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PRACTICAL EXAMINATION

GROUP 2

Two and a half hours

For your guidance, the approximate mark for each part of a question is indicated in brackets.

You are reminded of the necessity for good English and orderly presentation in your answers.

In calculations, you are advised to show all the steps in your working, giving your answer at each stage.

All written answers should be provided in the spaces provided in this question booklet.

Calculators are NOT allowed.

Turn Over

Do all the tasks (Task I - Task III) specified in this Question Paper

Task I (20 marks)

Enter the information below using a suitable spreadsheet package

(5 marks)

	A	В	С	D	E	F
1	Kumba-Commercial Avenue December 2013 sales					
2	Item	Quantity Sold	Unit Price	Sales excluding tax	Tax amount @ 19.5%	Sales including Tax
3	Washing soap	470	300			
4	Bed sheet	17	9500			
5	Toilet tissue	35	250			
6	Towel	14	5000			
7	Bread	2015	125			
8	Yoghurt	1120	350			
9	Fruit juice	755	900		3 4 1 3	
10	Chocolate	815	125			
11	Biscuit	90	100			711111
12	Total					

2. Merge an	nd centre content in the cell range A1:F1	(2 marks)
3. What is t	the name of the spreadsheet package you used?	(1 mark

4. Insert the following formulas in corresponding cells in the worksheet:

A formula to compute the Sales excluding tax for Washing Soap. Write the formula in the space provided below. (2 marks)

[N.B. Sales excluding tax is quantity sold multiplied by the unit price]

(b) A formula to compute the Tax amount for Washing Soap. Write the formula in the space provided below. (2 marks)

[N.B. Tax amount is 19.5 % of Sales excluding tax]

..... (c) A formula to compute total Sales including tax for washing soap. (2 marks) [N.B. Sale including tax is sum of Sales excluding tax and tax amount]

5. Copy the formulas you inserted in (4) to the corresponding cells, up to Row 11

(3 marks)

- Write a formula in cell D12 to calculate the total sales excluding tax. Then copy this formula to compute 6. the other totals in Columns E and F. (3 marks)
- 7. Save your work as Task 1
- 8. Print Task1.

Task II (20 marks)

1. Type the text below using a word processor. Save your work as **Task 2**.

(10 marks)

REFLECTIONS

Journal Entry

Sequence of Events:

I couldn't believe it, how could you be so..., the words were on the tip of my tongue. I had spent close to an hour before class, trying to print the test for a Form Three class. I didn't have enough paper and decided that I could print two copies on one sheet, since it could fit, it would also take a shorter time to print and save on paper. I was a bit late in starting the test, I had a couple more sheets to print so I invited the students to take their seats. As they complied with my instructions I turned to the student closest to me and asked him to tear the sheets for me. Could you imagine my surprise, when he actually tore it in half right down the middle. I was totally aghast. I absolutely, couldn't believe it. How could you do such a thing and he had the audacity to turn and tell me 'but, Miss you didn't tell me how to tear it'. The class started to laugh at the student, and began calling him all sought of names.

It took all my mental powers, not to tell this student how stupid I believed he was. I started to laugh and had to postpone the exam. All the teachings from the psychology class about how you shouldn't call a child stupid and all the other words that I wanted to say flashed through my mind. Besides, he was getting enough 'heckle' from his classmates. After a few minutes, and realizing that things were getting out of hand, I spoke seriously to the class about their behaviour. I told them that it was an honest mistake and that it was my fault that I should have given instructions. I spoke to them about the importance of listening to instructions. I have since realized that students are constantly dependent on instructions and you shouldn't assume that they know what is expected of them.

[Culled from log on to IT]

2.	Set the top and bottom margins to 2.5 centimetres and the left and right margins to	
	1.5 centimetres.	(2 marks)
3.	Set all the text to font "Times New Roman".	(1 mark)
4.	Set the text to 1.15 line spacing.	(1 mark)
5.	Make the text left aligned.	(1 mark)
6.	Set the font size of the text to 13 points.	(1 mark)
7.	Right-align the heading.	(1 mark)
8.	Set the font size of the heading to 22 points.	(1 mark)
9.	Insert the graphic provided just below the line that reads "Journal Entry"	(2 marks)
10	Print your work	

Turn over

Task III (10 marks)

 Use a database management system of your choice to design a database table called Task 3 with the structure below: (5 marks)

Field name	Data type	Field size
Bride's name	Text	50
Groom's name	Text	45
Marriage Type	Text	15
Village of origin	Text	10
Expenditure	Currency	

2. Enter the following data in the table.

(5 marks)

,	Tleamo	Polygamy	Bonakanda	1500000
Mwambo	Ikome		Munchu	100000
Kahbit	Bulla	Polygamy		500000
Fatima	Oumarou	Monogamy	Yagoua	300000
Ngono	Abega	Monogamy	Obili	
Wandia	Kamga	Polygamy	Bayangam	200000

Make a screen capture of your table with the data. Launch your word processor and paste the table in it.

Save as Task 4.

Print Task 4