SET A

EXAMINATIONS COUNCIL OF ZAMBIA

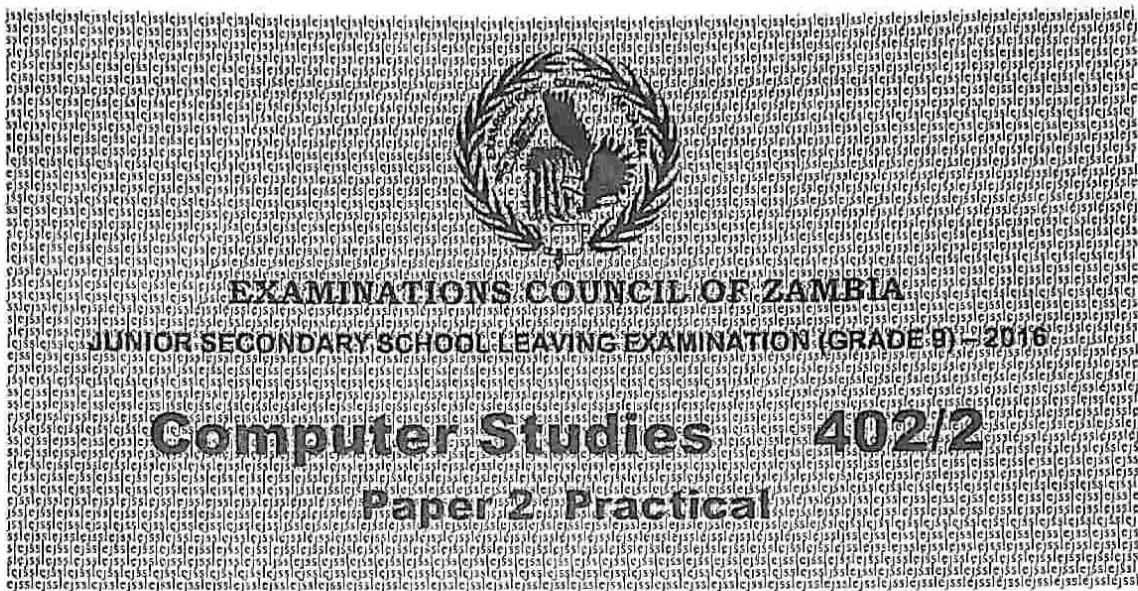JUNIOR SECONDARY SCHOOL LEAVING EXAMINATION (GRADE 9) – 2016

Computer Studies 402/2

Paper 2: Practical

(INTERNAL AND EXTERNAL CANDIDATES)

DAY ONE PAPER

Time: 1 hour 30 minutes

Instructions to candidates

1   There are **two** questions in this paper, answer both.

2   Carry out every instruction in each step.

3   Make sure that your name, examination number and school/centre name are typed at the top of every printout.

4   At the end of the examination, print out your work.

5   Do not write anything on your printouts.

Information for candidates

Cell phones are not allowed in the examination room.

DO NOT TURN THIS PAGE UNTIL YOU ARE TOLD TO DO SO.

Question 1

You are required to use a spreadsheet program for this question

(a) Open a new worksheet and change the page layout to landscape. [1]

(b) Type your name, examination number and school/centre name in the header. [2]

(c) Type the data in the table below. [4]

	A	B	C	D	E	F	G	H
1								
2	ITEMS	JANUARY	FEBRUARY	MARCH	APRIL	MAY	TOTAL	VAT(0.18)
3	Salt	20	40	55	15	60		
4	Sugar	50	60	70	40	52		
5	Milk	60	25	30	30	42		
6	Cooking oil	10	40	80	25	32		
7	Soap	35	39	15	40	25		
8	Tissue	48	36	10	30	15		
9								

(i) Type the title "HOUSE BUDGET for 2016" in cell A1 and merge and centre cells A1 to F1. [2]

(ii) Change the font name to Arial Black and font size to 18pts to the title "HOUSE BUDGET for 2016". [2]

(iii) Type a formula in cell G3 to calculate the TOTALS. [2]

(iv) Replicate the formula from G3 through to G8. [1]

(v) Sort the spreadsheet in ascending order of ITEMS. [1]

(vi) Type 'TOTAL EXPENSE' in cell F9. Type the formula in G9 to calculate the TOTAL EXPENSE. [2]

(vii) The value added Tax (VAT) is at 18% as shown in cell H2. Type the formula in H9 to calculate the TOTAL EXPENSES inclusive of VAT. [2]

(viii) Click on show formulas. [1]

Print the worksheet.

Question 2

You are required to use a word processing program for this question.

(a) Open a blank word processing document and type your name, examination number and school/centre name in the header. [2]

(b) Type the following text: [4]

INFORMATION COMMUNICATION TECHNOLOGY (ICT)

Information and Communication Technology (ICT) is a term that covers all forms of software, computer and communications equipment used to create, store, transmit, interpret and produce information in its various formats.

Information Technology (IT) is the technology which supports activities involving the creation, storage, handling and communication of information with their related methods, management and application.

Data processing (DP) is the collection and manipulation (processing) of items of data to produce meaningful information.

(i) Change the font style of the title 'INFORMATION COMMUNICATION TECHNOLOGY (ICT)' to Times New Roman font, size 18 pts and align left. [2]

(ii) Set the entire document to 1.5 paragraph spacing. [1]

(iii) Set the whole document to font size 12 pts and the font face to Times New Roman. [2]

(iv) Format the document to two columns except the title and insert a line between columns. [2]

(v) Insert the clip art/image of your choice after the word 'application' in the second paragraph. [2]

(vi) Choose 'plain number 2' style to insert the page number at the bottom of the page. [1]

(vii) Justify the whole document. [1]

(viii) Drop cap the first letter 'I' in the first paragraph so that it falls/drops into three lines. [3]

Print the document.