
4. Ms Power point.
5. Ms Publisher.

Additional information

- Heading should be the name of your school.
- Your name as the owner of the Certificate.
- Insert signatories for the head teacher and HOD ICT
- Use appropriate font colors designs and styles.
- Insert a textural background of your choice.
- Insert a logo of your choice.
- Save your work as applications your name e.g. Application John. Print your work.

QUESTION 17

Titus is the new Marketing Manager of a company called "inspirational Aspirations Ltd". The company is located at Block 110, 7th street of industrial area. The contact address is P.0. Box 130, Nakasero. His email Aspiration.com and +256414285193 respectively.

Using a desktop publishing application of your choice, help Titus to come out with a designer "business card" through the following activities.

a) Use an appropriate page design to make eight identical cards per page.

b) Save your publication as "your name".

c) Using a ruler guide measure take the following card dimensions-width 3.5 inches and height 2 inches.

d) Design one card with the following details: Company logo of your choice; Company name; Name of employee; designation; Location; Contact address; Email and Telephone contacts.

e) Select all the contents on the card and group them into one object.

f; Apply an appropriate background color to your card.

g) Insert your name and personal number as a footer.

h) Save and print out a copy of your work.

QUESTION 18

Kawomera Restaurant LTD has embarked on re-designing their Menu card offered to customers.

As a Desktop Publisher expert, you have been appointed to assist the marketing team in re-designing a menu card for the restaurant as a marketing and persuasive tool. The fonts, borders and graphics used should be relevant to the publication as may be available in your software.

a) Prepare a publication with the following paper specifications

- Paper size set to A4, Portrait
- Set margins to 10mm (0.4") all round

b) Include the following on your menu

- Name and address of the Restaurant
- Available food stuffs and drinks served at the restaurant in threephases - Breakfast, Lunch and Supper.
- A log at the Top Right.
- Necessary C1T arts.

c) Format your page as follows

- Simple background color.
- Bolden and centre the address.
- Set the transparency of the fill color to 25% for all the clips arts in themenu.

d) Include a logo at the top left of your menu.

e) Include a Header "your name" and a footer your "Index Number".

f) Save your work as Menu and Print a copy.

QUESTION 19

Using any available publishing software, design an invitation wedding cardwith the following:

a) Names of the couple to be married and respective parents.
b) Picture of the couple.
c) Mobile phone numbers of organizers.
d) Date and location/church for the weeding of these couple.
e) The invitation message.
f) Venue of, church, reception and after party.

g) Attractive background and font text colors.
h) Save the file as weeding.
i) Print the work on a page of paper.

QUESTION 20

Eastern pride high school would like to have a calendar designed for it,

a) Use any publishing software; design a calendar for the school to includethe following information:

i. Name of the school, location and contact information.
ii. Badge of the school (either an object drawn or as clip art).
iii. An image of clip art to represent the school,
iv. School motto.

b) The calendar area should be of font monotype corsiva size 36, colour dark blue.

c) Pill the table part with an orange color. Set the color to 56% transparency.

d) Insert your name and combination in the footer.

e) Save your work as your name and combination.

f) Print your work.

WEB DESIGN.

Introduction

Web design is a process of planning and creating a website. While designing websites, texts, images, digital media, interactive elements and tables can be used by the web designer to produce an outstanding website that can be seen on the web browser.

Web design basically deals with developing preliminary web pages

A web design program/application is a computer program that is used to create, edit and upload web pages and websites.

Examples of web design software/application include;

i. Html-kit tools.
ii. Serif web Plus
iii. Coffee Cup Visual Site Designer.
iv. Web Easy Professional.
v. Net Object Fusion
vi. Adobe Dream Weaver Cs.5.
vii. Ace HTML 6 Pro
viii. Ultra Edit.
ix. Web studio

What is a web site?

One can define a web site as a collection of related web pages.

Or

This is a document available on the World Wide Web that is created using html (Hyper Text Markup Language) and can be viewed with an internet browser. For instance Google, Netscape, explorer among others.

A web page can contain graphics, image, text, links and other multimedia components. A web page can be made up of a number of separate paged documents. It is normally a collection of documents that make up a website.

A home page: this is main page or the cover page of the web document that contains an index or table of content to the rest of the documents.

Usually, a web site after being fully developed/designed, it is hosted on at least one ***web server*** that is accessible via a network such as a the internet network, or any other available private network.

The most common way to get a web site is to feed in or enter that ***Uniform Resource Locator (URL).***

• A ***Uniform Resource Locator*** is a unique address of the file that is accessible over the internet.

INTRODUCTION TO BASIC HTML.

A html stand for Hyper Text Markup Language. It is specifically a language for displaying web pages. It is not a programming language but a markuplanguage.

A markup language is a set of markup tags.

Tags majorly give the browser instructions on page display. They include thestarting tag (<) and the closing tag (>) they are normally enclosed in angle brackets i.e.

<Html>. They normally come in pairs e.g. <h1> and </h1>. The first tag in the pair is the ***"start tag"*** and the second is the ***"end tag".***

A html file is a text containing small markup tags.

A markup tag is one that tells the web browser how to display the page. AHTML must have an htm or html file extension. A HTML file can he created using a simple text editor.

Let's try to work out with HTML

In window environment, follow the following steps.

1. Click start on the task bar
2. Select all programs
3. Select accessories
4. Select notepad.

Here, the first tag on your html document is **<html>.** This tells your browserthat this is the start of an html document.

The last tag should be **</html>.** This tag tells your browser that this is the end of the html document.

The text between the **<head>** tag and **</head>** tag is the header information.

Header information is not displayed in the browser window.

The text between the <**title**> ta and **</title>** tag is the title of your document. The title is displayed in your browsers' caption (title bar).

The text between the <body> tag and Thody> tag is the text that will be displayed in your browser.

Example;

<Html>

<Head>

<Title> title of the page </ title>

</head>

<Body>

This is my first home page this text is bold

</body>

</html>

Save the file as "home page.htm" or homepage.html" on your desktop.

Elaboration;

In the above example tag and tag makes the text between bold.

Open the file you have just created by using the browser on your computer. (Internet explorer, Firefox or opera)

You should then be able to see an address in the dialog box for example ***"C:/desktop/homepage.htm"*** this is if you are using windows XP. And for windows 7, one hou1d be able to see ***file:///C:users/usernarne/Dsektop/homepage. htm***

Saving a html file:

- Select file (Alt + F) then you will be presented with a dialog box
- Select Save As.
- Make a new folder and name it whichever name you want. Then open it.
- Type "page 1".html on file name
- Select the destination/file location
- Then save.

Changing colors:

To change background colors, keep the other line written and follow the following steps;

- <BODY BGCOLOR= "#CCFFCC">

  </BODY>.

Note: if the background colors are specified that is not one of the known colors, thenthe browser will usually pick the closest of these colors to use.

Formatting tags. (Bolding)

We can make things bold by

- = <BODY>something or what you want to bold <B>cool</B></BODY>
- Cool
- What we are trying to tell the browser is that at the <B> start making things bold
- And at the </B>**stop making things bold.**

Formatting tags (italics)

The same principal applies to ***italics***

- <BODY>something<|> *really* </ | >
- rz' <B>cool</B>'</BODY>.

  Something really cool.

Underlining

- <BODY><U>something or what you want to underline </U></>really</ I>
- <B>cool</B></BODY>

Something really cool

Font sizing

To change the font size, you need to first add the font tag

- First add the <FONT> tags.
- <BODY>something to font size
- <FONT>cool</FONT></BODY then specify a SIZE attribute.
- <BODY> something really <FONTSIZE=6>cool</FONT></BODY>

i.e. something really **cool**

RESOURCE QUESTIONS FOR WEB DESIGN.

1. Using any available web publishing software, design a web page for a hotel. Make sure our home page is impressive but not too slow to download.

You are expected to include:

a) page title
b) less graphics
c) Work (text) text between 150 — 200.
d) not more than two links
e) an ordered list (6 hobbies)
f) good designing
g) Creativity.

as a member of the environment club you are assigned to design a web page" on the effects of pollution on society"

You are expected.

Include the following

i. page title
ii. less graphics
iii. not more than 100 words
iv. one link to environ@yahoo.com
v. creativity
vi. date/source/feed back

b. the pages should be well linked

c. save your work as "My web"

2. Using any available web publishing software, design a website for the ministry of education.

You are expected to include the following:

a. A page title
b. Appropriate graphics
c. A 100-120 word text
d. 1 link(for the ministry's email address)
e. Table showing the duties of the ministry
f. Layout
g. Creative designing
h. Save your work as **education ministry.**

3. You are contracted to design a web page for Mukono industries. As a web master, you are required to include:

i. A page title
ii. Appropriate graphics
iii. Not more than 120 words on the company and its products
iv. A link for each of the products
v. A layout
vi. The author of the text who can be contracted•
vii. Creativity
viii. Save your web site as Mukono.

4. Using any available web publishing software, design a two page web site for your former primary school:

i. The first page is the index or home page, it should include:

a. The name of the school and the school logo.(the logo does not have to be the actual logo of the school)
b. Any introduction information
c. Address of the school (does not have to be the actual address)
d. A facility for visitors to sd an e-mail to the school.
e. Navigation bars

(ii) The second page should contain a bulleted list of the department in the school, and a table showing at least four teachers indicating the classes and the respective subjects they teach.

The two pages must be linked together.

- Save your website as name primary school.
- Print out the home page and the linked pages.

5. Using web design software of your choice, design a web site for your former primary school which includes:

a. An index page with the name of the school and a picture of an important feature in the school. (The picture does not have to be the actual one but should be closely related.)
b. One page on the,
    i. Different subjects offered
    ii. School admission
    iii. Sports and co- curricular activities.
    iv. Neighboring community.

6. Using any available publishing software design a school home page .make sure the home page is very impressive but too slow to download.

You are expected to include the following,

a. A page title
b. Appropriate graphics
c. A 100-l20 word text
d. 1 link (for the school email address)
e. Table — showing at least four years UCE performance by the school.
f. Layout
g. Creative designing
h. Save your work as my school

7. A company called **atekere milk production** and accessories is willing to employ your services as a website authorizing specialist to design a website for them. This will include the following:

The page should have,

I. Provision for inserting the company's products picture.
II. Eight departments i.e.

- Director's office
- Production department's Office
- Human resource office
- Accounts office
- Welfare department
- Engineering department
- Security department

- Transport office

a. Create a link on the production department in (a) (ii) above that will lead you to page explaining what the department does.

b. Include the company's vision, mission, and core values' statement at the bottom of the index page.

c. Provision should be made for originality, creativity innovation andappropriate use of graphics.

d. Save your work in your name and index number

e. Print your work.

8. Using any available web publishing software, design your school's home page make sure that your school is well represented in this project.

You are expected to include the following:

a. Page title
b. Less graphics
c. Word (text) between 100-1 10.
d. 1 link (for the school's e-mail address.)
e. Table -showing four departments of your school.
f. Designing
g. Creativity.

9. You are contracted to design a web page for Mukwano industries. As a web master, you are required to include:

a. Page title.
b. Appropriate graphics
c. Not more than 120 words on the company and its products.
d. A link for each of the products.
e. A layout.
f. The author of the text who can be contacted.
g. Creativity.
h. Save your work as on a RW CD as Mukwano.

10. The great lakes region is moving into a political, economical and social federation. The three countries are determined to form the most powerful co-operation.

Using any availab1e web publishing software, design a web page for this community Make sure your home page is impressive, creative arid has appropriate graphics,and not too download.

a. The home page should have a short story about
b. The home page should have a link of four countries.
c. Each link page in (ii) above should have a short story about that country.
d. Indicate your name index number as footer.
e. Saveyourwork GRELAR
f. Print your work including your skills.

11. As a professional web designer, you are contracted to design a web page Mr. M&J hotel Bwebajja. This should include among others,

I. Provision for inserting the company's products picture.
II. Eight departmentsi.e.
    - Director's office.
    - Procurement department.
    - Human resource office
    - Account's office.
    - Operation's department
    - Engineering department
    - Security department
    - Transport office.

a. Create a link of the operations department in (a)(ii)above that will lead you to page explaining what the department does.
b. Include the company's vision, mission and core values' stamen at the bottom of the index page.
c. Provision should be made for originality, creativity, innovation and appropriate use of graphics.
d. Save your work in your name and index number.
e. Print your work.

12. Using any available publishing software, design a website about your personal information.).

a. Create a home page for your personal information with appropriate links to other following pages.
b. Create other pages with the following information.

Page I: page title, bio-data e.g. name, age, nationality and religion.

Page II: a table of schools attended, period of attendance and qualifications acquired.

Page III: a bulleted list of activities and responsibilities held e.g. had prefect.

Page IV: hobbies and special skills.

Note:

I. Create a moving (marquee) page title.
II. Use appropriate graphics.
III. Insert a personal e-mail address (e-mail hyperlink) of the page.
IV. Save your work as name and index number.
V. Print your work.