

S.3 PRACTICAL WORK

COMPUTER STUDIES

Qn 1a) Using a word processor of your choice, create a document saved as your name and index number.

VISUAL BASIC FOR APPLICATIONS

You write VBA code in units called subroutines and functions that you store in modules. Microsoft Access modules are either Standard modules or Class modules. You create Standard modules by selecting the Modules icon in the Database window and then clicking New. Standard modules contain libraries of subroutines and functions. Class modules can be standalone objects, or they can be associated with a form or report. To create a standalone Class module, you choose Insert Class Module. Whenever you add code behind a form or report, Microsoft Access creates a Class module associated with that form or report that contains the code you create. ~~A subroutine (or sub procedure) is a routine that responds to an event or performs some action.~~

Modules specific to a form or report are generally called Form and Report Class modules, and their code is often referred to as Code Behind Forms (CBFs). Access creates and stores CBF in that form or report and triggers the code within it from events occurring within the form or report.

Instructions:

- i. Type set the above passage as it appears. The font size 18.
- ii. Copy the passage to page2 of your document
- iii. Set the page margins at 1.5” for left and right and 2” for top and bottom.
- iv. Justify all paragraphs in the document
- v. Shade the heading with a blue colour.
- vi. Insert a red double underline on the heading.
- vii. Convert the first paragraph on page2 to 3 columns with a line between.
- viii. On page1, apply a drop cap of 3 lines on the two paragraphs.
- ix. Insert an art page border of your choice only on page two.
- x. Apply a footer of your name on **only** the first page of your document.
- xi. Save and print all pages.

Qn 2 a).Type the following text using a word processing application

Nature, Level and Purpose of Contacts: Daily direct contact with the Senior Management Team (SMT), senior level managers and executives of outside organizations and individuals is required to effectively complete assigned tasks. The ~~Specialist interacts with~~ *This* ~~full array of US Embassy~~ staff and may be asked to represent USAID before host country officials. *Message should* Contacts with outside organizations and implementing partners are *be treated with* the responsibilities described *high level of* above. *privacy*

| No. | Representative | Contracts |
|-----|----------------|-----------|
| 1. | Obore | 014-000 |
| 2. | Kaaya | 032-223 |
| | | |

- Make 1 copy of the text on the next page.
Using the copied work
- convert the paragraph to two columns
- Insert page Art borders on **page one** of the document
- Insert a watermark of the words My pay
- Increase the line spacing of paragraph two to double
- Insert roman style page numbers
- Put a footer of your name
- Print the document and Save as **Special (your Name)**

No: 3

Try out question 5 in the computer studies practical book .