

# THE PUBLIC ACCOUNTANTS EXAMINATIONS BOARD

*A Committee of the Council of ICPAU*

## CPA (U) EXAMINATIONS

### LEVEL ONE

#### BUSINESS MANAGEMENT & COMPUTING – PAPER 4 (II)

**MONDAY, 14 JUNE 2010**

**REGISTRATION NO:** .....

#### INSTRUCTIONS TO CANDIDATES

1. Time allowed: **1 hour 15 minutes.**  
The first 15 minutes of this examination have been designated for reading time. You may not start to use the computer during this time.
2. Write your Registration Number on every page of the question paper.
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.

**© 2010 Public Accountants Examinations Board**

**Question 1**

Computer Ltd, your employer, has asked you to create a simple database to track records of its staff. The systems analysts have given you the following instructions to guide you in creating the database. Load an appropriate database application and follow the instructions.

**Required:**

- (a) Create a database named Your Registration Number\_STAFF\_RECORDS (e.g. 01234\_STAFF\_RECORDS).

**(1 mark)**

- (b) Create a table named PARTICULARS with the following attributes.

**(4 marks)**

<b>Field Name</b>	<b>Type and Size</b>
Staff_ID	AutoNumber (Key)
First_Name	Text (40) (required)
Last_Name	Text (40) (required)
Nationality	Text (38)
Home_District	Text (45)
Residence	Text (40) (required)
Telephone	Text (13)

- (c) Design a data entry form based on the PARTICULARS table. Name it DATA FORM and use it to enter the following records:

<b>Staff ID</b>	<b>First Name</b>	<b>Last Name</b>	<b>Nationality</b>	<b>Home District</b>	<b>Residence</b>	<b>Telephone</b>
1	Alice	Nantume	Kenyan	Uasingishu	Kiira	+256772110110
2	John	Mwangi	Ugandan	Mbarara	Nyamtanga	+254710171710
3	Abdu	Wachi	Ugandan	Lira	Ojwina	+256414531171
4	Halima	Masawi	Tanzanian	Dodoma	Kabalagala	+256391414141
5	Sarah	Rwego	Ugandan	Busia	Terego	+256701111111
6	Joy	Sangalo	Ugandan	Kabong	Lyantonde	+145819803200
7	Anisa	Mukyala	Rwandese	Kigali	Zanzibar	+254198018019

**(3 marks)**

- (d) Design a query that filters Ugandan Employees showing their First Name, Last Name and Telephone Number and Nationality. Name it UGANDANS QUERY.

**(3 marks)**

- (e) Design a Report based on the UGANDANS QUERY. Report name is REPORT ONE and title is UGANDANS. Centre and format heading with font Arial, size 26 points.

**(3 marks)**

- (f) Save your database on the disk provided.

**(1 mark)****(Total 15 marks)**

**Question 2**

Load an appropriate word processing application program and process the following letter:

1/June/2010

Mr. Doramu Wanda  
DORAMU LTD  
40 Busamaga Road  
Mbale

Dear Mr. Wanda

Letter of Offer

Following your successful bidding to supply stationery items to Elgon Agencies for the financial 2010/2011, I am pleased to address you as follows:

- That the contracts committee which sat on 31/5/2010 selected your firm as the successful bidder
- That, this therefore serves to inform you to commence supplies as soon as possible, in any case not later than 1st July 2010.
- That you contact the undersigned immediately to sign the contract agreement at our head office on Business Street, Mbale municipality.
- That should I not hear from you by the end of June 2010, the offer shall be forfeited.

Congratulations and I look forward to a mutually beneficial business relationship.

Yours sincerely,

Thomas Ali

Chairperson, Procurement Committee

**Required:**

- (a) Enter the above text in a word processing program. (1 mark)
  - (b) Right align the date and justify the entire text. (1 mark)
  - (c) Double underline the title "Letter of Offer", bold, Arial black font 14, centred. (1 mark)
  - (d) Insert centred header "ELGON AGENCIES LIMITED", font 24 Arial black. (1 mark)
  - (e) Bold "Chairperson, Procurement Committee". (0.5 marks)
  - (f) Save the work with your Registration Number and file name. (0.5 marks)
- (Total 5 marks)**