

S850/2

Sub ICT

Paper Three

Practical

RESOURCE MOCK EXAMINATIONS 2019

UGANDA ADVANCED CERTIFICATE OF EDUCATION

SUBSIDIARY ICT -S850/3

PRACTICAL PAPER 3

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 question you will edit and format a document concerning **Bill gates** the founder of Microsoft company.

- a) Copy a file saved as **BILL GATES** from the support file folder to your folder and resave it as BILL- your name. (01 mark)
- b) *Engrave* the heading and centre align. (02 marks)
- c) Format the heading to font color red and size 30. (02 marks)
- d) Increase the font size of all the text except the heading to 13.5. (01 mark)
- e) Apply a special first line indent starting at 1" on paragraph 1. (01 mark)
- f) Justify all the paragraphs. (01 mark)
- g) Make a copy of the whole passage to page2 &3 (to have 3 pages in total). (02 marks)
- h) Apply a "3pt" red **shadow paragraph border** in paragraph 2 on page2. (01 mark)
- i) On page3, apply a left column layout in paragraph 3. (01 mark)
- j) Insert a green water of your name (with 5% transparency) on page2 only. (01 mark)
- k) Insert image saved as "bill" just below the heading. (01 mark)
- l) Keeping the aspect ratio locked, adjust the image height to 1.5" and width to 2.25". (01 mark)
- m) Set the image behind the text. (01 mark)
- n) Put an Art page border of choice on page1 only. (01 mark)
- o) Insert **page numbers** in formats x of y starting at 5. (02 marks)
- p) Save and Print the edited document . (01 mark)

Question 2-spreadsheet

Paloma Soap industry Ltd is the major sub-company for Paloma Group of Companies, which deals in all types of soaps. The managing director provides you information concerning sales made by each distributor in the first 4 months of the year 2019 to help him calculate their commissions. Use the file saved as "**distributors**" to answer the questions below.

- a) Copy the file to your folder and resave it as your name and personal number. (1 mk)
- b) Adjust the sheet orientation to landscape. (01 mark)

- c) Adjust the column titles in cells A1:E1 to 45° of orientation. (02 marks)
- d) Calculate total sales for each distributor. (02 marks)
- e) Calculate the commission for each distributor given that the rate is 15% for Total sales of at least 2,000,000 otherwise 10%. (02 marks)
- f) Use conditional formatting to highlight cells with a commission less than 300,000. (02 marks)
- g) Use a lookup function to assign remarks "Not bad" for distributors with a commission of at least 300,000 otherwise assign "Need to improve". (02 marks)
- h) Insert a new row above the table, merge the cells appropriately and add a title to read "**PALOMA GROUP OF COMPANIES**" (02 marks)
- i) Format the font size of the title to 20, color green, and font face Algerian. (02 marks)
- j) Create a column chart using column series for Total sales and commission. Change the series for commission to a line graph with a secondary axis, move the chart to its own new sheet. (03 marks)
- k) Save and print both the table and the chart. (01 mark)

Question 3-Desktop publishing

As a computer expert assume you have been given a contract to design a wedding invitation card for one of your friends. Use a file saved as **Wedding** to accomplish your designs.

- a) Copy the file saved as Wedding to your folder and rename it as your name. (01 mark)
- b) Open the file and adjust the orientation to portrait. (01 mark)
- c) Set the page width to 6.0", height to 4.2" and margin guides to 0.1". (03 marks)
- d) Use the images in the folder saved as "Wedding images" in the support file folder. (2 mks)
- e) On the very first side(front page) of the card put "Andrew weds Bronte" using any wordArt design of your choice. (02 marks)
- f) In the middle pages, use English on one side and any other language of your choice on the other side. (04 marks)
- g) For the back page, at the bottom put this address: Paloma designers, +256 777676931, +256755403306, email: palomadesigners@gmail.com. (02 marks)

- h) Set a wonderful border, varying font types, sizes, and color of your choice. (02 marks)
- i) Below RSVP, add your name to work as the Chairman Organizing Committee and think of any other two contact persons. (02 marks)
- j) Print a copy of your publication. (01 mark)

Question 4-presentation

Assume the geography teacher in your school has contacted you to prepare a presentation about the dangers of deforestation in Uganda.

Load a **presentation** of your choice and carry out the following instructions.

- (a). Create 5 slides in your presentation and design your slides as instructed below (1 mk)
- (b). **Slide1** should include the heading, "**DEFORESTATION IN UGANDA**". (2 mks)
Add **your name** in the sub-title area as the presenter .
- (c). For **slide 2, 3 and 4** copy all the subheadings in the file saved as **Forest** to be the headings for the slides in your presentations with the related contents.
- (d). On **slide5** put concluding remarks to advice Ugandans concerning the topic under study. (4 mks)
- (e). Using a slide master, format your presentation to have: (2 mks)
 - (i) All headings to appear in **Algerian** font type, size 42 and color green.
 - (ii) Set a uniform animation for all titles and slide contents. (2 mks)
 - (iii) Add a footer centre aligned and slide number right aligned. (1 mk)
- (f). Insert clip images from the folder named "**forest images**" appropriately in your presentation. (2 mks)
- (g). Insert a comment on slide1 to read" **Deforestation** is the clearing or thinning of forests by humans". (2 mks)
- (h). Set a loop until escape show. (1 mk)

- (i). Save your work as **your name and personal number**. (1 mk)
- (j). Print all your work on one A4 paper size. (1 mk)

Question 5-Database

Load a file saved as **PERFORMANCE** using an appropriate program and carry out the instructions below.

- a) Import a table from a file saved as **RESULTS** to your database. (02 marks)
- b) Rename the table as **marks**. (01 mark)
- c) Assign relevant data-types to the fields. (02 marks)
- d) Sort the names in the table in ascending order. (01 mark)
- e) Design a pivot chart to display each pupil's performance Mtc and Scie subjects only. Save it as **pivotchart**. (02 marks)
- f) Create a query to display Name, Mtc, Sst, Eng and Scie fields for pupils whose second name begins with letter R. save it as **R-name Query**. (02 marks)
- g) Create a query to display Name, Mtc, Sst, Eng and Scie fields for pupils whose Surname ends with letter "a". save it as **A-name Query**. (02 marks)
- h) Create a query to display StudentId, Name, Mtc, and Eng fields for pupils whose Id is between 006 and 010. save it as **610-Query**. (02 marks)
- i) Create a query to display pupils' performance in all subjects with calculated fields for Total, Average (to 2 decimal places) and a Comment field conditioned as; average 60 and above "PASS" otherwise "FAIL". save it as **Pass-Query**. (02 marks)
- j) Using information in Pass-query, create a report having all fields on one sheet, group pupils by sex and insert a page footer of your name. (02 marks)
- k) Print your table and the report. (02 marks)

END