

COMPUTER APPLICATIONS PRACTICAL LAB ACTIVITIES *for Uganda*

**Covers
UACE S850/2 AND UCE 840/2**

5th Edition 2018:
Variety of Lab Activities per application
Guidance on Support Files Approach
22 Sets of UNEB and MOCK Exams with download links to
their support files included.

COMPILED BY

Rogers Mukalele

ICT Department, Kololo Senior Secondary School

+256776960740, www.mukalele.net

MARKETED BY

Mpeirwe Nobles

+256753797809

PREAMBLE

This book consists of lots of activities in form of UNEB practical examination-type questions arranged systematically for every practical topic on the O level syllabus, plus 22 complete sets A level practical examinations.

Following UNEB's circular concerning the use of **support files** in subsidiary ICT practical examinations starting 2016 onwards, a new section has been added with guidance on support files usage and Extra Support-Files Format Lab Activities. However teachers are advised to teach their students the practical skills traditionally, so that the students can acquire the typing speed and all core skills. The support files approach can be introduced to the learners after they grasp the basic skills or it can be incorporated into the training from the early stages.

Teachers will find this book very helpful, especially those with big classes in terms of dividing theory and practical lesson time appropriately. This book is very useful to students doing Computer Studies and Subsidiary ICT and Information technology in Higher Institutions of Learning.

Books by the same author include:

- *Computer Studies for Uganda*
- *Subsidiary ICT for Uganda*
- *Computer Applications Practical Lab Activities for Uganda*
(Previously Entitled 'Lab Activities for Computer Practical Applications').
- *Computer Studies Revision Questions and Answers for Uganda.*
- *ICT Revision Questions and Answers for Uganda*

Find details on www.mukalele.net

Mukalele Rogers
Email: mrogers4christ@gmail.com
Website: www.mukalele.net
+256776 960 740, +256706 060 740

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- <FRAME SRC="teaching.html" NAME="main">
- </FRAMESET>
- </FRAMESET>
- <HTML>

```

<HTML>
<HEAD><TITLE>About me</TITLE></HEAD>
<FRAMESET FRAMEBORDER=2 COLS="150,*">
<FRAME SRC="menu.html" NAME="left">
  <FRAMESET FRAMEBORDER=1 ROWS="90,*">
    <FRAME SRC="aboutmenumenu.html" NAME="top">
    <FRAME SRC="teaching.html" NAME="main">
  </FRAMESET>
</FRAMESET>
</HTML>
  
```

School of Management

Education Work Experience Teaching Research

Teaching Profile

1. Teaching Philosophy

Teaching is one of those highly complex and subtle activities that usually remain quite unformulated in the minds of those who practice them. This is probably why most instructors think that it is not possible to give any formal instruction in how to teach.

The university can be viewed as a prime location for learning. Learning can occur in the very work that we do in our classroom. The most important task for our

Menu.html

aboutmenumenu.html

teaching.html

Three files are joined into a single page using frames

Much more...

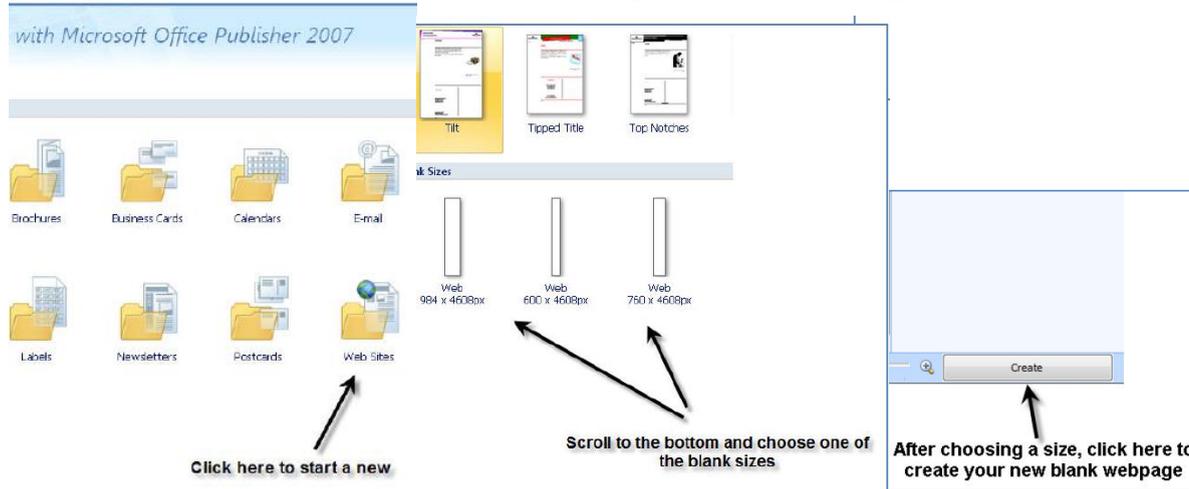
There are also many more attributes and elements that we did not cover. You can visit <http://www.w3.org/> to find all of the types of elements, now that you know the basics of HTML.

CREATING A WEB SITE WITH MICROSOFT PUBLISHER 2007

If you want a way to quickly create a simple web site with text and pictures, you can use Microsoft Publisher. Publisher allows you to create web pages without having to do HTML coding entirely. When you are ready to publish your site, Publisher assembles all of the related files into a single folder.

To Create a New Web Site

Step 1) Open Publisher and Click on Web Sites and scroll to the bottom and choose one of the blank sizes.



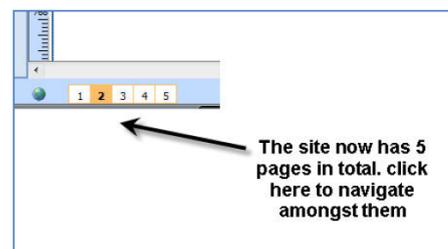
Step 2) Use tools like word art, auto shapes and text boxes to design a banner and a layout for your home page.



Step 3) After that, click on the Insert Menu and **duplicate** your home page to create new pages with a similar layout which you can easily edit by only changing the main content e.g adding a table, clip art, list of items, a form contacts etc.

Other Insert Menu Options

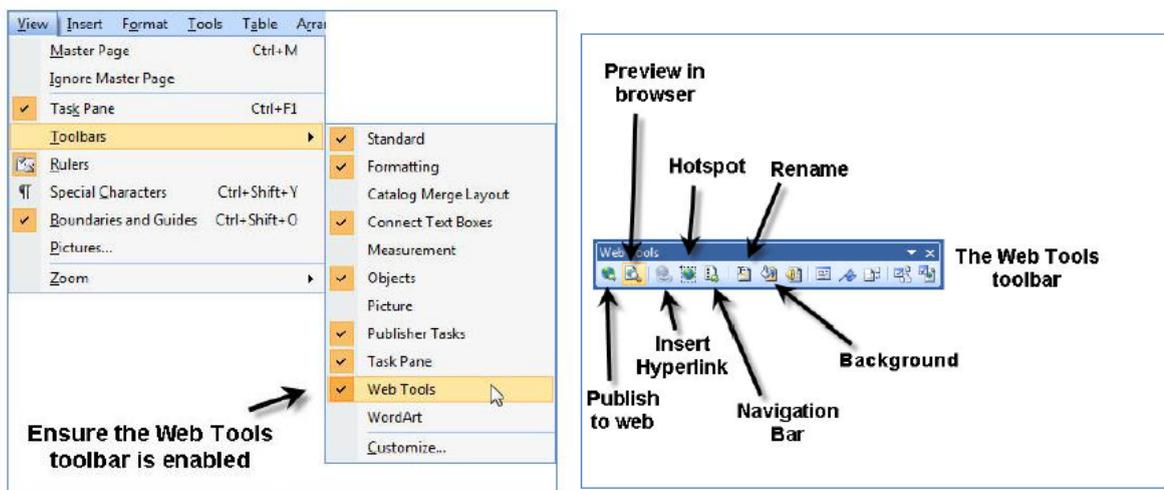
- Insert Text Box: click Text Box, click and drag to draw a new text frame. Type your text.
- To Insert a Picture: Click on Insert, Click Picture, Click on Clip Art or From File, Once the picture is inserted you can resize it and/or move it
- Inserting **Form Controls** enable you to insert the following form elements in your publication:
 - Textbox - Use a textbox to provide only one line for typing information.
 - Text Area - Use a text area to provide several lines for typing information.
 - Check Box - Use a checkbox to present a yes/no choice. If you add several checkboxes to present a group of related but independent choices, visitors can click any number of checkboxes from the group.
 - Option Button - Use a group of option buttons to present multiple choices. Visitors can only select one option button (choice) within the group. You can



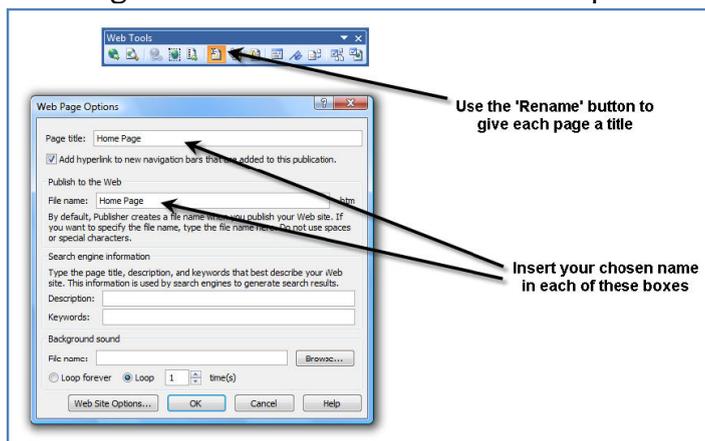
have more than one group of option buttons per form or page. Create a group by using the same label for each option button in the group.

- List Box - Use a list box to present a group of items in a list. Users can scroll to select from one or any number of choices in the list box. You determine the available choices and the number that may be selected when you set the properties of the list box.
- Submit - You must include a submit command button on every form. This button allows visitors to send you their form data. You can rename the button.
- HTML Code Fragment: Using your own HTML code fragment, you can add objects, such as counters and scrolling marquees, or scripts, such as VBScript, to your Web site. Code fragments are also available on the Web and from other sources, but you should be aware of the security risks outlined in the security note below if you use code from other sources.

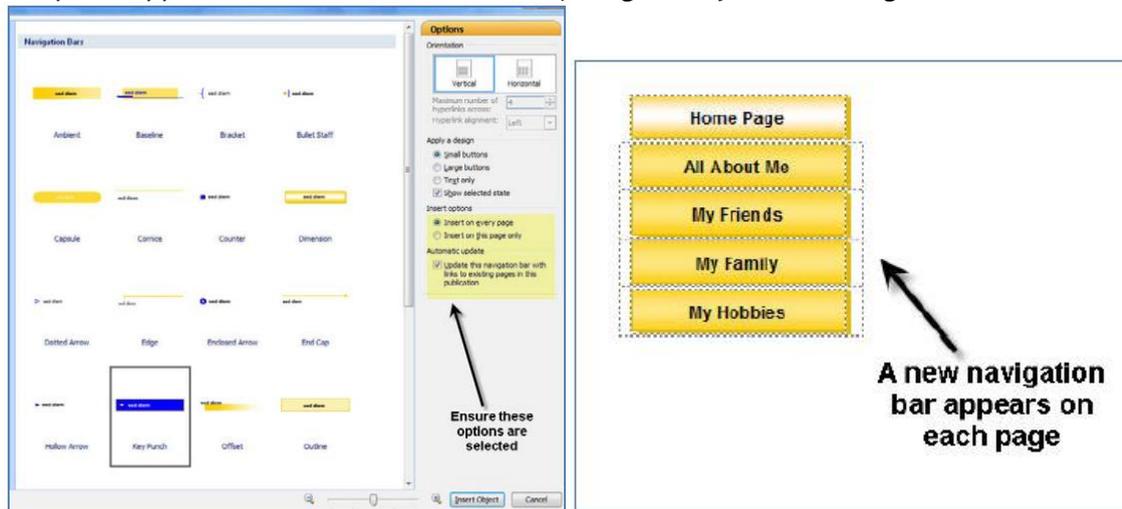
Step 4) To enable the Web Tools toolbar.



Step 5) At this point we need to give appropriate names and titles to each of our pages before we create a navigation bar. The names we choose will be automatically entered on the navigation bar we create in the next step.



Step 6) Now we need to create a navigation Bar to allow to hyperlink our webpages. This can be done by clicking on the Navigation Bar Button on the Web Tools Toolbar. Choose one of the various navigation styles and Click 'insert Object'.

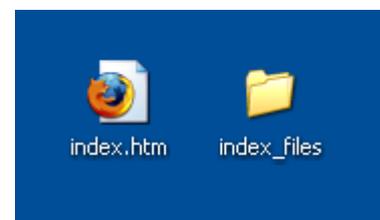


Step 7) You can always choose the Web Page Preview on the toolbar to test how your webpage appears in the browser before publishing it.



To Publish your Web Site

- Click on Publish to Web button on the toolbar, Click OK for the 'Publish to Web' message
- Choose a location to save and leave the file name as (index.htm). Index.htm determines that this is the first page of the web site. Click Save



PRACTICAL WEB DESIGN LAB ACTIVITIES

NB: To do these activities and web design questions during exams, You will have to familiarize yourself with how to use a web authoring software in order to be able to quickly design websites during your projects and examinations. Ask your teacher for guidance and advice on your choice of the web authoring software to use.

ACTIVITY 1

As a webmaster, you are required to design a website for KEZEEKIA POULTY FARM with the following pages:

(a) Index page –

(7 mks)

Should have the title: **KEZEEKIA POULTY FARM WEB PORTAL.**

- A good navigation structure with hyperlinks to all the other pages on the website.
- A brief welcome message and information about the Farm of **not less than 20** words.
- A hit counter.

(b) Products page –

(7 mks)

- (i) Should have the title: **PRODUCTS OF KEZEEKIA POULTRY FARM**
- (ii) A table showing products such as Eggs, 1-day old chicks, Layers, Broilers, Turkeys, Ducks, Chicken Feed, e.t.c, with their corresponding prices.
- (iii) A few related photos (from the clip art section or otherwise) with their corresponding captions.
- (c) Contact page –** (5 mks)
- (i) Should have the title: **CONTACTS OF KEZEEKIA POULTRY FARM**
- (ii) Physical Address: Plot 14, Ssezibwa Avenue, Mukono.
Postal Address: P. O. Box 100017, Mukono
Telephone: +256414988988, (Office) +256774988988 (Mobile).
- (iii) Email (with active mailto hyperlink): info@kezeekia.com
Website: www.kezeekia.com.
- (d) Also Required:**
- (i) A top shared banner with a logo and the motto: **“The source of superior poultry products”** (4 mks)
- (ii) Apply a suitable uniform theme throughout the website. (2 mks)
- (iii) Add your candidate Number and Name as Footer of each of the webpages and Print each of the three pages. (3 mks)
- (e) Save Your Web Directory as KPM.** (2 mks)

ACTIVITY 2

Using any available web publishing software, design a web site about your personal information.

- (a) Create a home page for your personal information with appropriate links to other following pages.
- (b) Create other pages with the following information:
Page I: Page title, Bio-data e.g. name, age, nationality and religion.
Page II: A table of schools attended, period of attendance and qualifications acquired.
Page III: A bulleted list of activities and responsibilities held e.g. head prefect.
Page IV: Hobbies and special skills.

Note:

- (i) Create a moving (marquee) page title.
- (ii) Use appropriate graphics.
- (iii) Insert a personal email address (email hyperlink) on the home page.
- (iv) Save your work as your name and index number.
Print your work.

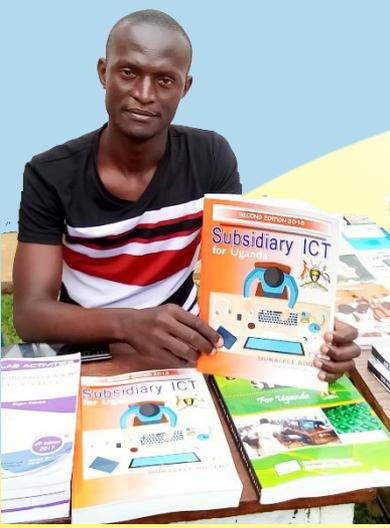
ACTIVITY 3

Dynamic Roses, a flower farm which produces red and white roses, red and purple carnations, sells its products both locally and abroad. It has 4 managers namely;

- General Manager _ in charge of overall management
- Personnel Manager _ in charge of human resources and is responsible for welfare of the employees.
- Production Manager _ responsible for growing and packing flowers.
- Marketing Manager _ responsible for selling, transportation and collection of revenue.

Imagine you have been approached to design a website for the company.

Create a website consisting of:



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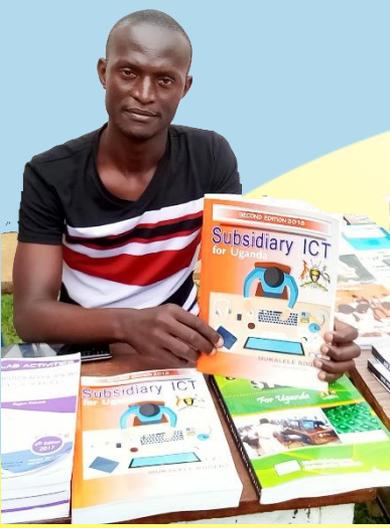
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