WORDPROCESSING PRACTICAL QUESTIONS FOR LAB PRACTICE

Qn. 1. (a)   Using an appropriate word processing software, Type the text as it appears.

Schools get Solar Panels

Nine Secondary schools in West Nile have received 480 solar panels worth Shs.135m. The panels were donated by the Forum for Africa Women Educationists (FAWE) to help improve literacy and reading culture in the region.
The panels were delivered by FAWE technicians on Tuesday 7th October, 2013. Robert Okumu, the Nebbi District Chairperson, described the offer as timely. "most of our schools lack electricity, yet students can cannot afford paraffin, he said.

The schools which got panels were;
1) Ogenda Girls,
2) Panyimur,
3) Erussi,
4) Otrava,
5) Oleba,
6) Zeu

Secondary
(adopted from the Newvion Tuesday 7th November, 2013)

(b)   Copy and paste the text on Page 2.
(i)   Change the heading to Uppercase.
(ii)   Center and bold the heading, underline it and change the font size to 16 points.
(iii)   Change the line spacing for the entire text to 1.5.
(c)   Add a graphic page border to page two only.
(d)   Apply a text border of 3 lines and 3points to the heading.
(e)   Make the background of the heading orange and the rest of the text blue.
(f)   Highlight the source of the document with a yellow colour.
(g)   Save your work as your name on the desktop.

Qn. 2.   (a)   Type the document as it is, and save it under the name "My work1"

Computer expert calls for IT course in schools.
Uganda's youg generation neds to be taught to appreciate the rise of Information Technology (IT) in their day to day lives, Sultan Awan, the managing director, Silcon Computer series said.
The website www.uganda.org for a fe of shillings 30,000, school wil publish information abut themselves on the site. There is a separate pge for every school.

By John Ricks Kayizi
Monitor Publications).

You are required to:

(i)   Change the heading to uppercase and underline it
(ii)   Correct any misspelled word(s) in the document.
(iii)   Replace the fee of shillings 30,000 by shillings 40,000
(iv)   Add your name and index number as a footer
(v)   Save the document as "My work2"

Qn3. (a)   (i)   Using a word processor, type the text below as it is. Save it as **Music (Your name and Personal Number)** e.g. Music-Musoke 012.

Music is an art form whose medium is sound and silence. Its common elements are pitch (which governs melody and harmony), rhythm (and its associated concepts tempo, meter, and articulation, dynamics, and the sonic qualities of timbre and texture.

The creation, performance, significance, and even the definition of music vary according to culture and social context. Music can be divided into genres and subgenres. Although the divided lines and relationships between music genres are often subtle, it is sometimes open to personal interpretations, and occasionally controversial. Within the arts, music may be classified as a performing art, a fine art, and auditory art. It may also be divided among art music and folk music.

(ii) Make a copy of the text to the next page. *(01 mark)*

On the copy you have made perform the following tasks

(iii) Copy the first word "music" and paste it as a centered heading with font size 48. *(02 marks)*

(iv) Format the text in three columns except the heading. *(02 marks)*

(v) Justify the text. *(01 mark)*

(vi) Put a 6pt border around the page. *(02 marks)*

(vii) Change the font size to 14pt. *(02 marks)*

(vii) Insert a diagonal watermark of your name. *(02 marks)*

(ix) Insert a centered page number X of Y e.g. Page 1 of 2. *(02 marks)*

(x) Save and print your work. *(01 mark)*

Qn.4. (a) (i) Using a suitable word processing software, type this document as it is. *(06marks)*

TUBERLOSIS (TB) IN AIDS

The global war on AIDS could be lost if the world ignores tuberculosis, often a death sentence for people infected with HIV, former South African President Nelson Mandela warned at a global AIDS conference recently held in Bangkok. "The wold has made defeating AIDS its priority. This is a blessing, but TB remains ignored", said Mandela. He steered clear the controversay to focus on the plight of millions suffering from HIV and TB.

About 14 million pple are infected with HIV and T.B,

70% living in Sub-Saharan Africa, the region hardest hit by HIV/AIDS, which has killed 20 million worldwide. HIV, the virus which causes AIDS, destroys the immune system and makes patients vulnerable to diseases such as TB, an infectious illness that accounts for up to one-third of all HIV/AIDS deaths.

"We cannot win the battle against AIDS if we do not fight TB. TB is too often a death sentence for people with AIDS. It does not have to be this way" Mandela said. He said resources for detecting and treating TB were woefully short despite the world having had a cure for it more than 50 years ago.

(adpted from: the Newvision, Monday, July 19, 2004.)

(ii) Copy and paste the document to page 2. *(2marks)*

(iii) Using the copy on page 2, centre, bold and underline the heading and make it font size 24. *(3marks)*

(iv) Centre align the third paragraph and make it all italics *(2marks)*

(v) Italicise the source of this document and make it font size 8. *(2marks)*

(vi) Spell check your document *(02marks)*

(vii) Insert your name and Personal as a footer *(02marks)*

(viii) Save your work as "*My Work*" *(01mark)*

Qn. 5. (a) (i) Using a Word Processor of your choice, type set the following Passage as it is. *(08 marks)*

<u>Our Father in Heaven</u>

I tell you not worry about yourself.

Don't worry about having something to eat, drink or wear. Isn't life more than food or clothing?

Look at the birds in the sky, they don't plant or harvest. They don't even store grain in barns. Yet your father in heaven cares for them. Aren't you work more than the birds?

Don't worry and ask yourselves, will I have anything to eat? Will I have something to drink? Will I have any clothes to wear?

Only people who don't know God are always worrying about such things. Your father in heaven knows you need all these.

(ii) Make a copy of the document on page 2 *(02marks)*
(iii) Apply a font size 14, capitalize, bold and underline the title *(04 marks)*
(iv) Apply font colour blue in the first paragraph *(02marks)*
(v) Add a drop cap to **Don't** in the second paragraph *(02 marks)*
(vi) Save the document in your name and index number *(01 mark)*
(vii) Print your work *(01 mark)*

Qn .6. (a) Using a Word Processor of your choice, type the document below using *Comic Sans Ms* font style. Save it as **Reading Lesson 1.** *(05marks)*

Jack is a young lad living with his widowed mother. Their only means of income is a cow. When this cow stops giving milk one morning, Jack is sent to the market to sell it. On the way to the market he meets an old man who offers to give him "magic" beans in exchange for the cow.

Jack takes the beans but when he arrives home without any money, his mother becomes angry and throws the beans to the ground and sends Jack to bed without supper.

(b) Copy all the text and paste it in a new blank document. Save it as **Reading Lesson 2.** *(02marks)*

(c) Include a heading; **JACK & THE BEAN STALK** and format it to size 28. *(02marks)*

(d) Change line spacing for all paragraphs of text to 1.5 *(01 Mark)*

(e) Insert an **auto shape** of a face in the middle of paragraph 1. *(01mark)*

- Wrap text around it *Tight.* *(01mark)*
- Resize it to height of **0.47 inches** and width **of o.68 inches**
  (01mark)

(f)   Insert a page break below the last paragraph. *(01mark)*

(g)   On Page 2, use a table of **7 Rows** and **3 Columns** to design your class time table. *(02marks)*

(h)   Modify the table in (g) and make it appear like the one below. *(03marks)*

Timetable for Reading lessons		
Mon	**CLASS 2**	**CLASS 3**
Tue		
Wed		
Thur		
Fri		

KEY:

Teacher Agnes   Teacher Helen

(j) Insert a header of your name and personal number *(01mkark)*

(h) Save and print your work *(01mkark)*

Qn. 7. Using a suitable word processor, create the following table of information belonging to Madiba Enterprises Limited. Save it as your name and personal number. *(05mkarks)*

Name	Age	Sex	Salary (Shs)
Munyagw	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
Akello	34	F	560,000
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 *(01mark)*

(c)   Sort the records in the table in descending order of **Salary.** *(01mark)*

(d)   Italicize the column headings and change them to font size 15. *(02marks)*

(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 as column to the right of the table and merge the cells.

(ii)   Type the text "Salary is paid on 28th day of every month without fail" and align it vertically in the centre.   *(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 page   *(01mark)*

(i)   Insert a header containing your name and personal number in **Capital** letters
                                                                           (02marks)

(j)   Save and print your work.   *(01 mark)*

Qn 8. (a)   (i)   Start a word processor of your choice and enter the following information
In the table containing names of students who attended a computer studies' seminar last year.   *(07marks)*

Name	Sex	Class	School	Status
Abu	M	S.3	Mudako S.	Not Paid
Nyachwo	F	S.4	Toda S.	Paid
Opendi. B.	M	S.4	Torot S.	Paid
Guddi	M	S.3	Manya C.	Not Paid
Oyitangol	M	S.4	Muku H.	Paid
Omadi G.	M	S.4	Rocker H.	Not Paid
Musana	M	S.4	Ogulutu	Paid
Wabomba	F	S.2	THS	Paid
Gutto F	F	S.4	THS	Paid
Zainab	F	S.3	Osukutu	Paid

(ii)   Suggest and insert a suitable title for your table.   *(02marks)*

(iii)   Enter any four other records in the table with names form your school.
                                                                           (02marks)

(iv)   Centre all the table content   *(02marks)*

(v)   Copy the new table to two other pages and insert page numbers at the top of each page using 1,2,3…….number format.   *(03marks)*

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

(vii)   Print your work   *(02marks)*

Qn.9. (a)   (i)   Using a any Word Processing program, insert the table below.
                                                                           (08 marks)

NAME	MARKS	
Moses	67	54
Hemedy	76	89
Marion	45	53
Teopista	83	57
Mercy	34	76
Samuel	54	77

(ii)   Apply a border on every cell   *(02marks)*

(iii) Insert another row to represent the title as
"FOOD AND NUTRITION TEST II   *(04 marks)*
(iv)   Merge the cells and center the title   *(02marks)*
(v)   Align all the records in the center   *(02 marks)*
(vi)   Save your work as 'my table'   *(01 mark)*
(vii)   Print your work   *(01 mark)*

Qn.10. (a)   Mr. Kamwanda is the head of ICT in Muduuma College School. He is Organizing a computer studies students' seminar at his school. He intends to send letters through Computer studies teachers requesting Head teachers to release their students to attend this seminar in September 2018.

Below is a copy of the letter to be sent to schools. And below is a table is a table showing the details of different schools.

MUDUUMA COLLEGE SCHOOL
P.O. BOX 1234567, KIDOMOOLE

16-Jul-2018

To: <Head teacher's name>
        The Head teacher
        <School's Name>
        <School Address>

THRU:<Computer Studies Teachers's name>
        Computer Department
        <School's Name>

Dear <TITLE>

RE: <u>COMPUTER SEMINAR SCHEDULED TO TAKE PLACE ON 15-SEPT-2018</u>

The school through its computer studies department has organized a seminar at the school on the day indicated above. The seminar will be for students.

The seminar is aimed at enabling our students understand current global concerns in relation to computer studies and at the same time equipping them with skills and knowledge for enabling them sit for the fourth coming National Examinations in October/November this year.

The participation fee per student from your school is <**charge**> only. In addition the students must come with their own refreshments or they may individually order for food from our school canteen at **<Lunch>.**

We shall be very grateful for your positive response.

Yours faithfully,

Kamwanda
HEAD ICT DEPARTMENT.

The table below shows details required from different schools

Head Teacher's Name	Title	School	School Address	Computer Studies Teacher's Name	Charges	Lunch
Mr. Kitende Kapa	Sir	Mavundu SS	P.O. Box 10, Mavundu	Ms. Mukulu Julie	3,000	5,000
Ms. Kasiru Jovial	Madam	Twakoowa SS	P.O. Box 1010, Twakoowa	Mr. Mwana David	3,500	5,000
Mrs. Kapa Zebra	Madam	Nabbutto College	P.O. Box 123, Kawere	Mr. ObinaTom	4,000	5,000
Dr. Kasaala Pin	Sir	Serious SS	P.O. Box 9090, Lwamugolodde	Mrs. Nina Booked	4,500	5,000

Required:

(i) Type letter and save it as Computer studies seminar. *(04marks)*
(ii) Indent the body of the letter left and right by **0.5"** *(02marks)*
(iii) Apply 1.5 **line** spacing on each paragraph *(02marks)*
(iv) Put a spacing of **3pts** before and after each paragraph *(02marks)*
(v) Apply a heading 1 style to the subject for the letter with font size of 15.5 pts and dashed underline. *(02marks)*
(vi) Insert a printed water mark of both of your names and save the changes.
(vii) Create the table above and save it as **ICT – SCHOOLS.** *(03marks)*
(viii) Use the suitable word processing feature to merge the table to the letter in order to generate individual letters to various schools. *(03marks)*
(ix) Save the resulting file in your folder as **School-ICT-letters.** *(01marks)*
(x) Print your letters. *(01marks)*

Qn.11. (a) (i) Using a word processor, type the following document. Save it as your name and personal number(*09 marks)*

Mathematics is a subject that is taught in schools at all levels right from pre-primary to institutions of higher learning. The subject is relevant in many fields of study. Given below are examples of an equation and a diagram in Mathematics.

$$104_{ten} = \frac{14^{2x(5+n)} - 7}{4}$$

¼ m

½ m
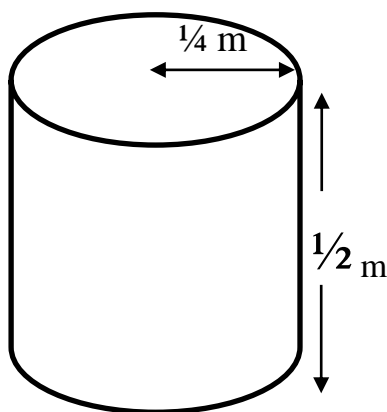
Such calculations and other related concepts make Mathematics a very exciting subject!

(ii) Copy the document and paste it to a new page *(01 mark)*

(iii) Insert a suitable heading for the document. Center and underline the heading. *(04 marks)*

(iv) Drop Cap the first paragraph. *(02 marks)*

(v) Italicize the last sentence *(01 mark)*

(vi) Insert a header of your name and personal number. *(01 mark)*

(vii) Add page numbers in the document. *(01 mark)*

(viii) Save and print all your work. *(01 mark)*

Qn. 12.   (a)   Create the following table

EXPENDITURE

	JAN	FEB	MARCH	APRIL	MAY	JUNE
Taxes	50,000	50,000	-	-	50,000	50,000
Rent	80,000	25,000	80,000	90,000	80,000	80,000
Electricity	20,000	80,000	15,000	10,000	10,000	5000
Water	25,000	25,000	25,000	25,000	25,000	25,000
Personal expenses	60,000	75,000	85,000	90,000	50,000	40,000
Total						

(b)   Using a formula Sum up the total for each month
(c)   Sort the items in column 1 in alphabetical order.
(d)   Add a column after June and type in the heading "Total"
(e)   Sum up the totals for each item.
(f)   Add a row at the very top and type the title "**MONTHLY EXPENDITURE**"
(g)   Add a double line red border around your table.
(h)   Save your work Your Name – Stream.

Qn.13.(a)   (i)   Using a word processor, create the table below as it is *(5mks)*

A		K
		L
B	D — G	M
	D — H	
	D — I	
C	E	J — N
	F	

(ii)   In Part A insert: "Quality Chemicals" in bold, font size 16, font style, Arial and centered.   *(02 marks)*

(iii)   In Part B insert: "Acids" in bold italics, font size 14, font style, Times New Roman.   *(02 marks)*

(iv)   In Part D insert: "Alkaline" size 17, font style Arial, centered.   *(02 marks)*

(v)   Fill Parts, G, H, I, J with light blue, pale yellow, light green and red respectively.   *(03 marks)*

(vi)   In Part K insert: "Handle with care"; and Part L insert: "Keep in a cool safe place".   *(02 marks)*

(vii)   In parts M and N type: "Example of an acid: Sulphuric acid"; and "Example of an acid PH: Positive and Negative respectively   *(01 mark)*

(viii)   Save your work on the storage media given, as 'Chemicals'   *(01 mark)*

(ix)   Print your work.   *(02 marks)*

Qn. 14.(a).   (i)   Using the tab facility in a word processor, rearrange the data below in three columns of; **NAME OF STUDENT, SCHOOL** and **POINTS SCORED.**   *(02 marks)*

Namuleme Shamim of Kakoora academy scored 128 points; Walakira Ambrose from Lubanga Momerial School got 234 points, Mivule Charles from St. Athony S.S.S scored 101 points, Nantongo Tanna from Christ the King S.S.S got 449 points, Luwalira Micheal from Rise and Shine College got 341 points, Miko;o Chris also from Rise and Shine College got 128 points; Kimuli Faith also from Lubanga Memorial School got 128 points.

(ii)   Highlight the student with the highest score using any colour.   *(02 marks)*

(iii)   On the next page, insert a three-column table to tabulate the same given data.   *(02 marks)*

(iv)   Insert a row above your table and type the heading "**MUBENDE DISTRICT SPORTS ACTIVITIES.**   *(02 marks)*

(v)   Sort the data in the table in descending order according to the **POINTS SCORED.**   *(02 marks)*

(vi)   Insert a header and a footer as your name and personal number
        Respectively. *(02 marks)*

(vii) Save and print your work. *(02 marks)*

Qn.15.(a)   Using a word processor, type the following document
             exactly as it is.

Are you getting it right
Housekeeping and File Management.

Housekeeping is a very important part of Word processing.

In order to ensure an efficient word processing system it is important to establish and maintain reliable routines for the procedures concerned with the storage of information on discs. This includes ensuring that the correct storage has taken place, that documents and files can be retrieved easily when required, and generally tidying up to the discs so that old documents which are no longer required are deleted to make space for new space for new work. It also means making extra copies of discuss in case of damage.

The housekeeping functions covers such things as:-

Formatting
Backing up discs.
Disc storage
Deleting or erasing documents
Copying documents.
Indexing of documents and discs.
And archiving-long term, off-line storage
Security – identity/access codes and passwords
System maintenance.

Usually one person will be made responsible for the housekeeping function and will control and coordinate all the facilities which are involved. This person may well be the supervisor of the Word processing unit.

Required:

(b)   Move the second of the heading (Housekeeping……..) so that it Becomes the first line thus the main heading. Leave two blank lines between the heading and the next line (Are you………)

(c)   Change the heading to uppercase, bold, center it and font size 18.
(d)   Indent paragraph 3
(e)   Apply a text border of 3pts to the main heading.
(f)   Insert bullets or numbers on the listed items.
(g)   Add a graphic page border of your choice on page 2 only.
(h)   Insert page numbers of format X of Y into your document.
(i)   Insert a watermark of your name in page 1 only.
(j)   Insert a header of "housekeeping" and a footer of your name.
(k)   Save your work as Your Name- Housekeeping.

Qn.16. You are a secretary to the school's "Fund for Food" Programs and you are required to send out acknowledgement letters to people who have so far made contributions towards the program. The letter contents are the same for all the persons except the addresses, names and nature of contributions.

Below is the letter to be sent and a table of people who have made contributions.

ST. STEPHEN'S COLLEGE BAJJA
P.O. BOX 550,
MASAKA.

15th November, 2019

[ADDRESS]

Dear [NAME]

Thank you for your contribution of [NATURE OF CONTRIBUTION] towards the funds for the "Funds for Food" program.

This project is in its inaugural year but it has been a resounding success. The learners and staff agree that it should become an annual event. The principal would like to thank you and hopes for more support in future.

Thank you very much.
……………………………
PRINCIPAL
Dr. Herman Kibuuka

Name	Address	Nature of contribution
Kaweesa Mark		
Sserumpanise Daniel	P.O. Box, 159, Butambala	200kgs of beans
Mutesasira David	P.O. Box, 159, Kalungu	50kgs of Maize
Tumusime Brian	P.O. Box, 159, Mbarara	Shs. 500,000
Mwanje Emmanuel	P.O. Box, Masaka	$300
Nansikombi Moureen	P.O. Box 132, Tororo	Shs. 200,000
Kutesa Rebecca	P.O. Box 16 Iganga	30 kgs of rice
Musungu Bernard	P.O. Box, 1133, Mbale	50kgs of sugar

(a) Use the mail merge feature in Word processing to make a letter to be sent to each person in the table above.
(b) Save your work as your name.
(c) Print a copy of your work.

Qn.17. (a).   Using a word processor, type the text as it appears   *(03marks)*

Office Memo
24th March, 2019
From: Public Relations Manager
To: All Senior Staff

Re: SALARIES

Am pleased to inform you that following the sit down strike and the protracted negotiations put in by your Union representatives, the employment board in its last meeting agreed to increase your pay by 15%.

You will notice that this increment places you amongst the most well paid employees in this country. This is great and thanks to God!!!

However, I regret to inform you that the increments which should have been effected immediately will be delayed for one month due to the break down in our computer system. We are however, working around the clock to ensure that you are paid fully including your arrears next month.

Happy Easter

Required:
(b)   Copy and paste the document to page 2   *(02mks)*
(c)   Using the copy on page 2, Format "Office memo" as follows:
         Center Alignment, Bold, Underline and Font size 19.   *(03mks)*

(d)   Select the "th" in the date and format it to look like this 24th .

                          (01mark)

(e)   Drop Cap two lines of the first and third paragraphs   *(02mks)*

(f)   Change the text "employment board" in the last line of the
Paragraph 1 to font colour Blue, Font Style italic.   *(02mks)*

(g)   Set the left Margin at 2.5cm and the right at 2cm.   *(02mks)*

(h)   Use font size 13 points and Font "Monotype Corsiva" for the rest
of the text in the document.   *(02mks)*

(i)   Insert a header as "Employment Board" footer of you name and
personal number on each page.   *(01mk)*

(j)   Add a bottom border of size 3pts on your document   *(01mk)*

(k)   Save your work as Name   *(1mk)*

(l)   Print your work.   *(01mk)*

Qn.18.(a).   (i)   Type the following information as it is (use font size 14)

The table below will be out by the beginning of next *Academic* year. It should be **copied** and filled with relevant subjects.

Senior Four Time Table 2020								
	8:00 – 9:00	9:00–10:00	B R E A K	10:30-11:30	11:30-12:00	L U N C H	2:00-3:00	3:00-4:00
Mon								
Tue								
Wed							F R E E	
Thur								
Fri								
Sat								

(14marks)

Note: The outer borders are (3) tripe lines

(ii)   Put a footer as your name and Personal number   *(02marks)*

(iii)   Colour "Senior Four Time Table 2020"
"BREAK", "LUNCH" and FREE" green.   *(02marks)*

(iv)   Save your work as your name and personal number.   *(01mark)*

(v)   Print your work.

Qn. 19.(a) (i) Using a word processor, type the text below as it is. (4mks)

Do not wish to be anything else, but what you are and try to be that perfect.
No problem can stand the assault od sustained thinking.
The worst bankruptcy in the world is the person who has lost enthusiasm.
A man's success is not how much money he has made, but what kind of family he has brought up.
Luck is what happens when preparation meets opportunities.
The heart of learning is the will to try.

(ii) Copy the text you have typed and paste it below the first copy. *(02 marks)*
(iii) Format the copied text with double line spacing. *(02 marks)*
(iv) Insert an auto shape object, fill it with a light colour and **order it behind text.** *(02 marks)*
(v) Draw a thick 6pt line to separate the two copies. Colour the line red. *(03 marks)*
(vi) Insert bullets on the second copy. *(02 marks)*
(vii) Insert your name, Personal number and "©" symbol as a footer. *(02 marks)*
(viii) Save and print your work *(02 marks)*

Qn.20.(a) Using an appropriate word processing software, type the passage below as it is. Save it as your name and Personal number (*07marks*
'The Internet is library.' You will hear this kind of statement a lot from people who know very little about either.

If the internet is a library, it's a strange one indeed. For starters, there is no indexing system. At any rate, the books are not arranged on numbered shelves but scattered on the floor. A lot of what is in the books is untrue, even in the non-fiction ones. There is no librarian, and no information desk. Did we mention also that the lights are turned off?

What is more, you can make as much noise as you like when using the internet, while at the same time collecting facts and figures (and fiction and music and video and sports results and weather reports and recipes) from the all around the world.

In fact, the principle use of the internet is for e-mail; a way of sending messages from your computer to someone else's computer whether in the next room or in a different hemisphere,

Think of this as your chance to borrow knowledge and skills, you won't ever be asked to return, and become part of an online electronic community.
Welcome to the internet Age.

(ii)   Insert a suitable heading for the passage, Bold and centre the heading.   *(03marks)*
(iii) Copy the passage top another page.   *(01mark)*
(iv)   Set the font size of the passage to 10 points   *(01mark)*
(v)   Set the page orientation to landscape and divide it into two Columns.   *(02marks)*
(vi)   Copy the passage and paste it on the second column   *(02marks)*
(vii) The last paragraph is a statement made by Paul Holden. Set a footnote to indicate the author.   *(02marks)*
(viii) Insert a footer of your name and personal number.   *(01mark)*
(ix)   Save and print your work.   *(01mark)*

Qn.21. (a)   (i)   Using a word processing application of your choice, type the text below and save it as "Fasting".

Fasting could regenerate your immune system, study

Refraining from food for as little as two days can regenerate the immune system, helping the body to fight infections, according to a new study.

Scientists at the University of Southern California said the findings could have major implications for elderly and people suffering from damaged immune system, such as cancer patients. Researchers tested the effects of fasting for two to four day periods over the course of six months on both mice and humans. In both cases, long periods of not eating significantly lowered cell counts.

"And the ~~good news~~ is that the body got rid of the parts of the system that might be damaged or old, the inefficient parts, during the fasting". He added. "Now, if you start with a system heavily damaged by chemotherapy or using fasting cycles can generate, literarily, a new immune system".

The study also found that fasting reduces levels of the enzyme PKA, an effect which is known to increase longevity in simple organisms, as well as levels of the hormone IGF-I, which is known linked to aging, tumor progression and ~~cancer risk~~, in addition, a small pilot clinical trial found

that fasting for a 72-hour period to chemotherapy protected patients against toxicity.

~~"While chemotherapy saves lives, it causes significant collateral damage to the immune system. The results of this study suggest that fasting may mitigate some of the harmful effects of chemotherapy" said Tanya Dorf, assistant Professor of clinical medicine at the University of Southern California.~~

More clinical studies are needed, and any such dietary intervention should be undertaken only under the guidance of a physician.

Publish Date: *Date 29, 2014.*

(ii)   Change the title to case to uppercase and use appropriate word art style and font size 24.   *(02marks)*

(iii)   Insert a watermark of your names   *(02marks)*

(iv)   Set line spacing for the fourth paragraph to double.   *(02marks)*

(v)   apply a justified alignment to the first, second and third paragraph.
                                                                     (02marks)

(vi)   Set the page margins to 3.5cm left 3.5cm right.   *(02marks)*

(vii)   Type the number of lines and words at the bottom of your work.

(viii)   Insert current date as your footer.   *(01mark)*

(ix)   Print your work.   *(01mark)*

Qn. 22. (a) Using a word processor of your choice, type the following dispatch note. Save it as dispatch note. *(06marks)*

KIDAWALIME SWEET BREAD (U) LTD

KIDAWALIME SWEET BREAD (U) LTD				
P.O. BOX 345				
NALUKOLONGO				
TEL: +039456722				
Dealers in Bread, Doughnuts and Cakes.		Dispatch Note		
TO:				
MAKO GENERAL STORES				
P.O. BOX 8432				
KIDAWALIME				
The following items have been packed and dispatched to your business as per your order number 187				
NO	ITEM	QUALITY	UNIT COST	AMOUNT
01	Yellow Bread	100	1500	150,000
02	Brown Bread	1200	1200	300,000
03	Bans	500	100	50,000
TOTAL				
Sign……………………………………………….				
KAKETO IMRAN				
SALES MANAGER				

Required:

(ii)   Centre align the items to be dispatched in the table above   *(01mark)*

(ii)   Use the auto sum feature in the above application used to generate the total sum of items dispatched in the table above.   *(02marks)*

(iii) Change the table heading to font style to bookman old style and font size 13.5 points.   *(01 mark)*

(v)   Apply a three line boarder around the outmost border excluding the heading.   *(02marks)*

(vi) Insert an endnote as "®with God everything is possible"   *(02marks)*

(vii) The word dispatch note appearing in the centre should have strike through effect.   *(02marks)*

(viii) Insert your name as the header right aligned and personal number center aligned. *(01mark)*

(ix) All the totals should be highlighted using a shading effect that is transparent. *(01mark)*

(x) Print your work. *(01mark)*