

**GAYAZA HIGH SCHOOL**

**END OF YEAR EXAMINATIONS 2013**

**S3 COMPUTER STUDIES**

**P840/2**

**Paper 2**

**1 Hour, 45 Minutes**

***INSTRUCTIONS TO CANDIDATES:***

Don't write anything on this question paper. You will leave it here in the lab at the end of the exam.

This paper consists of two questions. Attempt all.

On your desktop, you are required to create a new folder with a name, "**S3EOY\_XXXXXX**" where xxxx is your full name. All work will be stored in this directory/folder.

Software help wizards must not be used.

1. a) Use a word processor of your choice to type the following invoice exactly as it is and save as, "Company Invoice.doc" (06 marks)

INVOICE			
DATE: November 9, 2013			Our Ref:
INVOICE #: 081013/02			TIN
ELITE Systems Uganda Limited Plot 661 Ntinda		To:  CHEMWA SUPPLIES  UGANDA LIMITED	Pay Bill To:  BANK OF GAYAZA  ELITE Systems Uganda Limited  Acc. No: <b>0147098016901</b>

JOB	PAY MODE
	CHQ/EFT

ITEM	QTTY	UNIT COST	TOTAL COST
1. Desktop computer	4	1,200,000	4,800,000
2. CD Rom Disk Drive	100	1,000	100,000
3. Scanner	1	300,000	300,000
4. Digital Camera	1	800,000	800,000
		Sub Total	6,000,000
		Tax 18%	0
		Total	6,000,000

**Note:** (All row heights are 0.4 inches)

- (i). **Table 1:** Columns widths are: 2", 0.5", 1.5", 0.5" and 2". (04 marks)
- (ii). **Table 2:** Columns widths are: 3" and 1.5". (02 marks)
- (iii). **Table 3:** Columns widths are: 3.5" and 1" for the other three columns. (02 marks)
- (iv). In your header insert a logo of your choice and the text ELITE Systems Uganda (04 marks)

- (v). Add the following text as your footer "If you have any questions concerning this Invoice, contact our sales department". Center align it with italic style. " (03 mark)
- (vi). Add a water mark text "Elite Systems" horizontal. (04 marks)

**b)** The information below is driven from MBURU TRADERS 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: 610000, 860000, 870000, 580000, 635000, 610000, 630000, 740000, 650000 and 555000.

**Note:** Gross pay includes basic and all allowances.

*Net pay is difference between gross and payee*

*All work is to be performed on worksheet 2.*

- (i) Enter the above information using Microsoft Excel. (03 marks)
- (ii) Copy the entered data and paste it to a new worksheet. (01 marks)
- (iii) Rename your worksheets to Original and Duplicate respectively. (02 marks)
- (iv) Lunch allowances for all employees is 21% of their basic pay. (01 marks)
- (v) Use a formula to computer Housing allowances which is 69% of lunch allowances. (03 marks)
- (vi) All employees are paid transport allowances of 45,000 (01 marks)
- (vii) Using a function, compute the employees' gross pay. (03 marks)
- (viii) PAYE is 2.5% of basic salary above 650,000 and 1.8% below 650,000. (04 marks)
- (ix) Compute the employees' net pay. (02 marks)
- (x) Add a new row to the top and merge it, insert the title MBURU TRADERS Limited and center align and bold the title. (04 marks)
- (xi) Calculate the total for Basic, Lunch, Housing and transport columns on your worksheet. (02 marks)
- (xii) Format your Netpay data to currency. – UGX and to 0 decimal places. (03 marks)
- (xiii) Format all other data to number, with the, 000 separator and to 1 decimal place. (02 marks)
- (xiv) Save your work in your name and registration number in your folder. (01 marks)

**END**