840/2
COMPUTER STUDIES
PRACTICAL
Paper 2
Oct. / Nov. 2007
$2^{2}/_{4}$ hours

UGANDA NATIONAL EXAMINATIONS BOARD

Uganda Certificate of Education

COMPUTER STUDIES PRACTICAL

Paper 2

2 hours 15 minutes

INSTRUCTIONS TO CANDIDATES:

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

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

Section **B** *contains* **four** *questions. Attempt any* **one** *question from this section.*

Each candidate is provided with a *new* **formatted 3.5″ diskette of high density** *or a* **blank compact disc-Rewritable**

Each candidate **must** *produce a* **hard copy** *for each of their work to accompany the diskette or compact disc.*

Self help wizards **must not** *be used.*

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SECTION A: (40 MARKS)

This section is **compulsory.**

(a) (i) Type the following below using a word processing program: *(08 marks)*

CHOOSING WORD PROCESSING SOFTWARE

Word processing is using the computer to enter, store, manipulate, and print text in letters, reports, and books and so on. Once you have used word processing, you will probably wonder (like a million others before you) how in the world you have ever survived without it.

As more word processing packages come on the market, choosing the right software can become very confusing.

Nevertheless, there is probably a word processing package that will serve your needs. As you begin looking, ask yourself these questions:

I What type of documents am I now producing?

Planning to produce?

II What types of features do I need?
Want?

Document types can range from simple letters and memos to proposals, reports, legal documents, books, newsletters, scientific papers, form letters, and so on. The point is, match the features you need with the features in the software in the software package. For example, if you write articles that require references, you will need the footnoting feature; if you develop a newsletter, having the multicolumn layout feature would be handy; if scientific notation is

needed, you want superscript (X2+Y2) and subscripts (A21); and if you send "personalized" form letters the mail-merge feature is a necessity.

A number of add-on programs are available to enhance the functionality of word processing packages. These include:

On-line thesaurus

Spelling checker

Grammar checker

Style checker

Idea processor (outliner)

What you can do with word processing is limited only by your imagination and willingness to learn the system. Good luck in your Computer-assisted writing adventures-now and in the future!

(ii) Insert in the header the word 'Tips" on the left hand corner and "Word Processing" on the right hand corner. *(02 marks)*

(iii) Bold the heading font size 22point, underline and center it *(01 mark)*

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(iv) Block indent paragraph one by 1 inch in the right and left margins. *(01 mark)*

(v) In the paragraph starting with "Document" bold the second sentence. *(01 mark)*

(vi) Make 2 the superscript of X and Y in the expression (X2 + Y2) and 21 the subscript of A in the expression (A21). *(02 marks)*

(vii) Insert bullets on the list of functionality of word processing packages given in the text. *(01 mark)*

(viii) Insert a footnote of your name and index number on the left and page number on the right hand corner. *(02 marks)*

(ix) Save the work as choosing software and make a print out. *(02 marks)*

(b) (i) Create a worksheet and enter the data below. *(02 marks)*

SCHOOL CANTEEN	**Q1/2006**	**Q2/2006**	**Q3/2006**	**Q4/2006**	**YTD**
Sales Revenue	22,500	38,000	52,000	85,000	
Costs of Goods sold					
Gross Margin					
Variable Expenses					
Fixed Expenses	6,000	6,000	6,000	6,000	
Net Profit					

Note: Q1, Q2,Q 3, Q4 are four quarters of the year.

Complete the worksheet using the following information.

(ii) The Cost of Goods sold and Variable Expenses for the school canteen are 55% and 10% of the Sales Revenue respectively. *(04 marks)*

(iii) Enter a formula for each quarter to calculate the Gross Margin which is equal to Sales Revenue minus Cost of Goods sold. *(02 marks)*

(iv) Net profit is equal to Gross Margin minus Variable and Fixed Expenses. *(02 marks)*

(v) Add a column called YTD that totals the figures from the four quarters. *(02 marks)*

(vi) Draw a bar graph for Net Profit for the Four Quarters. *(03 marks)*

(vii) Add a title "School canteen Net Profit" and label the *x*-axis as "Quarterly Net Profit" and the *y*-axis as "Amount in Shillings". *(03 marks)*

(iii) Save your worksheet as your name and print. *(02 marks)*

SECTION B: (60 MARKS)

Answer any **one** *question from this section*

1. The table below gives information on some staff members of computer school called "COMTECH ACADEMY"

EMP NO.	SURNAME	FIRST NAME	SEX	TITLE	DEPARTMENT	SALARY (shs)	DATE OF BIRTH
CA001	ADUWO	JANE	F	DEPUTY	ADMINISTRATION	620,000	17-06-36
CA050	HOLOWO	MOSES	F	TEACHER	BUSINESS	510,000	06-08-77
CA061	WAPAKABULO	JAMES	M	TEACHER	BUSINESS	600,000	05-06-70
CA150	NAKUMUSANA	MARY	F	SECRETARY	INFORMATION	275,000	20-07-36
CA168	KOMAKECH	MIKE	M	TEACHER	BUSINESS	500,000	15-06-63
CA170	MUTEBI	JOHN	M	DIRECTOR	ADMINISTRATION	1,000,000	17-07-66
CA190	NDAULA	SARAH	F	CASHIER	ADMINISTRATION	600,000	14-04-68
CA201	OKELLO	JOHN	M	DRIVER	ADMINISTRATION	265,000	16-05-63
CA215	ALIYO	JOYCE	F	SECRETARY	COMPUTING	275,000	20-08-70
CA307	NASUUNA	HARY	F	LIBRARIAN	INFORMATION	310,000	07-11-74

Note: **EMP NO**. represents Employee Number

(a) (i) You are required to design a suitable database to manage the above information, name and the Database EMPLOYEE DATABASE. *(01 mark)*

(ii) Create a table using **Design View**, and name it EMPLOYEE TABLE. *(16 marks)*

(iii) Create a form called **Employee Entry Form** and enter the above records. *(15 marks)*

(b) (i) Create a query displaying all the fields in the above table to filter out only employees from the department of Information. Save it as INFORMATION DEPARTMENT *(05 marks)*
Print the query and its output. *(02 marks)*

(ii) Create another query displaying all the fields of employees with salary less than 300,000. Name it "salary scales employees less than 300,000." *(05 marks)*
Print the query and its output. *(02 marks)*

(iii) The academy's retirement age is 55 years. Create a query to filter out the employees whose ages are above 55 years. Name it "RETIREMENT AGE" *(05 marks)*
Print the query and its output. *(02 marks)*

(iv) Create a report using the Employee Table and group the records by department and name it "REPORT BY DEPARTMENT" *(05 marks)*

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2. Print the report and the query. *(02 marks)*

You have been contacted to design a website for Huma Local Government

Administration which includes the following:

(a) An index page with the title "HUMA" and "HUMA LOCAL GOVERNMENT ADMINISTRATION".
The page should have:

(i) Provision for inserting the administration block photograph. The building is still under construction. *(05 marks)*

(ii) Six local government departments i.e
- Administration department
- Finance department
- Human resource department
- Health department
- Education and Sports department
- Security department *(12 marks)*

(iii) The following the column table:

First Name	**Last Name**	**Department**
James	Okello	Finance
Hellen	Mukisa	Human Resource
Isa	Lutalo	Health

(18 marks)

(b) Create a link on the Education and Sports department in (a) (ii) above which will lead you to a page explaining what the department does. *(05marks)*

(c) Include the district's mission statement at the bottom of the index page. *(05 marks)*

(d) Provision should be made for originality, creativity, innovation and appropriate use of graphics. *(08 marks)*

(e) Save your work in your name and index number. *(02 marks)*

(f) Print your work. *(02 marks)*

3. Create a suitable 7-slide show presentation for your school, with the following items:

NOTE: Your slides should:

(i) Use appropriate animation schemes to view your presentation.

(ii) Use appropriate transition for your show.

(iii) Apply clips and word art where applicable

(iv) Apply appropriate Design templates and background

(v) Have a header as your name and index number.

(a) A title slide with name of your school. *(07 marks)*

(b) A text slide with the departments in the school. *(07 marks)*

(c) A text slide with the subjects taught in the school. *(07 marks)*

(d) A two column text slide with the names of teachers in the school. *(08 marks)*

(e) A text slide with co-curricular activities in the school. *(07 marks)*

(f) A tabular slide with ten (10) imaginary senior four candidates with their imaginary marks in end of term two computer studies test. *(10 marks)*

(g)

(h) A line graph for analyzing performance of the ten candidates in (f) above. *(10 marks)*

(i) Save your work as your name and index number. *(02 marks)*

(j) Print your slides. *(02 marks)*

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4. East African Community (made up of Uganda, Tanzania and Kenya- UTAKE) is gradually moving into a political, economical and social federation. The three countries are determined to form the most powerful economic giant on the African continent.

Using any available web publishing software, design a web page for the East African Community. Make sure your home page is impressive, creative and has appropriate graphics and not too slow to download.

(i) The homepage should have a short story about East Africa of about 100 words. *(22 marks)*

(ii) The homepage should have a link to each of three countries; Uganda, Tanzania and Kenya. *(15 marks)*

(iii) Each linked page, in (ii) above should have a short story about that country. *(18 marks)*

(iv) Indicate your name and index number as footer. *(02 marks)*

(v) Save your work as HEAC_surname. *(01 mark)*

(vi) Print your work including your links. *(02 marks)*

END