

## UNEB 2002

Use a word processor to prepare the document below.

### Report

During the month of June, the company dealt in five types of produce: maize, beans, rice, sim-sim and ground nuts. The majority client countries have been Zambia, Zimbabwe, Malawi and Mozambique.

The quantities exported are detailed below:

Code Number	Item	Quantity ('000Kg)	Local cost price per Kg (U. Shs)
001	Maize grain	200	200
002	Beans	500	180
003	Rice	800	650
004	Sim-sim	100	800
005	Ground nuts	650	850

### Special report

The price of maize went up relatively because of the dry season.

The rest of the items were about the same price as last month.

Compiled by: (name and index number)

Operations officer

### Date:

Save the document as produce 1

Use the font size 16, Tahoma, blue colour for the title and the rest of the text black colour size 13

Insert an appropriate picture at the top of the report to serve as the company logo.

Put the export quantities data detailed in the table include borders

Save your work in a folder called report and rename the file as produce.

**UNEB 2003**

<b>Computer College Kampala</b>					
<b>ADMINISTRATION</b>	<b>KITCHEN</b>	<b>COMPUTER LAB</b>	<b>HOSTEL</b>	<b>DISPENSARY</b>	
<ul style="list-style-type: none"> <li>• Manager's office</li> </ul>	General catering course to cater for all	28 Computers	MALES	<i>First class</i>	
<ul style="list-style-type: none"> <li>• Accountant's office</li> </ul>		16 Modems	2 Beds		<i>Second class</i>
<ul style="list-style-type: none"> <li>• Secretary's office</li> </ul>			FEMALES		
<ul style="list-style-type: none"> <li>• Meeting room</li> </ul>		2 sets of speakers	3 beds	<i>Third class</i>	
<ul style="list-style-type: none"> <li>• Resting room</li> </ul>		32 Hubs	<b><u>IMPROVED FACILITIES</u></b>		
<ul style="list-style-type: none"> <li>• Gym</li> </ul>		<b>SPORTS COMPLEX</b>			
<ul style="list-style-type: none"> <li>• Living room</li> </ul>		Swimming pool			Basket Ball
<b>BONUS PAYMENTS</b>					Table Tennis
Security complex					

Insert your name and class in the header  
 Save your work as my doc

## **UNEB 2004**

**Type the document below as it is and save it under the name "My work 1"**

Comper expert calls for IT course in schools.

Uganda's young generation needs to be taught to appreciate the rise of Information Technology (IT) in their day-to-day lives, Sultan Awan, the managing director, silicon computer series said.

The website <http://www.uganda/schools.org>, for a fee of shillings 30,000, school will publish information about themselves on the site. There is a separate page for every school.

By John Ricks Kayizzi  
(Monitor Publications)

### **You are required to:**

- (i) Change the heading to uppercase, bold 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 in the footer.
- (v) Save the document as "My work 2"

## **UNEB 2005**

**Type the following text as it is, correcting any spelling mistakes therein.**

From its very earliest day, the internet has been primarily concerned with one task, making it easier for people to communicate with one another using computers. The internet was created to let university researchers share their thoughts, work, and resources and for military people to communicate with each other in case of war and even, theoretically, a nuclear attack.

**By P Gralla**  
**How the internet works.**

**Required to:**

- i) Set the page margins to the following measurements:  
Left =2.5cm, Right=2.5cm, Top=1.5cm and Bottom=1.5cm.
- (ii) Insert a title called INTERNET to the top right, and bold it.
- (iii) Change font size 14.
- (iv) Add your name and index number on the header.
- (v) Save your document on a floppy diskette as "text"

## UNEB 2006

Using a suitable word processing software, type this document as it is.

### **TUBERCULOSIS (TB)IN AIDS**

The global war on AIDS could be lost if it 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 world has made defeating AIDS its top priority. This is a blessing, but TB remains ignored, said Mandela. He steered clear of the controversy to focus on the plight of millions suffering from HIV and TB.

About 14 million people are infected with HIV and TB, 70% living in sub-Saharan Africa, the region hardest hit by HIV/AIDS, which has killed 20 million people worldwide. HIV, the virus which causes AIDS, destroys the immune system and makes patients more 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 also 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.

(Adapted from: *The New Vision*, Monday, July 19, 2004.)

- (ii) Copy and paste the document to page 2.
- (iii) Using the copy on page 2, centre, bold and underline the heading and make it font size 24.
- (iv) Centre align the third paragraph and make it all italics.
- (v) Italicise the source of this document and make it font size 8.
- (vi) Spell check your document.
- (vii) Insert your name and index number as in the footer.
- (viii) Save your work as my work.

## UNEB 2007

### Type the text below using a word processing program

#### CHOOSING WORD PROCESSING SOFTWARE

Word processing is using the computer to enter, store, manipulate and print in letters, reports, and books and so on. Once you have used word processing, you will probably wonder (like a million others before you) how in the world you ever survived without it.

As more word processing packages come on the market, choosing the right software can become confusing. Nevertheless, there is probably a word processing package that will serve your needs. As you begin looking, ask yourself these questions:

- I What types of documents am I now producing?
  - II what types of features do I need?
- Want?

Document types can range from simple letters and memos to proposals, reports, legal documents, books, newsletters, scientific papers, form letters and so on. The point is, match the features you need with the features you need with the features in the software package. For example, if you write articles that require references, you will need the footnoting feature; if you develop a newsletter, having the multicolumn layout feature would be handy; if scientific notation is needed, you will want superscripts ( $X^2+Y^2$ ) and subscripts ( $A_{21}$ ); and if you send "personalized" form letters the mail-merge feature is a necessity.

A number of add-on programs are available to enhance the functionality of word processing packages. These include:

- On-line thesaurus
- Spelling checker
- Grammar checker
- Style checker
- Idea processor (outliner)

What you can do with word processing is limited only by your imagination and willingness to learn the system. Goodluck in your Computer-assisted writing adventures-now and in the future!

- (ii) Insert in the header the word: Tips on the left hand corner and "Word processing" on the right hand corner.
- (iii) Bold the heading font size 22 point, underline and centre it.
- (iv) Block indent paragraph one by 1 inch in the right and left margins.
- (v) In the paragraph starting with "Document" bold the second sentence.
- (vi) Make 2 the superscript of X and Y in the expression ( $X^2+Y^2$ ) and 21 the superscript of A in the expression ( $A_{21}$ ).
- (vii) Insert bullets on the list of functionality of word processing packages given in the text.
- (viii) Insert a footnote of your name and index number on the left and page number on the right hand corner.
- (x) Save the work as choosing software and make a print out.

## UNEB 2008

You are the secretary to the schools Funds for funds" program 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.

Mukisa senior secondary school,  
P.O. Box 21146  
IGANGA  
12<sup>th</sup> / June, 2007

[ADRESS]

Dear [NAME],

Thank you for your contribution of [NATURE OF CONTRIBUTION] towards 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**  
**NAMUKASA FLORENCE**

	<b>NAME</b>	<b>ADRESS</b>	<b>NATURE OF CONTRIBUTION.</b>
1	Lugayizi John	P.O.BOX 14,KAMULI	\$430
2	Musiime Molly	P.O.BOX 92,MBARARA	500,000/=
3	Nsibambi Eriya	P.O BOX 160, BULOBA.	20Kg of maize
4	Nakasolya Juliet	P.O.BOX 1413,KAMPALA	40bags of rice

(i) Use an appropriate method in any word processing program to make a letter to be sent to each person in the table.

The address and names should be bolded and the contribution in italics.

(ii) Save your work as your index number.

(iii) Print each of the four letters.

**UNEB 2009**

**Type the following information as it is. (Use font size 14)**

The time table below will be out will be out by the beginning of next academic year.

It should be copied and filled with relevant subjects.

<b>Senior Four Time Table 2010</b>												
		8:00-9:00	9:00-10:00		10:30-11:30	11:30-12:30			2:00-3:00	3:00-4:00		
<b>Mon</b>				<b>B R E A K</b>			<b>L U N C H</b>					
<b>Tues</b>												
<b>Wed</b>									<b>F R E E</b>			
<b>Thur</b>												
<b>Fri</b>												
<b>Sat</b>												

Note: the outer borders are triple lines

Put a footer as your name and index number

Colour senior four time table 2010, BREAK, LUNCH and FREE green.

Save your work as your name and index number

Print your work.



## UNEB 2010

Start a word processor of your choice and enter the following table containing name of students who attended a computer studies' seminar last year.

Name	Sex	Class	School	Status
Abu	M	S.3	Mudaka 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	Mukui H	Paid
Omadi G	M	S.4	Rocker H	Not paid
Musana	M	S.4	Ogulut	Paid
Wabomba	F	S.2	THS	Paid
Gutto F	F	S.4	THS	Paid
Zainabu	F	S.3	Osukutu	Paid

Suggest and insert a suitable title for your table.

Enter any four other records in the table with names from your school.

Center all the table content. Copy the new table to two other pages and insert page numbers at the top of each page using 1, 2, 3 ..... number format.

Save your work as your name and index number.

Print your work.

## UNEB 2011

Using a word processor of your choice typeset the following passage as it is.

### SAVOURY POTATO CAKES

#### Ingredients:

- 500g cooked and smashed potatoes
- 120g grated cheese
- Salt and pepper
- 60g flour
- Cooking oil
- 1 table spoon Royco Mchuzi mix

Mix the smashed potatoes well with the Royco, flour, salt and pepper.

Roll out onto a flour board and cut into rounds using a biscuit cutter. Heat the oil in a frying pan and fry the cakes until golden brown.

Remove from the fat and drain. Sprinkle cheese on top of each cake and put under grill until golden brown too.

Serve hot. If you do not have a grill, put the cakes on a clean chopping board or metal tray. Put large, hot coals on a wire rack or mesh and hold it closely over the cakes until the cheese melts and turns golden brown.

You can now serve 6.

*[Adopted from Maria Murore-Daily Monitor Saturday May 5<sup>th</sup> 2007, Page 11, Col 5.]*

Apply a 6 point shadow text border around the typeset document.

Bullet the list of the ingredients

Apply colour green on the heading, center it and change font to 13.5"

Double space and justify the body of the text.

Set page margins to 1.8" left, 1.5" right, 1.5" up and 1.6" bottom

Create another page of the same passage without retyping.

Number the pages in uppercase alphabet

Save your work in your name and index number

Print your work

Using a word processor, type the text below as it is.

Do not wish to be anything else, but what you are and try to be that perfect.

No problem can stand the assault of 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**. *(03 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, index number and "©" symbol as a footer. *(02 marks)*
- (viii) Save and print your work. *(02 marks)*

**UNEB 2013**

Using a word processor, create the table below as it is:

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

In part A insert: Quality chemicals-in bold, font size 16, font style Arial and centered.

In part B insert: Acids in bold italics, font size 14, font style Times New Roma.

In part D insert: Alkalines size 17, font style Arial, centered.

Fill parts G, H, I, J with light blue, pale yellow, light green and red respectively.

In part K insert: Handle with care and part L insert Keep in a safe place.

In parts M and N type: Examples of an acid: Sulphuric acid and Example of an acid pH: positive and negative respectively.

Save your work on a storage media given, as chemicals.

Print your work.