840/2

Computer studies

Practical

Paper2

PRE – REGISTRATION EXAM 2015

SENIOR FOUR COMPUTER STUDIES

2hours

INSTRUCTIONS TO CANDIDATES:

This paper consists of two sections, **A** *and* **B**

Section A *contains* **one compulsory** *question*

Section B *contains THREE questions. Answer any TWO questions from this section*

Each candidate must save his/her work in a **folder created on the desktop** *including the names and the class*

Each candidate must produce a hardcopy for each of the work to accompany the softcopies that are stored on the desktops

SOFTWARE HELP WIZARDS MUST NOT BE USED

SECTION A

1. **WORD PROCESSING** (20marks)

(I) Using an appropriate word processor, type the text as it appears. (3marks)

Office memo

24th March 2004

From: Public Relations Manager.

To: All Senior Staff

Re: Salaries.

I am pleased to inform you that following your sit down strike and the protracted negotiations put in by your union representatives, the employment board in its last meeting agreed to increase your pay by 15%

You will notice that this increment places you amongst the most well paid employees in this country. This is great and thanks to God!!!

However, I regret to inform you that the increments which should have been effected immediately will be delayed for one month due to the break down in our computer system. We are, however, working around the clock to ensure that you are paid fully including your arrears next month

Happy Easter

Required

   a) Copy and paste the document to page 2 (2marks)
   b) Using the copy on page2. Format "office memo" as follows:

   Centre alignment, bold, font size=20 (3marks)

   c) Select the "th" in the date and format it to look like this 20th. (1marks)
   d) Drop cap to two lines on the first and third paragraphs (2marks)
   e) Chang the text "employment board" in the last line of paragraph 1 to font colour blue, font style italics (2marks)
   f) Insert a header as our name and a footer as your class and stream (2marks)
   g) Use font size 14 points and font type "monotype corsiva" for the rest of the text
   h) Insert a bottom boarder of size 3points for your document(2marks)
   i) Save your work and print all your work (3mark)

(II) A school provided an end of term three mark list for senior four; use any spread sheet program and enter the data in the table below: (20 marks)

	A	B	C	D	E	F	G	H	I	J	K	L
1	NAMES	MATH	ENG	COMP	PHY	BIO	CHEM	ENT	TOTAL	AVG	REMARK	POSITION
2	JAMES	45	65	43	34	45	76	54				
3	MOSS	67	48	56	56	66	55	56				
4	PETER	89	90	32	65	33	44	44				
5	JANE	3	34	67	44	23	33	66				
6	ERIC	23	57	45	33	66	55	66				
7	MAY	66	68	73	22	88	77	55				
8	NICHOLAS	76	78	22	97	65	77	55				

(b) Provide a heading for your work sheet as "Kennedy secondary school, result s for 2014" and centre it in font face time new Romans font size 28 and merge and centre the cells. (2marks)

(c) Using appropriate functions, determine for each learner the;

    i.   Total mark
    ii. Average mark
    iii. Position
    iv. Assign a comment to each student basing on the average mark in column k (4marks)

(d) Rename sheet one as **students marks (1mark)**

(e) **copy** the work you have entered in sheet one and **paste** it on sheet7 and **rename** sheet7 as **COPY** and do the following; (2marks)

    i.   In cell D11, use an appropriate function to return the number of students who sat for the computer exam and give the cell a colour of red (2marks)
    ii. In cell E10 use an appropriate function to return the highest/maximum mark that was obtained in physics (1mark)
    iii. In cell B12 apply a function to return the lowest mark that was obtained in math (1mark)
    iv. Insert a new column for each subject and name it as grade. Assign a grade to each student in each subject using the scheme below; (3marks)

75 -100, "D1"	45 – 49,"p7"
70 – 74, "D2"	40 – 44,"p8"
65 – 69, "c3"	39 - 0, "f9"
60 – 64, "c4"	
55 – 59, "c5"	
50 – 54,"c6	

    v. Apply a function to return the number of students who got d1 in every subject (1mark)
    vi. Insert a hyperlink to open the file in question one(i) (1mark)
    vii. Insert and headers in all your work having your names and class streams footers (1mark)

    Viii Save and print all your work (1mark)

             SECTION B

   TURN OVER

2. **DATA BASE**

The table below shows information about staff salary (30marks)

Sur name	First name	Personal ID	Ministry	Department	Gender	Salary
Naigaga	Farida	Ps001	Health	Paramedic	F	800,000
Adam	Ali	Ps008	Transport	Logistics	M	720,000
Komugisha	Racheal	Ps010	Transport	HRM	F	750,000
Kiwanuka	Ben	Ps021	Education	Curriculum	M	580,000
Mbiru	George	Ps034	Health	Pharmaceutical	M	560,000
Chemwa	Alex	Ps058	education	planning	M	570,000

Using any data base application;

a) Create a data base and save it as "staff salaries"
b) Create a table called "SALARY TABLE" and enter the above details
c) Create a query to sort out males and name it "MALES"
d) Create a query to filter out staff with salary less than 600,000 and name it "BELOW 600,000".
e) Create a query to show all the staff in the transport ministry and call it "TRANSPORT QUERY"
f) Create a form for only staff in the transport ministry and call it "TRANSPORT FORM"
g) Create a form for all staff and call it "STAFF FORM"
h) Insert a clip art and date in the STAFF FORM
i) Save and print all your work

3. **ELECTRONIC PRESENTATION**

You are the chair person of the biology club in your school; one of the topics you are to talk about in the coming event is the differences and similarities between plants and animals (30 marks)

a) Make a five – slide presentation with backgrounds, slide layout or style and colour to enrich your discussion as follows
b) Create a menu slide with hyperlinks to all your slides (2marks)
c) Slide 1- the title of the slide should be the name of the club, title of the topic as PLANTS AN ANIMALS and should bear as well the name of the presenter and the date.(use different font sizes and styles to make it look nice) (4marks)
d) Slide2 should include suitable introductions of the topic (including definitions and examples) (4marks)
e) Slide 3 – Table of two columns and five rows showing the differences between plants and animals (4marks)
f) Slide 4 – similarities between plants and animals (4marks)

g) Slide 5 – conclude your presentation by showing at least four graphics with captions showing some plants and animals, plus one sentence that you will say to the audience before handing over the microphone to the moderator (5marks)

h) Insert your surname as footer (1mark)

i) Use appropriate transitions and animations   (2marks)

j) Print out a hard copy to be given to the audience (1mark)

k) Save your work as your name (1mark)

4. ELECTRONIC SPREAD SHEETS (30 marks)

The table below shows records that were extracted from the employee database of semex soap ltd

Additional information;

Housing allowance is 5% of the gross pay

- Gross pay = basic pay + housing allowance
- Net pay = gross pay – (tax+ insurance+ any bonuses)
- Tax is 2% of gross pay
- Bonus is calculated on the basis of the number of "years in service" as follows;
  - More than 5 years in service = 5% of gross pay
  - More than 10 years in service= 10% of gross pay
  - Over 15 years in service = 15% of gross pay
- Insurance is a flat rate of shs.150,000/=

Name	Basic pay	Housing	Gross pay	Tax	Insurance	Years in service
Kiberu sam			530,000			12
Ssonko emma			786,500			9
Ddamba joseph			455,000			14
Kawuma steven			564,000			18
Muwanguzi david			399,800			3
Lukabwe Solomon			650,000			5
Nabayego rita			179,000			3

a) Open any spread sheet application and enter the above data (2marks)

b) Calculate the housing allowance of all employees(2marks)

c) Determine the basic pay for all employees(2marks)

d) Create 2 new columns and give them the following column titles respectively (bonus; net pay) and calculate the bonus and net pay for all employees (4marks)

e) Use a function to determine the highest values of bonus earned by the employees (2marks)

f) Format all the figures to 2 decimal places with a shilling sign for currency (2marks)

g) Make all headings bold with a yellow shade in the background (2marks)

h) Explode a pie-chart for all the employees basing on their basic pay; include a title of your graph, format the chart title to have a texture of your choice, include in data labels and format data labels as percentages, format legend to the bottom of your graph (10 marks)

TURN OVER

i) Save your work as SALARY. Your name eg. SALARY. JOHN.(1mark)
j) Print all your work(1mark)

"BEST WISHES"