

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:
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 - (ii) Paragraph alignment. (01 mark)
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- (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)

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Table of Contents Lcci Practical Ict Papers 3

1. Understanding the eBook Lcci Practical Ict Papers 3
 - The Rise of Digital Reading Lcci Practical Ict Papers 3
 - Advantages of eBooks Over Traditional Books
2. Identifying Lcci Practical Ict Papers 3
 - Exploring Different Genres
 - Considering Fiction vs. Non-Fiction
 - Determining Your Reading Goals
3. Choosing the Right eBook Platform
 - Popular eBook Platforms
 - Features to Look for in an Lcci Practical Ict Papers 3
 - User-Friendly Interface
4. Exploring eBook Recommendations from Lcci Practical Ict Papers 3
 - Personalized Recommendations

- Lcci Practical Ict Papers 3 User Reviews and Ratings
- Lcci Practical Ict Papers 3 and Bestseller Lists
- 5. Accessing Lcci Practical Ict Papers 3 Free and Paid eBooks
 - Lcci Practical Ict Papers 3 Public Domain eBooks
 - Lcci Practical Ict Papers 3 eBook Subscription Services
 - Lcci Practical Ict Papers 3 Budget-Friendly Options
- 6. Navigating Lcci Practical Ict Papers 3 eBook Formats
 - ePub, PDF, MOBI, and More
 - Lcci Practical Ict Papers 3 Compatibility with Devices
 - Lcci Practical Ict Papers 3 Enhanced eBook Features
- 7. Enhancing Your Reading Experience
 - Adjustable Fonts and Text Sizes of Lcci Practical Ict Papers 3
 - Highlighting and Note-Taking Lcci Practical Ict Papers 3
 - Interactive Elements Lcci Practical Ict Papers 3
- 8. Staying Engaged with Lcci Practical Ict Papers 3
 - Joining Online Reading Communities
 - Participating in Virtual Book Clubs
 - Following Authors and Publishers Lcci Practical Ict Papers 3
- 9. Balancing eBooks and Physical Books Lcci Practical Ict Papers 3
 - Benefits of a Digital Library
 - Creating a Diverse Reading Collection Lcci Practical Ict Papers 3
- 10. Overcoming Reading Challenges
 - Dealing with Digital Eye Strain
 - Minimizing Distractions
 - Managing Screen Time
- 11. Cultivating a Reading Routine Lcci Practical Ict Papers 3
 - Setting Reading Goals Lcci Practical Ict Papers 3
 - Carving Out Dedicated Reading Time
- 12. Sourcing Reliable Information of Lcci Practical Ict Papers 3
 - Fact-Checking eBook Content of Lcci Practical Ict Papers 3

- Distinguishing Credible Sources
- 13. Promoting Lifelong Learning
 - Utilizing eBooks for Skill Development
 - Exploring Educational eBooks
- 14. Embracing eBook Trends
 - Integration of Multimedia Elements
 - Interactive and Gamified eBooks

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