

Name:.....

Signature:.....

840/2

COMPUTER STUDIES

Practical Paper

March/April, 2020

Duration: 2 ¼ hours

ST. HENRY'S COLLEGE KITOVU

MID TERM 1 PART 2

S.3 COMPUTER STUDIES ONLINE PRACTICAL

Paper 2

2 Hours 15 minutes

INSTRUCTIONS TO CANDIDATES:

Attempt all the numbers in this paper.

Note: Attempt this paper and send it on my email: turinawevian10@stud.must.ac.ug before 6th, April, 2020 at Mid-night.

WORD PROCESSING

1. type this passage as it is:

Environmentalism.

Ecological diversity is the intricate network of different species present in local ecosystems and the dynamic interplay between them. An ecosystem consists of organisms from many different species living together in a region that are connected by the flow of energy, nutrients, and matter that occurs as the organisms of different species interact with one another. The ultimate source of energy in nearly all ecosystems is sun, the sun's radiant energy is converted to chemical energy by plants. This energy flows through the systems when animals eat the plants and then are eaten, in turn, by other animals. Fungi derive energy by decomposing **organisms**, releasing nutrients back into the soil as they do so. An ecosystem then' is a collection of living components- microbes, plants, animals and fungi – and nonliving components- climate and chemicals – that are connected by energy flow.

Removing just one species from an ecosystem damages the flow of energy of that system. For instance, in the late 19th and early 20th centuries, sea otters were hunted to near extinction in many kelp forests off the coast of the Pacific Northwest of the United states and western Canada, causing the entire ecosystem to suffer. Others eat Sea urchins, spiny organisms that share their habitat. When the otters disappeared, the sea urchin population exploded and started to destroy

the vast beds of kelp. Without the kelp, other species that live-in the ecosystem, including many species of fish and snails and other invertebrates, began to decline in number. Efforts to restore sea otter populations brought the kelp communities back to near normal in the late 20th century.

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- ii) set the page size to A4 and the page orientation to landscape,
- iii) Set the top and bottom margins to 3 orientations and the left and right margins to 2 centimeters,
- iv) Place your name left aligned, your centre number aligned and your candidate number right aligned in the header. Place an automated page number right aligned in the footer.
- v) Format the entire document into three equally spaced columns, with a 4 millimeter gap between the columns.
- vi) Make the following changes to the passage:
 - a. Set the text to a serif front
 - b. Set the text to 1.5 line spacing,
 - c. Make the text fully justified,
 - d. Set the text size to 10 point,
 - e. Insert a page break before the first paragraph,
 - f. Format ONLY the first page of the document as a single column.
- vii) Make this first page a little page by adding the heading Ecological Bio – Diversity.
 - a. Make the heading centre aligned,
 - b. Set the text size of the heading to 72 point.
- viii) Import a graphic image showing a tree (from clip art, scanner, digital camera or elsewhere), and place this in the top left corner 4 of page 2.
- ix) Change the image so that:
 - it is re- sized to fill the column width,
 - the text sits below the image.
- x) Cheek the passage for spelling errors,
- xi) Save the document in a folder named ‘Bio – Diversity’ on the diskette provided.

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

“UNESCO hails Uganda”

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

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

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

Cultural education:

Males (%) 70, 50, 28, 40, and 80

Females (%) 60,30,96,48 and 78

Science education:

Males (%) 30,78,90,20 and 60

Females (%) 56,89,76,59 and 90

| | Males | | Females | |
|--------------------|-------|---|---------|---|
| | Year | % | Year | % |
| Cultural education | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| Science Education | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |

- (i) Set the font size to 13 and double space the document. (02mark)
- (ii) Copy the document and paste it on the next page. (02mark)
- (iii) Set the title “UNESCO” hails Uganda to font size 14 and bolded. (02mark)
- (iv) Set the margins to (1.5) and (1.3 right) then bottom and top (1.2)
- (v) Set the document body text to ‘ Arial Narrow’ (02mark)
- (vi) Insert the header as “Diploma” and in italics (02mark)
- (vii) Set the whole document to justified and font color, red (02mark)

- (viii) Number pages in uppercase alphabet. (02mark)
- (ix) Save your work in the diskette provided in your surname and index no. (02mark)
- (x) If the statistics given in percentages correspond to the years shown, enter the percentages in the table appropriately. (02mark)

3. Load a suitable word processing application to typeset the following letter and save it as **visa**. (04 marks)

To the VISA consulate,
 French embassy,
 P.O. box 7212,
 Kampala.
 {today's date goes here}

Dear Sir / Madam,

re: application for visa for <<name>>

I hereby recommend our student to get VISA assistance to take part in the International Football Training Camp in Madrid, Spain from 7th to 17th of April 2018.

He is to return on the 17th of April 2018 to continue with the school activities.

Yours faithfully,

{Your name goes here}
HEADMASTER.

Instructions:

- a) Insert today's fixed date in your letter. (02 marks)
- b) Change case the line: re: application for visa for <<name>> (02 marks)
- c) Bold and double underline (b) above. (04 marks)
- d) Add your name, class and stream before the **HEADMASTER.** (01 mark)
- e) Using the addresses below, prepare individual letters for the following students: (05 marks)

| Name | Class |
|-------------------|-------|
| Kyabike Moses | S2N |
| Zirintusa Azharia | S5S |
| Musoke Davis | S1Y |
| Waguma Amis | S2N |
| Okello Yowasi | S4Y |

- f) Add a footer of your personal number. (01 mark)

g) Print letter 3 only.

(01 mark)

4. Type set the following text and save it as **guidance**.

(02 marks)

Regular Exercise

Scientific research has shown that people who exercise regularly are healthier physically and mentally have more energy, think more clearly, and sleep better. engaging in the habit of regular exercise has also been found to improve your mood, decrease anxiety, decrease the effects of stress and raise self confidence.

Why then do many of us abandon exercise programs so soon after taking them on? How can we maintain the motivation needed to make it an ongoing habit?

Read on and discover the enormous benefits that regular exercise provides and you will be more than convinced to integrate it into your daily routing. What is needed to begin an exercise program?

To things not needed to obtain the benefits of exercise are investing in a health club membership, or purchasing extravagant exercise machine. Likewise, while vigorous and sweat inducing activity is good, psychological well being does not depend upon the intensity or duration of a workout. More important is the ability to maintain an exercise routine. If you can keep up your program for a minimum of two months, you're on your way to reaping the benefits. Not only will it get easier, but you will probably end up enjoying it and will want to continue.

Source: Academic Guidance Pg 16

Instructions:

- (a). Copy this work to Page three of your document. (02 marks)
- (b). Add a watermark in Page two to read **BLANK PAGE**. (01 mark)
- (c). Centre the heading, font size 14.5 and colour red. (03 marks)
- (d). Convert the remaining work to two (02) columns apart from the statement beginning with the word source ... (02 marks)
- (e). Insert page numbers as follows: Page 1 as (i), Page 3 as C. (04 marks)
- (f). Insert a page boarder in only page c. (02 marks)
- (g). Add header your name, footer your index number. (02 marks)
- (h). Print a copy of your work. (02 marks)

SPREADSHEETS

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

- (i) Enter the above information using Microsoft Excel. (02mark)
- (ii) Lunch allowances for all employees is 22% of their basic pay. (02mark)
- (iii) Housing allowances are 62% of lunch allowances. (02mark)
- (iv) All employees are paid transport allowances of 59,000 (02mark)
- (v) Compute the employees' gross pay. (02mark)
- (vi) PAYE is 2.5% of basic salary. (02mark)
- (vii) National social security fund is calculated at 18% of gross pay. (02mark)
- (viii) Compute the employees' net pay. (02mark)
- (ix) Plot a line graph of net pay against basic salary in worksheet 2. (02mark)
- (x) Save your work in your name and registration number on the desktop. (02mark)

6. Enter the details below in a spreadsheet program of your choice, and save it as **results_2020**. (02 marks)

| | A | B | C | D | E | F | G |
|----|------------|-----|-----|-----|------|-------|-----|
| 1 | Name | MTC | ENG | SST | SCIE | TOTAL | AVE |
| 2 | Mudolome V | 01 | 60 | 100 | 60 | | |
| 3 | Mulefu F | 20 | 70 | 40 | 70 | | |
| 4 | Katumba A | 60 | 40 | 70 | 80 | | |
| 5 | Ntekaile P | 78 | 51 | 80 | 90 | | |
| 6 | Nyoko A | 09 | 55 | 90 | 80 | | |
| 7 | Kisadha O | 10 | 60 | 60 | 100 | | |
| 8 | Atiku M | 60 | 70 | 04 | 40 | | |
| 9 | Katsau N | 43 | 90 | 08 | 60 | | |
| 10 | Magemeso P | 24 | 80 | 90 | 70 | | |

| | | | | | | | |
|----|-----------|----|----|-----|-----|--|--|
| 11 | Lutimba O | 72 | 40 | 100 | 80 | | |
| 12 | Akite O | 81 | 50 | 60 | 90 | | |
| 13 | Bogere F | 74 | 60 | 71 | 100 | | |
| 14 | Kidhuma D | 82 | 70 | 82 | 40 | | |
| 15 | Mbogo H | 90 | 80 | 42 | 60 | | |
| 16 | Namisi P | 76 | 90 | 44 | 70 | | |

Instructions:

- (a). Copy this work to sheet2 of your workbook. (02 marks)
- (b). In columns F and F, determine the values for the columns. (04 marks)
- (c). Sort the work in descending order in respect to the average mark. (02 marks)
- (d). Set you average to two decimal places. (02 marks)
- (e). Insert a new row in row1 where you will insert the heading **ST ANDREWS PRIMARY SCHOOL, WANYANGE.** (02 marks)
- (f). Using columns for Name and Total, create a column graph to represent this work. It should be an object in sheet3 of your workbook. (05 marks)
- (g). Apply a nice looking boarder. (01 mark)
- (h). Adjust column headings to 45°. (02 marks)
- (i). Insert header your name, footer your index number in sheet 2. (02 marks)

7. Create a data model which looks like this a Spreadsheet. (04 marks)

Information table.

| | |
|-----------|------|
| Mark - up | 0.05 |
| | 0.07 |

| Date | item | size | purchase | increase | Sale |
|------------|----------------|------|----------|----------|------|
| 24/03/2006 | Basic Exercise | | | | |

| | | | | | |
|------------|------------------|--|--|--|--|
| | bike | | | | |
| 30/03/2006 | Cross | | | | |
| 6/4/2006 | Multi gym | | | | |
| 15/04/2006 | Treadmill | | | | |
| 19/05/2006 | Rowing machine | | | | |
| 20/05/2006 | Trampoline | | | | |
| 26/05/2006 | Benches | | | | |
| 2/6/2006 | Punch bags | | | | |
| 2//6/2006 | Weights | | | | |
| 7/6/2006 | Elliptical cross | | | | |
| 17/06/2006 | Step trainer | | | | |
| 22/06/2006 | Press | | | | |

- (ii) In the information table in the name the cell that holds data 0.05 FIVE and name the cell that holds data 0.07 SEVEN. (01 mark)
- (iii) In the main Table, enter the formula in the cell having the label **Sale** which adds the increase to the purchase. Replicate this formula to the rest of the cells. (02 marks)
- iv) In the information Table format the cells containing the data 0.05 and 0.07 to display the % value with 0 decimal places (01 mark)
- v) In the information Table use Count IF to count the number of items where the size is small. Place the result in the cell to the right of the heading small and the same to count the number of items where the size is large. Place the result in the cell to the right of the heading large. (02 marks)
- vi) Format the cells in the purchase, and sale columns to display the 5 sign (dollar) with 2 decimal places. Set your page orientation to landscape. (02 marks)
- vi) Save the data model and print a copy of the sheet showing the formula used. (01mark)
- vii) Enter the following data into the model to test that it works correctly.

| Date | Item | Size | Purchase | Increase | Sale |
|----------------|----------------|-------|----------|----------|------|
| March 24,2006 | Basic exercise | Small | 94 | 12 | |
| March 30, 2006 | Cross trainer | Large | 295 | 20 | |
| April 6,2006 | Multi gym | Large | 449 | 30 | |
| April 15, | treadmill | Large | 839 | 40 | |

| | | | | | |
|------------------|---------------------------|-------|-----|-----|--|
| 2006 | | | | | |
| May 19, 2002 | Rowing machine | Small | 519 | 50 | |
| May 20, 2006 | Trampoline | Large | 349 | 60 | |
| May 26, 2006 | Benches | Small | 139 | 70 | |
| February 6, 2006 | Punch bags | Small | 258 | 80 | |
| February 6, 2006 | Weights | Small | 79 | 90 | |
| July 6, 2006 | Elliptical cross trainers | Large | 444 | 100 | |
| June 17, 2006 | Step trainer | Small | 45 | 110 | |
| June 22, 2006 | Press | Small | 88 | 120 | |

- viii) Save this data and print a copy showing the values. The contents should be visible and that the print out fits a single printed page. (02 marks)
- ix) Save and produce a print out showing only the rows where the size is large
- x) Calculate the average of the totals of the Purchase and increase. Create a column chart showing this tabulation. Save and make a print out of this table. (02 marks)
- xi) Save and produce a print out from all the data showing only the rows where the data is after 1 June 2006 and the purchase is greater than 150. (02 marks)
- xii) Create a folder and name it, “sports”, after which transfer all the saved work to it and save it to the storage device provided. (01mark)

PRESENTATION SOFTWARE

8. Your manager has asked you to set presentations for an educational organization, for students who study business and academic subjects, called the college.

The medium for delivery will be a multimedia projector. Presenter notes need to be developed with the slides.

- a) Set up a new presentation considering of 3 slides. The slide master must have a light green background and your name and today’s date in small black text placed in the top

left corner. It must also contain clip art as logo placed in the top right corner. The logo must be resized so that it does not over lay slide text. (06 marks)

- b) Set the following styles of text throughout the entire presentation: (04 marks)

Heading: Dark Blue, right aligned, large font (between 50 and 68 point)

Subheading: Bright blue, centered, medium font (between 36 and 48 point)

Bulleted list: Dark green left aligned, small font (between 16 and 34 point)
Use a bullet list of your choice.

- c) *On the first slide:* (04 marks)

i) Enter the heading **The college**, enter the subheading **student enrolments** below the heading and fill in the relevant content in the body.

ii) Add the following presenter notes to this slide:
Introduce yourself and your role with in the college.

- d) *On the second slide:* (08 marks)

i) Enter the **Department enrolments** 2007 in the same style as the first slide

ii) Enter the following list on the left side of the slide, as shown below:

- ✓ Business/IT
- ✓ Catering
- ✓ Art and design
- ✓ Science
- ✓ Technology

iii) Produce a vertical bar chart from the following data: Place this chart on the right side of the slide. Make sure that you include a legend showing the subjects.

| Product | \$ |
|----------------|-----------|
| Business /IT | 350 |
| Catering | 275 |
| Art and Design | 196 |
| Science | 371 |
| Technology | 215 |

- iv) The bullets should appear one at time.
 - v) Add the following presenter notes to this slide:
We have a variety of courses on offer. Call in and speak to our enrolment department
 - vi) Enter the heading Student activities in the same style as the first slide.
- e) *On the third slide:* (06 marks)
- vii) Enter the following list on the left side of the slide:
 - Keep fit
 - Basketball
 - Rugby
 - Cricket
 - Soccer

Use a clipart image that can suitable apply to this slide.
 - viii) Print out the slides where by 3 slides fit on one page with an area where one can write additional notes. (02 marks)

9. Prepare a five manually running presentation that will be used in the sensitisation program during this year’s orientation program for senior one students. Save the presentation as **orientation**. Remember to add the following details:

Slide One: To include the heading - **SENIOR ONE CLASS, 2017.** (03 marks)

Slide Two: To include welcome remarks from your school Headmaster.(03 marks)

Slide Three: To include a list of seven school rules that Senior Ones’ have to take serious. (03 marks)

Slide Four: To include six areas students have to know in the school during this orientation program. (03 marks)

Slide Five: To contain conclusion remarks from the headmaster. (03 marks)

Instructions:

- a) Use a slide master to make the following adjustments in your work: (08 marks)

- Master title style to be Stencil, font size 27.5, font colour Red, animation style is Bounce.

- Master text styles to be Arial Rounded MT Bold and font size 28, animation style is checkerboard.
- Master slide background colour is Green.
- Apply a vertical Random Bars for all the transition effects.

- b) Add relevant clip art in slide one between the main heading and the sub-title. (02 marks)
- c) Insert your personal number in all the slides. (02 marks)
- d) Print all the work using a hand-out mode. (02 marks)

10. Load a suitable presentation program of your choice to carry out the following tasks. Save your project as **computershop**. It should contain details below; (02 marks)

Slide 1: To contain business name that deal in computers and accessories sales. Add your name in the sub title section. (03 marks)

Slide 2: To contain a title: **HARDWARE COMPONENTS**. In this slide, list ten components sold. Your work should be in two columns. (03 marks)

Slide 3: To contain heading **SOFTWARE SALES**. In this slide, list seven software programs the business deals in. (03 marks)

Slide 4: To contain a heading, **BUSINESS BRANCHES**. Add four physical addresses of the branches of the business. (03 marks)

Instructions:

- (a). Add minimal but exciting animations in your work. (02 marks)
- (b). Add a simple background colour in all the slides. (03 marks)
- (c). Each slide should have your name as footer. (03 marks)
- (d). Insert speaker note in slide two: *The shop will provide the best computer products.* (02 marks)
- (e). Link your pages in your project. (02 marks)
- (f). In the top right corner of slide one, add text **Visit Us** that when clicked, it should open a website address ***www.google.com*** (02 marks)
- (g). Print all the work on one A4 paper size. (02 marks)

END