

THE PUBLIC ACCOUNTANTS EXAMINATIONS BOARD

A Committee of the Council of ICPAU

CPA (U) EXAMINATIONS

LEVEL ONE

BUSINESS MANAGEMENT & COMPUTING – PAPER 4 (II)

FRIDAY, 20 JUNE 2008

REGISTRATION NO:

INSTRUCTIONS TO CANDIDATES

1. Time allowed: **1 hour**.
2. Write your Registration Number on every page of the question paper and on the diskette provided.
3. Attempt **all** questions. Question 1 carries 15 marks and question 2 carries 5 marks.
4. Ensure that you initially save your work on the desktop and later on transfer it to a flash disk to be provided.
5. The question paper should be handed in to the invigilator at the end of the examination.

Question 1

Using the following data, create a student's Database in Microsoft Access.

Registration Table

Field Name	Type	Size	Description
RegNo.	Autonumber		Registration Number
RegDate	Date	Medium Date	Registration Date
Fname	Text	33	First Name
Lname	Text	33	Last Name
Sex	Text	1	Gender
DOB	Date	Medium Date	Date of Birth
Tribe	Txt	35	Student's tribe
HDistrict	Text	40	Home District
Course	Text	40	Course
Hall	Text	45	Hall of residence

- (a) Set the following fields as required Sex, DOB, RegDate and Tribe.
(2 marks)
- (b) Design a data entry form using the above table and give it a heading of students registration form. Name the form as data entry.
(4 marks)
- (c) Enter the following entries in the database using the form created above.
(3 marks)

RegNo	RegDate	Fname	Lname	Sex	DOB	Tribe	District	Course
1	12/12/08	Sarah	Musana	F	1/11/87	Soga	Kaliro	BBA
2	12/12/08	Tom	Wambwa	M	1/03/68	Ganda	Wakiso	BA
3	11/12/08	Vicky	Nagaya	F	1/05/88	Soga	Kaliro	BSc
4	11/12/08	Faith	Kabone	F	1/09/80	Iteso	Soroti	BSc Eng
5	10/12/08	Joshua	Mukisa	M	1/08/80	Ganda	Entebbe	BBA
6	10/12/08	David	Isanga	M	1/01/66	Nkole	Mbarara	BA
7	09/12/08	Joy	Kisoma	F	1/07/75	Soga	Kamuli	BBA
8	09/12/08	Lisa	Mbodde	F	1/04/89	Nkole	Mbarara	BSc Eng

- (d) Create a query that extracts students from Kaliro District.
(3 marks)
- (e) Generate a report of students data arranged according to sex.
(2 marks)
- (f) Copy the database from the current location to your diskette.
(1 mark)
- (Total 15 marks)**

Question 2

- (a) Load an appropriate word processing program and input the text below:

Agenda

6:00 – 6:10 Introductions & Welcome

6:10 – 6:15 May 8, 2007 Minutes Review

a. Review, Amend as Needed and Approve Last Meetings Minutes

6:15 – 6:30 Update on water project

6:30 – 6:40 Fundraising Update Report by Francis

6:40 - 7:10 Sub-committee Duty Discussions

a. Audit – Elizabeth, Chair

b. Communications – John, Chair

c. Site Visits – Richard, Chair

7:10 - 7:40 Review of Committee Calendar

a. Subcommittee Reports

b. 1st Draft of Annual Report

c. Final Draft of Annual Report to Cabinet

d. Presentation of Annual Report to Board

7:40 - 8:00 Public Comment

8:00 Adjournment

(1 mark)

- (b) Bold the word "Agenda" and format it with font 20.

(1.5 marks)

- (c) Bold and put in italics all text lines beginning with numbers.

(1 mark)

- (d) Indent all other text.

(1 mark)

- (e) Save your work with your registration number as footer.

(1.5 marks)

(Total 5 marks)