

S850/2  
SUBSIDIARY  
INFORMATION  
& COMMUNICATION  
TECHNOLOGY  
Paper 2  
(PRACTICAL)  
2 HOURS



## UNNASE MOCK EXAMINATIONS

*Uganda Advanced Certificate of Education*

SUBSIDIARY ICT PRACTICAL

PAPER 2

2 HOURS

### INSTRUCTIONS TO CANDIDATES:

- ❖ *This paper is made up of five equally weighted questions.*
- ❖ *Answer any **three** questions. Any additional questions will not be marked.*
- ❖ *A candidate will use **support files** in a folder named “**UNNASE 2019 Support Files 850-2**” where applicable.*
- ❖ *All your work should be saved on the CD provided.*
- ❖ *Each candidate must produce a hard copy of each of the work on the CD.*
- ❖ *Candidates should continuously save their work.*

## QUESTION 1: DATABASE

- a) Load the file called PXjMr230.accdb
- b) Set appropriate data types and a primary key for the table (02 Marks)
- c) Rename the database as **“CLUB MANAGEMENT”** and the table as **‘PLAYERS table’** (02 Marks)
- d) Set district as a look up wizard using the following data (03 Marks)

HADIJA	KEITH	JUSTIN	IRENE	KETRA	PATRICK	REAGAN	SHANITA	RHODAH	WINNFRED	DERRICK
Jinja	Lira	Jinja	Luweero	Lira	Lira	Luweero	Jinja	Lira	Jinja	Luweero

- e) Create a query with LAST NAME, PLAYER NO, DISTRICT, AMOUNT for individuals whose LAST NAME possesses five characters and save it as **“5 CHARACTERS”** (02 Marks)
- f) Create a query for individuals who have been on the team for less than 6 years. Save it as **“LESS THAN 6 yrs”**. (02 Marks)
- g) Create a query to obtain the monthly payment for each individual and put a **“Tshs”** symbol on the currency values. Save it as **“MONTHLY”** (02 Marks)
- h) Create a query for females from Lira earning less than 8500000 per annum. Save it as **“EARNING LADIES”** (01 Mark)
- i) Create a form that can be used to enter the data in the table. Save it as **“COMPANY FORM”** (02 Marks)
  - i. Attach the button that moves back to the previous record on the form. (01 Mark)
  - ii. Attach a logo as any picture/ image on the form. (01 Mark)
- j) k) Create a report from the “5 CHARACTERS” Query to be handed over to the manager with a footer as your name. Save it as **“MANAGER-Report”** (02 Marks)

## QUESTION 2: SPREADSHEETS

- a) Copy the file LOKS87.xls into your folder. (01 Mark)
- b) Rename the file as CALCULATIVE LIST (01 Mark)
- c) Insert a row above the content, insert a title as “WATSAPP AGENCIES LTD” (01 Mark)
- d) Using an absolute reference, obtain the rent and transport with respect to the total amount. (04 Marks)
- e) With a suitable function, obtain the number of branches that do not earn any amount. (01 Mark)
- f) Obtain the actual savings as a reduction of transport and Rent expenses (01 Mark)
- g) Attach a “Tshs” symbol to all currency values (01 Mark)
- h) Insert a footer as your name (01 Mark)
- i) Copy the information to sheet 4 and rename it as “BACKUP.” (01 Mark)
- j) Add a new column after “ACTUAL SAVINGS” as PERFORMANCE LEVEL and position each branch based on savings realized (02 Marks)
- k) Add another column as “APPRECIATION” and Use the if function to comment on the “AMOUNT” using the information below. (03 Marks)

900001- 1,000,000	800,001- 900,000	750,001- 800,000	600,001- 750,000	600,000 and below
SUSTAINABLE	BETTER	GREAT	PULLUP	CLOSE

- l) On the backup sheet, create a column chart showing only operating branches and their actual savings. (03 Marks)

### QUESTION 3: WORD PROCESSING

- a) Using an appropriate word processing software typeset this information. (08 marks)
- b) Save it as Computer age. (02 marks)

#### **COMPUTER HARDWARE**

Computer hardware refers to the physical tangible electronic components of a computer system. Hardware are computer equipment / components that are used to perform input, processing, storage and output activities.

#### **Categories of computer hardware**

- Input devices
- Processing devices
- Output devices
- Storage devices
- Networking/ communication devices

#### **INPUT DEVICES;**

- ✓ OCR
- ✓ OMR
- ✓ MICR
- ✓ Barcode reader

#### **OUTPUT DEVICES**

- a) Monitors
- b) Speakers
- c) Printers
- d) Multifunction Machine

#### **STORAGE DEVICES**

- i. Compact Discs
- ii. Flash Disks
- iii. Hard disk
- iv. Blu-ray disc

These devices aid the usage of computers without which computers would be useless. They are very many devices that perform different functions.

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- c) Highlight the definition of computer hardware with a green color. (02 marks)
- d) Add a page border of your choice. (02 marks)
- e) Add a watermark of your index number. (02 marks)
- f) Insert a page break at the end of the list of categories of computer hardware. (02 marks)
- g) Insert page numbers in the format of Page X of Y. (02 marks)

#### QUESTION 4-PRESENTATION SOFTWARE

- a) Using an appropriate presentation software, load a file called ICTLiteracy.ppt and perform the following tasks. (01 marks)
- b) Insert a footer of your name on slide 3 and slide 4 only. (02 marks)
- c) Apply appropriate slide designs. (02 marks)
- d) Perform the following tasks on each of the slides
- Slide 1 add the name of the presenter and an appropriate image. (01 mark)
  - Slide 2 add reasons why ICT literacy is important. (02 marks)
  - Slide 3 in one place holder place an image and in the other place holder type in the relevant text. (02 marks)
  - Slide 4 insert a column graph showing ICT literacy levels in schools from the table below; (03 marks)

<b>Town</b>	<b>Primary</b>	<b>Secondary</b>
<b>Kampala</b>	420,000	500,000
<b>Gulu</b>	125,000	210,000
<b>Mbale</b>	280,000	360,000
<b>Kasese</b>	150,000	140,000
<b>Mbarara</b>	345,000	320,000

- e) Insert any images of your choice from the folder called ICTs. (01 mark)
- f) Format the slide numbers to begin with slide number 2. (01 mark)
- g) Using a slide master insert action buttons to link your presentation back and forth. (02 marks)
- h) Insert minimum transitions and animations. (02 marks)
- i) Print out your work. (01 mark)

## QUESTION 5-DESKTOP PUBLISHING

- a) In the folder provided to you, copy the file called **cert** to your folder and resave it as "yourname-certificate design". Open the file using any desktop publishing application. (02 marks)
- b) Change the paper size to A4 size landscape (01 mark)
- c) Adjust the margin guides to 0.3". (02 marks)
- d) Create and place a **logo** (4 grouped letters of word Art) on the certificate. (02 marks)
- e) Design a certificate including the relevant information for a person who completed a computer training course and indicate the application packages qualified in. (06 marks)
- f) Consider the following (02 marks)
  - i) Name of the candidate
  - ii) Duration of the course (2 years) from 2019 to 2020
  - iii) Varying font type, size and colors
  - iv) Signatories of the **principal** and **tutor**
- g) Apply Art **page borders** on the certificate (02 marks)
- h) Insert a footer of your name (01 mark)
- i) Save and print your certificate (02 marks)

\*\*\*\* **END**\*\*\*\*