MAKERERE UNIVERSITY BUSINESS SCHOOL
FACULTY OF VOCATIONAL AND DISTANCE EDUCATION
DEPARTMENT OF APPLIED COMPUTING & INFORMATION TECHNOLOGY

INSTRUCTIONS

- *Attempt all questions*
- *Time allowed is One (1) hour per question*
- *Create a folder on the desktop in your name and registration number where you will save all your work*
- ***KEEP SAVING YOUR WORK TO CATER FOR ANY UNAVOIDABLE POWER INTERRUPTIONS.***

QUESTION : Ms.Word 30 Marks

REQUIRED;

1. Type out the text as presented and save the document as Makerere University Business School in the folder that you created on the desktop. **5 marks**

Makerere University Business School

Makerere University Business School (**MUBS**) is the school of business of Makerere University, Uganda's oldest university. MUBS is the leading institution in providing business and management education at the certificate, diploma, undergraduate and postgraduate levels and a benchmark for other institutions both nationally and regionally. The school's campus is located at 118 Port bell Road, in Nakawa, a section of Kampala, Uganda's capital and largest city. The coordinates of the school are: 00° 19' 38"N, 32° 37' 00"S (Latitude: 0.327222, Longitude: 32.616667)

Faculties and Departments

Below are some of the faculties and Departments of MUBS

No	Commerce	Management	Computing and Management Science
1	Accounting	Entrepreneurship	Business computing
2	Finance	Business administration	Management science

3	Law and Economics	Leadership and governance	Procurement and Logistics

Required,

a) Create a folder on the desktop and give it your name and registration number

[2marks]

b) Type the above document as it appears in Ms. word 2007

[5marks]

c) Use font Andalus and font size 17 and color Blue,Accent1, lighter60% for the document

[3marks]

d) Double underline, bold, italicize and align center the heading [3marks]

e) Give the document two background colors “Orange, Accent 2 and Green, Accent6

[3marks]

f) Insert page numbers as they appear on the document

[3marks]

g) Format the table as it appears above

[2marks]

h) Use 1.5 line spacing in the document and justify the body of your document

[2marks]

i) Insert a header as your name and footer as your registration number

[2marks]

j) Insert a horizontal watermark that reads MUBS [3marks]

k) Insert an apple page border to your document [2marks]

MAKERERE UNIVERSITY BUSINESS SCHOOL
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QUESTION : Ms.Word 50 Marks

Information and Communications Technology

Usually abbreviated as **ICT**, is often used as an extended synonym for information technology (IT), but is usually a more general term that stresses the role of *unified communications* and the integration of *telecommunications* (*telephone* lines and wireless signals), computers, *middleware* as well as necessary software, storage- and audio-visual systems, which enable users to create, access, store, transmit, and manipulate information. In other words, ICT consists of IT as well as *telecommunication*, *broadcast* media, all types of audio and video processing and transmission and network based control and monitoring functions. The expression was first used in 1997 in a report by Dennis Stevenson to the UK government and promoted by the new National Curriculum documents for the UK in 2000.

The term *ICT* is now also used to refer to the merging (convergence) of audio-visual and telephone networks with computer networks through a single cabling or link system. There are large economic incentives (huge cost savings due to elimination of the telephone network) to merge the audio-visual, building management and telephone network with the computer network system using a single unified system of cabling, signal distribution and management. This in turn has spurred the growth of organizations with the term ICT in their names.

Required,

a) Create a folder on the desktop and give it your name and registration number [2marks]
b) Type the above document as it appears in ms word 2007 [5marks]
c) Use font Angsana New and font size 14.5 [3marks]
d) Format the heading as it appears above [3marks]
e) Format the rest of the document to font color green, Accent 6,lighter 60% [3marks]
f) Insert page numbers as they appear on the document [3marks]
g) Insert a diagonal watermark that reads Computer Skills [2marks]
h) Use double line spacing in the document [2marks]
i) Give your document a page color “Orange, Accent 2, Darkeer 25%” [2marks]
j) Insert a computer picture from clip art at the left bottom of the document [3marks]
k) Drop the first letter of the first paragraph by 3 lines ,font size 15.5 [3marks]
l) Copy and paste the first paragraph below the second paragraph [3marks]
m) Right align the third paragraph and change its line spacing to 1.5 [4marks]
n) Apply a monkey page border to your document [3marks]
o) At the top of your document, capture today’s date with a superscript [3marks]
p) Insert a header with your Name and a footer with your registration number [4marks]
q) Save the document as ICT in the created folder [2marks]

QUESTION

Ms Word: 30 marks

Below is a passage from Plato's "Critias", one of the two dialogs that are describing the island of Atlantis, the other one being "Timeaus".

Also whatever fragrant things there now are in the earth, whether roots, or herbage, or woods, or essences which distil from frouit and flower, grew and thrived in the land; also they fruit which admits of cultivation, both the dry sort, which is given us for nourishment and nay other which wes use for food- we call them all by the common name pulse, and the fruits having a hard rind, affording drinks and meats and ointments, and good store of chestnuts and the like, which furnish pleasure and amusement, and are fruits which spoil with keeping, and the pleasant kinds of dessert, with which we console ourselves after dinner, when we are tired of eating- all these that seacred island which then beheld the light of the sun, brought forth fair and wondrous and in infinite abundance.

With such blessings the earth freely furnished them; meanwhile they went on constructing their temples and palaces and harbors and docks. And they arranges the whole country in the following manner:

First of all they bridged over the zones of the sea which surrounded the ancient metropolis, making a road to and from the royal palace. And at the very beginning they built the palace in the habitation of the god and of their ancestors, which they continued to ornament in successive generations, every king surpassing the one who went before him to the utmost of his power, until they made the building a marvel to behold for size and for beauty. And beginning from the sea they bored a canal of three hundred feet in width and one hundred feet in depth and ten thousand yards in length, which they carried through to the outermost zone, making a passage from the sea up to this, which became a harbor, and leaving an opening sufficient to enable the largest vessels to find ingress.

Moreover, they divided at the bridges the zones of land which parted the zones of sea, leaving room for a single trireme to pass out of one zone into another, and they covered over the channels so as to leave a way underneath for the ships; for the banks were raised considerably above the water.

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QUESTION

Instructions

1. Type the following document in Ms Word. **(5 marks)**
2. The title should be " Critias" and have they style heading 1. **(2 marks)**
3. The font should be Brush Script MT and font size 12 points. **(2 marks)**
4. Correct the spelling errors. **(1 mark)**
5. Justify the margins. **(2 marks)**
6. Color the word "moreover" red. **(2 marks)**
7. Bold the word "ointments". **(2 marks)**
8. Insert a footer stating your name. this should be an Arial Font and font size 14. **(3 marks)**
9. Insert a watermark stating the course name. this should be a Verdana font and fontsize 96. **(3 marks)**
10. Insert page numbers at the top . Style should be Bold numbers 2. **(2 marks)**
11. Change the page color to "Olive green, Accent 3, Darker 25%". **(3 marks)**
12. Save the file as "Ms Word Test I" in the folder you have created on the desktop. **(3 marks)**

QUESTION

Ms Word: 30 marks

The Fairy Tales we deserve

The Disney Stories that enchant us today are drawn from ancient, worldwide folk tradition. Some folklorists believe that "Cinderella" in its most basic form--neglected youngest child is tested, found worthy, rewarded with mate--dates back to the Old Stone Age. Cinderella Folk versions of "Cinderella" were related in hundreds of societies. In these stories, the "test" for the unfortunate child is different. Our familiar Cinderella is beautiful and has tiny feet. By contrast, the Japanese Cinderella gets her Prince by writing a prize-winning poem. Other fairytales include :

- Little Red Riding Hood
- Three Little Pigs
- Beauty and the Beast

Instructions

1. Type the following text. **(4 marks)**
2. Save your work as “Fairy Tales” in the folder you have created on the desktop. **(3 marks)**
3. Run the spell checker. **(1 marks)**
4. Bold and underline the word “The Fairy Tales we deserve”. **(2 marks)**
5. Change the Line spacing to 2.0. **(2 marks)**
6. Apply the style heading 1 to “Cinderella. **(3 marks)**
7. Apply any page border of your choice to the whole document. **(3 marks)**
8. Add a header to the document as your name. **(2 marks)**
9. Change the bullets to a numbered list. **(3 marks)**
10. Insert a water mark as “Test I” running diagonal in the document, font size 97, and color red. **(3 marks)**
11. Insert page numbers at the bottom of the page. Style should be bold numbers 3. **(3 marks)**
12. Justify the entire passage. **(1 marks)**

End of paper

QUESTION : Microsoft Word (30 MARKS)

David Obua Apologizes

DAVID Obua has apologized to the nation for what he concedes was a silly outburst in Saturday's Nations Cup match at Nambole.

Obua was infuriated by Coach Bobby Williamson's decision to substitute him in the Nations Cup match where the Cranes beat Guinea Bissau 2-0. He tossed away his jersey and stormed the dressing room in protest amidst boss from the packed stadium.

Angry fans pelted him with numerous objects including plastic bottles which are alleged to have contained urine. An on duty policeman also admitted that he had been hit by a bottle which had human excreta. "I apologize to my coach, team-mates and the entire country," the lanky player told journalists at Lugogo yesterday.

"It was in the heat of the moment. But shortly after that I realized that what I had done was wrong. I said that Oh David what's that you have done." He promised to give his best in Uganda's next away match against Angola on September 4.

REQUIRED;

a. Type the passage provided above in Microsoft Word. (4 Marks)
b. Bold Italicize and underline the document title. (3 Marks)
c. Use font Arial and size 17.5 to the body of the document. (2 Marks)
d. Change the line spacing for the third paragraph to Multiple with 8pts before, 15pts after and at 2.5pts. (4 Marks)
e. Insert a watermark to read "Apologies". (3 Marks)
f. Insert Footer David Obua Apologizes and underline it. (4 Marks)

g. Ident the fourth paragraph to 0.6pts to the left, 1.2 to the right, Hanging by 2.5pts. (2 Marks)
h. Insert an Explosion 2 shape between the second and third paragraph. (3 Marks)
i. Apply color Orange Accent 2 Lighter 60%." background of the document.
j. Format "David Obua Apologizes" to its Title Case. (3 Marks)
k. Save your work on the desktop with your Name and Reg. Number (2 Marks**)**

QUESTION : Microsoft Word (30 Marks)

a) *Create a Document in MS Word 2007 and Save it with File name Mad Mugabe, in the Folder that has your Name and Registration Number, on the Desktop (3 marks)*
b) *Type the following extract from CNN Online as it appears (5 marks)*

Harare, Zimbabwe (CNN) -- A police officer in Zimbabwe who has languished at a police detention barracks for a month for using a toilet reserved for President Robert Mugabe will learn his fate at end of this week following an appeal to his boss.

Alois Mabhunu, a homicide detective was sentenced last week to 10 days after he was convicted by an internal police court for responding to a call of nature in a toilet which had been reserved for Mugabe at a trade fair in Zimbabwe's second biggest city.

Contacted for comment, Wayne Bvudzijena police spokesperson on Monday said the issue of Mabhunu was an internal, purely disciplinary matter on which he couldn't comment. Bvudzijen said Mabhunu failed to

obey instructions and the law had to take its course. Mabhunu was part of the security team when Mugabe attended the Zimbabwe International Trade Fair last month. He is alleged to have rushed to the VIP toilets reserved for Mugabe and Jean Louis Ekra, head of the African Export Import Bank, who was participating in the opening ceremonies.

Required:

c) Type paragraphs 2, in font type **Aharoni** and make it bold italics and font size 17.5 (3 marks)

d) Ident the last paragraph to 1.2pts to the left, 1.5pts to the right, hanging by 1.8pts. (4 marks)

e) ***Insert a Text Watermark*** with the words "Global News" in diagonal (2 marks)

f) Insert a ***suitable heading on the article,*** and give it ***a text shadow*** (3 marks)

g) Insert an oval shape at the end of you document" (2 marks)

h) Insert a highlight colour "Yellow" on the last paragraph (3 marks)

i) Insert a Word Art on the words ***Contacted for Comment*** as shown (2 marks)

j) Change the background colour of your document to "***Olive Green, Accent 3, Darker 25%"*** (3 marks)

QUESTION

GOALS: The Power Line to Success and Achievement. A Hands-On Goal Setting Workshop by Glen Hopkins

WHY DO WE NEED GOALS?

Goals give you direction in all areas of your life Personal, Career, Spiritual, Material, and contribution. Goals give you a purpose in life. A reason to get up early in the morning and go to bed late at night. Goals will put drive and passion into your life. Not having goals is similar to sailing a ship across the Atlantic without a map. Goals, like maps, help you get to your destination much faster than sailing though life aimlessly.

THE SECRETS OF ACHIEVING YOUR GOALS

1. *Make your goals inspirational.*

2. *Define your goals with clarity.*

3. *Write a paragraph or two describing exactly why you absolutely must attain your goal.*

4. *Write another paragraph or two should explain what will happen if you don't attain your goal!*

5. *Constantly evaluate your progress.*

6. *Never lose sight of your goal.*

THE BENEFITS OF GOAL SETTING

You will notice an increase in your energy level as you begin to live your life with passion – the passion that having a meaningful goal will give you. You will be in control of your life and the direction you are heading. Your life does not have to be determined by fate alone. With goals, you
create your destiny. Goals give you a purpose in life. A reason to get up early and go to bed late.

SUMMARY
If you are dissatisfied with some aspect of your life, get excited. All it means is you know what you don't want. Now it's time to determine exactly what you do want. Clarify exactly what it is you want and create a time frame for getting it. Write one or two paragraphs why you must attain your goals and one or two paragraphs why you must not fail to attain your goals. Keep a close eye on your progress. If what you are doing is not working, change your approach. Review your goals twice daily. This will keep you focused. The time to change your life is now. Not tomorrow, not the next day. Take time to invest in the future you want. You have the power to create your own destiny!

REQUIRED;

a) Create a folder on the desktop and give it your name and registration number [2marks]
b) Save the document as Hands on Goal Setting in the created folder [2marks]
c) Type the above document as it appears in Ms. word 2007 [3marks]
d) Use font PMingLiU and font size 15.6 [3marks]
e) Format the rest of the document to font color green, Accent 6,lighter 60% [2marks]
f) Insert a diagonal watermark that reads "Goal setting" and font size 75 [3marks]
g) Use double line spacing in the document [2marks]
h) Give your document a page color "Orange, Accent 2, Darkeer 25%" [2marks]
i) Insert a computer picture from clip art at the left bottom of the document [2marks]
j) Drop the first letter of the first paragraph as is in the document [2marks]
k) Right align the third paragraph and change its line spacing to 1.5 [2marks]
l) Apply a monkey page border to your document [2marks]
m) Insert a header with your Name and a footer with your registration number [3marks]

"END OF PAPER"

Thank You For All The Love You Give

You've made me happier than I've ever been and I just wanted to say thank you for all the love you give. Whenever I need someone in my corner, you're there to hold my hand, to love me and comfort me; You always understand, you know just how to make me smile even when my world is falling apart. You know exactly how to bring peace to my heart. So, thank you for all the love you give you're all I will ever need; in you I've found my love and my best friend. So, thank

If only you could step inside my heart for just a moment or two, you might be overwhelmed by what I feel for you. Love, pure and simple, love that has no end and longs to hold you near for now and forever; for as long as we're both here. I want to hold you close, I want to hold your hand, I never want to let you go; you're the best I've ever had I want to protect you, I want to keep you safe, I never want to see you cry or feel an ounce of pain.

I want to see you smile, I want to make you laugh, I never want you to wish for something other than what you have. I want to give you everything, I want to give you my all, I never want to give you less than anything you want. Because it's simple my love for you is pure, and you are the one I've waited my whole life for.

REQUIRED;

a) Create a folder on the desktop and give it your name and registration number **2 marks**

b) Type the above document as it appears in ms word 2007 **5 marks**

c) Use font Comic sans MS style and font size 13.5 **3 marks**

d) Using WordArt, format the heading as it appears above **3 marks**

e) Format the rest of the document to font color green **2marks**

f) Apply a tree page border to the document **2 marks]**

g) Insert page numbers as they appear on the document [**3marks]**

h) Insert a horizontal watermark with BCA word, font color Blue, Accent, lighter 60%

[**2marks]**

i) Use double line spacing in the document [**2marks]**

j) Give your document page background with two colors of your choice [**2marks]**

k) Insert a computer picture from clip art at the left bottom of the document

[**2marks]**

l) Save the document as "LOVE RCEIVED AND GIVEN" in the created folder [**2marks]**

"END OF PAPER"

Life After Death

Select Topic of Interest:	ANGELS OF HEAVEN
LIFE AFTER DEATH	ANGELS SERVE PEOPLE ON EARTH
THE WAY TO HEAVEN	ANGELS SERVE EACH OTHER
THE LIFE OF HEAVEN	LIFE IN HEAVEN
CHILDREN IN HEAVEN	WHAT ABOUT HELL

LIFE AFTER DEATH

The quotes are taken from the Theological works of Emanuel Swedenborg, Swedish scientist and theologian. These works, together with the Old and New Testaments, make up the teachings of the New Church.

"*The Lord shall give His angels charge over you to keep you in all your ways*."
Psalm 91.11

[TOP]

THE WAY TO HEAVEN

People do not die, but simply cross from one world into another.
Heaven and Hell, paragraph 445

Those who have heaven within them come into heaven.
Heaven and Hell, paragraph 319

No one who believes in God and lives well is condemned.
Heaven and Hell, paragraph 318

It is not as difficult to live the life that leads to heaven as is believed.
Heaven and Hell, paragraph 528

It is through a civic and moral life that a person receives a spiritual life.
Heaven and Hell, paragraph 528

Two essentials for salvation are the acknowledgment of God and ceasing from evil because it is against God.
Divine Providence, paragraph 328

A person is regenerated when truth and good are joined in him; that is, when faith is joined with charity.
Arcana Caelestia, paragraph 4353

[TOP]

THE LIFE OF HEAVEN

After death a person enjoys every sense, and all the memory, thought and affection that he/she had in the world, leaving nothing behind except the natural body.
Heaven and Hell, paragraph 461

All in heaven take joy in sharing their delights and blessings with others.
Heaven and Hell, paragraph 399

To grow old in heaven is to grow young.
Heaven and Hell, paragraph 414

Some believe that heavenly happiness is an idle life where others will serve them. However, angels find their happiness in use, from use, and in accordance with use.
Heaven and Hell, paragraph 403

Spiritual things are more real than worldly things.
Apocalypse Explained, paragraph 1218

There are marriages in heaven as there are on earth. True marriage is the bonding of two into one.
Heaven and Hell, paragraph 367

[TOP]

CHILDREN IN HEAVEN

Every little child at death, wherever born, within or outside the church, of godly or ungodly parents, is accepted by the Lord.
Heaven and Hell, paragraph 416

ımmediately after death children are entrusted to angels who during their life on earth tenderly loved children.
Heaven and Hell, paragraph 332

Everyone who departs this world finds themself in a similar state of life, the little child in a child's state and the youth, man or old man in the state of a youth, man or old man; but subsequently each one's state is changed.
Heaven and Hell, paragraph 330

Everyone who dies in childhood enters heaven and is brought up and instructed there.
Divine Providence, paragraph 324

Under the Lord's care children in the next life grow in stature and wisdom.
Marriage Love, paragraph 411

[TOP]

ANGELS OF HEAVEN

People are born to become angels.
Heaven and Hell, paragraph 315

Heaven and hell are from the human race. Those who lived in the world in heavenly love and belief are in heaven. Those who lived in hellish love and belief are in hell.
Heaven and Hell, paragraph 311

Heaven is such that all who have lived well, of whatever religion, have a place there.
Divine Providence, paragraph 330

The purpose of the creation of the universe is a heaven of angels from the human race.
Divine Love and Wisdom, paragraph 329

People are in equilibrium. They are in freedom to accept good and its truth from heaven or evil and its falsity from hell.
Heaven and Hell, paragraph 537

Every angel is being perfected in wisdom to eternity.
Divine Providence, paragraph 334

The Lord's Divine Providence has for its goal a heaven from the human race.
Divine Providence, paragraph 27

For Comments please e-mail: information@swedenborg.ca

[TOP]

ANGELS SERVE PEOPLE ON EARTH

When angels are with people they live as it were in their affections; and they are near in the degree to which people are in good.
Heaven and Hell, paragraph 391

There are two angels with each of us, one to influence what belongs to our will and the other to influence what belongs to our intellect.
Arcana Coelestia, paragraph 5978

Angels are assigned to infants by the Lord, to care for them.
True Christian Religion, paragraph 677

Evil spirits cannot approach little children... With little children there are only good spirits and angels.
Arcana Coelestia, paragraph 5857

Angels are sent to people to watch over them and to lead them away from evil affections and inspire them with good affections as far as they will receive them in freedom.
Heaven and Hell, paragraph 391

For Comments please E-mail: information@swedenborg.ca

[TOP]

ANGELS SERVE EACH OTHER

In the entire heaven all have the same language. Angels can express in a moment what a human cannot in half an hour.
Heaven and Hell, paragraph 326

Angels are in the most complete human form and enjoy every sense.
Heaven and Hell, paragraph 170

In heaven, delights of marriage advance toward heaven into greater blessedness and happiness.
Heaven and Hell, paragraph 386

The joys of heaven and eternal happiness are from love and wisdom and the joining of these in usefulness.
Conjugial Love, paragraph 10

All in heaven take joy in sharing their delights and blessings with others.
Heaven and Hell, paragraph 399

Those who are in heaven are continually advancing toward the springtime of life. To grow old in heaven is to grow young.
Heaven and Hell, paragraph 414

Everyone is instructed after death by angels.
True Christian Religion, paragraph 255

[TOP]

LIFE IN HEAVEN



Angels who are in the same goodness and truth recognize each other, as relatives by blood and marriage do on earth.
Heaven and Hell, paragraph 205

Heavenly joy is so great as to be beyond description.
Heaven and Hell, paragraph 409

In heaven, as on earth, there are many forms of service. It is impossible to enumerate the occupations of heaven.
Heaven and Hell, paragraph 387

Every angel is an angel according to usefulness.
Conjugial Love, paragraph 207

Everyone who dies in infancy enters heaven, is brought up and instructed there, and

becomes an angel.
Divine Providence, paragraph 324

In heaven the angels live as men and women, and have dwellings that differ according to each one's state of life.
Heaven and Hell, paragraph 183

Heaven is a connection with the Lord.
Divine Providence, paragraph 20

Recommended reading

Angels in Action
by Robert H. Kirvin

Awaken From Death
by James F. Lawrence

Heaven and Hell
by Emanuel Swedenborg

For Comments please E-mail: information@swedenborg.ca

[TOP]

WHAT ABOUT HELL

The Lord governs both heaven and hell.
Heaven and Hell, paragraph 537

The Lord does not cast anyone into hell. The person themself does this.
Heaven and Hell, paragraph 545

Everything good comes out of heaven and everything evil from hell.
Heaven and Hell, paragraph 546

The love of self and the world dominate in hell. Love to the Lord and the neighbor dominate in heaven.
True Christian Religion, paragraph 399

People are in spiritual equilibrium. If they choose evil and falsity they connect themselves to hell.
True Christian Religion, paragraph 383

People in the hells are governed by their fears.
Heaven and Hell, paragraph 553

The Lord does not punish; the punishment comes from the evil itself.
Heaven and Hell, paragraph 550

RECOMMENDED READING

A BOOK ABOUT DYING
by Robert H. Kirvin

AWAKEN FROM DEATH
by James F. Lawrence

HEAVEN AND HELL
by Emanuel Swedenborg

Life, in a paragraph

While chatting with an old friend the other day, she was expressing how wonderful it is to have so much knowledge so readily available to us these days especially pertaining to life and the bigger picture. She was quick to add, though, that this often leads to information overload, and leaves her at a loss of how to 'connect the dots.' Almost as a joke, she said she wished there was a 'précis version' – all in one page or one paragraph!

I thought this would be an interesting exercise, so here goes:

Life can be defined as the experience between birth and death, or can be defined as existence itself, nature, the universe, or quite simply as everything in existence. Life is. It is self evident through experience. Life expresses in a multitude of forms, but in essence is as an interconnected oneness. This oneness, which is all there is, exists and expresses in many dimensions, including that of space and time. Space makes it possible for life forms to exist as distinct entities in relation to each other, evolving though the interaction. Within the realm of space we experience physical existence, in physical bodies, the apparent hub of all our physical, mental, emotional and spiritual experiences. The dimension of time makes it possible to experience Life as a series of distinct events occurring in a sequential nature. This enables the phenomena of experience, growth and evolution. While it may seem that we are only that which lives, we are in essence life itself. And while it may seem that we are separate from each other, separate from the universe and from life itself, we are intrinsically interconnected. WE ARE ALL ONE – not as a mere concept, but as a reality beyond our realm of concepts, beyond the divisive mind. Our true self, the innermost you and me, is intimately connected with the infinite consciousness that pervades all things and enables all experience. From this consciousness emerges this 'seeming reality' of separation, individuality, limitation, insufficiency and need – in order that we may experience ourselves in a myriad of ways, and have the opportunity to create and re-create ourselves – and our world -continually in our highest ideas, our deepest desires, and greatest imaginings. In doing so, we take the process of life – and life itself – to the next level of being and expression in a wondrous, magnificent, ever-evolving reality. In the process, we get to create meaning and have some fun along the way!

SECTION A: Ms Word: 30 marks

SECTION A*: Part (i) 15 marks*

The Golden Rule

• **"No one of you is a believer until he desires for his brother that which he desires for himself."** *Hadith (Islam)*

• **"Do unto others as you would have them do unto you.***"(The Golden Rule from Bible).*

The golden rule requires that we treat others only as we consent to being treated in the same situation. The Golden Rule encourages internal reflection as well as external action. When you consider how you would like to be treated, you become more aware of your own feelings and emotions, as well as the way they affect your interaction with the world. The golden rule, with roots in a wide range of world cultures, is well suited to be a standard that different cultures can appeal to in resolving conflicts.

Instructions

1. Type the above document as it appears in Ms Word. ***(5 marks)***
2. Save your work as **THE GOLDEN RULE** in the folder you created on the desktop. ***(2 Marks)***
3. Set the Title to upper case, double underlined and center aligned. ***(3 Marks)***
4. Set the text body to font brush script MT, 14 points. ***(1 Mark)***
5. Insert a header as "***The Golden rule from the bible***". ***(2 Marks)***
6. Insert a footer as "***God is love***". ***(2 Marks)***

SECTION A*: Part (ii) 15 marks*

Differences between Law and Ethics

Law	*Ethics*
Described by formal written documents	Described by unwritten principles
Interpreted by courts	Interpreted by each individual
Established by legislatures representing	Presented by philosophers, religions,

all people	professional groups
Applicable to everyone	Personal choice
Priority determined by laws if two laws Conflict	Priority determined by an individual if two principles conflict
Court is final arbiter for right	Limited enforcement –usually the "court of public opinion"
The purpose of law is to maintain order in society by upholding human rights and the common good.	The purpose of ethics is to make people good

Adopted from; Charles. Pfleeger and Shari Lawrence Pfleeger (2003)

Instructions

a. Create a file in Ms Word, name it **ETHICS AND LAW** and save it in your folder. ***(2 marks)***
b. Type the table above. ***(5 marks)***
c. Use Verdana as the font, and 13 as font size ***(1 mark)***
d. Bold, center and change the font heading color to red. ***(2 marks)***
e. Insert Header as Law and footer as ethics. ***(2 marks)***
f. Insert a red watermark running diagonal as **CW TEST**, font size 96. ***(3 marks)***

INSTRUCTIONS:

1. This paper is practical. Create a folder on the desktop in your name and registration number where you will save your work.
2. Keep saving concurrently to avoid any loss of work in case of a technical problem.
3. Make sure you are seated on a computer that works properly and has the software package to be used.
4. Carry out all the tasks in ***2 HOURS.***

SECTION A: Ms Word: 30 marks

SECTION A*: Part (i) 15 marks*

SOME of the intellectual property that shaped the course of humanity (Ashish Basu 2004)

Inventor	Country	Invention, Year
J Gutenberg	Germany	Printing Press, 1440
Conrad Gesner	Switzerland	Pencil, 1560
Maharaja Jai Sigh	India	Astronomical Instruments,1728
O & W Wright	USA	Airplane, 1903
Vladimir Zwoykin	Russia	Electronic Television, 1929
Konrad Zuse	Germany	Programmable Computer, 1941
Alexandar G. Bell	USA	Telephone, 1876
Samuel Morse	USA	Morse Code, Telegraph, 1840

Instructions

a. Create a file in Ms Word, name it **INTELLECTUAL PROPERTY** and save it in your folder. ***(2 marks)***
b. Type the table above. ***(5 marks)***
c. Use Agency FB as the font at 13 points. ***(1 mark)***
d. Color the heading in orange, Accent 2, Darker 25% and bold it. ***(2 marks)***
e. Insert a water mark as **PROTECTED** in color blue, 90 points. ***(3 marks)***
f. Insert a header as discovery and footer as Ashish **Basu 2004.** ***(2 marks)***

SECTION A*: Part (ii) 15 marks*

Software testing for bugs.

As computers and software are used in critical applications, the outcome of a bug can be severe. Bugs can cause huge losses. Bugs in critical systems have caused airplane crashes, allowed space shuttle missions to go awry, halted trading on the stock market, and worse Bugs can kill. Bugs can cause disasters. In a computerized embedded world, the quality and reliability of software is a matter of life and death.

Instructions

In the same Ms Word file you have created;

1. Type the above document as it appears. ***(3 marks)***
2. Drop the first letter of the paragraph on two lines. ***(2 marks)***
3. Change the line spacing to double. ***(2 marks)***
4. Create a list of the outcomes of a bug and bullet them to any style of your choice.

(3 marks)

5. Justify the text body. ***(1 mark)***
6. Change the font to Lucida sans, 13.5 points. ***(2 marks)***
7. Put a pink shading on the heading and change the font size to 15. ***(2 marks)***

MS WORD (30 marks)

St. John Private Secondary School
Plot M118, Portbell Road, P.O. Box 1337, Kampala-Uganda
Phone: Direct Line: +256 -414-323435; General Line: +256 -414-389435;
Fax: +256 -414-989467

Mr. Solomon Tompeke
53 John Compton Gardens
Caribville
GROS PITONS
St Lucia

Dear Mr. Tompeke:

STUDENT REPORT: Maria Tompeke

We were quite happy for your visit on Monday 07th/10/2013. As promised, I am outlining below the report on Maria's performance for terms I, II and III.

MAKERERE UNIVERSITY BUSINESS SCHOOL
FACULTY OF VOCATIONAL AND DISTANCE EDUCATION
DEPARTMENT OF APPLIED COMPUTING & INFORMATION TECHNOLOGY

END OF TERM EXAMINATION RESULTS- MARIA TOMPEKE FORM V

Term	English Language	Principles of Business	Principles of Accounts	Office Procedures	Social Studies	Mathematics
I	65	86	94	97	98	93
II	74	93	89	94	95	97
III	88	97	90	98	87	100

Attendance: 98% Advance parental permission for absence confirmed by you.

No. times late: 3 Two morning session with advance request from student's guardian 1 afternoon session. Student was ill and sent to rest in the sick room

Discipline: Excellent.
Extra curricula activities: School's Drama and Debating Club. President of Young Leaders Committee. She is the goal shoot for the school's netball team.

I hope the above information will be suitable for you needs. You can contact us for any additional information you may require.

Additional Comments: Maria is a very promising young lady. Within one week of her arrival, it is difficult to tell that she was a new student in the class. She had no problems settling in her new environment.

Yours faithfully,

Bose Chattergoon
Principal/ ST. JOHN PRIVATE SECONDARY SCHOOL

Required;

1. Type the letter as presented. **(4marks)**
2. Save it in a folder of your name and registration number on the desktop with the file name as: STUDENT REPORT. **(2marks)**
3. Create the table and enter the respective data. **(5marks)**
4. Insert a watermark to read STUDENT REPORT, font color, "Blue, Accent 1, 96pts running diagonal in the entire document. **(4marks)**
5. Copy and paste the following text in your document into the header and bold it. **(4marks)**

St. John Private Secondary School
Plot M118, Portbell Road, P.O. Box 1337, Kampala-Uganda
Phone: Direct Line: +256 -414-323435; General Line: +256 -414-389435;
Fax: +256 -414-989467

6. Insert page numbers to the document using the format "Bold Numbers 2" **(2marks)**
7. Change the font of the entire document to Adobe FangSong Std R, 13 points. **(2marks)**
8. Apply a line spacing of 1.5 to the body of the letter excluding the table. **(2marks)**
9. Bold the following text in the document and change the font color to Dark Red.

(3 marks)

"END OF TERM EXAMINATION RESULTS- MARIA TOMPEKE FORM V"

10. Change the table borders to dotted lines on the outer and full lines on the inside.

(2 marks)

SECTION B: (15 Marks)

1. Create a table as shown below. **(4 marks)**

January Tests				
Surname	First Name	English	German	Computer
Xuereb	Norbert	85	42	98
Spiteri	Richard	53	45	75
Borg	Clive	55	85	82
Caruana	Michelle	45	45	25

2. Insert a row between Spiteri and Borg and add the following data: **(2 marks)**

Briffa	Paola	42	25	48

3. Apply a dotted border to the table. **(2marks)**
4. Right-align the data in the 2nd row. **(1mark)**
5. Sort the data in the table in descending order according to First Name. **(1mark)**
6. Change the page color to any color of your choice. **(1mark)**
7. Change the style of the entire text to High Tower Text. **(1mark)**
8. Insert any page number style of your choice and align it to the center. **(1mark)**
9. Insert a footer of today's date. **(1mark)**
10. Bold the titles of each column. **(1mark)**

QUESTION

MS WORD (30 marks)

Mr. Ssemuju Brian is a secretary of Katuufu Trading Company Ltd and his company wants to inform shareholders about the Annual General Meeting (AGM). The content of the letter is to be similar to all shareholders except for each shareholder's personal details and titles.

Mr. Ssemuju Brian has prepared the letter below to be sent to various shareholders.

MAKERERE UNIVERSITY BUSINESS SCHOOL
FACULTY OF VOCATIONAL AND DISTANCE EDUCATION
DEPARTMENT OF APPLIED COMPUTING & INFORMATION TECHNOLOGY

KATUUFU TRADING COMPANY LIMITED

P.O BOX 3354, MPIGI

12th /10/2013

TO: [Title] [shareholder's name]

[Address]

[Contact]

Dear Sir/ Madam,

RE: ANNUAL GENERAL MEETING SCHEDULED FOR WEDNESDAY 16TH OCTOBER 2013

You are cordially invited to attend the AGM without fail on the date indicated above starting at 9:00am. In this meeting we shall elect new office bearers. Each shareholder is expected to pay non- refundable amount of [fee] to cater for elections.

Agenda for the meeting is attached hereon.

See you there.

Yours faithfully,

SSEMUJU BRIAN

COMPANY SECRETARY

C.C Managing Director

Below is a table showing a list of various shareholders to receive the above letter.

Title	Shareholder's name	Telephone contact	Address	Fee
Mr.	Butime . G	0772 687324	612, kampala	100,000
Ms.	Naluwoza. S	0752 125835	134, Mpigi	80,000
Mr.	Kyambadde. P	0790 347985	453, Mbarara	75,000
Mr.	Musiime. J	0712 267834	700, Wakiso	60,000
Mrs.	Kabaseke. L	0774 669934	622, Mmukono	55,000

Required;

1. Type the letter as presented. **(4marks)**
2. Save it in a folder of your name and registration number on the desktop with the file name as: Invitation for the AGM. **(2marks)**
3. Create the table and enter the respective data. **(5marks)**
4. Insert a watermark to read AGM, font color, "Blue, Accent 1, 96pts running diagonal in the entire document. **(4marks)**
5. Insert a header as "Shareholder's Annual General Meeting" and a footer as " Katuufu Trading Company Limited" . **(4marks)**
6. Insert page numbers to the document using the format "Bold Numbers 2". **(2marks)**
7. Change the font of the entire document to Dotum, pt 13.5. **(2marks)**
8. Apply a line spacing of 1.5 to the body of the letter excluding the table. **(2marks)**
9. Sort the table details in descending order according to the shareholder's name. **(3 marks)**
10. Change the table borders to dotted lines on the outer and full lines on the inside. **(2 marks)**

QUESTION

The Story in the Bible



And there were shepherds living out in the fields nearby, keeping watch over their flocks at night. An angel of the Lord appeared to them, and the glory of the Lord shone around them, and they were terrified. But the angel said to them, 'Do not be afraid. I bring you good news of great joy that will be for all the people. Today in the town of David a Saviour has been born to you; he is Christ the Lord. This will be a sign to you: You will find a baby wrapped in cloths and lying in a manger.'

Suddenly a great company of the heavenly host appeared with the angel, praising God and saying, 'Glory to God in the highest, and on earth peace to men on whom his favour rests.'

When the angels had left them and gone into heaven, the shepherds said to one another, 'Let's go to Bethlehem and see this thing that has happened, which the Lord has told us about.'

So they hurried off and found Mary and Joseph, and the baby, who was lying in the manger. When they had seen him, they spread the word concerning what had been told them about this child, and all who heard it were amazed at what the shepherds said to them. But Mary treasured up all these things and pondered them in her heart. The shepherds returned, glorifying and praising God for all the things they had heard and seen, which were just as they had been told.

Luke 2:8-20

Required,

1. Type the above document as it appears in Ms. word 2007 [3marks]
2. Use font Californian FB and font size 17 to the body of the document [2marks]
3. Insert a heading as a Savior has been born using a WordArt of your choice [3marks]
4. Format the rest of the document to font color purple [2marks]
5. Justify the third paragraph and itaicize the word Bethlehem [2marks]
6. Apply a text highlight color to the second paragraph [2marks]
7. Insert a watermark that reads 'Do not be afraid, font size 96,colour red and the layout should be diagonal [4marks]
8. Use line spacing of 1.5 to the document [2marks]
9. Copy and paste the second paragraph below the last paragraph [2marks]
10. Change the spacing of the last paragraph to 5pts before and after, multiple at 3.5pts [4marks]
11. Give your document a page color of your choice [2marks]
12. Insert a book of your choice from clip art in position of the bible [2marks]
13. Drop the first letter of the second paragraph by 3 lines, with a 0.2 distance from text [2marks]
14. Insert an explosion 2 shape below the third paragraph and insert your first name, font color red and font size 13 [4marks]
15. Find the word God and replace it with the word Jehovah [4marks]
16. Insert a header with your Name and a footer with your registration number [2marks]
17. Save the document as Savior born in the created folder [3marks]

MAKERERE UNIVERSITY BUSINESS SCHOOL
FACULTY OF VOCATIONAL AND DISTANCE EDUCATION
DEPARTMENT OF APPLIED COMPUTING & INFORMATION TECHNOLOGY

QUESTION

The Story in the Bible

In the sixth month, God sent the angel Gabriel to Nazareth, a town in Galilee, to a virgin pledged to be married to a man named Joseph, a descendant of David. The virgin's name was Mary. The angel went to her and said, 'Greetings, you who are highly favoured! The Lord is with you.'

Mary was greatly troubled at his words and wondered what kind of greeting this might be. But the angel said to her, 'Do not be afraid, Mary, you have found favour with God. You will be with child and give birth to a son, and you are to give him the name Jesus. He will be great and will be called the Son of the Most High. The Lord God will give him the throne of his father David, and he will reign over the house of Jacob forever; his kingdom will never end.'

'How will this be,' Mary asked the angel, 'since I am a virgin?'

The angel answered, 'The Holy Spirit will come upon you, and the power of the Most High will overshadow you. So the holy one to be born will be called the Son of God. Even Elizabeth your relative is going to have a child in her old age, and she who was said to be barren is in her sixth month. For nothing is impossible with God.'

'I am the Lord's servant,' Mary answered. 'May it be to me as you have said.' Then the angel left her.

Required,

1. Type the above document as it appears in Ms word 2007 [3marks]
2. Use font Arial Narrow, font size 15 to the body of the document [2marks]
3. Insert a heading as The Story in the Bible using a WordArt of your choice [3marks]
4. Format the rest of the document to font color Light blue [2marks]
5. Insert an automatic date at the top of the document [3marks]
6. Insert a clip art of your choice at the bottom of the document [3marks]
7. Use line spacing of 2.5 to the document [2marks]
8. Insert a watermark that reads Bible Story, font size 55,colour green and the layout should be diagonal [4marks]
9. Set the page margins to 1.35 pts and size A4 [3marks]
10. Indent the third paragraph to the left by 0.4 pts and to the right by 0.4 points it should also hang by 0.3 pts [3marks]
11. Center the third paragraph and bold the word virgin [2marks]
12. Insert page numbers in the left margin of the document [2marks]

13. Give your document two page colors of your choice [2marks]
14. Drop the first letter of the second paragraph by 2 lines, with a 0.4 distance from text [2marks]
15. Apply a page border of your choice to your document [4marks]
16. Insert a header with your Name and a footer with your registration number [2marks]
17. Save the document as Bible Story in the created folder [3marks]

"END OF PAPER"

The Story in the Bible

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'I am the Lord's servant,' Mary answered. 'May it be to me as you have said.' Then the angel left her.

Required,

1. Type the above document as it appears in Ms word 2007 [3marks]
2. Use font Arial Narrow, font size 15 to the body of the document [2marks]
3. Insert a heading as The Story in the Bible using a WordArt of your choice [3marks]
4. Format the rest of the document to font color Light blue [2marks]
5. Insert an automatic date at the top of the document [3marks]
6. Insert a clip art of your choice at the bottom of the document [3marks]
7. Use line spacing of 2.5 to the document [2marks]

8. Insert a watermark that reads Bible Story, font size 55,colour green and the layout should be diagonal [4marks]
9. Set the page margins to 1.35 pts and size A4 [3marks]
10. Indent the third paragraph to the left by 0.4 pts and to the right by 0.4 points it should also hang by 0.3 pts [3marks]
11. Center the third paragraph and bold the word virgin [2marks]
12. Insert page numbers in the left margin of the document [2marks]
13. Give your document two page colors of your choice [2marks]
14. Drop the first letter of the second paragraph by 2 lines, with a 0.4 distance from text [2marks]
15. Apply a page border of your choice to your document [4marks]
16. Insert a header with your Name and a footer with your registration number [2marks]
17. Save the document as Bible Story in the created folder [3marks]

QUESTION ONE (MS Word-50 marks)

The Risk Management Plan describes how risk management will be conducted throughout the project. **This plan is a required System Development Life Cycle (SDLC) deliverable for the SDLC Planning Phase**. The Project Manager may periodically update the plan to improve upon risk management processes. Please refer to the Risk Management section of the SDLC Planning Phase methodology for an in-depth discussion of the risk management planning process.

Definitions of Risk Probability and Impact

For the project, define the values and calculations to be used to quantify risk exposure. The table below represents one possible approach for analyzing risks. The probability and impact of risks to the project may be quantified according to the risk value in the table. The combination of the impact and probability will determine the risk value. Risk assessments are sometimes color-coded, and suggested values are listed below.

Item	Definition	Risk Value

Probability	The probability of occurrence	1, 2 or 3 (1 – Unlikely to occur 2 – May or may not occur 3 – Likely to occur)
Impact	The impact to the project objectives if the risk occurs. Refer to the *Project Management Body of Knowledge*, Section 11.1.3 for additional examples of impact definitions.	1, 2 or 3 (1 – Minimal impact) 2 – Moderate impact) 3 – Significant impact)
Total Risk	The calculation of Probability times Impact	1 through 9

Required,

1. Type the above document as it appears in ms word 2007 [4marks]
2. Use font Calibri and font size 15 [2marks]
3. Insert a heading as Project Risk in italics and format the heading using Heading Style 1 [3marks]
4. Copy and paste the first paragraph below the table [2marks]
5. Format the rest of the document to font color green [2marks]
6. Insert Bold Numbers 3 page numbers to the document [2marks]
7. Insert a watermark that reads Project Risk, font Algerian and the layout should be horizontal [4marks]
8. Use double line spacing to the document and find the word “periodically” and replace it with “every so often” [6marks]
9. Give your document a page color of your choice [2marks]
10. Insert a flower of your choice from clip art between the first and second paragraphs [2marks]
11. Set the page to orientation landscape and size A4 [4marks]
12. Drop the first letter of the first paragraph by 3 lines, with a 0.4 distance from text [2marks]
13. Change the table height and row 0.5 pts and ¾ line weight [4marks]
14. Center align the third paragraph and also center align the items in the table [3marks]
15. Apply a box page border to your document with any double line style of your choice [3marks]
16. Insert a header with your Name and a footer with your registration number [2marks]
17. Save the document as Project Risk in the created folder [3marks]

Background of Human Resource planning.

Human resource planning is the process whereby a firm ensures that it has the right number of people, of the right kind, in the right places, at the right time doing things for which they are economically useful to the organization.

According to Pibleam and Corbridge (2010), for an Organization to plan effectively its human resource, it has to undergo four main stages and these include:

a) Analyzing and investigating the current human resource.
b) Forecasting the organizational human resource needs and matching the demand and supply of human resourcing.
c) Planning and resourcing.
d) Implementing and control

Prerequisites for HRP

Investigation and analysis. It focuses on determing the supply of labour available internally and externally. One has to have the knowledge of labour demand and supply demand because it enables one to identify the quantity and quality of human resources needed. Through analyzing human resource managers will provide answers to questions like:

- how many people will be needed(resources)?
- what skills, knowledge and competences they will require?
- will the existing Human Resource meet the identified needs?
- is there need for further training and development
- is recruitment necessary?
- When will the new people be needed?
- When should training or recruitment start?
- What other "people" implicationsare there in such areas as productivity and commitment?

Required,

18. Type the above document as it appears in ms word 2007 [3marks]
19. Use font Century Gothic and font size 13 to the body of the document [2marks]
20. Insert a heading as HUMAN RESOURCE PLANNING using a WordArt of your choice [3marks]
21. Format the rest of the document to font color Dark Blue, Text 2, Lighter 40% [2marks]
22. Insert page numbers as roman numerals in upper case to the document [2marks]
23. Insert a watermark that reads HR PLANNING, font size 90,colour red and the layout should be diagonal [4marks]
24. Use line spacing of 1.5 to the document [2marks]
25. Apply a Dotted underline to the text Prerequisites for [2marks]
26. Give your document two page colors of your choice [2marks]
27. Insert a computer of your choice from clip art between the first and second paragraphs [2marks]
28. Set the page to orientation landscape, two columns and size A4 [4marks]
29. Drop the first letter of the second paragraph by 3 lines, with a 0.2 distance from text [2marks]
30. Indent the third paragraph to the left by 0.3 pts and to the right by 0.3 points it should also hang by 0.3 pts [3marks]
31. Apply bulleted lists as presented in the document [2marks]
32. Insert an oval shape below the third paragraph and insert your first name, font color red and font size 13 [4marks]
33. Justify the third paragraph and underline the word attribute as it appears [2marks]
34. Apply an art page border with a width of ¾ to your document [4marks]
35. Insert a header with your Name and a footer with your registration number [2marks]
36. Save the document as HR PLANNING in the created folder [3marks]

"END OF PAPER"

Question 1: Microsoft Word (40 Marks)

k) *Create a Document in MS Word 2007 and Save it with File name Mad Mugabe, in the Folder that has your Name and Registration Number, on the Desktop (04 marks)*

l) *Type the following extract from CNN Online as it appears (10 marks)*

Harare, Zimbabwe (CNN) -- A police officer in Zimbabwe who has languished at a police detention barracks for a month for using a toilet reserved for President Robert Mugabe will learn his fate at end of this week following an appeal to his boss.

Alois Mabhunu, a homicide detective was sentenced last week to 10 days after he was convicted by an internal police court for responding to a call of nature in a toilet which had been reserved for Mugabe at a trade fair in Zimbabwe's second biggest city.



, Wayne Bvudzijena police spokesperson on Monday said the issue of Mabhunu was an internal, purely disciplinary matter on which he couldn't comment. Bvudzijen said Mabhunu failed to obey instructions and the law had to take its course. Mabhunu was part of the security team when Mugabe attended the Zimbabwe International Trade Fair last month. He is alleged to have rushed to the VIP toilets reserved for Mugabe and Jean Louis Ekra, head of the African Export Import Bank, who was participating in the opening ceremonies.

Required:

m) Type paragraphs 2, in font type **Aharoni** and make it bold italics (04 marks)
n) ***Insert a Text Watermark*** with the words "Global News" in diagonal (04 marks)
o) Insert a ***suitable heading on the article,*** and give it ***a text shadow*** (03 marks)
p) Insert a comment on the name **Mugabe** with words "Very Old" (04 marks)
q) Insert a highlight colour "Yellow" on the last paragraph (03 marks)
r) Insert a Word Art on the words ***Contacted for Comment*** as shown (05 marks)
s) Change the background colour of your document to "***Olive Green, Accent 3, Darker 25%"*** (03 marks)

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FACULTY OF VOCATIONAL AND DISTANCE EDUCATION
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QUESTION ONE: Microsoft Word (40 MARKS)

David Obua Apologizes

DAVID Obua has apologized to the nation for what he concedes was a silly outburst in

Saturday's Nations Cup match at Namboole.

Obua was infuriated by Coach Bobby Williamson's decision to substitute him in the Nations Cup match where the Cranes beat Guinea Bissau 2-0. He tossed away his jersey and stormed the dressing room in protest amidst boos from the packed stadium.

Angry fans pelted him with numerous objects including plastic bottles which are alleged to have contained urine. An on duty policeman also admitted that he had been hit by a bottle which had human excreta. "I apologize to my coach, team-mates and the entire country," the lanky player told journalists at Lugogo yesterday.

"It was in the heat of the moment. But shortly after that I realized that what I had done was wrong. I said that Oh David what's that you have done." He promised to give his best in Uganda's next away match against Angola on September 4.

(a) Type the passage provided above in Microsoft Word. **(14 Marks)**

(b) Insert Footer David Obua Apologizes and underline it. **(4 Marks)**

(c) Justify the passage and use font Arial. **(5 Marks)**

(d) Use font 13 for the body of the passage **(5 Marks)**

(e) Apply color red on "David Obua Apologizes". **(5 Marks)**

(f) Format "David Obua Apologizes" to its Title Case. **(5 Marks)**

(g) Save your work on the desktop with your Name and Reg. Number **(2 Marks)**

QUESTION 1: Ms. Word; 30 Marks

Famous Story on Determination – True Story

One Day Thomas Edison Came home and gave a paper to his mother. He told her, "My teacher gave this paper to me and told me to only give it to my mother".

His mother's eyes were tearful as she read out the letter aloud to her son: Your child is a genius. This school is too small for him and doesn't have enough good teachers for training him. Please teach him yourself.

Many years after Edison's mother died and he was one of the greatest inventors of the century, one day he was looking through the old family things. Suddenly he saw the folded paper in the corner of the drawer in a desk. He took it and opened it up. On the paper it was written: Your son is addled (mentally ill). We won't let him come to school anymore.

Edison cried for hours and then wrote in his diary: "Thomas Alva Edison was an addled child that, by the hero mother, became the genius of the century"

This is nothing but your daunting faith & strong determination!!

Thomas A Edison quotes

Required;

1. Create a folder on the desktop and give it your name and registration number **2 marks**
2. Type the above document as it appears in Ms. Word 2007 **5 marks**
3. Use font Comic sans MS style and font size 13.5 and italicize the author at the bottom of the document **3 marks**
4. Using WordArt, format the heading to the document **2 marks**
5. Format the rest of the document to font color green **2marks**
6. Apply a tree page border to the document **2 marks**
7. Insert page numbers in alphabets in upper case **2 marks**
8. Insert a horizontal watermark with BCA word, font color Blue, Accent, lighter 60% **2 marks**
9. Use double line spacing in the document **2 marks**
10. Give your document page background with two colors of your choice **2 marks**
11. Insert a computer picture from clip art at the left bottom of the document **2 marks**
12. Insert a footer as your full name and a header as your registration number **2 marks**
13. Save the document as ICT in the created folder **2 marks**