



*Dr. Bhasa Science*


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## A-level ICT

### SENIOR Five term 3

### TOPIC 1/2: Electronic Word Processing

**Competency:** The learner creates professional Word documents for effective communication.

**Word processing software** is a type of application program used to create, edit, format, and print text documents. It is one of the most widely used productivity tools in ICT.

#### Key Features of Word Processing Software

- **Text creation & editing** – allows typing, deleting, and modifying text.
- **Formatting tools** – change font style, size, color, and alignment.
- **Spell check & grammar check** – automatically detects errors.
- **Insert objects** – add tables, images, charts, and hyperlinks.
- **Page layout options** – adjust margins, spacing, and orientation.
- **Templates** – ready-made designs for letters, resumes, reports.
- **Collaboration tools** – multiple users can edit documents online.

#### Examples of Word Processing Software

Microsoft word, Google Docs, LibreOffice Writer, Apple Pages, WPS Office Writer

#### Uses of Word Processing Software

- **Education** – writing assignments, reports, and research papers.
- **Business** – preparing letters, proposals, and documentation.
- **Personal use** – resumes, invitations, journals.
- **Publishing** – creating newsletters, brochures, and books.

**Tasks: Please perform the following numbers for practice**

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)

Waya 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. One their way, they saw many important place. 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 pupil asked question 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 is 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)

5. (a) You have been approached by a business man to help him typeset a credit note to be sent to various clients as indicated below.
- i. Use any available word processing software and save your work as a credit note\_001.

(06 marks)

<b>KATO &amp; KIFAMPA LTD</b>	
P.O.BOX 01 HOIMA (U)	<b>CREDIT NOTE</b>
HOIMA	
Credit Note No<<>>	<<Date>>
<<Name of Business>>	
<<Address 1>>	
Dear Sir/Madam,	
<b><u>RE: CORRECTION OF INVOICE VALUES</u></b>	
Refer to invoice no.<<>>, due to changes in VAT rates and other discounts, the credit note values and adjusted totals amount to shs<<>> .	
Please ensure you pay the adjusted invoice values in full by the invoice due date	
10 <sup>th</sup> August, 2015.	
Yours faithfully	
Kato Mark	
Sales service	
E & O E	

- ii. The businessman has also provided you with the following details. Generate it in a different document and save as 'credit\_source' Using mail merge facility, Merge the fields marked <<>> such that each member has a complete document for printing.

**(06 marks)**

Credit Note no.	Date	Name of Business	Address 1	Invoice No.	Amount
123	12/07/2015	Jack suppliers LTD	P.O. Box 01 Hoima	0332510	Shs.348,880
456	12/07/2015	Mwebaza & distillers LTD	P.O. Box 02 Hoima	045210	Shs.452,000
878	12/07/2015	BB & CC LTD	P.O. Box 03 Hoima	055210	Shs.84,000

- iii. Add footer your name and header your personal number. **(01mark)**
- iv. Add page number in the format of page 1 of 3. It should be automatic. **(02 marks)**
- v. Insert today's date and allow a provision for automatic updating. **(01 marks)**
- vi. Insert an embedded object below yours faithfully to work as your signature mark  
**(03 marks)**
- vii. Complete merge and print out the three letters of your document. **(01 mark)**

**Thank You**

**Dr. Bbosa Science**