

WORD PROCESSING

Type the presentation about Computer Keyboards using any of the word processing program on the computer. (3marks)

A computer keyboard is an input device used to enter characters and functions into the computer system by pressing buttons or keys. It is the primary device used to enter text. A keyboard typically contains keys for individual letters, numbers and special characters as well as keys for specific functions. A keyboard is connected to a computer system using a cable or a wireless connection.

Most computer keyboards have a very similar layout. The individual keys for letters, numbers and special characters are collectively called the character keys. The layout of these keys is derived from the original layout of keys on a typewriter. The most widely used layout in the English language is called QWERTY named after the sequence of the first six letters from the top left.

Other sets of keys common to almost all keyboards are special keys (e.g., Enter, Delete, Insert), **modifier keys** (e.g., Control, Shift), **navigation keys** (e.g., arrows for up, down, left, right) and **lock keys** (e.g., Caps Lock, Num Lock).

Additional keys are operating system specific (such as the Windows and Apple keys).

Instructions:

- a) Copy your work to page two of your document.
- b) Add a title "Input Devices" centered at the top of the page with a yellow highlight.
- c) Change line spacing to 1.5 lines.
- d) Insert a table after paragraph three with three columns and fill in the keyboard keys categories as table headings and list the examples given for each.
- e) Apply a left indent of 1inch to paragraph two.
- f) Apply a two column style to paragraph 1 with a line between the columns.
- g) Format the second word in paragraph two to have a double strike through.
- h) Insert a picture or clip art between paragraph 1 and paragraph two and position it in line with the text.
- i) Add a watermark in your work containing a work **KEYBOARD**. It should have font size 72 with a blue transparent colour.
- j) Insert header reading Computer Hardware Devices and roman style page numbering in your footer.
- k) Drop cap the first letter in third paragraph.
- l) Make all your text justified.
- m) Insert the copyright symbol at the bottom and your name.
- n) Set your margins to 1.75inches left and top.
- o) Set the paper size to 7.5 inches by 10.5 inches and portrait.

SPREADSHEET

Below is an invoice sent to your school claiming for the payment of goods supplied, use any spreadsheet program to enter the data as it appears. Save it as your name. (03 marks)

	A	B	C	D	E	F	G	H
1	SHEEBA GENERAL MERCHANDISE							
2	Suncity Arcade, Room 5				Contact: 078000001, 070909023			
3	P.O Box 1005							
4	Kampala							
5	TIN: 1000232399							
6	CLIENT NAME:							
7	No#	Item	Quantity	Unit Cost	Total Cost	VAT	Net Price	Rank
8	1	Padlocks	20	1500				
9	2	Cement	30	3500				
10	3	Iron bars	15	1000				
11	4	Spade	3	6000				
12	5	Panga	2	7000				
13	6	Iron sheets	18	9500				
14	7	Nails	30	5000				
15	8	Harmer	5	7000				
16		TOTAL						

Further instructions

- a) Copy the invoice to sheet 2 (01 mark)
- b) Rename sheet 2 as receipt (01 mark)
- c) Use a suitable formula to calculate the following;
 - Total quantity of items purchased. (01 mark)
 - Total amount paid per item. (01 mark)
 - The VAT if its 18% of the total cost. (01 mark)
 - Determine the Net Price which is obtained after removal of VAT (01 mark)
- d) Use the name of your school for client. (01 mark)
- e) Sort the product list. (01 marks)
- f) Using a suitable formula, show the second highest unit cost. (02 marks)
- g) In column H, use function to position these products beginning with the most expensive one as position 1 and end with the less expensive one as position 8. (02 marks)
- h) Format your page to landscape, A4 page size. (02 marks)
- i) Use a Pie chart to illustrate the items purchased and their total amount. The total amount should be in percentage on a Pie chart. (03 marks)
- j) Use your name and class number as the header. (01 mark)

PRESENTATION

As an experienced student of computer studies, you have been appointed by your teacher to go and talk to the new S1's about the subject called computer Club on their first careers day in the orientation week. The topic is "**ICT Club**".

- a) Prepare a five slide presentation to deliver your content to the senior ones considering the following:
- (i) **Slide one** is a title slide and the presenter's details. (02 marks)
 - (ii) **Slide two** contains a description of ICT Club at your school. (02 marks)
 - (iii) **Slide three** should contain an organizational chart showing leadership: (03 marks)
 - President
 - Senior Vice President
 - Secretary
 - Treasurer
 - Junior Vice President
 - Junior Representative
 - Treasurer
 - Public Relations
 - Internal Coordinator
 - External Coordinator
 - (iv) **Slide four** should have key benefits of being a member of the ICT club and what is expected from new members. (02 marks)
 - (v) **Slide five** should have tabulated evidence of how students performed in ICT in 2017. i.e
D1=23, D2=14, C3=4, C5=9, C6=1, P7=0, P8=1, F9=0 (02 marks)
 - (vi) Design the sixth Slide with concluding remarks. (02 marks)
- b) Use relevant image or clip art in your slides. (02 marks)
- c) Let your slides have a push transition to your slides. (01 marks)
- d) The slides should be able to loop continuously until escape key is pressed. (02 marks)
- e) Apply appropriate background color of your choices. (02 marks)
- f) Apply animations effect to all slide titles. (02 marks)
- g) Insert the current date and your name as your footer. (01 marks)

Name:

S3 EOT2 - P840/2 EXAM SCORE SHEET

WORD PROCESSING

Skill Tested	Actual Score
Typing Text 02	
Copy / Paste 01	
Add Title 01	
Line Spacing 01	
Table 02	
Left Indent 01	
Two Column 02	
Strike Through 01	
Image / Clipart 02	
Watermark 01	
Header 01	
Dropcap 01	
Justified 01	
Copyright Symbol 01	
1.75inches 01	
Paper Size 01	
TOTAL 20	

SPREADSHEETS

Skill Tested	Actual Score
Save / Enter Data 03	
Copy / Paste 01	
Rename 01	
Total Items 01	
Total Costs 01	
VAT 18% 01	
Net Price 01	
Client Name 01	
Sort 01	
2 nd Highest cost 01	
Rank 02	
Landscape, A4 02	
Pie-Chart 03	
Header 01	
TOTAL 20	

PRESENTATIONS

Skill Tested	Actual Score
Save File 01	
Slide1 / Title 02	
Slide2 / Definition 01	
Slide 3 / SmartArt 03	
Slide4 / Benefits 02	
Slide5 / Table 02	
Conclusion 01	
Image / Art 02	
Push Transitions 01	
Loop Till Escape 01	
Theme / Bkgnd 01	
Animate Text 02	
Current Date Footer 01	
TOTAL 20	