**INSTRUCTIONS TO STUDENTS:**

*Attempt all questions*

Continuously save your work

After completing all your work, save it in a zipped folder with your name and send the zipped folder as an attachment to the following email:

 henrylwetutte@gmail.com

**Turn Over**

1. (a) Using a suitable word processing program, type the following information exactly as it is and save it as your name and class & stream. /(04 marks)

**HARDWARE COMPONENTS**

Input Hardware

One of the most important hardware components is the input hardware. It enables users to enter data and instructions into the computer memory. Without it, users may find difficulty in entering instructions and data in the computer’s memory.

Processing Hardware

The most important function of any computer is processing. Microprocessor technology has jumped to reach the current nearly unbelievable 3.6 GHz just with in the last 10 years.

Storage Hardware

The need for storing large amounts of data has arisen with the expansion of information technology in business. The drive towards convenience and portability of data has become the main issue of concern for the modern business man/woman.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **MEDIUM** | **CAPACITY** | **QTY** | **PRICE** | **AMOUNT** |
| CD-ROM | 700MB | 20 | 1,500 |  |
| Hard disk | 80GB | 3 | 100,000 |  |
| Flash disk | 2GB | 4 | 35,000 |  |
| DVD | 4GB | 12 | 5,000 |  |
| External Hard disk | 250 GB | 2 | 200,000 |  |
|  | **TOTAL** |  |  |  |

1. Copy your text to page three of your document /(01 mark)
2. Make all your text appear with **Tahoma** font style size **13**. /(01 mark)
3. Make the top most heading font size – 20, centered, bolded and double underlined with a Blight green shading / fill effect /(02 marks)
4. Shade the first and third columns of the table with Yellow and Green. /(01 mark)
5. Drop cap the first letter of each paragraph to 2 lines /(01 mark)
6. Insert a business-computer picture between paragraph two and three centered measuring 3.5 centimeters both height and width. /(02 marks)
7. Reflect the image so that the computer is to the right. /(02 marks)
8. Copy paragraph 3 and paste it on page four three times. /(01 mark)
9. Apply a two column layout on the middle paragraph. / (01 mark)
10. Include a watermark of your **Names** only to page 2 /(01 mark)
11. Calculate the Totals and Amounts in the table above./(02 marks)
12. Apply a yellow large checker board background color and save. /(01 mark)

**Turn Over**

1.(b) From the payroll of **KAMPALA COMPUTER ENTERPRISES**, for the month of February, Enter the following data as it appears in the table below in a worksheet and save as ‘**KLACOMPUTERENT**’ /*(03 marks)*

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **EMPLOYEE NAME** | **AGE** | **POSITION** | **AUG WAGES** | **SEP WAGES** | **SEP PAYE** | **SEP NSSF** | **SEP NET PAY** |
| Amuge Patrick | 30 | General Manager | 416,000 |  |  |  |  |
| Pamela Phindi | 33 | Chief Accountant | 380,000 |  |  |  |  |
| Mukalele Wycliffe | 25 | Training Manager | 400,000 |  |  |  |  |
| Recknock Catherine | 47 | Marketing Manager | 300,000 |  |  |  |  |
| Irene Ayebare | 25 | Production Manager | 250,000 |  |  |  |  |
| Assimwe Joan | 24 | Advertising Manager | 200,000 |  |  |  |  |
| Nsiita Jacquiline | 26 | Public Relations Officer | 188,500 |  |  |  |  |
| **TOTAL** |  |  |  |  |  |  |  |

1. Due to inflation, the management increased the wages of employees who earn 300,000 and below by 10% and for those who earn above 300,000 by 5% for month of September. Using an appropriate function, compute the new wage for each employee in the month of September. /(03 marks)
2. Calculate the Pay As You Earn (PAYE) tax given that its rate is 15% of the Gross wage. There after calculate the second **oldest age** in cell B9. /(02 marks)
3. NSSF is calculated at 2% of Gross wage. Calculate the NSSF savings for September per employee. /(01 mark)
4. Use a suitable formula to generate the NET PAY that will be available for each employee. /(01 mark)
5. In the TOTALS row, compute the Totals for all the columns having currencies. / (01 marks)
6. In cell C9 use the countif function to compute for how many are managers. /(02marks)
7. Add **“Shs”** symbol as a suffix to your values in the table. /(02 marks)
8. Apply a green line color “**all borders**” outline to all cells with data. /(01 mark)
9. Select the Names Column September Wages column to generate a 3-D clustered column graph with appropriate labels to be saved as **Employee Pictorial Data**. /(02 marks)
10. Fill your bars with a green horizontal brick pattern. /(01 mark)
11. Add your name and class as a right aligned footer and print your work in a landscape orientation. /(01 mark)

**Turn Over**

1. You have been approached by the Computer Club president in your school to design for them a database. Study the information below and answer the questions that follow. Create a database called **Computer Club Your First Name** and create a table called **Students Table** with the appropriate datatypes and enter the data below. /(07 marks)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **CODE** | **STUDENT NAME** | **CLASS** | **PAID AT START** | **DATE IN** | **MEMBERSHIP FEE** |
| M001 | MUGABE U. | S.4.K |  | 03-2-2007 | 2500 |
| M002 | KAMANZI C. | S.5.Scie |  | 05-2-2008 | 4500 |
| M003 | MUGANZI | S.6.Arts |  | 05-2-2009 | 10000 |
| M004 | OPIO S. | S.5.Arts |  | 06-2-2003 | 2400 |
| M005 | FURAHISHA M. | S.6.Scie |  | 06-5-2005 | 7450 |
| M006 | BAKIIRI D. | S.4.K |  | 08-6-2008 | 3500 |
| M007 | NSUBUGA J. | S.4.K |  | 07-6-2004 | 3000 |
| M008 | OJAMBO S. | S.6.Scie |  | 03-1-2007 | 4500 |
| M009 | AMANYIRE C. | S.5.Scie |  | 06-5-2008 | 4600 |
| M010 | OYITA P. | S.6.Arts |  | 09-9-2008 | 8000 |
| M011 | TWISIGIMANA D. | S.4.K |  | 07-5-2008 | 6500 |
| M012 | MANZI S. | S.5.Arts |  | 06-2-2007 | 10000 |
| M013 | GUDDI H | S.6.Scie |  | 06-5-2007 | 6500 |
| M014 | BAMUTUNGIRE P. | S.5.Arts |  | 05-1-2009 | 8500 |
| M015 | BENJAMIN T. | S.4.K |  | 04-3-2006 | 10000 |

1. Open Students table in design view and perform the following tasks
	* Change date format into medium date
	* Ensure that membership fee has a suffix “**Shs”** at the beginning
	* Store names in lower case /(03 marks)
2. Create the following queries whose members have;
3. Names containing letter **U** and born after 2004 - 2009. Name it **U Query.** /(03 marks)
4. Members from Form Six Science. Name it **S6 Science Query**. (02 marks)
5. Those members who joined the club in February and March of every year in the given data, Name it **Feb-Mar Query**. /(03 marks)
6. Using the above query, display their balances in a new field named BALANCE. Given that complete membership Fee is **10,000**. /(02 marks)
7. Create a form in design view to be used for entering new members in the table in the following years. Name it **Computer Form**. /(02 marks)
8. In the form above add date and time and a header as “**WE ARE THE** **COMPUTER & ICT CLUB 2019**” and a footer of your **NAMES**. /(02 marks)
9. Create a report from table using and Landscape. Group the report by the Class field showing the sum of the Membership fee field for each type of Class. Save the report as Name it **Computer Report**. /(04 marks)
10. Using this report, add a new field **YEARS SPENT** that will return the Actual years that members have spent in the club. Save changes and close. /(02 marks)

**Turn Over**

**3.** The **three** “Categories of Computer Software” are Operating System, Application Software and Utility Software. Use power point to present the info.

**Required to**

* Use Flow as the slide design
	1. Make slide **One** a slide master and customize it as follows /(07 marks)
* Your name and index number centered

* Date and time right aligned and Slide numbers to the right
* A 8pt blue line between the title and sub title

* A clip art image of a computer top right on top of a line.

* Titles should be font 44 Comic Sans Ms & Sub title should be font 32 Times New Roman
* Apply a preset Rainbow background color, close the master view and;

**Create a Presentation as indicated below:**

1. Slide **One** – Include the Title, your name, class and email address (if applicable). *Add a star shape with a phrase "****Your******Class"*** */(03 marks)*
2. Slide **Two** – Define the Operating System and give at least ***three*** examples. */(03 marks)*
3. Slide **Three** – Define Application Software and give ***three*** examples. /*(03 marks)*
4. Slide **Four** – Define Utility Software. Give ***three*** examples. */(03 marks)*
5. Save the Presentation as **First Name**-***Computer Software***.  */(01 mark)*

***Note*** The slides should:

* Run automatically after 00.02 seconds, box in and credits. /(02 marks)
* Use minimal graphic effect. /(01 mark)
* Link one slide to another using action buttons with your personal no inside the action button as a text. /(03 marks)
* Set your presentation with the ability to be **browsed at a kiosk /***(03 marks)*
* Print all your Slides as handouts. */(01 mark)*

**END**