

**Use any available word processor to type the document below as it is.**

## Working Flash Documents

When you create and save Macromedia Flash Basic 8 and Macromedia Flash Professional 8 documents within the Flash authoring environment, the documents are in FLA file format. To display a document in Macromedia Flash Player, you must publish or export the document as a SWF file. Flash lets you host video files using Flash Communication Server, a server solution optimized for the delivery of streaming, real-time media. You can import video clips stored locally into your Flash documents, and later upload them to the server.

You can add media assets to a Flash document and manage the assets in the library, and you can use the Movie Explorer to view and organize all the elements in a Flash document. The Undo and Redo commands, the History panel, and the Commands menu let you automate tasks in a document. Macromedia Flash Basic 8 and Macromedia Flash Professional 8 provide several ways for you to include video in your Flash documents. How you choose to deploy your video will determine how you create your video content, and how you integrate it for use with Flash.

When you open multiple documents, tabs at the top of the Document window identify the open documents and let you easily navigate among them. Tabs appear only when documents are maximized in the Document window. To make a document active, you click its tab. By default, tabs appear in the order in which the documents were created. You cannot drag tabs to change their order.

When you add a movie clip instance to a document, the movie clip Timeline is nested inside the main Timeline of the document. You can also nest a movie clip inside another movie clip. You can use Action Script to send a message from one Timeline to another. You must use a target path to specify the location of the Timeline to which you are sending the message

Macromedia Flash Basic 8 and Flash Professional 8 are powerful tools for incorporating video footage into web-based presentations. Flash Video offers technological and creative benefits that let you create immersive, rich experiences that fuse video together with data, graphics, sound, and interactive control. Flash Video lets you easily put video on a web page in a format that almost anyone can view.

### **You are required to:**

Cut paragraph two and paste the paragraph below the document.

Copy paragraph one and paste the paragraph to page two and page three

Find the word *clip* wherever it appears in the document and replace it with the word *slide*

Spell-check your document

Use the thesaurus feature to change the word working that appears in the heading to running.

Save the document as ***flash player introduction.***

**Use any available word processor to type the document below as it is.**

About nested movie clips

Flash documents can have movie clip instances in their Timelines. Each movie clip instance has its own Timeline. You can place a movie clip instance inside another movie clip instance. A movie clip nested inside another movie clip (or inside a document) is a child of that movie clip or document.

Relationships between nested movie clips are hierarchical: modifications made to the parent will affect the child. You can use Action Script to send messages between movie clips and their Timelines. To control a movie clip Timeline from another Timeline, you must specify the location of the movie clip with a target path. In the Movie Explorer, you can view the hierarchy of nested movie clips in a document.

Flash Player has a stacking order of levels. Every Flash document has a main Timeline located at level 0 in Flash Player. You can use the load Movie action to load other Flash documents (SWF files) into Flash Player at different levels.

If you load documents into levels above level 0, the documents stack on top of one another like drawings on transparent paper; when there is no content on the Stage, you can see through to the content on lower levels. If you load a document into level 0, it replaces the main Timeline.

You use Action Script to add programming logic and interactivity to your Macromedia Flash Lite applications. The version of Action Script in Flash Lite 1.0 and 1.1--referred to collectively as Flash Lite 1.x Action Script--is a hybrid of Flash 4 Action Script, plus additional commands and properties specific the Flash Lite player, such as the ability to initiate phone calls or text messages, or get time and date information from the device.

**You are required to:**

Format the heading as follows: bold, italicize, and underline using double line with red underline colour, font size 22.

Underline paragraph one using a wave.

Underline paragraph three using dot dot dashes

Change the font size of paragraph five to 13.

Change the font of the first paragraph to Tahoma.

Change the font for the second paragraph to Bookman Old style.

Change the font colour of the fourth paragraph to purple.

Add a yellow highlight colour to paragraph two.

Save the document as *flash movie clips*.

**Use any available word processor to type the document below as it is.**

About parent and child movie clips

When you place a movie clip instance on another movie clip's Timeline, the placed movie clip is the child and the other movie clip is the parent. The parent instance contains the child instance. The root Timeline for each level is the parent of all the movie clips on its level, and because it is the topmost Timeline, it has no parent.

A child Timeline nested inside another Timeline is affected by changes made to the parent Timeline. For example, if Portland is a child of Oregon and you change the x-scale property of Oregon, then the scale of Portland also changes. It is like having  $X^2$  or  $Y_2$

Timelines can send messages to each other with Action Script. For example, an action on the last frame of one movie clip can tell another movie clip to play. To use Action Script to control a Timeline, you must use a target path to specify the location of the Timeline.

Using scenes is similar to using several SWF files together to create a larger presentation. Each scene has a Timeline. When the play head reaches the final frame of a scene; the play head progresses to the next scene. When you publish a SWF file, the Timeline of each scene combines into a single Timeline in the SWF file.

Because of this behavior, avoid using scenes for the following reason: Scenes can make documents confusing to edit, particularly in multi-author environments. Anyone using the FLA document might have to search several scenes within a FLA file to locate code and assets. Consider loading content or using movie clips instead.

**You are required to:**

Apply a strike through to the sentence that begins with: The parent ..... and ends with .....it has no parent.

Apply a double strike through to the last paragraph.

Shadow the heading to the document.

Outline paragraph three and include sparkle text to this paragraph.

Emboss the fourth paragraph.

Change the heading to the document so that it appears engraved with font size 15.

Format paragraph one to small caps.

Apply a blinking background to the second paragraph.

Add Las Vegas lights to the first paragraph

Save the document as *flash parent*

**Use any available word processor to type the document below as it is.**

Using the Flash History panel

The History panel shows a list of the steps you've performed in the active document since you created or opened that document, up to a specified maximum number of steps. (The History panel doesn't show steps you've performed in other documents.) The slider in the History panel initially points to the last step that you performed.

You can use the History panel to undo or redo individual steps or multiple steps at once. You can apply steps from the History panel to the same object or to a different object in the document. However, you cannot rearrange the order of steps in the History panel. The History panel is a record of steps in the order in which they were performed.

To remove deleted items from a document after you undo a step in the History panel, you use the Save and Compact command. By default, Flash supports 100 levels of undo for the History panel. You can select the number of undo and redo levels, from 2 to 9999, in Flash Preferences.

You can clear the History panel to erase the history list for the current document. After clearing the history list, you cannot undo the steps that are cleared. Clearing the history list does not undo steps; it merely removes the record of those steps from the current document's memory. Closing a document clears its history. If you know you want to use steps from a document after that document is closed, copy the steps with the Copy Steps command or save the steps as a command.

Network access or network status information-For example, in Flash Lite 1.0 you cannot use the load Variables () or load Movie () functions to load external data or SWF files, or the various fscommand2() commands for determining a device's connection signal strength or the status of a network request. Getting time and date information from the device. Platform capability variables provide information about the capabilities of the Flash Lite platform and of the device.

To re-create the process of constructing this sample, you first create the shadow effect for the dog by nesting the animation inside a movie clip. You then duplicate the movie clip instance and place it behind the original instance. (You can keep the duplicate on the same layer and arrange it behind the original instance, or paste it to a new layer below the original.)

**You are required to:**

For paragraph three, change the character spacing to expanded by 4.7pts and raised by 3pts.

For the last paragraph, change the character spacing to condensed by 2pts and lowered by 4pts.

Apply text alignment as follows: paragraph one-centered, paragraph two justified and paragraph four right aligned.

Change the line spacing as follows: paragraph one to 1.5 lines, paragraph two double line spacing with spacing before having 10pts and spacing after having 15pts.

Save the document as *flash history panel*.

**Use any available word processor to type the document below as it is.**

## Optimizing Flash documents

As your document file size increases, so does its download time and playback speed. You can take several steps to prepare your document for optimal playback. As part of the publishing process, Flash automatically performs some optimization on documents: for example, it detects duplicate shapes on export and places them in the file only once, and it converts nested groups into single groups.

Before exporting a document, you can optimize it further by using various strategies to reduce the file size. You can also compress a SWF file as you publish it. As you make changes, it's a good idea to test your document by running it on a variety of computers, operating systems, and Internet connections.

To optimize documents:

When creating animation sequences, use tweened animations, whenever possible. These animations use less file space than a series of key frames.

For animation sequences, use movie clips instead of graphic symbols.

Limit the area of change in each key frame; make the action take place in as small an area as possible.

To optimize elements and lines:

Use layers to separate elements that change during the animation from those that do not.

Use Modify > Curves > Optimize to minimize the number of separate lines that are used to describe shapes.

Limit the number of special line types, such as dashed, dotted, ragged, and so on. Solid lines require less memory. Lines created with the Pencil tool require less memory than brush strokes.

You then select the duplicate instance and, in the Filters tab of the Property inspector, select Drop Shadow from the Plus (+) menu. Next, adjust the strength level to around 45% and select Hide Object. This hides the movie clip object but reveals the drop shadow filter properties. You can make further adjustments by setting Quality to Low, Medium, or High, or modifying the amount of blur, the color, the angle, or the distance of the blur effect from the original graphic.

© *Macromedia flash player* ® 8 2013

### **You are required to:**

Apply a hanging indent to paragraph one, block indent paragraph two and apply a first line indent on the last paragraph.

Use symbols or pictures to bullet the list of ways to optimize documents; use numbers and letters to number the way to optimize elements and lines.

Insert in the header your name and in the footer your school name include today's date and time. Right align them.

Save the document as *flash player optimizing*

**Use any available word processor to type the document below as it is.**

### Working with Projects (Flash Professional Only)

In Macromedia Flash Professional 8, you can use Flash Projects to manage multiple document files in a single project. Flash Projects allow you to group multiple, related files together to create complex applications. You can use version-control features with projects to ensure that the correct file versions are used during editing, and to prevent accidental overwriting.

When you publish a project, each FLA file in the project is published with the publish profile specified for that file. You should specify the publish profiles in the Project Settings dialog box before you publish a project. Only one project can be open at one time. If a project is open and you open or create another project, Flash automatically saves and closes the first file.

Version control in Flash Professional 8 lets you ensure that each author working in a project file is always using the latest version of a file, and that multiple authors do not overwrite each other's work. To use version-control features, you must define a site for the project. You can specify a local, network, or FTP connection, or you can specify custom plug-ins for version control systems. If you experience problems when setting up a remote site, see Troubleshooting remote folder setup (Flash Professional only). On Windows, you can use Flash projects with SourceSafe.

A web server can be configured in a wide variety of ways. The following list provides information on some common issues you may encounter in setting up a remote folder for use with version control, and how to resolve them: The Flash FTP implementation may not work properly with certain proxy servers, multilevel firewalls, and other forms of indirect server access. If you encounter problems with FTP access, ask your local system administrator for help.

For the Flash FTP implementation, you must connect to the remote system's root folder. (In many applications, you can connect to any remote directory, then navigate through the remote file system to find the directory you want.) Be sure that you indicate the remote system's root folder as the host directory.

### **You are required to:**

Insert page numbers to the top center of the document page using A,B,C.. number format beginning page numbering at E.

Change the case for the heading to upper case.

Insert a page break at the end of each paragraph.

On the first page, apply a drop cap to the first letter on the paragraph into the margin by three lines.

On the second page, apply a drop cap to the first letter on the paragraph by 4 lines, font Verdana and the distance from the text of 2”

On the third page apply three newspaper type of columns to the paragraph with a line between the columns.

Save the document as *flash projects*.

**Use any available word processor to type the document below as it is.**

## Creating E-learning Content

Macromedia Flash Basic 8 and Macromedia Flash Professional 8 learning interactions help you create interactive online (e-learning) courses that run in Flash. Using the Flash learning interactions has many benefits:

Anyone with a Flash-enabled web browser can use the instructional content you create. You can customize the interface to meet your needs. Because you are using Flash, you can create high-quality interfaces that load quickly and look the same on different platforms. You can easily add interactions to your online course with the Flash Learning Interaction components, which provide a simple interface for entering data without writing code.

Each individual Flash learning interaction can send tracking information to a server-side learning management system (LMS) that complies with the Aviation Industry CBT Committee (AICC) protocol or Shareable Content Object Reference Model (SCORM) standards. Additionally, the quiz templates track cumulative results from a sequence of interactions and can pass them along to the LMS using an enhanced data tracking functionality that conforms to either AICC or SCORM standards.

Your e-learning courseware runs on any computer with Macromedia Flash Player 6 or later and a Flash-enabled web browser. To track user data from the Flash learning interactions, you must have a web server-side LMS, such as an AICC- or SCORM-compatible system. In addition, users must have Internet Explorer 4.0 or Netscape Navigator 4.0 or later (Windows), or Netscape 4.5 or later (Macintosh). Tracking to an LMS with learning interactions does not work with Internet Explorer on the Macintosh.

An interaction is a part of a Flash application in which the user interacts with the application to provide a response. A typical response might be answering a question, selecting from the answers True or False, or clicking an area of the screen. You can use the six learning interactions included with Flash to build interactive courseware:

### **You are required to:**

Let the heading be bold, blue in colour, size 16 inside a text box which has a red outline, parchment texture fill and a weight of 3pts.

Below the heading, draw a special line of your choice with arrows at either end in blue colour with a weight of 6pts.

Draw an auto shape sent behind the text in paragraph one with a shadow effect on it, tightly wrapped around the text with a yellow fill colour and an outline blue colour. Crop the auto shape appropriately.

Convert the last paragraph into a table with 2 columns separating text at each comma.

Use word art on the words: Content Object Reference Model in paragraph three with font Aparajita, size 12, bold and italicize the word art.

Save the document as *learning content*.

**Use a word processor of your choice to produce the document below as it appears.**

Date [Arrival date]

Home location [Address]

Nationality [Country]

Sex [Gender]

Dear Sir/Madam [Name]

### **Basic Tasks: Create a Document with flash 8**

Macromedia Flash Basic 8 or Macromedia Flash Professional 8 can seem like a very complex program to learn. One reason for this seeming complexity is that you can use it for so many different things, such as cartoon animations, media players, and sophisticated software.

This tutorial is suitable for you if you're opening Flash 8 for the first time. This tutorial shows you some of the fundamental aspects of the program, and how to get started using them to build a real project.

You don't need to know anything about Flash or animation to complete this tutorial; in fact, you'll discover how easy it is to start using Flash 8 to add elements to your web pages. This is Part 1 of a three-part tutorial on how to build a simple animated banner in Flash and add it to a web page using Macromedia Dreamweaver.

You'll learn how to create a file and modify its settings, import and add graphics to the Stage from the library, and create layers in Part 1. In Part 2 and Part 3, you'll add an animation and create a button that opens a browser window. Then you'll specify publish settings, and add the banner to a web page.

**Yours sincerely**

**Jaffers Anders**

*Program manager*

**Use a mail merge feature to post the document to the recipients below.**

<b>Name</b>	<b>Country</b>	<b>Gender</b>	<b>Arrival Date</b>	<b>Address</b>
Musoke Paul	Uganda	Male	31/08/2014	P.O Box 45 Kampala
Adrian Busingye	Kenya	Female	1/8/2014	P.O Box 34 Nairobi
Mubiru Kenneth	Tanzania	Male	23/07/2014	P.O Box 232 Dodoma

### **Required to:**

Include a semi-transparent horizontal text watermark as follows: STUDIES 2014

Save the document as *flash player introduction*.



**Use any available word processor to type the document below as it is.**

## **Dreamweaver Basics**

Learn how to use Macromedia Dreamweaver 8 documentation and other resources, and set up the Dreamweaver workspace to fit your preferred working style. Then plan and set up a site, and begin to create pages.

## **Introduction**

Macromedia Dreamweaver 8 is a professional HTML editor for designing, coding, and developing websites, web pages, and web applications. Whether you enjoy the control of hand-coding HTML or prefer to work in a visual editing environment, Dreamweaver provides you with helpful tools to enhance your web creation experience. The visual editing features in Dreamweaver let you quickly create pages without writing a line of code.

## **What's new in Dreamweaver 8**

Dreamweaver 8 includes various new features that improve usability and help you to build pages whether you're working in the design or the coding environment. First, Dreamweaver 8 provides support for best practices and industry standards, including support for advanced CSS use, XML and RSS feeds, and accessibility requirements.

## **Dreamweaver workflow for creating websites**

There are many possible approaches to creating a website. The workflow presented in this documentation starts by defining a site's strategy or goals. If you're developing web applications, you have to set up servers and databases as needed. Then you design the look and feel of the site. When the design is complete, you build the site and code the pages, adding content and interactivity; then you link pages together, and test the site for functionality and to see if it meets its defined objectives.

## **Setting up a web application**

Many websites contain dynamic pages that allow visitors to view information stored in databases, and usually allow some visitors to add new information and edit information in the databases. To create such pages, you must first complete several preparatory steps. Set up a web server and application server, then create or modify a Dreamweaver site. Connect to a database.

## **Creating dynamic pages**

In Dreamweaver, you can define a variety of sources of dynamic content, including record-sets extracted from databases, form parameters, and JavaBeans components. To add the dynamic content to a page, simply drag it onto the page. You can set your page to display one record or many records at a time, display more than one page of records, add special links to move from one page of records to the next (and back), and create record counters to help users keep track of the records.

## **You are required to:**

Insert a page break at the beginning of the each paragraph in the document.

Insert page numbers to the document with 1,2,3.... Number format in the center of the page.

Use a word processing feature to create a table of contents on the first page. Title it **TABLE OF CONTENTS**.

Include a pattern fill effect or picture to the background of the document.

Save your work as TOC

Use any available word processor to type the document below as it is.

### Using the Help navigation pane to find topics

The Help window opens with the Contents tab showing in the navigation pane. Click the tabs to switch among the Contents, Search, and Index tabs.

#### Contents tab

Use the Contents tab to view the Help topics organized by subject matter, like the Table of Contents of a book. You can click the icons to the left of items to collapse or expand the outline.

#### Search tab

Use the Search tab to find a specific word in Help. Type the word in the text box and click Search. The results list shows the titles of all topics in which the search word appears, listed in the order that they appear on the Contents tab. You cannot use Boolean operators (such as AND, OR, NOT, or quotation marks) to limit or refine your search of Help. If you type more than one word, the search results include every topic in which at least one of your search words appears.

#### Index tab

Use the Index tab to find Help topics in a linked, alphabetical list of terms for various functions, features, and concepts. You can browse the index in two ways. You can click the controls (+ or -) to expand or collapse the entries under a letter of the alphabet, scroll to the term you want, and click a link to open the related Help topic. Or, you can use the Show pop-up menu to expand the list for just one letter of the alphabet, and then scroll and click a link to open the Help topic.

This can be represented on a diagram as seen below:



Include a pink background colour to your document

Save your document as *navigation panel*.

Use any available word processor to type the document below as it is.

### Changing an equation in Microsoft Word

To write an equation, you can use Unicode character codes and Math AutoCorrect entries to replace text with symbols. For more information, see Insert a symbol or special character.

When you type an equation, Word automatically converts the equation into a professionally formatted equation as seen with:  $A = \pi r^2$

Microsoft Office Word 2007 includes built-in support for writing and editing equations. Previous versions used the Microsoft Equation 3.0 add-in or the Math Type add-in. Equation 3.0 was included in previous versions of Word and is available in Office Word 2007.

Math Type was not included in previous versions of Word but was available for purchase for complex equations like the one to the right.

$$(x + a)^n = \sum_{k=0}^n \binom{n}{k} x^k a^{n-k}$$

If an equation was written in a previous version of Word and you want to edit the equation by using Office Word 2007, you need to use the add-in that was used to write the equation. If you purchased Math Type, you need to have Math Type installed.

### Change an equation that was written in a previous version

To change an equation that was written in a previous version by using the Equation 3.0 add-in or the Math Type add-in, you need to use the add-in that was used to write the equation. When you open a document that contains an equation that was written in a previous version of Word, you cannot use the built-in support for writing and changing equations unless you convert your

document to Office Word 2007.  $(1 + x)^n = 1 + \frac{nx}{1!} + \frac{n(n-1)x^2}{2!} + \dots$

You may be trying to change an equation that was created by using an add-in in a version of Microsoft Office Word prior to Microsoft Office Word 2007.

To change these equations, you need to use the add-in that was used to create the original equation: Microsoft Equation 3.0 or Math Type can create this equation below:

$$f(x) = a_0 + \sum_{n=1}^{\infty} \left( a_n \cos \frac{n\pi x}{L} + b_n \sin \frac{n\pi x}{L} \right)$$

Equation 3.0 was included in previous versions of Word and is available in Office Word 2007. Math Type was not included in previous versions of Word but was available for purchase. If you purchased Math Type, you need to have Math Type installed.

### **Required to:**

Apply a texture fill effect on the background of the page.

Save the document as *word equations*

From the following information, you are required to write a professional letter addressed to all people and save it as news two. Use the data source below.

Name	Sex	Address	Commodity sold
Juliet	F	P.O BOX 78	Mercedes Benz
Annette	F	P.O BOX 48	Chevron
Paul	J	P.O BOX 96	BMW
Mande	M	P.O BOX 45	Fuso
Leonard	M	P.O BOX 12	Nissan patrol

April 8<sup>th</sup> 1993

Dear Sir/madam

**Subject: March sales summary**

Great job! Sales for March are up 21% over the same month last year.

Our top performer for March, Phil Hill set a new one-month record-\$78,167! Congratulations, Phil.

I have included a bar graph and a statistical sales summary.

The bar graph shows sales activities by region by product for March.

The summary should help you place your performance into perspective.

Our annual sales meeting is set at the Bayside hotel and Marina in San Diego during the first week in January.

**Plan your schedule accordingly.**

Yours faithfully,

B.J McCue,  
**National Sales Manager**

Type the document below as it is using a word processor available.

April 8<sup>th</sup> 1993

To: Field Sales Staff

From: B.J McCue, National Sales Manager

**Subject: March Sales Summary**

Great job! Sales for March are up 21% over the same month last year. Our top performer for March, Phil Hill, set a new one-month record-\$78,167! Congratulations, Phil. I have included a bar graph and a statistical sales summary. The bar graph shows sales activities by region by product for March. The summary should help you place your performance into perspective. Our annual sales meeting is set at the Bayside Hotel and Marina in San Diego during the first week in January. **Plan your schedule accordingly.**

STATISTICAL SALES SUMMARY BY REPRESENTATIVE				
Sales By Rep.	Crown	Monarch	Curio	Total
LOW	15570	24660	0	
AVG	21551	36069	7250	
HIGH	28067	58388	25440	
RANGE	12497	33728	25440	

**Required:**

- Calculate the total
- Insert a line graph to represent the above data. Let it appear below the table.
- Make a print out of your work.
- Save your work as **assignment**

Start a word processor of your choice and enter the following table containing name of students who attended a computer studies' seminar last year.

Name	Sex	Class	School	Status
Abu	M	S.3	Mudaka S	Not paid
Nyachwo	F	S.4	Toda S	Paid
Opendi B	M	S.4	Torot S	Paid
Guddi	M	S.3	Manya C	Not paid
Oyitangol	M	S.4	Mukui H	Paid
Omadi G	M	S.4	Rocker H	Not paid
Musana	M	S.4	Ogulut	Paid
Wabomba	F	S.2	THS	Paid
Gutto F	F	S.4	THS	Paid
Zainabu	F	S.3	Osukutu	Paid

Suggest and insert a suitable title for your table.

Enter any four other records in the table with names from your school.

Center all the table content. Copy the new table to two other pages and insert page numbers at the top of each page using 1, 2, 3 ..... number format.

Save your work as your name and index number.

Print your work.

Type the following information as it is. (Use font size 14)

The time table below will be out will be out by the beginning of next academic year.

It should be copied and filled with relevant subjects.

Senior Four Time Table 2010												
		8:00-9:00	9:00-10:00		10:30-11:30	11:30-12:30			2:00-3:00	3:00-4:00		
<b>Mon</b>				<b>B R E A K</b>			<b>L U N C H</b>					
<b>Tues</b>												
<b>Wed</b>									<b>F R E E</b>			
<b>Thur</b>												
<b>Fri</b>												
<b>Sat</b>												

Note: the outer borders are triple lines

Put a footer as your name and index number

Colour senior four time table 2010, BREAK, LUNCH and FREE green.

Save your work as your name and index number

Print your work.

Type the information below as it appears.

**Gold Bank International**

To: The Manager

Gold Bank International

Branch .....

Date .....

--

**PERSONAL CUSTOMER INFORMATION FORM**

Family Name		First Name(s)		Other Name	
Nationality		Date Of Birth	Place Of Birth		Marital Status
Number Of Dependants		Country	Sub-County		District
ID/Passport No.		Date Of Issue	Graduated Tax Ticket No.		Date Of Tax Ticket No.
Permanent Address			Next Of Kin		
			Father's Name		
Employer			Name Of Business		
Nature Of Business			Business Location		
Telephone No. (Residence)			Telephone No. (Work)		
Mobile Phone No.			E-mail Address		
Other Bankers			Do you maintain any account with GBI in your Name? (if no please give details below)		
Are you related to any GBI staff?					
Details Of Introducer					
Recommended By:		Account Number:		Signature:	

Save your work as **application form**.

Using a word processor of your choice, prepare an electronic copy of the table below. Save your work as my list.

HIRED ITEMS	STATIONARY	RECEPTION		GARDENS
<ul style="list-style-type: none"> <li>▪ 2 tents</li> <li>▪ 300 chairs</li> </ul>	20 Manila	<ul style="list-style-type: none"> <li>▪ 300 plates</li> <li>▪ 300 meat pies</li> <li>▪ 300 cakes</li> </ul>		Flowers, lights, arches, red carpet and other decoration materials
	2 Reams of paper			
Music system	1 Roll of flip charts			
Public address system	Stick pads	Drinks		
	1 packet of markers	20 crates of soda	3 cartons of wine	
Computer projector and screen	Masking tape			
	<b>VENUE EXPENSES</b>			
	Rent	Connectivity costs		
	Fuel and travel costs			

Insert a row above the first row and merge the cells in this row, in it type the following heading and format it exactly as it is formatted below.

<b>LAUNCHING CEREMONY FOR KAWUKU YOURTH PROJECT ITEMS TO BE COSTED</b>
--

Enter the table below into a word processing program.

<b>CYBERLINK COMPUTER SOLUTIONS ENTERPRISES</b>					
ADMINISTRATION	KITCHEN	COMPUTER LAB	HOSTEL	DISPENSARY	
Manager's office		28 Computers	MALES	<i>First class</i>	
Accountant's office			2 Beds		
Secretary's office		16 Modems	FEMALES	<i>Second class</i>	
Meeting room					
Resting room		2 sets of speakers	3 beds	<i>Third class</i>	
Gym					
Living room		32 Hubs	<b><u>IMPROVED FACILITIES</u></b>		
<b>BONUS PAYMENTS</b>		<b>SPORTS COMPLEX</b>			
Security complex		Swimming pool		Basket Ball	
				Table Tennis	

Insert your name and class in the header  
Save your work as my doc



**Design the invitation cards below as they appear. Save as cards.**

TO:

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**INVITATION TO A PUBLIC LECTURE**

This is to invite you to a public lecture on **“BUILDING A UNIVERSITY CULTURE-  
IMPLICATION FOR GROWTH, DEVELOPMENT AND FUTURE SURVIVAL OF  
STAFF AT THE NEW KYAMBOGO UNIVERSITY.”**

Presented by: M.A Byaruhanga Kadoodooba, Senior Lecturer  
Department Of Sports Science

Date: Thursday 6<sup>th</sup> June 2002

Time: 3:00pm-5:00pm

Venue: Dinning Hall, West Campus, Former UPK

**R.S.V.P (Regrets Only)**

1. P.R.O  
Kyambogo University  
East Campus

2. Mr. Raymond Okumu  
General Secretary  
ITEASA

3. P.R.O  
Kyambogo  
West Campus

TO:

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Enter the table below into a word processor program as it is.

NEW HOME IN SOUTH WEST

<b>Name</b>	<b>Address</b>	<b>Property Type</b>	<b>Completion Date</b>	<b>Price Shs</b>
Knight court	Lush Volley Barnstable	4 bed roomed Houses	June 2004	500,000
Vale view	Cathedral Close	2 bed roomed Bungalows	October 2004	200,000
<b>SHOW HOME DETAILS FOR CORNWELL</b>				
<b>Selling Agents</b>	<b>Development</b>	<b>Fixtures and accessories</b>		
Johns and Watson	Beacon view, St. Agnes	All shows will be sold with fitted carpets and curtains.  Table lamps and other auxiliary items can be purchased at a discount price.		
Edward Property Service	The Thornburg, Mora Zion			
Vincent and Broad group	Timber Touch, Truro			

Insert one row after the one containing Knight court and insert the following information.

3 Bed roomed Houses	15,000	July 2004	Park Place	Moat View wells
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Make the heading bold, font size 14 and center aligned.

Save the document my table.

**Draw the table below as shown.**

**Save as lodging.**

**Rule as below.**

**LODGING IN KAMPALA** (center this heading)

Name	Address	Property	Completion date	Price
Sports hotel	Box 13	4 bed roomed	June 1997	1500000
<p><i>Using the resource sheet below, complete all the remaining details of this table. Follow the layout given below.</i></p> <p><b>SHOW HOME DETAILS FOR WAKISO</b></p>				
Selling Agents		Development	Fixtures and accessories	
Musa and Mangeni Magabi property services Haji Hamza		Beach view Timber Touch Swimming pool view  <b>Discount will be given</b>	Will be fitted with carpets Will include war drops Side lamps	

Resource sheet

Property type	Price	Completion date	Name	Address
4 bed roomed houses	140000	June 1987	Kintante	Box 90
	895000	May 1998	Court	Box 564
2 bed roomed Bungalows	560000	July 2000	City square	Box 500
	456000	April 1999	Pioneer Mall	Box 456
Courtyard Apartments	456000	August 2000	Tourist Hotel	Box 78
	899000	September 2001	Resort Hotel	Box 87

Copy the table below as it is.

Absenteeism record					
January to December 1999					
NAME/ REASON FOR LEAVING	DEPARTMENT	DATE OF JOINING	DATE OF LEAVING	POSITION	LENGTH OF SERVICE
ILL HEALTH	Sales	12.04.98	03.04.00	Salesman	2
Nankabirwa Suzan	Marketing	27.01.98	04.08.99	Purchases clerk	1
Nabukeera Olive	Admin	23.01.89	23.12.00	Clerk	11
Nakalema S	Sales	03.07.83	04.07.89	Salesman	1
Maternity leave	Nanbatya F	0.01.89	03.07.00	Typist	11
	Jones NP	02.04.88	-	Shorthand typist	-

Delete the two rows at the top of the table

Merge the last two rows into one

Insert a new row after Nakalema S and insert the following details

Muteesa J	Marketing	12.05.80	13.06.00	Marketing assistant	20
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Make the heading bold, font size 14 and font Arial

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