

Name: .....

ID. No: .....

840/2  
**Computer Studies**  
*Paper two*  
**Practical**  
2 ¼ hours  
July, 2019



## **NOVUS TERRA INSTITUTE OF COMPUTER SCIENCE AND TECHNOLOGY.**

### **CERTIFICATE IN COMPUTER APPLICATION**

**Computer Studies**

**June 2019**

**Paper Two**

**(Practical)**

**2 Hours 15 Minutes**

### **INSTRUCTIONS TO STUDENTS:**

- a) *This paper is made up of two Sections A, and B respectively.*
- b) *Section A contains **two** question. This question is **compulsory**.*
- c) *Section B contains **three** questions. Answer any **one** question from this section.*
- d) *Each candidate must have a new **blank compact disk** or a **flash disk**.*
- e) *Each candidate must produce a **hardcopy** for each of his/her work to accompany the compact discs or flash discs.*
- f) *Software help wizard **must not** be used.*

## SECTION A

1. Using a suitable word processing program, typeset the following. (04 marks)

### INTERNET

One of the greatest things about the Internet is that nobody really owns it. It is a global collection of networks, both big and small. These networks connect together in many different ways to form the single entity that we know as the **Internet**. In fact, the very name comes from this idea of interconnected networks.

Since its beginning in 1960s, the Internet has grown from four host computer systems to tens of millions. However, just because nobody owns the Internet, it doesn't mean it is not monitored and maintained in different ways. The Internet Society, a non-profit group established in 1992, oversees the formation of the policies and protocols that define how we use and interact with the Internet.

1. Type the above paragraph the way it is and save it as original in a new folder called word. (4 marks)
  2. Copy the above text from your saved file to a new document (1 marks)
- In the new document,**
3. After the last paragraph insert the total number of words in the document. (2 marks)
  4. Replace all "it" words with "they" (2 marks)
  5. After tracking changes delete the first sentence. (5 marks)
  6. By highlighting the key points summarize you document to three quarters of the original work. (4 marks)
  7. Insert your name as the footer and save the new document as final in a new folder called word. (2 mark)

2. A company deals in 6 major stationary items namely; counter books, note books, Printing paper, clip files, box files and diaries.

The table below represents the opening stock O, closing stock C, quantity sold Q.

The selling price, S and the value of sales V respectively where,  $Q=O-C$  and

$$V = S \times Q$$

	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>	<b>F</b>
1	<b>Item</b>	<b>Opening Stock (O)</b>	<b>Closing Stock(C)</b>	<b>Quantities Sold(Q)</b>	<b>Selling Price (S)</b>	<b>Value of Sales (V)</b>
2	Note Books	200	120		5500	
3	Printing Paper	400	160		10000	
4	Clip files	170	80		2000	
5	Box Files	100	0		25000	
6	Diaries	95	30		18900	
7	Counter Books	600	150		10000	
8					<b>Total Value Of Sales</b>	

- i. Create a spreadsheet of the data above, starting with the item titled cell A1 and save it as “Stationary1”
- ii. Put the appropriate formula in cell D2 to compute the amount sold. Copy it to the rest of the column.
- iii. Put the appropriate formula in cell F2 to compute V for that row and copy it to the rest of the column.
- iv. Sum up column F to find the total value of sales.
- v. Save your spreadsheet as “Stationary2”.
- vi. Use the graph function to draw a bar graph of sales for the various items. Write your name and index number below the graph.
- vii. Save the graph as “My graph”.

## SECTION B

3. You have been contacted to prepare a manually running presentation containing the following details saved as **careers 2015**. (02 marks)

Slide 1: To include slide title CAREERS DAY 2015. Add your name and index number as a sub/title. (02 marks)

Slide 2: To include a list of eight (08) compulsory subjects in your school. (02 marks)

Slide 3: To include two columns each containing a list of six (06) optional subjects offered by the school. (02 marks)

Slide 4: To include a list of career sectors like medicine, education, e.t.c. These should be 14 in two columns, seven in each column. (02 marks)

Slide 5: To include a conclusion to your work. (02 marks)

### **Instructions:**

- a). Use word art in the title section for Slide 1. (01 mark)
- b). Add speaker notes reading: *A career path leads a student to a definite job* in slide 1 (01 mark)
- c). Your work in Slide 3 and 4 should be laid out in two columns. (01 mark)
- d). Use a uniform background colour in your presentation. (01 mark)
- e). Add minimal animations in your work. (01 mark)

- f). At the bottom right hand of each slide, add text **Next** and link each slide accordingly. (01 mark)
- g). Add current date, footer and header. (01 mark)
- h). Print a copy of your work in *hand out* mode. (01 mark)
4. Using an A4 paper size, design a poster for your campaigns 2016 as the secretary for defence for your village. Save the publication as **campaign**. Your nice looking poster should include the following details: (02 marks)
- a). Margin settings: 1.5 cm top, bottom, left and right. (01 mark)
- b). Add vertical and horizontal guides. (01 mark)
- c). Add relevant details on your poster. (10 marks)
- d). Your main heading should have a word art of your choice. (02 marks)
- e). Insert clip art to represent your party symbol. (01 mark)
- f). Add footer your name and print two copies of your work. (01 mark)
5. Kanambatiko Secondary School provides the following tables. You have been employed the database manager of the school.

**Table one: Basic information**

Student	Name	Other	Class	Sex	Fees
KPS-001	Mpiima	Isaac	5A	M	160.000
KPS-002	Mudhe	Jov	3B	F	360.000
KPS-003	Rukundo	Moses	4B	M	150.000
KPS-004	Ssempala	Invas	5A	M	160.000
KPS-005	Mbabazi	Milly	5A	F	150.000
KPS-006	Mudvobol	Isma	3B	M	120.000
KPS-007	Mawalo	Michael	3B	M	500.000
KPS-008	Mutumba	Gloria	6A	F	200.000
KPS-009	Kavemba	Robert	3B	M	120.000
KPS-010	Cholve	Richard	3B	M	120.000
KPS-011	Wamanga	Moses	4B	M	200.000
KPS-012	Asiimwe	Harriet	6A	F	300.000

**Required:**

- a) Using a suitable database management system software program of your choice, create a database to hold the above data and save as 'kanambatiko'.
  - b) Design a table and save as the given table name. Use a dropdown list to cater for sex.
  - c) Insert a primary key in the correct field.
  - d) Create a form which you will use to enter the above data into a table respectively.
  - e) Create query to determine students that have paid fees between 150,000 and 160,000 and save it as 'fees'.
  - f) Create another query to return names of students whose name has letter with letter 'a' and save as 'name a'.
  - g) Create a report for all female students in descending order.
6. Open any web browser of your choice and create an email address of your name and use your phone number. Try the following:
- a. After creating an email, send messages to the following email addresses;  
[lubsterra1996@gmail.com](mailto:lubsterra1996@gmail.com) ,[sicotesp@yahoo.com](mailto:sicotesp@yahoo.com) and [raisingchildrenuganda@yahoo.com](mailto:raisingchildrenuganda@yahoo.com)
  - b. Send attachments of word documents to the above email addresses
  - c. Use the Cc and BCc knowledge and send the messages to the above addresses in the Cc format and then the Bcc format.
  - d. Then logout your email from the browser.

**\*END\***