END OF TERM III EXAMINATIONS 2014

S.3 COMPUTER STUDIES(Practical)

paper 2 (840/2)

TIME: 1hour :50 MINUTES:

Instructions to candidates:

Attempt all questions and save your work in a folder of your name on the desktop

1. (i)   Using a word processor, type the following document below as it is.

Secret Lives

So last Saturday daddy invited Susanna Cody to dinner. Of course I had to do the cooking which was fine with me since it gave me something to do while Kyle and Daddy entertained Susanna in parlour. I was wondering if she knew that was the room where Daddy's last wife blew her head off.

Susanna is near as tall as daddy and very pretty. She is not too talkative which makes me wonder what she and daddy have to say to each other . She has near black hair that she wears short and curled and she looks no more that eighteen. I think she looks like she should be with Kyle instead of daddy, but she took an interest in Kyle what so ever. She only has eyes for daddy. I do not understand it.

Daddy is not bad looking but his face is lined and his hair is shifting back from his forehead. Still, she is smiling at him all the time and calling him Charles, which is new to our ears. Me always called him daddy. Any they would be getting married in November.

Required;

a) Copy and paste the passage onto page two and on format the following(2 marks)
b) Change the heading into Uppercase, Bold and highlighted in a yellow colour.   (03 marks) .
c)   Apply three columns on the third paragraph with lines in between
                                            (03 marks).

d) Insert a related clip art at the back of the text and apply a washout(2 marks)

e) Change the font style of the first paragraph in Bradley hand ICT, italic, and font size 13.   (03   Marks)

f) Replace the word near in the first passage with next in the whole passage.   (02 marks)

g) Change the line spacing of the whole passage to 1.5.   (2 marks)

h) Apply right and a left border in the copied passage, and change the margins as right 2.5",left 2".   (03 marks)

2. The table below represents prices of commodities in various markets in a particular town.

	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	2,200	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'.(05 marks)

(ii) The prices of all commodities in the 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.   (05 marks)

(iii) Calculate the totals for each market in the various commodities.
(2 marks)

(iv) Fill a blue colour in the row for the titles.   (3 marks)

(v) Create a column graph representing the prices of sugar in the given markets. Save it in the same spreadsheet.   (05 marks)

3.   The Environment Management Association has commissioned you to educate schools in the Northern region of the country about the importance of environment in society.

a)   Use appropriate graphics/pictures in each slide as follows:

   (i)   Slide I   - should include the topic, your name and current date   (04 marks)

   (ii)   Slide II- should have the meaning of Environment(04 marks)

   (iii)   Slide III   - elements/ practices to conserve the environment.

                                    (04 marks)

   (iv)   Slide IV- should have the relevance of safeguarding our environment.   (04 marks)

b)   Include your name as the footer at the bottom of each slide and a header of your school (04 marks)

c)   Make the slides to run continuously until 'ESC'   (3 marks)

d)   Apply animations and transitions of your choice on all the slides

                                    (3 marks)

e)   Put your name as the Header and the current date as the Footer on all the copies of your work.

f)   Applying background for each of the slides.   (2 marks)

g)   Save your presentation as " Environment Conservation"(2 marks)

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