UGANDA BUSINESS AND TECHNICAL EXAMINATIONS BOARD

Business and Humanities Certificate Examinations

NOV-DEC SERIES

PROGRAMME

CST, NCICT

PAPER NAME

MICROSOFT OFFICE APPLICATIONS (PRACTICAL)

PAPER CODE

CST1104/NCIT112

YEAR I, SEMESTER I

2 HOURS

TUESDAY, 10TH DECEMBER, 2019

INSTRUCTIONS TO CANDIDATES

1. *This paper consists of **two** sections **A** and **B**.*
2. *Section **A** consists of **two** compulsory questions and carries **70** marks.*
3. *Section **B** consists of **two** questions. Answer **one** question from this section.*
4. *Create a folder on a desktop in your Name and Registration Number where you will save all your work.*
5. *Transfer all the work saved in a folder to a new blank Compact Disk (CD) at the end of the examination.*
6. *Print out a hardcopy of your work.*
7. *Internet and Software Help wizards are not allowed.*
8. ***Do not** write on this question paper.*
9. ***Do not** move out of the examination room with this question paper unless you are told to do so.*

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SECTION A – (70 MARKS)

Answer all questions in this section

Question One

(a) Load Office Word program and type the text below. (06 marks)

TELEPHONE

Telephone can be described as the greatest single source of external communication in modern business. The various telephone systems are designed to meet the needs of communication. Telephone is quite a costly means of communication compared with correspondence through emails or telex services.

Its costs climb out steeply for outstation and foreign calls made over the telephone. It is therefore necessary to have a strict check on the calls made over the telephone. A telephone register should be kept at each point and different types of calls must be entered into this register. #

Required:

(b) Format the title text to bold and underlined. (02 marks)

(c) Format the body text to Arial Narrow, font color purple, and font size 13.5. (03 marks)

(d) Center align the title and justify the body text. (04 marks)

(e) Change the line spacing to 1.5pt with spaces added before and after the paragraph. (03 marks)

(f) Change the page background to have gradient fill of two colors. (03 marks)

(g) Insert an appropriate shape between the two paragraphs to depict the telephone. Text wrap the image so that it's tight with text. (04 marks)

(h) Insert a header of your programme and footer of your names and registration number. (04 marks)

(i) Save your document as your name in your folder. (02 marks)

Question Two

A head teacher at Globra Technical Institute wants to compute Net salaries for part-time staff members at the institute and she has requested you to help her do the work. She provided you with the following information;

- Each staff member is given medical allowance of UGX50,000 per month, housing allowance of UGX70,000 per month and weekend duty allowance of UGX20,000 per month.

- Each staff member is paid UGX7,500 per hour for teaching. And this is their basic pay per month of teaching.
- All staff members whose basic pay exceeds UGX700,000 in one month is taxed 5% of basic pay.
- Net pay is gross pay less the tax.
- The table below shows the number of hours taught by each staff member.

S/n	Staff member	Hours Taught in a week
1	Jonny P	23
2	Paska A	21
3	Kevin O	38
4	Walter C	35
5	David N	22
6	Scoviana R	30

Table 1: Hours in a week

Required;

(a) Load an excel application and prepare the information in a worksheet. (12 marks)

(b) Using excel formula and functions (use cell references only), compute the;

(i) Gross pay for each staff member. (05 marks)

(ii) Net pay for each staff member. (05 marks)

(iii) The total tax. State the staff members taxed. (05 marks)

(c) Insert a UGX symbol to all amounts rounded to one decimal place. (03 marks)

(d) Insert borders to your work. (02 marks)

(e) Bold all the column titles. (01 mark)

(f) Save your work as your name and registration number in your folder. (02 marks)

SECTION B – (30 MARKS)

Answer one question from this section.

Question Three

The management of Vanilla Growers Union has provided you with data to create an electronic database to make their storage and access to information easily.

(a) Create a database named "**VanillaGU**" in your folder. (04 marks)

(b) Design the table below with appropriate data types for each field. (10 marks)

Emp. No	Name	Age	Department	Gender	Salary
E001	Mbabazi E	31	Out Growers	F	450,000
E002	Epido C	28	Packaging	M	500,000
E003	Nakato S	30	Packaging	F	500,000
E004	Muyima S	26	Out Growers	M	450,000
E005	Muhindo	32	Security	M	300,000
E006	Kato W	26	Stores	M	480,000

Table 2: Employee Table

(c) Assign a primary key to appropriate field. (02 marks)

(d) Populate the table records using a form named "**Data Entry Form**". (03 marks)

(e) Generate a query to display all male employees. Name it **Male employees**. (06 marks)

(f) Generate a report using the query in 3(c). Name it "**Male Employees**". (05 marks)

Question Four

The institution is proposing to establish an internet connection. You have been tasked as an ICT personnel to give a presentation to students about the internet.

Required;

(a) Create a PowerPoint presentation with five slides. Using the guidelines below.

Slide I: Should introduce the presentation and you names. (04 marks)

Slide II: Include internet as title and define it. (04 marks)

Slide III: Should have reasons for establishing internet connection. (04 marks)

Slide IV: should have challenges students might face in the use of internet. (04 marks)

Slide V: Should have measures to address the challenges in above slide. (04 marks)

(b) Add nice slide background to your presentation of your choice. (02 marks)

(c) Add text animations and slide transitions of your choice. (02 marks)

(d) Use appropriate shapes in some of your slides. (02 marks)

(e) Insert slide numbers in all slides except slide 1. (02 marks)

(f) Save the work as your name and registration number in your folder. (02 marks)

END