

Answer any **three** questions in this paper.

1. (a) Using a word processing software of your choice, open the file **Speech** and save it as **your name and personal number**. (02 marks)
- (b) Change the following formats of the document: (01 mark)
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 - (ii) Paragraph alignment. (01 mark)
 - (iii) Line spacing. (01 mark)
- (c) Apply a first line indent to the document. (02 marks)
- (d) Apply a light background colour of your choice to the document. (01 mark)
- (e) Insert a *Drop Cap* on any paragraph of the document. (02 marks)
- (f) Use a *text box* to add a suitable title for the document. (02 marks)
- (g) Insert a *Watermark* of your choice in the document. (02 marks)
- (h) Add to the document an appropriate picture from the **IMAGE** folder. (02 marks)
- (i) Attach a suitable *Footnote* to the word *audience*. (02 marks)
- (j) Insert a footer of your **name**. (01 mark)
- (k) Save and print the document. (01 mark)
2. (a) Using a database software, create a database and save it as **your name and personal number**. (02 marks)
- (b) Use the data in the file **Library.xls** to create a table with appropriate data types. Name the table **Student Borrowing**. (06 marks)
- (c) Create a form that will be used to enter more records to the table **Student Borrowing**. Name the form **Data Entry Form**. (03 marks)
- (d) Design a query that will display details of students in S.3 who have borrowed books. Name it **S3 borrowers Query**. (04 marks)
- (e) (i) Create a report for students of S.3 who have borrowed books. Name it **S3 borrowers Report**. (03 marks)
- (ii) Insert in the report a suitable picture from the **IMAGE** folder to represent a logo for the school library. (01 mark)
- (f) Print all your work. (01 mark)

Lcci Practical Ict Papers 3

Frank Ortmeier, Peter Daniel



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