

S850/2

Sub ICT

Paper Two

Practical

RESOURCE MOCK EXAMINATIONS 2019

UGANDA ADVANCED CERTIFICATE OF EDUCATION

SUBSIDIARY ICT -S850/2

PRACTICAL PAPER 2

2 Hours

INSTRUCTIONS TO CANDIDATES:

- a). Each candidate is provided with a new **Compact Disc Rw** where all the work shall be stored.*
- b). Each candidate has a printer connected to his / her computer.*
- c). Each candidate is provided with blank printing papers of A4 size.*
- d). Attempt only **three** questions in this paper and Where necessary use the support file folder provided on your desktop.*
- e). Use of self help wizard and templates are not allowed.*

Question 1-Word processing

In this activity, you are going to edit and format a wonderful story about "**life without a mother**". Therefore, use a file saved as **MOTHER** in the support file folder to make changes as instructed below.

- a) Copy the file to your folder and resave it as your name and personal number. (01 mark)
- b) Adjust the page margins to "Narrow". (01 mark)
- c) Set the paper (page) size to width=8.6" and height=15". (02 marks)
- d) Copy the image saved as **paloma** put it just below the last paragraph and centre align. (01 mark)
- e) Make a copy of the passage (including the heading) and paste it just below the image (i.e all the work must fit on one page). (01 mark)

Perform the following changes on the pasted copy.

- f) Set all paragraphs to a font face **Cambria**. (01 mark)
- g) Set the alignment of all the paragraphs to be fully justified. (02 marks)
- h) Set a font size of 13 for all the text. (01 mark)
- i) Place in the header: your name and combination. (01 mark)
- j) Make sure the heading is centre aligned with a red double underline. (02 marks)
- k) Set the font size of the heading to 36. (01 mark)
- l) Format paragraph 2 to 3 columns with a line between. (02 marks)
- m) Apply a **yellow** background shade colour on paragraph 1&3. (01 mark)
- n) Insert a red dropcap of font Algerian on the last paragraph. (01 mark)
- o) Apply a background colour of RGB (170,240,255). (01 mark)
- p) Save and print the work. (01 mark)

Question 2-presentation

At one time strikes become the order of the day until all school devised means of reducing them. Therefore, use the file saved as strikes in support file folder to answer the questions below.

- a) Load the file called **strikes** and rename it as your name. (01 mark)
- b) Incorporate the following in slides as indicated below.
 - i) **Slide1:** Add a suitable title, your name and automatically updating dates. (02 marks)
 - ii) **Slide2:** Elaborate on the causes of strikes (riots) in schools. (02 marks)
 - iii) **Slide3:** Look at the possible dangers of strikes. (02 marks)
 - iv) **Slide4:** Ways to avoid strikes in schools. (02 marks)

- v) **Slide5:** Include a wonderful word of advice to students in schools about strikes. (01 mark)
- vi) **Slide6:** Slide title: Riot estimates in East Africa. Create a pie-chart using the table in a file saved as **RIOTS**. (02 marks)
- c) Insert a **speaker-note** in **slide3** to read "I don't wish to see this in my school". (01 mark)
- d) Insert a comment on **slide6** to read "The ministry of Education will be organizing a workshop on strikes in August this year" (01 mark)
- e) Move slide6 to become slide2. (01 mark)
- f) Use in your presentation;-
 - i) images from the imagestrikes folder in slides appropriately. (01 mark)
 - ii) Minimal and uniform animations and transitions. (01 mark)
- g) Set a continuous loop until esc. (01 mark)
- h) Apply a slide show set up for slide2, 3 and 4 only. (01 mark)
- i) Save and make a printout of your slides on one page. (01 mark)

Question 3-spreadsheet

Mr. Mukasa is in -charge of the school canteen at St. Ernesta High School-Mukono. He uses spreadsheet application to manage cash sales of the canteen. Using a sample of items in the file saved as "**canteen**" answer the questions below.

- a) Copy the file saved as **canteen** to your folder and rename it as your name and personal number. (01 mark)
- b) Calculate the profits Mr. mukasa made on each item. (02 marks)
- c) Calculate the %profit given that it is the %ratio of profit and cost price. (02 marks)
- d) Between soda and Blue band insert a new row for face-towels, enter the records as cost price=12000 and selling price=17000 and allow the table to recalculate automatically. (02 marks)
- e) In cell A21 type the word "SUB-TOTALS" and calculate the SUB-TOTALS for the columns of cost price, selling price and profit only. (02 marks)

- f) In cell B22, use a suitable function to find the total cost for items that begin with letter "S". (02 marks)
- g) Copy the table (for series A1:E19) to sheet2 and filter the top ten items by %profit. (02 marks)
- h) Using the filtered values, create a column chart using profit and %profit columns. (02 marks)
- i) Give a secondary axis for %profit and change its series to a line graph. (02 marks)
- j) Move your chart just below the table and remember to label the axes and a chart title. (02 marks)
- k) Save and print all your work. (01 mark)

Question 4-Database

Many schools have resorted to the use of database financial softwares to manage their fees collections and one of them is ST. ERNESTA HIGH SCHOOL. You're therefore required to use any database management system to load a file called MELLISA and use it to answer the following questions. Any changes made should be saved.

- (a). Open up a table called Table1 in design view and adjust the data- types (2 mks)
appropriately.
- (b). To save time in data entry, you will apply a lookup wizard to feed data in the (1 mk)
class field.
- (c). Assign an appropriate primary key to the table. (1 mk)
- (d). Create a query to show members whose other name begins with letters J (2 mks)
and V. Call it VJ-query.
- (e). Create a query saved as **Noncand-query** for students who belong to non- (2 mks)
candidate classes.
- (f). (i) Design a split form for Noncand- query and call it Noncand- form. (2 mks)
(ii) Insert a form logo using the image saved as "**budge**" in the support file (2 mks)
folder.
- (g). Adjust the form title to read "ST. ERNESTA HIGH SCHOOL TERM 2, 2019 (2 mks)
FEES".
- (h). Create a query with a field for Balance and calculate the fees demanded from (2 mks)
each student given that the Termly fees to be paid by each student is 800,000.
Save it as FEES-Query.

- (i). Use the fees-query to create a report saved as FEES-report, adjust the fields to fit on one page and sort the balance field in descending order. (2 mks)
- (j). Make a print out of the table and the report. (2 mks)

Question 5-Desktop publishing

In the folder provided to you, open a file called **certificate** using any desktop publishing application

- a) Copy the file to your folder and resave it as "yourname-certificate design".(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 wordArt) 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) and put into consideration 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 colours
 - 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