A' LEVEL SUBSIDIARY ICT

PRACTICAL QUESTIONS

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WORD PROCESSING

Question one

Using word processing software, load the file **moralpaper.docx** and save it as your name and personal number. (01 mark)

a) Apply font size 20, color purple, Center, double underline on to the heading of the document. (02 marks)

b) Make the rest of the text in the document to font size 13. (01mark)

c) Change the border width to a 3D-6pt. (01 mark)

d) Insert the picture bet1.JPG as the header of the document. (02 marks)

e) Insert your name and personal number as a footer of the document. (01 mark)

f) Insert page numbers at the bottom of your document starting from 5. (01 mark)

g) Insert a Decision auto shape at the bottom of the document (01mark)

- ♣ Change the colour of the auto shape to green (01 mark)
- ♣ Add a centered text "THE CHOICE IS YOURS" (01 mark)
- ♣ Send it back (01 mark)

h) Drop the first letter of the second paragraph to cover 2 lines. (01 mark)

i) Make the sub-headings standout as underlined with a 16 font size and Bradley hand ITC font style (02 marks)

j) Make the word "addictive" in the fourth paragraph a hyperlink to www.google.com (01 mark)

k) Copy the document to another page. (01 mark)

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l) Save and print your work (01 mark)

Question Two

Using a suitable software package, load the file **ramathan.doc** and save it as Word Processing.

i) Change the case of title to UPPERCASE and bold the title and change the font of all the text size 13.

ii) Instead of word brother/sister put both your names.

iii) Apply a header as your company name with word art

iv) Copy your two paragraphs to page two

v) Duplicate them to form eight paragraphs.

vi) Put your eight paragraphs into three columns with a line between the three columns.

vii) Insert an auto text page X of Y aligned to the left.

viii) Insert today's date and time in the right footer section and updates it automatically.

ix) Drop cap to 2 lines in green colour with comic sans Ms Font style the first letter of every paragraph.

x) Apply a three lines 3 pt page border around your document

xi) Apply a footnote on the first letter of the second page as Ramathan tips.

xii) Insert a printed water mark of your first name diagonally. Make your water mark appear in red color, small caps with comic sans font style

xiii) Insert an image IU Logo. JEPG in the third column after the last paragraph

xiv) Apply a caption below the image as "Wish You All the Best My Fellow

Moslems"

xv) Save changes and Print a copy of your work

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Question Three

(a) Using a word processor application, Load the file named **JXTCOMP.doc** and save it as Computer Storage in your folder bearing your names. (01 mark)

a. Copy this work and paste it onto page two of your document and take out the following instructions. (01 mark)

b. Center, bold and capitalize the title of the document with font size as 18.5 with a 6pt Shadow text border surrounding it. (02 marks)

c. Change the font style of the whole text to Tahoma with font size 11 for work on the pasted page (01 mark)

d. Use a word generated formula to calculate the Amount and the Total Amounts for QTY Bought Price and Amounts. (03 marks)

e. Include your name as a text water mark diagonal in blue color and small caps (01 mark)

f. Include a 3-D 6PT page border only to page one. (01 mark)

g. Apply a Preset Rainbow background color. (01 mark)

h. Drop cap every First letter in each paragraph with an indent of 0.5cm to the right. (03 marks)

i. Include your name and personal number as a centered footer. (01 mark)

j. Include page numbers in the format of Page X of Y in the header. (01 mark)

k. Draw a rounded rectangle below the table; add text that reads "Technology is Wonderful" bolded, centered with font size 20. (03 marks)

l. Save your work and make a print out of your two pages. (01 mark)

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Question Four

Using a word processor load a file called **"PTNOOI"** in a folder SUPPORT FILES on your desktop and save it as your name.

(i) Copy and paste the document to page 2. (01 marks)

(ii) Using the copy on page 2, center, bold and double underline the heading and make it font size 24. (02 marks)

(iii) Shade/fill the second paragraph with a yellow colour and make it all italics. (02 marks)

(iv) Insert a picture called "equator" in the background as a water mark. (01 mark)

(v) Make the first letter of the second paragraph to drop two lines with "book Antiqua" as font. (02 marks)

(vi).Use, your name and index number as footer. (01 mark)

(vii) Set the second paragraph to three columns with a line in the middle. (02 marks)

(viii) Insert an all borders outline on the third paragraph. (01 mark)

(ix) Below the source of the text on page two, draw a rounded rectangle with a text"****Young People are interesting***" and fill the text box with a green color (01 mark)

(x) Strike through in the last Paragraph and use the print screen feature, paste the image of page two of your document to page 3. (02 marks)

(xi) Insert an endnote of "Young People" on the word Midnapore. (01 mark)

(xii) Post the document to the addresses in the table "Studentslist.doc" And save the document as Students pass out lists. (02 marks)

(xiii) Insert page number one as (i) and page two as 2 (01 mark)

(xiv) Print your work. (01 mark)

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Question Five

Using a word processor load a file called **"OUR FOCUS"** in a folder SUPPORT FILES on your desktop and save it as your name.

(i) Set the page size to A4 (01 mark)

(ii) Center, bold and double underline the heading and make it font size 20. (02 marks)

(iii) Highlight the heading with a Pink color (01 mark)

(iv). Drop cap the first letter of the first paragraph and give it red color. (02 marks)

(v) Bold and underline the sub-heading of the second paragraph (01 mark)

(vi).Apply another colour to the title and sub – titles (01 mark)

(vii) Change the numbering in the format of a, b, c …… (01 mark)

(viii) Format the first paragraph into two equally spaced columns (01 mark)

(ix) Provide a line between the two columns (01 mark)

(x) Insert a header of your name and personal number (01 mark)

(xi) Use the correct symbol for R the registered trademark. (02 marks)

(xii) Insert an endnote in reference to the title with the words "This document here is very important for all". (01 mark)

(xiii) Insert an auto – text Page X of Y centered in the footer section (01 mark)

(xiv) Apply a printed watermark (text watermark) diagonal, using your surname in red color and Comic sans MS small caps. (01 mark)

(xv) In the empty text box provided below insert a picture Academician.jpg and center it (1mk)

(xvi) Apply a background color of yellow (01 mark)

(xvii) Save and Print your work. (01 mark)

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Question Six

Open a word processing file saved as **computer system.rtf** and carry out the following tasks. Save your work as MY WORK

(a) Adjust page orientation to portrait. (01 mark)

(b) Change page size to A4. (01 mark)

(c) Set margins to: top and bottom, 1.5 cm; left and right to 2.1 cm. (01 mark)

(d) Find and replace the word "hardware" with "system" highlighted. (01 mark)

(e) Change the heading to uppercase. (01 mark)

(f) Centre align the headings (01 mark)

(g) Adjust font size to 25.5 of the heading. (01 mark)

(h) Apply a red double underline to the heading. (01 mark)

(i) Insert page number in the format of "A" in the right header. (01 mark)

(j) Justify the two paragraphs with a line spacing of 1.5, font 14. (01 mark)

(k) Apply a paragraph boarder around the first paragraph. (01 mark)

(l) Change the table outside border to 6pt width and color red. (01 mark)

(m) Shade the cell with the words "MID TERM EXAMINATION" with an orange color. (I mk)

(n) Insert a graphical image saved as **secretary.jpeg** between the first second paragraph. (1mk)

(o) Apply a caption as "Understanding the Computer System" below your image. (01 mark)

(p) Insert a footnote on the "A computer system is a group of components" on the heading.(1mk)

(q) Add a footer of your name and a header of your index number. (01 mark)

(r) Make a screen shot of page one and paste it on page C. (01 mark)

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(s) Insert an automated file name and path in the header. (01 mark)

(t) Save changes and Provide a print out for your work. (01 mark)

Question Seven

(a) Using a word processing software of your choice load a file **"Poultry Farming"** (01 mark)

(b) Copy your work to new document. (01 mark)

(c) Using the copied document to perform the following actions. (01 mark)

(d) Justify your work (01 mark)

(e) Insert the heading "Poultry Farming" (01 mark)

(f) Change the font type to Segoe UI, and font size 12.5, and 13 for the body text and heading respectively. (02 marks)

(g) Apply a first line indent on the second paragraph in your document. (01 mark)

(h) Insert the image "index3" before the first letter of paragraph one and wrap it around text tight (square) (01 mark)

(i) Adjust the image size to 6.3cm (height) and 5.35cm (width) (01 mark)

(j) Format your document to 1.5 line spacing (01 mark)

(k) Apply highlight colour of yellow to all occurrences of the word "Poultry" in your document. (01 mark)

(l) Double strike through the second paragraph of your document. (01 mark)

(m) Format your benefits to a numbered list in the format; a), b)… (01 mark)

(n) Bold and double underline all headings in your document. (01 mark)

(o) Change the paper size to A5 of your document. (01 mark)

(p) Insert page numbers in the format (i), (ii) and the rest in 1,2,… (01 mark)

(q) Save your work as "Revised Edition" (01 mark)

(r) Insert a printed watermark of your name with font size 44 (01 mark)

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(s) Save changes and print a copy of your work. (01 mark)

Question Eight

(a) Using a word processing application, load the file **gardening.rtf** and save it as spring garden.doc into your Examination Folder. (2 marks)

(b) Justify the main body text in page 1 from This is a new gardening fact sheet… to … the spring and summer months. (1 mark)

(c) Select all the text in the document and change the font to Arial. (1 mark)

(d) Select all the text from this is a new gardening fact sheet… to … the spring and summer months and apply 6 point spacing after (below) each paragraph and save. (01 mark)

(e) Underline the title text gardening for amateurs. (1 mark)

(f) Change the title text gardening for amateurs to uppercase and save. (1 mark)

(g) Insert a centre aligned field below the text gardening for amateurs to display today's date.

(1 mark)

(h) Apply the italred style to the text Gardening tips for spring. (1 mark)

(i) Apply automatic numbering to the paragraphs beginning Bed in new… to Water all plants…

(1 mark)

(j) Delete the page break between pages 1 and 2. (1 mark)

(k) Create a table with two columns and four rows below the text Special Offers This Week and insert text into the table as shown below. (2 marks)

Plant	**Price €**
Crocus	2.99
Pansy	4.99
Lily	3.50

(l) Change the width of all the cell borders of the table to be 3pt and change the colour of the cell borders to a colour of your choice. (1 mark)

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(m) Copy the formatting of the text Gardening tips for spring and apply the formatting to the headings in the first row of the table. (1 mark)

(n) Right align all the text and numbers in column 2 (Price €) in the table. (1 mark)

(o) Change the top margins in the document to 2.5cms and save. (1 mark)

(p) Use a spell-check program and make changes if necessary. (1 mark)

(q) Add your name and personal number as a centred footer. (1 mark)

(r) Save and print the file spring garden.docx. (2 marks)

Question Nine

(a) Load the file called SANDA.doc from the support folder and save it in your name.1m)

b) Type the words Wireless media as the title to the passage. (01 mark)

c) Format the title to heading style "Tahoma size 18" (01 mark)

d) Convert paragraph1 into two columns. (01 mark)

e) Indent paragraph 2 to 1.6 inches left and right (01 mark)

f) Apply a double strike through effect on one sentence (01 mark)

g) Change the bulleted list to level 3 (02 marks)

h) Put an endnote on the word signal that appears in the text. (The details in the endnote should be any of its synonyms (words of the same meaning) (1mark)

i) Make adjustments on the page margins to 0.8 inches left and right, 0.7 top and bottom. (01 mark)

j) Apply all boarders on the colored text that appears at the bottom of the page and change text direction the first raw vertically downwards (01 mark)

k) Move the table to page two of the document. (01 mark)

l) Ensure that columns are evenly distributed. (01 mark)

m) Put a caption at the bottom of the table “Transmission Media Speed and Cost” (01 mark)

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n) Insert a rounded rectangular auto shape of a reasonable size and wrap it tightly to the text (01 mark)

o) Using font side 22, type the words Radio, Microwave and Infrared to fit inside the auto shape. (01 mark)

p) Clear an outline from the shape in (o) above (01 mark)

q) Put a green color watermark of your name (01 mark)

r) Put bottom page numbers in the format "Page X of Y (01 mark)

s) Produce a hard copy of your- work to be sent together with a softcopy (01 mark)

Question Ten

Using a word processing software of your choice load a file "Hardware" and apply the instructions below.

a) Make all your text appear with Tahoma font style size 13. (01 mark)

b) Make the top most heading font size – 20, centered, bolded and double underlined with a Blight green shading / fill effect (02 marks)

c) Shade the first and third columns of the table with Yellow and Green. (02 marks)

d) Drop cap to the first letter of each paragraph to 2 lines (01 mark)

e) Insert an Octagon auto shape in paragraph two, fill it with dark blue color and make it appear behind text. (02 marks)

f) Insert a clip art "board" from the folder support files. Place it at the bottom of your text with width 13.23cm and height 5.69cm respectively. (02 marks)

g) Copy paragraph 3 and paste it on the next page three times. (01 mark)

h) Apply a two column layout on the middle paragraph. (01 mark)

i) Insert a header of your name and personal number as a footer (01 mark)

j) Insert an end note in the last paragraph as document source: http://www.develoment.com. 1m)

k) Create a page boarder of 6 pts on only PAGE 1 of the article. (02 marks)

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l) Insert a 4.5pt line at the end of the page and header of your name. (02 marks)

m) Add current date and time at the bottom right corner of page two. (01 mark)

n) Save your document as Hard-Your name and print a copy. (01 mark)

Question Eleven

(a) Using a word processing application, load the article in a file **Modernization .rtf** and save it as your name.

(b) Include the title of the article as "Modernization theory".

(c) Centre, Bold and apply a font color blue with size 20 and a dotted underline to the title above.

(d) Justify and apply font size 14 to the body of the document.

(e) Generate Table of Content for the article automatically on the first page.

(f) Add page numbers in the format 1of 2.

(g) Insert an end note in the last paragraph as document source: http://www.develoment.com

(h) Include your name and random number as a water mark.

(i) Perform a spell check in your document to remove all spelling and grammatical errors.

(j) Create a purple page boarder of 6 pts on only page 1 of the article.

(k) Print your work.

Question Twelve

(a) Using word processing software, open the file **document xy** and save it as your name and personal number. (02 marks)

(b) Underline the heading with a dotted line (01 mark)

(c)Drop cap by three lines the first paragraph. (02 marks)

(d) Convert paragraph two into two columns with a line in between. (02 mrks)

(e) Insert page numbers, centre aligned in the A,B,C format. (02 marks)

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(f) Insert a page break after the first paragraph. (01 mark)

(h) Insert the image100.jpg on the first page only. (03 marks)

(i) Apply a page boarder on the first page only. (01mark)

(j) Insert your name as the header and today's date as the footer. (02 marks)

(k) Set paper size to A5 for the whole document and print your work. (02 marks)

Question Thirteen

You are now going to edit a document about the sales of tea and coffee. Using a suitable software package, load the file **J8ICTCO.RTF** from support files located on the desktop

a. Save the document as Sales of Tea and Coffee.

b. Set the page size to A4 and Set the page orientation to landscape.

c. Set page margins as 2.54cm top and bottom, 2.54 left and right respectively

d. Place in the header:

- ♣ An automated file name and path left aligned.
- ♣ Your Random number and candidate number right aligned.

e. Place in the footer:

- ♥ Your name left aligned
- ♥ Today's date centre aligned.
- ♥ An automated page number right aligned.

Make sure that headers and footers are displayed on each page.

f. Format the entire document into two equally spaced columns

g. Set all of the text to 2.0 line spacing.

h. Do not change the alignment of the text from the source file.

i. Set all of the text to Tahoma 10points.

j. Insert a page break before the first paragraph.

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k. Format ONLY the first page of the document as a single column.

l. Make this first page a title page by adding the heading: **The International Coffee and Tea Company**

m. Make the heading centre aligned and Set the font size of the heading to 26 point and Underlined

n. Add the text **Report by**: and add your name as a subheading and place this below the heading.

o. Set both the heading and subheading set them to Comic San Ms Font

p. Set the font size of the subheading to 18point and in Italics left aligned.

q. Insert a footnote as **"Best Things are Served First"** on report by.

r. Move the paragraph that starts "We offer Flavor notes as a guide…so that it becomes the third paragraph.

s. Change the bulleted list:

- Seek the finest products available
- Buy direct from known producers
- Build "Fair trade" relationships
- Allow customers to "try before you buy"
- Follow up feedback from customers.

To use a different bullet character as shown above

t. Shade the first paragraph in first column with a yellow colour

u. Insert a picture called "equator" in the background as a water mark

v. Insert a table with three columns and four rows after the last paragraph. And enter the following data into the table:

House design	Role	ICT Co.
Mapeera	Web design	Peter
Jamal	Database design	John
Sheraton	On-line security	James

Format only the text in the heading row of this table to bold and underlined.

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w. Place the **image J8TEAPOT.JPG** at the beginning of the sentence that starts "Our range of tea is chosen from…" Align it with the top line of the paragraph and the left margin of the column. Resize the image to 4.76centimetres high and 5.54 width.

x. Insert a caption as **"My Tea Pot"**

y. Place the image **J8COFFEE.JPG** at the beginning of the paragraph that starts "Our range of coffees is selected only from…" Align it with the top line of the paragraph and the left margin. Resize the image to 3.87centimetres high and width 4.5.

z. Insert a caption as **"My Coffee Pot**

aa). Below the sub heading on page one insert a title "List of Figures" and generate them automatically.

bb). Using the print screen feature, paste the image of page two of your document to last page formatted in one column.

cc). Save changes and make a print out.

dd). Post the document to the addresses in the table "Studentslist.doc" and save the document as **Students pass out lists**. These merge fields should be on Page one below your list of figures.

Question fourteen

Using a word processor application, Load the file named JXTCOMPICT.doc and save it as Computer Storage in your folder bearing your names. (01 mark)

a) Center, bold, capitalize and double underline the reference of the letter with font size as 18.5 with a 3-D Shadow text border surrounding it. (02 marks)

b) Change the font style of the whole text to Bookman Old Style with font size 12 for work on the pasted page (01 mark)

c) Justify all your work (01 mark)

d) Merge the letter to the following recipients. (03 marks)

TITLE	SCHOOL	ADDRESS
Head of ICT department	St. Lawrence College	P.O Box 12 Kampala

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Head of computer studies	St. Theresa	P.O Box 10 Lira
Computer studies teacher	St. Joseph	P.O Box 30 Ibanda

e) Use a word generated formula to calculate the Amount and the Total Amounts for QTY Bought Price and Amounts. (03 marks)

f) Include a 3-D 6PT page border. (01 mark)

g) Apply a yellow background color. (01 mark)

h) Drop cap every First letter in each paragraph with an indent of 0.5cm to the right. (03 marks)

i) Include your name and personal number as a centered footer. (01 mark)

j) Include page numbers in the format of Page X of Y in the header. (01 mark)

k) Draw a rounded rectangle below the table add text that read "**Technology is Wonderful **" bolded, centered with font size 20. (02 marks)

l) Save your work and make a print out of your three letters. (01 mark)

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SPREAD SHEETS

Question one

Open a spread sheet file saved as **CANDIDATES.xls** and save it as **Spread.**

(a). Copy the work to sheet 2 of your workbook and carry out the following tasks. (01 mark)

(b). Change the page orientation to landscape. (01 mark)

(c). Add a column for TOTAL and calculate the total mark for each pupil. (01 mark)

(d). Add a column for AVERAGE and calculate the average mark (to 2 decimal places) for each pupil. (01 mark)

(e). Add a column for POSITION and find the position (basing on average marks) for each pupil in class. (01 mark)

(f). Add a column for COMMENT and use the **VLOOKUP function** to automatically generate a comment **"GOOD"** for a pupil with an average of at least 70, **"FAIR"** for at least 60 otherwise **"POOR".** (01 mark)

(g). Use the COUNTIF function to find; - (02 marks)

- Number of pupils whose names begin with letter **"A**" in cell B22
- Number of pupils who got **D1** in **MTC g**iven that a D1 is at 75 in cell F22.

(h). Using the auto-filter function sort out those who had a D1 in MTC. Save it as MTC in your folder. (01 mark)

(i). Apply a green line color **"all borders"** outline to all cells with data. (01 mark)

(j). Add a footer of your name right aligned. (01 mark)

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(k). Add a new row above the table and rename the sheet as **FINAL**. (01 mark)

(l). Merge cells A1:K1, centre the content both horizontally and vertically. (01 mark)

(m). Insert a title "PROMOTIONAL RESULTS 2018". (01 mark)

(n). Change the font size of the title to 20. (01 mark)

(o). Change the font face of the title to Arial Black. (01 mark)

(p). Change the font colour of the title to Blue. (01 mark)

(q). Fill the title with a yellow background. (01 mark)

(r). Save your work now as your name and index number. (01 mark)

(s). Print your work on sheet 2 only. (01 mark)

Question Two

Load **Blue Print.xls** and answer the following questions

i. Save it as **Absolute Day Book** on the Desktop in your folder. (01 mark)

Additional information: -Gross pay is the equivalent of **basic pay plus all allowances and -Net pay** is a function of **gross pay** minus **tax**

ii. Using absolute cell referencing, calculate the Revenue Tax for all employees having in mind that it is 10% of basic pay. (02 marks)

iii. Calculate the Gross Pay and Net Pay. (02 marks)

iv. Add the name Hood between Twaha and Swabulah. By use of functions determine his gross pay, revenue tax and net pay. (01 mark)

v. Rank all the employees basing on their basic pay. (02 marks)

vi. All employees whose revenue tax is less than 20,000/= are categorized as **"Form**" while others are categorized as "**Substance**". Use a simple if function to determine the category to which each of employee Belongs. (02 marks)

vii. Apply a green thick border around your work with grids inside. (01 mark)

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viii. Put the Rank sub title only at an angle of 450 and Make the Tile "Blue Print……" In a Green Background (01 mark)

ix. Select the Names column, Revenue Tax Column and Net Pay columns to generate a column chart with a title and labeled axes. (02 marks)

x. Convert the columns for Revenue tax to line graph (02 marks)

xi. Let all your columns of Basic Pay, All Allowances, Gross Pay, Revenue Tax and Net Pay be formatted to UGX currency symbol, with commas and No decimal place value. (01 mark)

xii. Using COUNTIF in cell B9, calculate those who earn basic salary below 300000 in cell B11. (01 mark)

xiii. Use the auto filter function to filter out employees whose Basic Pay is **above 300,000**. Save this work as "Above 300,000" in your folder on the desktop and print all your work. (02 marks)

Question Three

(a) Using an appropriate spreadsheet application, load the file **Exam Results** and save it as your name and personal number.

b) Rotate the titles to an angle of 60 degrees.

c) Copy the table to sheet 2 and rename the sheet **modified**

d) Using appropriate functions, compute;

(i) Total marks obtained by each student to be placed in **Column P**

(ii) Average marks to one decimal place obtained in the compulsory subjects (English, Mathematics, Geography, History, Biology, and Chemistry). Place the average marks in **Column Q.** (convert them to one decimal place value)

(iii) Position of each student based on total marks in d (i) above. Place the results in **Column R**.

(iv) The number of students who sat for Computer as one of their optional subjects. Place the results in **Cell I25.**

(v) The highest score obtained in Chemistry. Place the result in **cell I26**

(vi).The third best Average Mark in cell **Q25**

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e) Sort the students' records in descending order according to their total mark.

f) Add a column called GRADE between English and MTC to compute for grade as follows, 75-100=**D1**, 70-74=**D2**, 60-69=**C3**, 55-59=**C4**, 50-54=**C5**, 45-49=**C6**, 40-44=**P7** OTHERWISE **F9** (0-40), Apply a green shading to this column.

g) Apply a red thick border around your work with green grids inside

h) Plot a 2-D column graph of names against biology marks. Save it as Biology Graph

i) Insert a footer of your name and personal number on the modified sheet.

j) Save and print the work

Question Four

St Mary's College Kisubi has decided to do two kinds of tests marked out of 40 and 60 respectively. Use the information given below to answer the questions that follow.

Student Name	Set One	Set Two	Total mark	Average mark	Grade
Richard	59	65			
Deogratious	62	50			
Henry	92	79			
Ivan	85	68			
Daphine	60	49			
Urban	88	73			
Dickens	72	45			
Benjamin	62	60			
Crispino	85	60			
Godson	66	90			

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i) Using a spreadsheet package of your choice type the above data as exactly it appears and save it as **Students Records** in your folder. (04 marks)

ii) Calculate the total mark for each student (02 marks)

iii) Calculate the average marks for the students (02 marks)

iv) Using the "if statement, assign grades to students using their Total marks in a way that , marks above 80, assign a **D1**,75-79, a **D2**, 70-74, a **C3**, 60-69, a **C4**, 50-59, a **C5**,the rest an F. (3 marks)

v). Add a column comment and determine the comments as follows; 80+ = "**Excellent**", 70-79 = "**Very Good**", 60-69= "**Tried**", 50-59 = "**Fair**" otherwise "**Work Hard**". (03 marks)

vi). Select the names, set one and total columns to form a column chart with appropriate title and labels. Save it as **Pictorial Analysis**. (03 marks)

vii) Using this chart, convert the values for set one into a line graph. (02 marks)

viii) Apply **red** all borders

ix) Add a footer of your names and also make a printout. (02 marks)

Question Five

Using a suitable software package, Load the **file employees** and answer the following questions

(i) Add a column for employees Age and fill it with figures of your choice (01 mark)

(ii) Ensure that Emp Id column and contact Column values contain a Zero (0) at the beginning. (01 mark)

(iii) Sort the department column alphabetically and Extract subtotals for each department's basic salary (01 mark)

(iv). If employees pay NSSF (National Social Security Fund) and PAYE (Pay As you earn) which is 3% and 4% of the basic salary respectively introduce a column for NSSF and PAYE to determine their values. (02 marks)

(v) Calculate the net pay after those deductions. (01 mark)

(vi). Let all your columns of Basic salary, NSSF, PAYE, and NET PAY be formatted to UGX currency symbol, with commas and one decimal place value. (01 mark)

(vii) Increase row height to 20 for the values below the titles. (01 mark)

(viii) Put NSSF and PAYE column headings at an orientation angle of 450 (01 mark)

(ix) Insert Date and Time in Cell **C13.** (01 mark)

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(x) Insert a green thick border around your work with red grids inside. (01 mark)

(xi) Copy your work and paste it on sheet 5. (01 mark)

(xii) Select the **names column** and the **NET PAY** column to form a clustered column with **3-D visual** effect chat and save it AS ANALYSIS. (02 marks)

(xiii) Save your work in a folder on the desktop with a name **"Original work**". The folder should bear your all full names. (01 mark)

(xiv) For work on sheet One, Use the auto filter function to filter out employees whose Basic salary is **above 650,000**. Save this work as "Above 650,000" in your folder on the desktop and close the file. (01 mark)

(xv) Using the original work still on sheet One, in cell **E13**, use the count IF function to calculate how many employees earn less than 500,000 as their Basic Salary. Bold the answer AND save changes. (01 mark)

(xvi) Show all the formulas used on sheet three. (01 mark)

(xvii) Inset your Headers and Footers as index number and name respectively on your all work. (01 mark)

(xviii) Put your work in landscape and make a print out. (01 mark)

Question Six

Using a suitable software package; Load the **file jinjaorangejuice.xls** that has been created to calculate the profit or loss on sales at Jinja Orange Juice Stall during a six day period.

(i) Using absolute and relative cell references, type a formula in cell D6 to calculate the total cost for Monday which is a cups made. Copy it cells D7 to D11 for Tuesday to Saturday. (2 mks)

(ii) Using absolute and relative cell references, type a formula in cell E6 to calculate the Day's Sales for Monday, as a product of the selling price and the number of Orange Juice cups sold. Copy it to cells E7 to E11 for Tuesday to Saturday. (02 marks)

(iii) In cell F6 to F11, calculate the profit/loss by subtracting the Total Cost from the Day's Sales. (01 mark)

(iv). Format all currencies to have the '**UGX**' symbol before the value. (02 marks)

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(v) Use a function to compute the **GRAND TOTALS** in row 14. (02 marks)

(vi).Merge cells A1:F1 both horizontally and vertically make the title in font size 22, bolded in blue colour. (02 marks)

(vii) Fill your title with a green background colour (01 mark)

(viii) Create a combined column-line combo chart with column chart representing the number of orange juice cups made and line graph showing trend of profits / loss on the secondary vertical axis. Locate it on its own new sheet. (03 marks)

(ix) In cell F3, calculate the second highest profit made. (01 mark)

(x) Shade the Grand totals with an orange background color. (01 mark)

(xi) Show all the formulas used on sheet three. (01 mark)

(xii) Make a print screen of the formulas used and save it as Excel Formulas in your working area/folder (01 mark)

(xiii) Add your name as footer and print your work. (01 mark)

Question Seven

Using any spreadsheet software of your choice, open the file names **PT1.xls** and perform the following instructions.

(i) Type: EMPLOYEE NAMES, SALARY SCALE, BASIC SALARY, OVERTIME ALLOWANCE, GROSS SALARY, NSSF and NET SALARY as column titles for this table. (01 mark)

(ii) Given the table of salary scale and basic salary at the bottom of the data in the same worksheet named SC, Use VLOOKUP to populate basic salary in the worksheet. (03 marks)

(iii) Use functions to determine GROSS SALARY, NSSF and NET SALARY given that:

(a) **GROSS SALARY**=BASIC SALARY + OVERTIME ALLOWANCE (01 mark)

(b) **NSSF** is 18% of basic salary for basic salary above 1000000 and 14% of basic salary otherwise. (03 marks)

(c) **NET SALARY**=GROSS SALARY – NSSF (01 mark)

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(iv) . Format the values to have **"¥**" Chinese Yi symbol as their suffix with no decimal place value. (02 marks)

(v) Type the labels U1, U2, U3, U4 and U5 each in the series A48:E48. (01 mark)

(vi).Use function to discover the number of employees falling in the different salary scales corresponding to U1, U2, U3, U4 and U5 each in the series A49:E49. (02 marks)

(vii) Fill the titles (headings) and the Salary scale column with a green background color. (1mk)

(viii) Use the data discovered in the instructions (vi) above to plot a column graph of salary scale against number of employees. Save it as My Graph with well labeled axes. (03 marks)

(ix) Insert your name and personal number in the header. (01 mark)

(x) Save your work as **salary** and print. (01 mark)

Question Eight

(a) Use a suitable application to open the **file golfbudget.xls** from your Support Files folder. Save it as **extensionbudget.xls** in your Examination Folder. (1 mark)

(b) On the costing worksheet widen column A so that all data is visible. (1 mark)

(c) Which of the two **cells E7 or E8** displays good practice in totaling a cell range? Enter your answer in **cell B22**. (1 mark)

(d) Enter 1600 in **cell C11** and change **cell D8** from 400 to 600. (1 mark)

(e) In **cell B12**, calculate the sum of the cell range **B7:B11**. (1 mark)

(f) Copy the formula in **cell B12** to the cell range **C12:E12** and save. (1 mark)

(g) Enter a formula in **cell F7** with one absolute cell reference, which divides **cell E7 by** cell **E12.** Copy the formula in **cell F7** to the **cell range F8:F12.** (1 mark)

(h) Format the **cell range F7:F11** as a percentage with 2 decimal places. (1 mark)

(i) Enter a formula in cell B14 that subtracts cell B12 from cell B3. Copy the formula in cell B14 to the cell range C14:E14. (1 mark)

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(j) Enter a formula in cell B17 that will calculate the average of the **cell range B7:B11**. Copy the formula in **cell B17** to the **cell range C17:E17.** (1 mark)

(k) Enter a formula in cell B20 that displays the text Yes if the number in cell E14 is less than zero and otherwise displays the text **No**. (1 mark)

(l) Format the cell range B3:E17 to € currency with no decimal places. (1 mark)

(m) Insert a right aligned field in the footer of the costing worksheet that shows the worksheet name. (1 mark)

(n) On the **donations** worksheet freeze row 1 and save. (1 mark)

(o) Rename the **Sheet 3** worksheet so that it meaningfully relates to the worksheet content.

(1 mark)

(p) On the **bank loan** worksheet there is a #NAME? error value in cell B8. Why is this error displayed? Enter your answer in the shaded cell B11 of the worksheet and rectify the error

(1 mark)

(q) On the bank loan worksheet create a 2-D Clustered Column chart, from the cell range A2:B6. (1 mark)

(r) On the bank loan worksheet move the column chart to begin near cell A13 and Change the colour of the columns in the chart to blue. (1 mark)

(s) Add your name and candidate identification number into the left section of the header of the bank loan worksheet. (1 mark)

(t) Print 1 copy of the contents of the **funding** and **bank loan** worksheet to an output printer. Save and close the extensionbudget.xls spreadsheet. (1 mark)

Question Nine

(a) Open a file called **XMADASA.xlsx** that is in you folder and work out the following tasks.

(b) Adjust the Column width to 15 inches and row heights to 30 inches. (01 mark)

(c) Format the font style/font face to Arial rounded. (01 mark)

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(d) Delete the first row and first column to from the data (01 mark)

(e) Fix part of the worksheet to remain visible while the rest of spreadsheet scrolls. (01 mark)

(f) Using font size 16 in upper case, include the title "stock of goods" above the data. (01 mark)

(g) Transfer a copy of records within the range A1:E19 to sheet 2 (01 mark)

(h) Apply all boarders on your work. (01 mark)

(i) Format all the values in the selling price column with UGX units by **using information on sheet two** (01 mark)

(j) Use absolute referencing and data in cell B2 to determine the Discounts on sale. (01 mark)

(k) With the help of the following grading system, use IF function to assign grades to the products basing on their discount values. (01 mark)

0 – 4,000	LOW
4,001 – 5,000	NORMAL
5,001 – 10,000	HIGH

(l) Determine the total discounts (01 mark)

(m) If the government set maximum price for any item sold at 45,000, use a function to determine the number of items that were sold above the government price. (01 mark)

(n) In a new column, convert the cost price into US Dollars if the current exchange rate is **1USD = 3,500 UGX** and round off values to 1 decimal place. (02 marks)

(o) Use text filters and number filters to filter out items that contain letter "e" but whose price on purchase is not greater than SHS 70,000. Save the work as Contains e less than 70000.(02 marks)

(p) Create a labeled pie chart to include values for USD and name of item. Save it as My Pie Chart. (03 marks)

(q) Print the work on sheet two save changes (01 mark)

Question Ten

Load **Policesalary.xls** and Save it as Payroll 2018 in your folder.

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Required to;

(i) Generate the basic pay using the IF statement assuming that it's paid according to the title as shown below:

Title	Basic pay
ACP	600,000
SP	555,000
SSP	500,000
ASP	475,000

(ii) Generate the allowance using the IF statement assuming it's paid according to the marital status as shown below:

Marital status	**Allowance**
Married	250,000
Divorced	150,000
Single	100,000

(iii) Insert a column for the Gross pay and give a formula to compute it (Hint: Gross pay equals Basic pay plus Allowance)

(iv).Insert a column for NSSF given that it is (18% for basic salary of 600000, 12% for 555000, 8% for 500000 and 4% to 475000).

(v) Insert a column for Net pay and give a formula to compute it: (Hint: Net pay equals Gross pay minus Taxes)

(vi).Sort the payroll for June using the Title. Generate the subtotals for each of the titles using their basic salary.

(vii) Apply a thick border with grids inside.

(viii) Fill the title and the sub title with a green and yellow background respectively

(ix) Using the COUNTIF function show how many employees are earning a gross pay of above 700000 in cell F24

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(x) Save changes and, Using Auto filter extract all records with titles ACP for the month of June. Save this work as Duplicated ACP in your folder.

PRESENTATION

Question One

Open a file saved **"Road accidents**" and carry out the following instructions.

(a) Using a slide master, format your presentation to have:

i) All headings to appear in Stencil font style. (01 mark)

ii) Font size is 30. (01 mark)

iii) Font colour is red. (01 mark)

iv).Slide background colour is light green. (01 mark)

v) An 8PT horizontal line across the heading and sub-heading. (01 mark)

vi).Animation for headings is bounce and rest of the work is flip. (02 marks)

vii) Slide transition is random vertical bars. (01 mark)

viii) Transition speed is slow. (01 mark)

ix) Apply to all slides this effect.

(b) In slide one; add your name and index number in the sub title section. (01 mark)

(c) Insert a clip **motor.jpg** between the heading and your name. (01 mark)

(d) Apply a **grow and turn** animation on the clip you have just inserted. (02 marks)

(e) Use the details in slide 4 to create a column graph in slide five. Your chart should have a title, x and y axes labels. (01 mark)

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(f) Convert the columns for 2000 to line graph. (01 mark)

(g) Add title and data labels in your chart. (01 mark)

(h) Add speaker note **Data in this graph is not accurate** in the last slide to hold. (01 mark)

(i) Adjust screen resolution to 800 x 600 pixels. (01 mark)

(j) Save your work as **accidents edited**. (01 mark)

(k) Print all your work on one A4 paper size. (01 mark)

Question Two

You are going to create a short presentation about Agriculture basing on the summary saved as **economy.rft.**

a. Using a presentation program of your choice, save it as **Agriculture in Uganda** and Import the **file economy.rft** and create a six power point presentation using the following guide lines.

b. **Slide One** should show off the topic and the name of the presenter and personal number.

i. **Add presenter notes** as your email address e.g. catherine@gmail.com

ii. Add a **Star Shape** with a text **2018** in Blue color bolded and underlined.

c. Insert an appropriate image from Picture part1 folder on to slide two.

d. Modify **Slide three** to be a comparison layout or two content layout

e. It should contain the two major branches of agriculture as sub headings.

f. Insert images index.jpg and imagpes.jpg in their respective columns

g. Draw a Six point blue line between the two columns and include any image related to animals to all other slides from picture part 1 folder. (02 marks)

h. In your presentation:

i) Rehearse your timings to 5 seconds and let it run automatically

ii) Use ANY slide design and credits as the animation scheme

iii) Provide a preset rainbow back ground color (02 mark)

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iv).Change the slide resolution to 800 x 600

i. Link all slides to one another using action buttons (02 marks)

j. Make a print out your slides hand-out on one page.

Question Three

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

Required to;

(a) Make slide **one** a slide master and customize it as follows (03 marks)

- Flow as the slide design
- Your name and index number centered
- Date and time right aligned and Slide numbers to the right
- A 6pt blue line between the title and sub title
- Insert a clip art image of a computer, top right on top of a line.
- Titles should be font 48 comic sans Ms
- Sub title should be font 28 Times New Roman

Create a Presentation as indicated below:

(b) Slide **One** – Include the Title, your name, class and email address (if applicable). (02 marks)

(c) Slide **Two** – Define the Operating System and give at least two examples. (02 marks)

(d) Slide **Three** – Define Application Software and give two examples. (02 marks)

(e) Slide **Four** – Define Utility Software. Give two examples. (02 marks)

(f) Slide **Five** – Summary of your presentation. (02 marks)

(g) Slide **Six** – Your conclusion. (02 marks)

(h) Save the Presentation as **Computer Software.** (01 mark)

(i) **Note.** The slides should:

- Run automatically after 00.02 seconds, box in and credits. (01 mark)

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- ♣ Use minimal graphic effect. (01 mark)
- ♣ Link one slide to another using action buttons (01 mark)
- ♣ Print your six Slides as handouts. (01 mark)

Question Four

There will be "**Orange Uganda Expo**" at UMA Show grounds between the 15thand 18th November, 2018. As the Public relations at ORANGE, the CEO has asked you to organize a team and suitable material which you will use to market your PRODUCT at this Exhibition. Using presentation software of your; design a 4-Slide presentation which you will continuously run as you explain to guests who will visit your stall during the exhibition. Save it as **Orange Uganda.**

Presentation Guidelines:

(a) **Slide 1**

- ♣ Use a Blank slide layout (01 mark)
- ♣ A Title slide outlining the basic information about Orange Uganda.
- ♣ Use some or all of this information. (02 marks)

Orange Uganda is one of the best mobile phone operators in Uganda. At Orange you get the best deals. Like we say "Technology changes with orange". Our Contact: P O Box 411 Kampala. E-mail: stjosephcollege@rocketmail.com

Any other additional but relevant information and slide designs will earn you marks. (02 marks)

(b) **Slide II**

Use an Organizational Chart slide layout (01 mark)

Organize the information below in the most appropriate way on this slide. (04 marks)

Highest in hierarchy **FOUNDER DIRECTOR** [Mrs Anono Grace], followed by the **CEO** [Mrs Kigongo Keith], followed by the **EXECUTIVE MANAGER** [Ms. Mutibwa Faith]

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The **OPERATIONS MANAGER** [Mr. Opio Rosco], the **HUMAN RESOURCE** [Mr. Apuli Nobert] and the **PUBLIC RELATIONS** [Ms. Tumwine Edith] all report directly to the **EXECUTIVE DIRECTOR.**

The **ACCOUNTANTS** who report to the **EXECUTIVE MANAGER, EMPLOYEES** and **SUPPORT STAFF** will report directly to the **HUMAN RESOURCE.**

(c) **Slide III**

Use a **Title** and **Chart** slide layout (01 mark)

The title of this slide will be **Orange Expo 2017**

In the table on the slide, organize the following products that will be on sale. (02 marks)

Laptops	Acer Toshiba satellite HP Notebooks Del inspiration
Mobile phones	Samsung Galaxy EXPERA Sense NOKIA ASHA IPHONE 4
Tablet offers	Samsung Galaxy Tab 7.7 APPLE IPAD 4

(d) **Slide IV**

Use a **Title** and **Chart** slide layout (01 mark)

The title of this slide will be **The Company Growth 2015-2017**.

The table below shows subscriber figures between 2015 and 2017. Use it to generate the chart that will appear on this slide. (03 marks)

Services	**2015**	**2016**	**2017**
SMS	20	33	52
Calls	10	15	75

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Internet	18	24	60
MMS	10	10	11
Coverage	15	15	36

(e) **Formatting Guidelines:** (04 marks)

- ♥ Insert relevant clip art images appropriately.
- ♥ Your slide must run automatically after 00:02 Seconds.
- ♥ Insert a **footer** of your Name slide and Index No. on each of the slides.
- ♥ Apply a slow transition, box out, automatically after 02 sec and Neutron as the animation scheme.
- ♥ Apply TREK as the slide design
- ♥ Link all slides to one another using action buttons
- ♥ Print all your 4 slides on one page.

Question Five

Farming is the most important activity in Uganda. Majority of Ugandans rely heavily of farming to survive. As a concerned Ugandan, You are required to make a presentation on farming.

Guidelines

(a) Make slide one a Master Slide and customize it as follows (02 marks)

- Slide design of your choice
- A picture of a tree or flower aligned to the top left
- A footer in your name and personal number centered
- An 8pt Pink line between the master and text style place holders.
- Preset rain ball background color.
- Date and Time to the right

(b) Create **six** slides with the following

i) A title slide with the topic and definition of farming. (02 marks)

Add a **Star Shape** with a text **2018** in Blue color bolded and underlined

ii) A text slide with problems faced by farmers in Uganda. (02 marks)

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iii) A text slide with steps taken by the government to solve farmers' problems. (02 marks)

iv) A two column text slide showing a list of each cash crops and a list of food crops grown in Uganda. (02marks)

Note: Add a 6pt blue vertical line between the lists

(v) **Slide V**

Use a **Title** and **Chart** slide layout

The title of this slide will be **Farming Export Growth 2016-2018.**

The table below shows export figures between 2016 and 2018. Use it to generate the **chart** that will appear on this slide. (03 marks)

Crops	**2016**	**2017**	**2018**
Coffee	2000	330	520
Cotton	1000	150	750
Maize	180	240	600
Rice	500	100	110
Vegetables	50	150	360

(vi).Conclusion showing a summary of your presentation. (01 mark)

(c) In your presentation:

v) Use box out and set it automatically after 00.02 sec. (01 mark)

vi) Use transitions and the animation schemes to view the slide. (01 mark)

vii) Apply clip art and word art where necessary. (01 mark)

(d) Save the presentation as **Farming in Uganda** (01 mark)

(e) Link all slides to one another using action buttons with a word **NEXT** in every action button used. (01 mark)

(f) Make a print out of four slides per page as a hand-out. (01 mark)

Question Six

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Your Agriculture teacher has asked you to design for him a presentation which is going to aid a lesson on **Soil Erosion**. Design 4 Slides as follows:

Slide 1: This slide should have an automatic date above the title, and the definition of soil erosion: [Soil Erosion is the wearing away of the land surface by physical forces such as rainfall, flowing water, wind, ice, or other natural agents].

Apply **Mountain top** as the slide design. (03marks)

Slide 2: This slide should have the various types of soil erosion; [(i) Rain drop or Splash erosion: Caused by to the impact of falling raindrop on the surface of soil. (ii) Sheet erosion; It is the fairly uniform removal of soil in thin layers from the land surface, caused by wind. (iii) Rill erosion: A form of water erosion in which very small straight channels are produced. (IV) Gully erosion: A form of water erosion in which gullies are produced by combination of unattended rills]. Apply a **glass layer** as the slide design. (03 marks)

Slide 3: This slide should have ways of preventing soil erosion: [(i).We can prevent soil erosion by planting vegetation, trees, ground cover, shrubs and other plants. (ii) We can prevent soil erosion by creating windbreaks which are barrier rows planted along the windward exposure of plot of land. (iii) We can prevent soil erosion by Growing cover crops on farm land when land is not being used. (iv).We can prevent soil erosion by Applying mulching. (v) We can prevent soil erosion by using contour farming on sloped areas]. Use **balance** as design. (03 marks)

Slide 4: Should have a suitable brief **Summary and conclusion** for the lesson.

Apply a **preset rainbow background color**. Links to all slides here (03 marks)

(i) Add your name as footer on each slide in font Tahoma 26. (02 marks)

(ii) Apply a suitable slide transition and uniform animations. (02 marks)

(iii) Add graphics from the support files where possible. (02 marks)

(iv). Save your work as **SOIL EROSION**. (01 mark)

(v) Print all the four slides scaled to one page. (01 mark)

Question Seven

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You have been contacted by Stanbic Bank to prepare a presentation about Loans it offers to its customers. Load a presentation application program of your choice and carry out the following instructions.

Required to

(b) Make slide **one** a slide master and customize it as follows

Concourse as the slide design (01 mark)

Your name and index number centered (01 mark)

Date and time right aligned and Slide numbers to the right (01 mark)

A 6pt blue line between the title and sub title (01 mark)

Add a picture stanbicog.jpeg from the support files provided as a Log to appear top right on top of a line. (01 mark)

Titles should be font 48 comic sans Ms (01 mark)

Sub title should be font 28 Times New Roman (01 mark)

Create Six (6) slides in your presentation as instructed below.

(c) Slide 1 should include the Heading Stanbic Bank. Add your name as the presenter. Add presenter Notes: Stanbic Bank Moving Forward 2018 (02 marks)

(d) For slides 2, 3, 4 and 5. Copy all the sub headings in the support file saved as Stanbic.doc to be the heading on the slides in your presentation with the related content. (06 marks)

(e) Give a concluding summary of your presentation. (02 marks)

(f) Use appropriate animations and transitions (02 marks)

(g) Save your work as your name and Print your slides on one page. (01 mark)

Question eight

Using a presentation software application, open the file **apple pips.pptx** and save as a file called apple marketing.ppt to your Examination Folder, and carryout the following tasks using apple marketing.ppt:

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(a) Change the layout of slide 1 titled The Apples of our Isles to a title slide, add the subtitle Apple Marketing Board and save. (1 mark)

(b) Apply the theme **Balance.pot** from your Candidate Drive to the apple marketing.ppt presentation. (1 mark)

(c) Insert the image file red apple.jpg from your Support Files folder once into the bottom left of the presentation so it will appear on all sides in the presentation. (1 mark)

(d) On slide 2 titled Apple Marketing Board add a shape with the name Carl Kent and the title of Assistant Accountant below John Browne titled Finance Manager in the organization chart and save. (1 mark)

(e) For slide 2 add a presenter note Carl Kent – newly appointed to the Finance Team. (1 mark)

(f) On slide 3 titled Apple Varieties increase the font size for the title Apple Varieties to 44 and left align the bulleted text. (1 mark)

(g) On slide 4 titled Green Apples apply a visible shadow to the bullet text Granny Smith.(1 mark)

(h) On slide 4 resize the green and grey apple image so that it is 11 cm high and 8.68 cm wide. Save the presentation. (1 mark)

(i) On slide 6 titled Using Green Apples enter the following bullet point text: (1 mark)

- Jams and jellies
- Classic pies and crumbles
- Sauce for meats - goose and pork

(j) On slide 6 without moving any of the objects bring the "Pie" drawn shape to the front of the "Jam" and "Sauce" shapes. (1 mark)

(k) Insert a new slide immediately after slide 7 with a Title and Content slide layout. Add the slide title Apple Production Statistics. (1 mark)

(l) On the newly inserted slide 8, create a pie chart from the data below. (1 mark)

	Apple Production
Pie 10	
Jam 25	

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Sauce 10	
Juice 55	

(m) On slide 8 add a text box directly below the pie chart with the text Most apples make juice. Format data labels to display the relevant percentage for each pie chart slice. Position each percentage label outside the pie chart. (1 mark)

(n) In Slide Sorter view, move slide 5 titled finally so it becomes the last slide in the apple marketing.pptx presentation and save. (1 mark)

(o) Apply a slide transition effect of your choice between all the slides in the presentation. Accept the default settings. (1 mark)

(p) Open the file called apple trees.pptx from your Support Files folder. Copy the "cut apple" picture from slide 2 of the apple trees.pptx and paste it into the bottom right corner of slide 6 titled When Buying Apples of the apple marketing.pptx presentation. Flip the arrow on slide 6 vertically. (1 mark)

(q) Delete slide 8 titled Cooking with Apples and hide slide 4 titled Green Apples from the apple marketing.pptx presentation. (1 mark)

(r) Spell-check the apple marketing.pptx presentation. Proper names are not included in this spell checking and should be ignored. (1 mark)

(s) Add your name and candidate identification number to the footer of the presentation Notes and handout preview and save. (1 mark)

(t) Print a handout of the apple marketing.pptx presentation ready for distribution with nine slides on an A4 page to an output printer. Save and close the apple marketing.pptx file and close the presentation application. (1 mark)

Question Nine

(a) Open a file called KAMPALA.ppt and save it as your name (01 mark)

b) While in the slide master view on the title and content lay out, make the following adjustments

• Font size 54 for master title style (01 mark)

• Color Red for Second level content (01 mark)

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• Your name in word Art placed at the bottom of the slide (01 mark)

c) Get a picture saved as tress, set its brightness to 20% and send it back of text (01 mark)

d) Make text box boarders visible on slide two (01 mark)

e) As speaker notes, type the abbreviation KCC and KCCA in full on slide 3 (01 mark)

f) Insert a blank layout slide (01 mark)

g) Use the following data to create a labeled 3D pie chart (03 marks)

Division	School going Children	Actual number in school
Kawempe	200000	152000
Nakawa	350000	165000
Lubaga	150000	140000
Central	360000	320000
Makindye	405000	280000

h) Ensure that slide three and slide five have direct links to the slide (02 marks)

i) Apply minimal animation and transition effects (01 mark)

j) Set the rehearse total timing for all the slide to run to 20 seconds (01 mark)

k) Set your presentation with the ability to be browsed at a kiosk (02 marks)

l) Print your work as handouts (01 mark)

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DATABASES

Question One

Load a file called Computer Club.accdb and carry these tasks.

(a) Save it as Your name and Reg No in your working folder

(b) Open computer club table in design view and perform the following tasks

- Change date format into medium date
- Ensure that membership fee has a suffix "UGX" at the beginning
- Store names in lower case

(c) Create the following queries whose members have;

(i) Names beginning with letter B. Name it B Query (01 mark)

(ii) Names between A-G. Name this query A-G query. (01mark)

(iii) Code between1-10 and born between 2004 and 2007. Save this query as M001-10 query. (01 mark)

(iv).Those members who joined the club in June of every year in the given data

(d) Create a form in design view to be used for entering new members in the table in the following years. Name it Computer Form. (02 marks)

(e) In the form above add date and time and a header as "Computer Club 2018"

(f) By use of a function determine the average membership fee

(g) Create another query that will display members born between 2003 and 2007. Name this query as 2003 and 2007 Query. (01 mark)

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(h) Create a form from 2003 and 2007 query. Name it 2003 and 2007 query.

(i) Create a report with the names in ascending order, tabular layout, landscape and casual style. Name it Computer Report. (02 marks)

(j) Given that complete membership Fee is 10,000, create a query to display their balances in a new field BALANCE. Save it as Balance. (02 marks)

(k) Create a query to filter out all those members from S6. Name it S6 Computer Query. (02 marks)

(l) Create another query that will return their Actual Age in a new field named AGE. Name it Actual. (02 marks)

(m) Create a query for those members who haven't paid any amount and save it as "the Poor"

Question Two

37. Using any data base management system load file called 20xxxCoMpany. Mdb and use it to answer the following questions. Any changes made should be saved.

(a) Open up table called suplaya in design view and adjust the data type appropriately

(b) To save time in data entry, you will apply a lookup wizard to feed data in the unit field

(c) Change the default primary key field to the most appropriate field

(d) Change the date format in the table properties to medium date

(e) The currency field should be formatted to indicate SHS as units

(f) Create a tabula form that includes all the fields that can be used to add more information in the table. Save it as entry

(g) If all suppliers offered a general discount of 0.2% use a form above to determine how much discount the company enjoyed from each supplier

(h) Change the background color of your form to a brighter color

(i) Insert a header on the page of the form

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(j) Create a query with only the field of SUPNAME and PRODUCAT to filter those who supplied meals, stationary or text books and save it as power

(k) Create another query that will filter suppliers who supplied items during 1998 and after 2014. Save it as yearly

(l) Create on other query with a field of surname and cost to display those suppliers whose items were not valued and names start with letter K. Save it as valueless

(m) Create a general report with supplier name sorted in ascending order with a header of your name and index number. Save it as genrepo.

(n) Print the genrepo on a landscape page orientation.

Question Three

Load a file employee from the folder "SUPPORT FILES" and use it to create a database file called MYDATABASE in the folder you created.

a) Save a screen shot showing the field names and data types used. Insert a copy of this screen shot into the evidence document and save it in your folder as screen shot.

b) Create a form called "Employee entry form" and Insert the following three records

ID	NAME	SEX	POST	DATE OF BIRTH	AMOUNT
C0010	Lume Joel	M	Technician	01-May-1999	44,000
C0011	Namukasa Sharon	F	Programmer	11-June-2006	21,000
C0012	Okello Moses	M	Engineer	24-April-2009	15,000

c) Create a query to show all female employees who are programmers and name it "Programmers"

d) If the employees pay a tax of 15% of the amount, create a query to compute for tax in a new field named TAX. Save this query as Revenue tax Query.

e) Create another query from the Revenue Tax Query that will return employees net pay in a new field NET PAY. Save it Net pay query. Note net pay is (Amount – Tax).

f) Create a form from the above query. Save it as Net pay Form.

g) Create a query to calculate the age of all employees. Name it Age Query

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h) Create a query to show the employees who earn a salary above 40,000/= Save it as Above 40,000.

i) Create a report showing all records. Include your name as footer and a heading of your choice in the header. Save it as "Employee Report"

j) Rename the database file as "Employee Database"

Question Four

You are going to prepare some reports for BEST company ltd; using a suitable database package, import the file BEST and assign the following data types to the fields.

Emp ID	**Text**
Name	**Text**
Sex	**Lookup Wizard**
DOB	**Date/Time**
Profession	**Text**
Salary "000"	**Number**
Allowance "000"	**Number**
Net Pay	**Number**

(i) Ensure that you use meaningful field names. You may add another field as a primary key field if your software requires this.

(ii) Create a query displaying all the workers who have names beginning with letter "A" name the query as Query A.

(iii) Create a query showing currency and two decimal places in the Salary and Allowance fields. Name it Currency

(iv). Create a query displaying workers with profession ending with "er"

(v) Create another query displaying all workers who were born in 1970's and name this query as 1970'S.

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(vi) . Display a calculated query showing Net Pay Note: Net pay is Salary (“000”) plus Allowance (“000”) Name it calculated Query

(vii) At BEST company ltd, promotion’s age is 42 years. Create a query to filter out the employees whose ages are above 42. Name it Promotional Age

(viii) Generate a report from 1970’s and name it 1970’s Report.

(ix) Insert an image SPECIMEN 2.JPG as logo of BEST company

(x) Adjust the logo to an appropriate size (place it at top left corner)

(xi) Insert a footer of your name and registration number to your report

(xii) Make a form to include all the fields and save it as Form IT.

(xiii) Use the form in (e) above to compute Net pay by using appropriate formula. Note: Net pay is Salary (“000”) plus Allowance (“000”)

(xiv) Insert a title “Computing Workers Net Pay Form”

(xv) Give the title Tahoma font style, font size 16 with bolded with red color

(xvi) Insert date and time you created you the form.

(xvii) Add the following command buttons Add New Record, Save Record and Close Form.

(xviii) Use the above buttons to add more three professionals by assuming their date of birth, profession, salary and allowances.

(xix) Lock your form such that no duplicates are made.

(xx) Save changes and close the program

Question Five

You are going to make some reports for the Registration Exercise in a certain Secondary school about their Registration Numbers, names, class, Age (Date of Birth), sex (Gender), City, Village and their Addresses.

Load a database program of your choice and name it REGISTRATION EXERCISE in a folder bearing your names on the Desktop.

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1) Import the file REGISTER.xls and name it Register Table as you finish importation process.
2) Import the file DETAILS.xls and name it Details Table
3) Create a One to One Relationship between Register and Details
4) Create a query for Bikunya and Winyi. Save it as Hardliners with fields Reg No, Names, Class, Age, Sex, House, Date of Birth and Address.
5) Create a query from Register Table to return all Houses Excluding Bikunya. Save it as Exclusion Query.
6) Create another query with fields; Reg No, Names, Date of Birth, Sex and House that will display all Females born in 1996. Save it as 1996 Females.
7) Create a parameter Query based on House that will display student information when the User types in a House. Name it Parameter Query
8) Use your Query above to create a form and save it as Form Two.
9) Use the Form above to find out how old each of the students is!
10) Provide a formatted header REGISTRATION FORM (color-Blue; size 24; font- comic sans Ms and Bold it.
11) Add two command buttons of your choice and lock your Form.
12) Interrogate your table and get out those members born between February 1996 and September 1996. Save it as Young
13) Create a report using Table1 (Register Table) save it as My Report.
14) Insert SPECIMEN 2.JPEG from the ICT Files on Your report header
15) Insert a footer of Your Name and Personal Number in Your Report.

Question six

You are going to make some reports for Best Company Ltd. Create a database called BEST COMPANY LTD and import the file BEST.XLS and carry out these tasks.

(a) Create a query displaying all the workers who have names ending with letter “n” name the query as Query N.

(b) Create a query showing currency and two decimal places in the Salary and Allowance fields. Name it Currency Query.

(c) Create another query displaying all workers who were born in 1970’s and name this query as1970’S.

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(d) Display a calculated query showing Net Pay Note: Net pay is Salary (“000”) plus Allowance (“000”) Name it calculated Query

(e) Create a parameter query for members to use in identifying a profession. Name it Parameter.

(f) Create another query displaying all workers Actual Age by now in a new field Actual Age and name this query as Actual Age.

(g) At BEST company ltd, promotion’s age is 42 years. Create a query to filter out the employees whose ages are above 42. Name it Promotional Age.

(h) Generate a report from Actual Age and name it Age Report.

(i) Generate a report from 1970’s and name it 1970’s Report.

(j) Include a footer of your names and Insert an image SPECIMEN 2.JPG as a logo for BEST company ltd.

(k) Make a form to include all the fields and save it as Form IT.

(l) Use the form in (e) above to compute Net pay by using appropriate formula.

Note: Net pay is Salary “000” plus Allowance “000”

i. Insert date and time you created you the form.

ii. Insert a title “Computing Workers Net Pay Form”

iii. Lock your form such that no duplicates are made as one navigates through it.

Question seven

Open a database file called DANDAMAN.mdb that is in your support folder

a) Import the data from a file called MAJANA.xls that is in the support folder into the database

b) In the imported table,

• Rename the table as Mothers

• Change the format of units for doctors’ fees to UGX

• Set the date format to long date

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• Format the Name field to automatically store names in upper case

• For purposes of validation, enter a rule that will limit Doctors fees to Not more than shs 900,000

• Use a function to determine the average Doctors fee

c) Create a relationship between the two tables.

d) Create a form that can be used to enter new data in the mothers table and save it as Entry form.

(i) On your form calculate 15% discount on doctors' fees

(ii) Given that Doctors whose fee is 200000 and above are categorized as "Form" otherwise "substance" use an IFF function to work out this in a new field named Category.

(iii) Add date and time you created your form

(iv). Create a footer of your names and reg no

(e) Create queries

(f) In table 1 to select girl children born with complications, save query as Complicated

(g) In the mothers table to determine mothers whose date of birth occurred in December and save it as December

(h) Make a report for complicated girl children with the following information

(i) Arrange in descending order of names

(ii) A label of your name as a header

(i) Print your work

TOBBY OKOLECAT

Question eight

The table below gives the information about employee members of "Kafeero enterprises".

EMP.NO	NAME	SEX	DISTRICT	D.O.B	PAID	TAX
K/001	Duwonge	M	Wakiso	1/3/1962	125,000	
K/002	Dayaga	F	Kampala	5/3/1963	170,000	
K/003	Muwanga	F	Jinja	1/5/1977	132,000	
K/004	Kibuka	F	Wakiso	5/7/1976	125,000	
K/005	Nakintu	F	Ibanda	1/11/1976	120,000	
K/006	Afai	M	Kamuli	1/11/1977	184,000	
K/007	Asumege	M	Gulu	5/8/1978	140,000	
K/008	Asingirwe	M	Kampala	11/3/1978	124,000	
K/009	Winnie	F	Kabala	1/9/1980	115,000	
K/010	Nakato	F	Mukono	1/5/1982	138,000	

Instructions:

(a) You are required to design a suitable database with an appropriate primary key to manage the above information; Name your database 'Employee' and your table as, 'Work Table'. Use lookup wizard for Sex field. (04 marks)

(b) Design a form called DATA and use it to calculate the tax column for all employees given that tax is calculated at 18% of the amount paid. (03 marks)

(c) On your form insert your name in the footer section (02 marks)

(d) Create a query to filter employees who come from a District that has letter 'a' in the middle within the district name and save as 'letter a'. (02 marks)

(e) Insert a new field name into your query for medication, which is assumed to be 25% of the amount paid. Run a query showing all the other field names and save as 'medication'. (02 marks)

(f) Create another query with an added field AGE to return their actual Age. Save it as Actual Age. (02 marks)

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(g) Generate a report that can be used to return employees whose age is above

42 years of age and save it as The Experienced (02 marks)

(h) Create a report grouped according to sex showing employee name, sex, and district, amount paid, medical and save as 'Employee' report. (02 marks)

(i) Add a footer of Name and Reg No then Print all your objects (01 mark)

Question Nine

(a) Using a DBMS of your choice, load the Herb Garden.mdb database in the support files folder and save it as your name in your examination folder. (1 mark)

(b) Create a new table named New Varieties with the 4 fields and their properties as shown below. Set Variety ID as the primary Key. (3 marks)

Field Name	Data Type	Field Size or Format
Variety ID	Auto Number	Long Integer
Variety Name	Text	25
Herb ID	Number	Long Integer
Price	Currency	Euro

(c) Establish a one -to - many relationships between the Herb Stock table and the New Varieties table. (1 mark)

(d) Add the following records to the New Varieties table. (1 mark)

Variety ID	Variety Name	Herb ID	Price
1	Basil Puck Two	2	€1.29
2	Golden Fennel	11	€2.25

(e) In the Customers table move the Last Name field so that it appears between the First Name and the Type fields. Save and close the table. (1 mark)

(f) In the Herb Stock table modify the Price field to show 2 decimal places for all records. Save the table. (1 mark)

(g) Change the width of all columns in the Herb Stock table to 25. (1 mark)

(h) Delete the Discontinued Herbs table and report. (1 mark)

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(i) Using all the fields from the Herb Stock table, create a new query that will show all herbs with a price greater than €2. Save the query as More Than 2. (1 mark)

(j) Open the Customer Details query and delete the Town field and save. (1 mark)

(k) Open the Prices query. Modify the query by adding a calculated field New Price which is to be the Current Price increased by 20%. (2 marks)

(l) Create a query using the First Name, Last Name and Town fields from the Customers table and the Route field from the Deliveries table. Save the query as Delivery Routes and close the query. (1 mark)

(m) Create a simple form using all fields from the Customers table. Accept default settings.

Save the form as Trade Customers. (1 mark)

(n) Open the Herb Stock form and modify the header Herb Details to be red, size 14. Save and close the Herb Stock form. (1 mark)

(o) Create a report using the Delivery Routes query. Group the report by Town and sort the customer details in ascending Last Name order. The report orientation should be landscape. Save the report as CustList. Add your name as footer and print. (2 marks)

(p) Export the Customers table in Microsoft Excel format as Customers.xls and save to your Examination Folder. (1 mark)

Question Ten

Load a file ICT 2017 DATABASE and carry out the following tasks.

a) Open students' table in a datasheet view, change the font color of the text to blue color with lines and capture a screen shot and save it your folder as screen shot.

b) Create the following queries to return

i. All students First Name beginning with letter letter K and T. Save it as KT Names.

ii. All student First Names beginning from A – M. save it as Begin

iii. All students second Name ending with letter S. Save it as End S Names.

iv. All Female students First Name end with letter E. Call it E – Females

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v. All students who were born 2000 and above. Save it as Young

vi. All Male Students offering Mathematics in their Combination. Save it MM Query

vii. All Female Students from Kamwenge. Call it Kamwenge Females

viii. All home districts excluding Kamwenge. Name it Exclusion

ix. Create a parameter query to be used in the House field to see the students' details as the user types in a house. Save it as Parameter

x. All students from Uganda, Washington or Tripoli houses. Name it 3 - Houses

xi. All those students who didn't show up a hobby. Name it No Hobby At All.

xii. Students who have completed fees assuming that complete fees is 480000. save it as No Debit

xiii. Students' fees balances in a new field balance. Call it Balance

xiv. Students who have paid fees 350000 and above. Save it as above 350000.

xv. Students' Age by now in a new field Age. Save it as Actual Age.

c) Generate a form in columnar with a standard style showing fields; Index No, irst Name, Second Name, Combination and Fees Paid. Save it as Students Form.

d) Create another form from MM Query. Save it as MM Form

- Use the form above to calculate their Age in a new Field Age.
- Insert date and time you created your Form
- Insert a title "Males Offering Mathematics", bold it in size 18 with Arial Black font style.
- Lock only the fees balance field such that no duplicates are made.

e) Generate a report from the table grouped according to Houses in landscape and casual style. Save it as General Report. In the report include a header as "ECI Students Report" with size 20 and bold. A footer of your names and a picture (SPECIMEN 10.JPEG) top right to act as your log

TOBBY OKOL ECAT

DESKTOP PUBLISHING

Question One

BUSINESS CARD

In each of the following spaces, you are going to the design identical business cards with the following details. You are advised to use appropriate formatting and positioning of the details below to make your card fit in the space created.

(a) Design eight identical business cards tiled on A4 page size 3.5 widths and 2 heights.

(b) The card layout and spacing is as follows:

- Left and Right margin should be 0.5
- Top and bottom margins 0.7
- The vertical and horizontal gap between cards 0.6
- Insert a picture to act as your logo
- Adjust the size of the image maintaining the aspect ratio
- Insert company name as EBIRUNGI BIRUGA OMUTUTU SACCO LTD-KASHAKA BRANCH and make it pink in color
- Use your Name and Registration Number as the owner of the card
- Telephone:+256712111000
- Address: P.O Box 33 Lira-Lira main street
- E-mail: ebosacco@kasaka.co.ug
- Insert your name and index number in a footer
- Save your publication as EBO- your names and personal number.

Question Two

FOOD MENU OF A RESTAURANT

In this task you will develop and modify a food menu of a restaurant

(a) Using an appropriate programme, load a file called MM33009Lnue.pub from the support files folder images

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(b) Adjust the dimensions of the page as follows

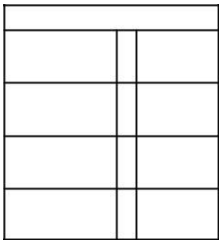
(c) Left margin and Right margin (01 mark)

(d) Top margin and Bottom margin (01 mark)

(e) Using Word Art, put the name of the restaurant of your choice (01 mark)

(f) Change the Word Art shape to Triangle down (01 mark)

By use of page guides, divide your page to appear as follows (02 marks)



(g) Develop a menu that should include the following information

i) Three types of foods (01 mark)

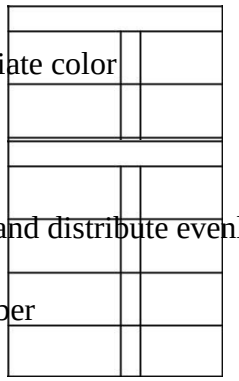
ii) Three types of snacks (01 mark)

iii) Three types of cold drinks (01 mark)

iv).Three types of warm drinks (01 mark)

(h) First column for the item names (01 mark)

(i) Second column for their respective prices (01 mark)



(j) Change the page back ground to an appropriate color (01 mark)

(k) Insert part page boarders (02 marks)

(l)Import images from the folder named images and distribute evenly on the page. (02 marks)

(m) Insert a footer of your name and index number (01 mark)

(n) Print and save the changes as your name (02 marks)

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Question Three

REPORT CARD

Using a publication program of your choice, design a Report card with the following details;

Instructions;

(a) Use paper size A4 portrait.

(b) Name of the school-Boeteng Secondary School

Box No.12 Abim

Telephone No.0786141819/0756111213

(c) Include ten (10) subjects taught in the school

(d) Make relevant use of word Art and text boxes, fonts

(e) Have a provision for Mid-Term exams, End of term Exams, Total marks, teacher's comments and initials.

(f) Provide for the class teachers comment, head teachers comments and their signatures.

(g) Have a better balance of the publication.

(h) Include your name on the footer.

(i) Save your work as a Report card.

Question Four

CERTIFICATE

Using a suitable desktop publishing application, design certificate to be awarded to students who have worked tirelessly for the ICT Club in your school

a) Apply a suitable boarder to the certificate and give it a professional look

b) Use the appropriate signatories to your certificate that is; Head teacher,

Patron ICT Club and the President

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c) Use font size 16, font color blue, font style bold italic to the text you have typed

d) Design a logo for your certificate using letters in a word art form

e) Use appropriate graphics and back ground

f) Use you name as the owner of the certificate

g) Save the certificate as ICT WIZARD and print it out

Question six

INVITATION CARD

Using publication software, design a Birthday card using the details below (06 marks)

INVITATION CARD

NAMUSOKE RITAH WITH MUCH PLEASURE

INVITES THE COMPANY OF

……

TO ATTEND HER BIRTHDAY

SCHEDULED FOR 2ND NOV 2018

RSVP

+256778908765

a) Adjust the orientation to Landscape with size 8.268 x 5.827. (02 marks)

b) Use any picture or clip art to represent the picture of the celebrant. (02 marks)

c) Use a style of word for the heading INVITATION CARD. (02 marks)

d) Use font color Red for the Title (02 marks)

e) Duplicate the card to fit on the same page. (02 marks)

f) Save your card as Invitation card and print a copy. (02 marks)

Question seven

BUSINESS FORM

Using a suitable publishing software design a business form using a studio inventory list design, Zoom the screen to 75%

(c) Use t5he business name with a word art as "MJ SMART STUDIO" in the font size 18 , bold in blue color

- a picture of a lap top and a Camera from sample pictures/ file to act as your business identifier (logo)

(b) Use the following details;

-Inventory; shopping list four

-Purpose; To expand my business

- Date; 1st /July /2017

(c) Use No Fill for the default Background color (Black for the Titles)

Date purchased	**Check/P.O#**	**Purchased from**	**Description**	**Serial no.**	**Warranty**	**Value**
01/07/2017	83 Kampala	Isaac	20 Cameras	6789	1Month	200000
20/07/2017	63 Mbarara	Anita	4 Dry cells	68107	2 Weeks	10000

- ♥ Use the layout above to fill the table with 20 details of items purchased
- ♥ Assume the totals AND Make sure your grids are visible before printing
- ♥ Add footers of your name and registration number

(d) Address; P.O BOX 05 Masaka opposite Naume Bar and lodge restaurant

(e) Phone +256-757-624-136

(f) E-mail mjsmartstudio@gmail.com

(g) Print you business form

Question Eight

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MORE CERTIFICATES

You are the chairperson of the either Christian association or the Islamic association at your school and you are preparing for the handover party in which your cabinet will hand over to the new leaders of 2017/2018 cabinet. However, you notice that you have not yet designed certificates for the members of your cabinet.

(a) Using a desktop publishing program of your choice, create a certificate of service with dimension 28 centimeters by 7.874 inches. (04 marks)

(b) Add suitable text phrases on the certificate describing the name of the association, nature of the certificate, name of recipient, year of service and cabinet post of recipient. (03 marks)

(c) Use your name and post (chairperson) for the recipient details and add two signatories (the patron and the head teacher) at the bottom of the certificate. (03 marks)

(d) Apply a suitable border art around your certificate. (02 marks)

(e) Use the logos provided in the folder to add an appropriate religious symbol of your choice to the center of the master background page of your publication. (02 marks)

(f) Save your work as 2017-2018 Certificates and print out a copy of your certificate. (02 marks)

(g) Make four duplicates of the certificate and put the following on each.

The images are in the folder provided and print. (04 marks)

Name	Post	Image
Your Name	Chairperson	001
ABDUL MAJID NUR	Vice Chairperson	002
KISAAWE Ahmed	Speaker	003
NAKINGA JESSE	Treasurer	004

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Question Nine

IDENTITY CARD

a) You have been approached by the directors of Stanbic Bank (Kalangala branch) to design an identity card for their staff.

b) Open any desktop publication on your computer and using the Index card design carry out the following

c) The card should measure as follows

• Use landscape orientation

• Width 5

• Height 3

• Paper size A4

d) Draw two textboxes one on the left and right with a measurement of 2.781 inches high and 2.25 inches wide respectively.

e) Use color blue for the textbox's lines and fill the right textbox with a light blue background color.

f) Use the details below and design the card as shown below



g) Get an image called Nutritionist.png from the support folder to act as owner's photo and stanbic log to act as the front cover as shown above.

h) Using the master page,

• apply a Zig Zag border around your ID

• a log of stanbic in middle of the page so that it is (fully or partially) visible in between the two sections

i) Use your name and reg no in the footer section

j) Preview your ID and ensure that four cards are printable on one page.

k) Save the ID as Stanbic Identity – reg no.

Question Ten

RECIPE

You are going to design a recipe card with two pages similar to recipepage1.jpg and recipepage2.jpg (these images are included in the support file folder for reference only).

(a) Launch a desktop publishing program and create a new blank A4 portrait publication. Save it as Chicken Recipe.pub. (1 mark)

(c) Switch to the master page and draw a rectangular textbox, fitting along the entire boundary of the margin guides. (1 mark)

(d) Apply a suitable Border Art to the textbox in (c) above. (1 mark)

(e) Insert the image banner.png, resize and place it just below the top border of the textbox on the master page. (1 mark)

(f) Insert a WordArt with the words RECIPE: Chicken Stuffed with Spices. Format and place it below the banner. Close the master view and save. (2 marks)

(g) Copy the text in the document Ingredients.doc into a new textbox in the publication.

Format the textbox to two columns and apply a 15pt diamond bullet style. (2 marks)

(h). Format the Subheadings Ingredients and For the Chicken to stand out of the rest of the text using font style comic sans and a color of your choice. (1 mark)

(i) Insert the Images Cinnamon.tif, Coriander.tif and Nutmeg.tif. Format them to square text-wrapping and place them within the ingredients text. (2 marks)

(j) Open the document Nutritionist text.doc, copy and paste all the text at the bottom of the page. Apply the same format to the heading Note from the Nutritionist like the formats on the subheadings in (h) above. (2 marks)

(k) Draw an oval auto shape, format it with a double line boarder and set the picture Nutritionist.png as its fill effect, maintaining the picture aspect ratio. (1 mark)

TOBBY OKOLECAT

(k) Apply a drop cap onto the first paragraph of the nutritionist text. Format it to drop three lines and to a color of your choice. (1 mark)

(l) Create a new page in the publication and insert the images PLATE.png and CUTLERY.png placing them appropriately at the bottom of the page. (1 mark)

(m) Copy the text in the document Directions.doc and paste it into a textbox on the new page two, above the images. Format the textbox to two columns and apply a bullet style onto each sentence as shown in recipepage2.jpg. (2 marks)

(n)Add your name and personal number in the footer and print your work. (1 mark)

Question Eleven

BOOK COVER

In a bid to regain their target market taken away by Picture Industries, Musana Industries limited has approached you to redesign for them the front book cover of their 96 page exercise book. The following details have been provided to you.

Company Name: Musana Industries LTD

1st Floor Uganda House

Kampala Road,

P.O.Box 9396, Kampala

Tel: +25604142304416,

Customercare@picfare.com

www.picfare.com

Using any publishing software of your choice; designs a book cover using the criteria below.

(a) Paper and Margins settings

• A4 size

• Portrait

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(b) Include a logo (Musana logo)on top of the book cover with a text inclusive reading "where quality matters".

(c) Include the following text in an appropriate position on your on the cover as it appears here.

NAME……

SCHOOL……

……CLASS……STREAM……..

(d) Include a text box showing the number of pages contained in the book as shown above at an appropriate position.

(e) Include a header and footer as your name and personal number respectively.

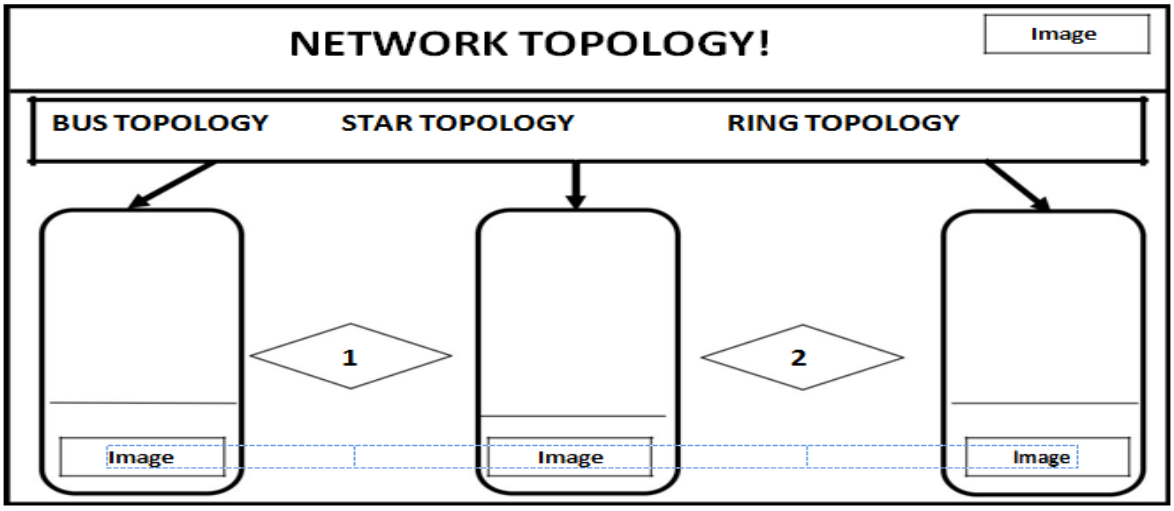
(f) Use appropriate font type, font color, background and include a page boarder around your book cover.

(g) Save your work as "Book cover" and Print.

Question Twelve

(a) Using any desktop publication software of your choice, create the document below as it appears. Save it as your personal number. (04 marks)

(b) Set the page to landscape orientation and in A4 paper size. (01 mark)



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(c) Insert text from the file TOPOLOGIES.doc into the appropriate auto shapes. (03 marks)

(d) Insert respective images in the text in the auto shapes. (03 marks)

• Bus image on the left text box

• Star image in the middle textbox

• Ring image in the right text box

(e) Fill rounded shapes and their title rectangle shape with an orange color and the whole text box with a gold color. The major background color is Marbel. (03 marks)

(f) Enhance the arrows connecting to auto shapes with a dark blue 4pt weight size. (02 marks)

(g) Insert the picture from the file INTERNET.doc to the right of the Title.

Resize the picture to fit in the textbox. (02 marks)

(h) Insert footer as your name and personal number. (01 mark)

(i) Save and print your work (01 mark)

Question Thirteen

Using an appropriate desktop publishing software, load the file "Publication" from the folder "Support files" on the desktop, save your copy as "Menu-your name" in your folder. (01 mark)

Given that "Sempape Hotel Ltd" has embarked on re-designing their Menu card offered to customers. As a Destop Publisher expert, you have been appointed to assist the marketing team in re-designing a menu card for the hotel to be used as a marketing and persuasive tool.

Note the following:

Vary the fonts, borders and colors used to make the card attractive. (03 marks)

(a) Prepare a publication with the following paper specifications; (02 marks)

Paper size set to A4, Landscape.

(b) Include the following on your menu;

(i) Name and address of the hotel (02 marks)

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(ii) Available food stuffs and drinks served at the hotel in three phases –

Breakfast, Lunch and Supper. (03 marks)

(iii) A log of 3 letters of Hotel name (Use word art) (02 marks)

(iv).Clip arts, FLOW, and PubI. (02 marks)

(v) Add persuasive words that make customers think that this is the best Hotel. (01 mark)

(c) Add Simple background colors to different sections of the card (01 mark)

(d) Include a Header "Your name" and footer your "Personal Number" (02 marks)

(e) Print a copy. (01 mark)

Question Fourteen

As an ICT student, you have been asked to invite your friends for your Birthday party which will be organized at Njovu Gardens next month.

(a) Load a Desktop Publication application of your choice and save it as Party. (01 mark)

(b) Adjust the page layout to portrait orientation. (01 mark)

(c) Design your invitation card similar to the sample provided in a support file invite.doc found in the support file provided. (06 marks)

(d) Apply appropriate background and font colours. (01 mark)

(e) Insert an appropriate picture or graphic from the support file to enhance the value of the card especially invitation card logo2. (02 marks)

(f) Apply appropriate design art or color for the boarder of your invitation card. (04 marks)

(g) Adjust the invitation card such that there are two cards in an A4 portrait paper layout. (04 marks)

(h) Save changes and print your work. (01 mark)

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Question Fifteen

You have been approached by the directors of Village Saver's Microfinance Ltd to design an identity card for their staff.

(a) Open any desktop publication on your computer and divide an A4 size page using page guides so that 8 identical cards are arranged and printed once (05 marks)

(b) The card should measure as follows (02 marks)

• 12 inches height

• l5 inches' width.

(c) Get an image called Budge from the support folder to act as owner's photo (01 mark)

(d) The card should include

• Personal details (04 marks)

• Business name (01 mark)

• Provision for signatories (02 marks)

(e) NB Separate the business name separated from personal details with a 41/2pt double line style (01 mark)

(f) Make proper color choices for your card (01 mark)

(g) Include a header of your name and personal number (01 mark)

(h) Save your work in your names and produce a hard copy (01 mark)

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ТОВ "ВУКОЛЕСАТ"