



WESTERN JOINT MOCK EXAMINATIONS

UgandaAdvancedCertificateOfEducation

SUBSIDIARYICT

PAPER 3

2HOURS

INSTRUCTIONS TO CANDIDATES:

- *Each candidate is provided with a new Compact Disc **ROM** where all the work will be stored.*
- *Each candidate has a printer connected to his/her machine*
- *Each candidate is provided with blank printing papers of A4 size.*
- *This paper is made up of **five** questions*
- *Answer any **three** questions*
- *USE SURPORT FILE WHERE APPLICABLE*

QUESTION 1

1. Load the file “make changes” using word processing software of your choice and Save your document as” PROJECT”(2mks)
2. Insert a heading as ONE PROJECT. (1mk)
3. Changing the font colour of the heading to green, font size 20 and double underline it.(3mks)
4. Change the font of the whole document to bookman old style and apply 1.5 line spacing.(2mks)
5. Format each paragraph to begin with a new page. And complete spell check. (3mks)
6. Insert page numbers at the bottom centre of the bottom centre of the document (1mk)

Page Apply the following to the each page

- i) Page I .Insert the word FINANCE at the bottom of the document use word art of your choice.(2mks)
- (ii) Page 2. Insert page border to this page.(2mks)
- (iii) Insert smiley face behind text.(1mk)
- (iv) Insert a WATER MARK “never give up”(1mks)
- (v)Inserta 4by6 table on the last page(2mks)

QUESTION 2

Using an appropriate desktoppublishing software ,design a certificate that you have been a warded by your school participating in sports. (9mks)

- a) Save the publication as your name and index number(2mks)
- b) Include a page header as sports is health (2mks)
- c) Drop cap the first letter of your school(1mk)
- d) Colour your title and address with blue colour with font size18(3mks)
- e) Insert an appropriate picture at the bottom of your certificate align it to the centre(2mks)
- f) Print your work(1mk)

QUESTION 3

- a) Load the file NEW in the folder exams and save it as your name in capital letters. (2mks)
- a) Allocate appropriate data types to the field where applicable(3mks)
- b) Enter the data bellow in project table where it fits(2mks)

Account no	project	Payment date	Project bill	Payment method
	Water	12-12-07	300000	
	Road repair	02-05-07	550000	
	sewage	07-06-08	720000	
	power	09-07-08	240000	
	Road repair	09-08-08	150000	
	power	06-04-08	600000	
	water	03-10-08	120000	
	power	01-12-08	470000	
	Road repair	18-11-09	160000	

- c) Create a form called project entry. (2mks)
- d) Insert a header on your form (1mk)
- e) Create aquery to show all projects made in the company between 06-06-08 to 24-11-08. (3mks)
- f) Name the above query as between query(2mks)
- g) Form a report for all records and name it ALL(1mk)
- h) Create a query to retrieve projects with project bill above 500000 and name it Above(3mks)
- i) Make a print out of your work(1mk)

QUESTION 4

Open the file named record,name it changed records and your personal number

Required:

Add a column for employee's age and fill it with figures of your choice(2mks)

Sort the department column in descending order(1mk)

Extract subtotals for each department's basic pay(3mks)

Create two columns with column headings NSSF and PAYE(2mks)

Each employee is subjected to NSSF of 3% and PAYE of 4% of basic pay

Calculate NSSF and PAYE in their respective column(4mks)

Select the column for basic pay to form an exploded pie chart(3mks)

Print your work(1mk)

QUESTION 5

As an ICT literate, you have been assigned a lesson in s2 class at JURO SS to teach these students about COMPUTER HARDWARE

YOU are required to design a four slide presentation as follows

Slide I:your Name ,role topic today's date and introduction(2mks)

Slide II: categories of computer hardware(2mks)

Slide III: definition of any two categories of computer hardware(2mks)

Slide IV: examples of computer hardware(2mks)

- a) Save your presentation as lesson + your name(1mks)
- b) set your presentation to have a suitable background(2mks)
- c) apply minimal transitions and animations(2mks)
- d) run the presentation automatically after 2 seconds(1mk)
- e) insert appropriate picture of your choice(1mk)
- f) number your slides (1mk)
- (g) Rotate all titles to 90°(2mks)

(h) Format each slide to have a different background(2mks)

(i) Print your presentation on a page(1mk)

END