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## Practical

### Word processor

- 1 Type the text below using an appropriate word processing program

Nkondo primary school organized a sport day, all the pupils were divided into house and each house had a house leader elected by pupils of that house. The houses were Nile, Victoria, Kyoga and Albert. Victoria had its leader Catherine. All teachers liked Catherine because she was hardworking and well behaved.

Catherine was at first doing well, as she was practicing with her house members daily. Time came when she was doing the opposite. She became proud of herself in front of other pupils. Whenever she was given some items like glucose and sugarcane to be given out during practice, Catherine kept them to go and share with her friends in the dormitory. Her behavior did not please the members of the house. They decided to report the matter to the housemasters.

- (a) Change the format of the first paragraph to italics (02 marks)
  - (b) Insert a name of your school as water mark (02marks)
  - (c) Change the font size of the whole document other than the heading to 13 (01mark)
  - (d) Add a suitable title to the text and format it with the Title style. (02marks)
  - (e) Justify the whole text. (02marks)
  - (f) Insert borders on the last paragraph.
  - (g) Add a footnote on the word assembled (which is underlined) with another word of similar meaning.
  - (h) Copy all the content of the document to a fresh page. (01mark)
  - (i) Insert any page number apart from the Arabic numerals (1, 2, 3 ..... ) on the top of the pages (02marks)
  - (j) Insert a footer of your name and personal number (01mark)
  - (k) Save document under your name and personal number and print your work. (01mark)
2. (a) Type the text below using an appropriate word processing program (02 marks)

Way primary school is a day school in the middle of Seseme village. In this school, lunch is given to those pupils whose parents have paid lunch.

One day, four boys and three girls studying in this school started their journey home, it was after the afternoon classes. None of their parents had paid the lunch money. These children were hungry and weak. On their way, they saw a mango tree with some ripe fruits on it.

“I am hungry; why don’t we visit that mango tree for fruits?” Bruno, one of the boys asked. “Yaah”, his friend Robert shouted excitedly. The rest including the girls supported the idea.

All the seven of them approached the tree. They saw the ripe fruits. They started to throw some stones at them. One of the girls, Kawudha, said, “I see a bee-hive on that big branch” “we shall not climb but just throw stones. Makes sure you don’t disturb the bees,” Robert said.

- (b) Set the margins as Top 1”, Bottom 1”, Left 1” and Right 1” (02marks)
- (c) Format the text to font size 12 and apply double line spacing. (02 marks)
- (d) Apply a Drop Cap on the first paragraph. (02marks)
- (e) Highlight the second paragraph with yellow color. (01mark)
- (f) Split the third paragraph into two columns. (02marks)
- (g) Insert appropriate heading for the text. (02marks)
- (h) Draw a 4 ½ point colored line below the heading (02marks)
- (i) Insert a Watermark of your name (02marks)
- (j) Insert a picture of mango below behind the text of last paragraph (02marks)
- (k) Save and print your work (01mark)



3. Type the text below using an appropriate word processing program. (02marks)

Last week, primary seven of Molo Boarding Primary School went for an educational tour. They visited Mrs. Byakiko’s farm at Kolonyi. This followed their lesson on domestic animals by Mr. Amu.

The pupils started preparing for the journey as soon as the lesson ended. Some children washed and ironed their uniforms; other wrote down question they would ask the farm manger.

The following Friday, they woke very early, to prepare. They bathed, dressed and had breakfast, immediately the school bus reached the packing yard, they just boarded. On their way, they saw many important places. Their social studies teacher showed them Mabira forest and Kakira factory. Other places were the Coca-cola industry and Kile Tea Estate. He told them how important these places were to the country.

At the farm, they were welcomed by Mrs. Byakika herself. They were all surprised to see the old woman managing the farm very well. She had only four workers. The farm was divided into two units. At each unit, she explained the activities that were taking place there. Some pupils asked questions which she answered very well. She encouraged the pupils to start rearing cattle and birds in their homes. Many pupils left the farm promising to start their own farm when they grow up. Educational tours are inspiring.

- (a) Type the passage and save it as your name and personal number. (02marks)
- (b) Cut the last sentence of the text and paste it as a centered heading. (02marks)
- (c) Double underline the heading. (01mark)
- (d) Arrange your work in three columns except the heading. (03marks)
- (e) Insert at the beginning of the first column the image **school bus** below and apply a tight text wrapping. (02 marks)
- (f) Resize the picture to 1.12" height and 2.0" width. (02marks)
- (g) Apply double line space and *justify alignment* to your work. (02mark)
- (h) Insert a suitable work of your choice as a *Watermark*. (02marks)
- (i) Apply a 6pt page border of any color around your work. (01marks)
- (j) Insert your name, personal number and an automatic date as footer. (02marks)
- (k) Save and print your work. (01mark)



4. (a) Using a suitable word processor, create the following table of information belonging to Madiba Enterprises Limited. Save it as your name and personal number.

Name	Age	Sex	Salary (Shs)
Munyagwa	28	M	450,000
Bbaale	30	M	550,000
Bena	25	F	950,000
Namusisi	26	F	380,000
Cosy	27	M	400,000
Daniella	32	F	600,000
Akella	34	F	500,000
Faluk	38	M	760,000
Kiwa	37	M	850,000
Manafwa	25	F	865,000

- (b) Make a copy of the table onto the next page. (01marks)
- (c) Sort the record in the table in descending order of **Salary**. (01mark)
- (d) Italicize the column heading and change them to font size 15. (02mark)
- (e) (i) add a row at the bottom of the table  
(ii) Use in-built formulae to find the average age and total salary. (02marks)
- (f) (i) Insert a column to the right of the table and merge the cells  
(ii) Type the text “salary is paid on 28<sup>th</sup> day of every month without fail” and align it vertically in the center. (03marks)
- (g) Insert a row at the top of the table and insert a suitable heading. (02marks)
- (h) Align your table in the centre of the table. (01 marks)
- (i) Insert a header containing your name and personal number in **capital** letters. (02marks)
- (j) Save and print your work. (01 mark)

## Desktop Publisher

1. Use a Desktop Publisher to design a four-page THANK YOU CARD for your best teacher with the following guidelines
  - (a) Select a blank  $\frac{1}{2}$  A4-Top Fold page size(02marks)
  - (b) **PAGE1:** Use Ward Art features to design the individual characters of the word THANK YOU. (04marks)
    - (i) include relevant *Clip ART* or other images.
    - (ii) Lay out al the content appropriately to form an attractive face page.
  - (c) **PAGE 2:** Use appropriate formatting features to add a two-line text thanking your teacher. The text should be inverted. (03marks)
  - (d) **PAGE 3:** Type a more detailed massage of appreciation to your teacher and format the page appropriately. Include your teacher’s name and sigh off with your name and subject combination. (04marks)
  - (e) Page 4: At the bottom of the page in thin font, type the details of the company which will print the card. (03marks)
  - (f) Insert a header of your name and personal number on page1 and page 4 of the card. (02marks)
  - (g) Save and make a print out of your card. (02marks)
2. Use Desktop publishing software to prepare a brochure for JK Computer Centre with the following details:

Company Name	JK Computer Center
Motto	computer skills for better standards
Location	Seventh Street, Jinja Road
Address	P. O. Box 23, Kampala
Telephone Contacts	0773 458098, 0712 070797, 0707587473
E-mail	<a href="mailto:jkcomputercenter@gmail.com">jkcomputercenter@gmail.com</a>
Website	<a href="http://www.jkcomputer">http://www.jkcomputer</a>

**Introduction:** JK Computer Center is a home of computer services and accessories. We have customer centered service provider. Please come and enjoy our excellent services.

**Service offered:** internet service, printing, photocopying, scanning, binding, mobile money, computer and phone repair, computer and phone accessories, airtime selling. Telecommunication services, Report writing, Typing and computer lessons.

- (a) Divide each page into three panels (03marks)
  - (b) Enter the given detail in suitable panels (08marks)
  - (c) Use appropriate images, fonts and background in the brochure (06marks)
  - (d) Add your names and personal number as footer. (01mark)
  - (e) Save your brochure as your name and personal number. (01marks)
  - (f) Print your work. (01marks)
3. (a) Using a publishing software, design a certificate of merit to be awarded to participants in a debating competition. The motion of the debate is **The Teaching of ICT has brought more positive effects than negative effects**. Save your work as your name and personal number. (02marks)
- (b) Set the dimensions of the certificate to width 11inches and height 8.5 inches. (02marks)
  - (c) Provide an appropriate title and apply *WordArt* in the title. (03marks)
  - (d) (i) Use relevant content of a certificate and also include the motion of the debate. (05 marks)
    - (ii) Include your name as the recipient of the certificate. (01marks)
  - (e) Insert any picture as a logo. (02marks)
  - (f) Use a suitable background for your certificate. (02marks)
  - (g) Apply a border to enclose your certificate. (02marks)
  - (h) Save and print your certificate as your name. (01marks)
4. As an ICT student, you are required to use suitable publication software and design a four cover for the magazine called *Agriculture for better* as follows:
- (a) Use appropriate layout, paper balance, font variation and relevant pictures. Save it as your name and personal numbers. (10 marks)
  - (b) Insert a clip to represent the writer at the bottom of the cover. (02 marks)

(c) Use your name as the author of the magazine. (01 marks)

(d) Insert automatic current date to appear as the date of publication. (02marks)

(e) Apply suitable background for the cover. (03 marks)

(f) Insert your name and personal number as a header

(g) Save and print your work. (01 mark)

5. Nalongo Secondary School is preparing to host old student for annual feast on 17<sup>th</sup> December 2016 at the school. You as the Genera Secretary of the Old Students' Association, you are required to design an **Individual card** for the Old students.

(a) Use suitable Publishing software to design the card and include the following signatories at the bottom: (10marks)

(i) Head teacher

(ii) Chairperson

(iii) General Secretary (type your name)

(b) Include on the card any picture as appropriate logo (03marks)

(c) Insert attractive border art on the card (02marks)

(d) Produce 3 copies of the card which can fit on the same page. (02 marks)

(e) Save your work as your name and personal number. (02marks)

(f) Print your work. (01 mark)

## Database

1. The table below shows part of the database of employees of Bright Bottling company in Uganda

EMP No.	Name	Sex	Department	D.O.B	SALARY
P001	Musubika E	F	Human resource	2/23/1975	800,000
P002	Baali M	M	Accounts	3/17/1979	600,000
P003	Mulumba R	M	Computer	12/30/1987	550,000
P004	Kafero J	M	Accounts	5/18/1973	450,000
P005	Mukeera S	F	Computer	11/24/1995	650,000
P006	Nalubwama A	F	Human resource	8/17/1990	650,000
P007	Namuwona S	F	Computer	3/22/1989	700,000

- Using a suitable database software, create a database and save it as your name and personal number (01 marks)
- Design a table named employee table with appropriate data type in design view, using the given information. (03marks)
- Enter the data given in the table (03marks)
- Create a query with all fields to filter female employees in computer department and save it as computer dep. (02marks)
- Create another query to calculate the ACTUAL SALARY if all employees are registered with NSSF and 15% is deducted. Save it as **Actual Salary**. (03marks)
- Create a report from Actual Salary query with all the fields and save it as **Query Report**. (02marks)
- Create a form with a light background colour to show the fields EMPNO, NAME, DEPARTMENT and SALARY. Save it as Salary Form. (03marks)
- Insert your name and personal number as footer in **Salary form**. (01marks)
- Save and print all your work



2. The table below gives information about some students in XY Secondary School

Reg. No.	Names	Class	Age	Sex	House
001	Gadibe G	S5	18	M	Nasser
002	Nabakiibi J	S1	13	F	Kenyatta
003	Bbale B	S2	15	M	Mandela
004	Dungu W	S3	16	M	Lubega
005	Agwanga F	S1	14	F	Mwanga
006	Opeta T	S3	16	M	Mandela
007	Kapere R	S5	19	M	Mwanga
008	Cossy K	S5	20	M	Kenyatta
009	Mpuuta V	S3	18	M	Kenyatta
010	Nampa T	S1	12	F	Lubega

- Create a database and save it as your name (01mark)
- Design a table with appropriate data types and enter the given data. Name it as **Registration Table**. (07mark)
- Design a query to extract all male students above 18 years of age and name it **Mature**. (03marks)
- Create a form which will display record in the table. Name it **Registration form**. (04marks)
- Create a report to display students' details with the names arranged in alphabetic order. Name it **Registration Report**. (03 marks)
- Print all your work. (02marks)

3. A medical center wishes to computerize all its patients' records

- Create a database for the center and save it as your name and personal number. (01 mark)
- In Design View, create a Table with the following properties and save it as **Patient Bio Table**

Field name	Properties
Patient Name	Text (20)
Sex	Text (1)
Residence	Text (25)
Patient Code	Text (4)
Date of Visit	Date/time(short date)
Diagnosis	Text (25)

(c) Create a form for **Patient BIO Table** and enter the records below, save as **Patient Bio Form**. (03marks)

Patient name	Sex	Residence	Patient Code	Date of Visit	Diagnosis
Adriko Sam	M	Kasese	ADS009	3/4/2006	Malaria
Akech Sally	F	Bulamu	ADS010	13/01/2006	Septic wound
DdumbaZAm	F	Rubaga	ADS011	21/11/2005	Infection in chest
Taemwa Steve	M	Kasawo	ADS012	3/10/2005	Malaria
Sango Dan	M	Bulenga	ADS013	13/03/2006	Inflamed joints

(d) In *Design View*, create another table with the following properties and save it as **Patient Billing Table**

Field name	Properties
Patient code	Text (4), Primary Key
Prescription	Memo
Consult_fee	Number
Treat_fee	Number
Medical*	Number

\*Medical is calculated field which is Consult\_fee + Treat\_fee

(e) Populate the Patient Billing Table with the following data. (03marks)

Patient code	Prescription	Consult_fee	Treat_fee	Medical bill
ADS009	Dualcortem	15,000	25,000	
ADS010	Tetanus vaccine, daily dressing	15,000	20,000	
ADS011	Ciproflaxin tabs, PPF injection	15,000	15,000	
ADS012	Chloroquine injection	15,000	30,000	
ADS013	Referred to sickle Cell clinic-Mulago	15,000	5,000	

(f) Create a one – to – one relationship between the **Patient Bio Table** and the **Patient Billing Table**. (01 mark)

(g) Create query which extracts from Patient Bio Table only those patients who were not diagnosed with Malaria. Save it as **Ant-malaria**. (02 marks)

(h) (i) Create a report showing Name, residence, prescription and medical Bill. Save it as **Clinic Report**. (01mark)

(ii) Include a report footer of your name and personal number. (01mark)

(i) Print your work. (01mark)

4. ARIS Bookshop keeps records of books on sale in their shop as shown in the Book table.

**Book Table**

BookNo	BookTitle	AuthorID	Publisher	Year	Quantity	Each Cost (Shs)
ARIS-005	Physical Geography in Diagram or Africa	595	Longman	1999	20	35,000
ARIS-006	Advanced Level Statistics	594	Nelson Thomas Ltd	2002	15	64500
ARIS-007	Pure Mathematics 1	593	Longman	1984	3	50,000
ARIS-008	Pure Mathematics 2	593	Longman	1984	60	50,000
ARIS-009	Introduction to ICT	592		2007	10	30,000

**Author Table**

AuthorID	Author Name
592	Katongole
593	J.K Backhouse
594	J.Crawshaw
595	R.B Bunnet

Required:

- i. Using any available database management system applications, design a database called ARIS using book and author tables. **(01 mark)**
- ii. Create author and Book tables with appropriate names, data types and primary keys. **(10 marks)**
- iii. Create the relationship between book and author tables. **(02 marks)**
- iv. Create forms for author and book tables and named them author and book respectively.
- v. Enter all the records using author and book forms respectively. **(09 marks)**
- vi. Use query to calculate the total cost of each types of books available in the bookshop. Save it with file name **querytotal**. **(02 marks)**
- vii. Create a query that can filter BookNo, AuthorName, each cost and Total cost, save the file as **summary** **(02 marks)**
- viii. Create a query that can filter books that are not published by Longman save it as **notlongman** **(02 marks)**
- ix. Create a report for notlongman query and print it. Give the file name notlongman **(02 marks)**

5. The Director of studies (DOS) of a school wishes to improve efficiency in his office by designing a database for students.

(a) Use Database Management software to design the student database and save it as your name and personal number. (01 mark)

(b) Create the table below and save it as Student Data Table. (05marks)

Reg. No.	Name	Sex	Date-birth	Class	Co-curricular
RGS003	Nambi Tina	F	1/23/1996	6A	CHAPEL
RGS006	Guma Fred	M	9/11/1995	6B	SPORTS
RGS009	Okell Dan	M	4/22/1996	6A	MMD
RGS010	Busingye Bob	M	7/10/1996	6C	NONE
RGS011	Sonia Patel	F	12/1/1995	6A	SPORTS
RGS014	Achol Faith	F	1/13/1996	6B	CHAPEL
RGS017	Said Ali	M	2/11/1997	6C	MMD

(c) Create another table with the data below and save it as Student Clearance Table (04marks)

Reg. No.	Lib-Status	Fees-Bal	Oth-Debts	TOT-Bal
RGS003	CLEARED	0	12,000	
RGS006	CLEARED	140,000	0	
RGS009	CLEARED	52,000	10,000	
RGS010	CLEARED	0	21,000	
RGS011	DEFAULTER	100,000	0	
RGS014	DEFAULTER	22,000	0	
RGS017	DEFAULTER	0	0	

(d) Create **one-to-one** relationship between the two table (01mark)

(e) Create a form for **Student Data Table**, include a form header "Students' Entry form". Save it as **Student Data form**. (02marks)

(f) Create a report showing **Name, class, Lib-status and Fees-Bal**. Save it as **Clearance Report**.

(i) Group your records by class

(ii) Arrange records in ascending order of Names

- (iii) Include a report footer of your name and personal number. (04marks)
- (g) Create a query for **Student Clearance Table** and in it, calculate the **TOT-Bal** which is the sum of **Fees-Bal** and **Oth-Debts**. Save it as total Debts Query. (02 marks)
- (h) Print all your work. (01 mark)

## Spreadsheet

1. The following is an end of term marksheet in % for S4 students of term 1 of Balumya secondary school

Name	Percentage mark					
	English	Mathematics	Hist	Geography	Chemistry	Physics
Ali	58	63	40	36	56	30
David	40	16	47	43	54	17
Sarah	60	52	45	70	69	44
Abdul	25	43	67	34	55	23
Mary	80	50	56	47	44	49
Julius	78	33	44	57	64	30
Pius	75	72	34	51	68	54
Moses	72	56	50	48	70	41

- (a) Enter the above information into an appropriate worksheet. (02 marks)
- (b) Create the columns: TOTAL, AVERAGE, POSITION and COMMENT.
- (c) Use appropriate formulas to determine for each student the:
- TOTAL mark (02marks)
  - AVERAGE mark (02marks)
  - POSITION (03 marks)
  - COMMENT promoted for position 5 or below and Repeat otherwise.
- (d) Insert a column chart showing students total mark. Include chart and axes titles (04marks)
- (e) Insert a header of your name and personal number (01 mark)
- (f) Save and print your work
2. The following students sat for their term two examinations in Mathematics (mat) Computer studies (comp) and Commerce (com) and obtained the following marks.
- John scored 40 in mat, 20 in comp and 50 in com. Mary scored 90 in mat, 60 in comp and 30 in com. Tania scored 70 in mat, 65 in comp and 90 in com. Samuel scored 55 in mat, 40 in comp and 80 in com. Paul scored 50 in mat, 20 in comp and 35 in com. Albert scored 50 in mat, 60 in comp and 50 in com. Cissy scored 60 in mat, 70 in comp and 50 in com. Mersey scored 20 in mat, 90 in comp and 77 in com. Muzamil scored 80 in mat, 69 in comp and 50 in com. While Timothy scored 30 in mat, 60 in comp and 57 in com.
- (a) Enter the given data in a spreadsheet using appropriate column headings and table title. Save your work as your name and personal number. (06marks)
- (b) Use a formula in column E to compute the average score for each student and name it AVERAGE MARK. (02 marks)
- (c) Sort the data in descending order based on column E (01mark)
- (d) Incline the column headings to an angle  $45^\circ$  (02marks)
- (e) (i) Create a column graph for students' marks in the three subjects. Label your graph appropriately.  
(ii) Move the graph to a new sheet and rename it as students' Marks (04marks)
- (f) Use an appropriate formula in column F to grade the students with the criteria below  
EXCELLENT for all students with an average mark of 70 and above

PASS for those with an average mark of 50 and above, but less than 70 and FAIL for all students with an average mark below 50. (03marks)

(g) Apply all border on the data. (01marks)

(h) Save and print all your work. (01mark)

3. The statistics below shows the rainfall in millimeters (mm) received in Kisoro district in 2012:

January 63	February 81	March 117	April 186	May 156	June 15
July 12	August 36	September 147	October 144	November 153	December 60

(a) Use any spreadsheet application to enter the data above

Save it as your name and personal number (06 marks)

(b) Insert a suitable heading for the data. (02 marks)

(c) Use appropriate formulae to compute the rainfall received every month in:

(i) 2013, if there was an increase of 5% from the previous year 2012. (02marks)

(ii) 2014, if there was a decrease of 10% from that of 2013. (02marks)

(d) (i) Create a 3-D column chart showing month and actual rainfall received in the 3 years.

(03marks)

(ii) Insert a suitable title for the graph and label the axes. (02marks)

(e) Insert your name as header and personal number as the footer. (02marks)

(f) Save and print. (01mark)

## PowerPoint

1. Create three slides of PowerPoint presentations about your school
  - (a) Use a Master Slide to make all the following settings: (05 marks)
    - (i) All the titles in the presentation should be in one color apart from black.
    - (ii) Use the name of the school as *Watermark*.
    - (iii) Insert a thick line
    - (iv) Type your name in the footer with font 26
    - (v) Type school in the header with font 14
  - (b) Slide I
    - (i) Type the words Welcome to Our school (Use the school Name) using Word ART (02mark)
    - (ii) Type the school motto below (01mark)
  - (c) Slide II  
Type three qualities of your school (03marks)
  - (d) Slide III  
Indicate the names of the school director, head teacher and your best teacher (03marks)
  - (e) Using the word "education" link slide 2 to slide 3(02marks)
  - (f) Insert an updating date on all slides (02mark)
  - (g) Insert page number on each slide
  - (h) Save and print all the slides on one sheet (02marks)
2. Use presentation software to design a five-slide presentation on Safe Water Management.
  - (a) The slides should include:
    - (i) Slide I title and introduction (02marks)
    - (ii) Slide II sources of water (02marks)
    - (iii) Slide III Ways of making water safe for drinking (02marks)
    - (iv) Slide IV Water-borne diseases (02marks)
    - (v) Slide V Conclusion
  - (b) Insert appropriate pictures to your slide from Internet. (03marks)
  - (c) Set the date to update automatically. (01mark)
  - (d) Set a transition of 10 seconds for all slides (02marks)
  - (e) Insert your name and slide number as a footer (01marks)
  - (f) Save the presentation as your name and personal numbers. (01mark)
  - (g) Print your slides as a handout on one page (02 marks)
3. (a) Prepare a four –slide presentation about a hotel business as follows:
  - (i) Slide One Hotel name in *WordArt* format, the hotel address and an image (04marks)
  - (ii) Slide two Use bullets to outline the services offered (02marks)
  - (iii) Slide three Use a table to show the hotel menu for Breakfast and Lunch. (05marks)
  - (iv) Slide four Use images or text to represent various drinks and stars or banners to display prices of drinks
  - (b) Add your name and personal number as a header to all slides. (02 marks)
  - (c) Save your work as your name and personal number. (01 mark)
  - (d) Print all the sides on one page. (02marks)
4. In this era of information Technology, youth are vulnerable to many challenges in their life. Assuming you are appointed health prefect of your school and you are required to make awareness about abstinence:



- (a) Use a suitable presentation software to design a five-slide presentation about abstinence and include the following information.
- Slide 1: the topic, your name and current automatic date. (03marks)
- Slide 2: Introduction and definition of abstinence (02marks)
- Slide 3: Advantages of abstinence among the youth (03marks)
- Slide 4: Youth affected by early sex in 2009- 20%, 2010 – 30%, 2011 – 27%, 2012 -33%.  
Represent the data in tabular form. (03 marks)
- Slide 5: Use a column chart to represent the data in slide four. (03 marks)
- (b) Insert relevant graphics in your presentation. (02 marks)
- (c) Apply suitable animation to your presentation. (01 mark)
- (d) Insert a footer as your name and personal number. (01 mark)
- (e) Save your presentation as your name and personal number (01 mark)
- (f) Print your presentation as a handout on one page. (01 mark)
5. As a peer educator, you have been told to prepare for workshop where you will address the youth about a topic “Adolescence”. Use appropriate pictures from internet.
- (a) Prepare a presentation with six sides about adolescence as follows:
- Slide one: introduction of the topic (02marks)
- Slide two: characteristics of male adolescence (02marks)
- Slide three: characteristics of female adolescent (02 marks)
- Slide four: effects of uncontrolled adolescence (02marks)
- Slide five: Advice to adolescence (02marks)
- Slide six: Telephone contact is +256-56418545, website address is [www.youthclub.org](http://www.youthclub.org) and e-mail is *info@youthclub.org*.
- (b) Insert appropriate picture each to any four slides. (04 marks)
- (c) The presentation should run automatically without stopping. (01 mark)
- (d) Insert your name and automatic date as footer. (02marks)
- (e) Save your presentation as your name and personal number. (01 mark)
- (f) Print all your sides on one page. (01mark)
6. E-Commerce is a financial business transaction that occurs over an electronic network such as the Internet.
- (a) You are required to design a four-slide presentation on E-Commerce. Save it as your name and personal number. (01mark)
- Slide I Introduction of the topic (03 marks)
- Slide II Service offered by e-commerce (03marks)
- Slide III Advantages of e-commerce and some of this information may included (03marks)
- Shopping can take place any time
  - Customers can exchange goods
  - Variety of commodities to order for
  - A business does not pay for premises.
- Slide IV Disadvantages of e-commerce. Consider the following: (03 marks)
- Less social interaction between the buyer and the seller
  - It is possible to deal with a fake company and your money may go in wrong hands

- Many people do not trust electronic methods of payment used by e-commerce.
- (b) Use suitable animation and transition effects. (02 marks)
- (c) Apply relevant Clip Art on all slides. (02marks)
- (d) Include your name and personal number as header on each slide. (02 marks)
- (e) Save and print your work. (01 marks)

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**Thanks**

**Dr. Bbosa Science**