

Answer all the questions.

1. As the Graphic Designer of Suumsum Publishers, use MS Publisher to design a business card with the format below:

Name:
Job Position:
Organisation:
Address:
Telephone Number:
Email Address:
Website Address:

- Provide your own data to complete the template of the business card.
- Insert a clipart for the company's logo.
- Use your full name as Watermark in the document.
- Insert your date of birth as footer.
- Save document as **PROFESSIONAL** in the folder created on the desktop.

[15 marks]

2. The table below shows marks obtained by students in an examination.

	Name	Course	Marks	Grade	Status
1	Osibu	English	62		
2	Okuseye	French	90		
3	Sheda	Latin	34		
4	Mallam	English	96		
5	Mark	English	70		
6	Billy	Arabic	34		
7	Nana	French	78		
8	Nii-Takyi	Spanish	89		
9	Obibinii	German	87		
10	Gyan	English	67		

- Create the table above in a spreadsheet application.
- Using the appropriate function or formula:
 - derive the grade and status of **each** student's mark based on the grading system below;

GRADING SYSTEM

MARK	GRADE	STATUS
80 - 100	A	EXCELLENT
70 - 79	B	VERY GOOD
60 - 69	C	GOOD
50 - 59	D	CREDIT
40 - 49	E	PASS
0 - 39	F	FAIL

- (ii) derive the number of students that obtained grades A and F.
- (c) Insert a footer with your full name.
- (d) Save the workbook as **GRADES** in the folder created on the desktop.

[15 marks]

3. (a) Create a database and name it STUDENT in the folder created on the desktop.
- (b) Create a table using the data below:

Index Number	Surname	Other Names	Gender	Qualification	Date of Birth	Weight
001A	Azumah	Nelson	M	MBA	20/01/80	183LB
002A	Bentil	Sarah	F	Ph.D	14/11/62	191LB
003A	Cocoshie	Mamle	F	BA	10/01/81	152LB
004A	Abugleh	Dinah	F	ICSA	01/02/82	183LB
005A	Benyiwah	Efua	F	BSc	02/10/85	183LB
006A	Quarshie	Eric	M	MBA	28/02/72	157LB

- (c) Save the table as **tblSTUD**.
- (d) Use the index number field as the primary key.
- (e) Insert a field between Date of Birth and Weight, and name it Place of Birth.
- (f) Fill the Place of Birth column with your own imaginary names of towns for **each** record.
- (g) Sort the table by Surname in ascending order and save as **SSTUD**.
- (h) Select female persons who were born in the 80's and save as **STUD80**.

[15 marks]

END OF PAPER