

**S850/2**  
**Subsidiary Information and**  
**Communication Technology**  
**Practical Paper**  
**PAPER 2**  
**July/August 2018**  
**2 hours**



## **WAKISSHA JOINT 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.*
- *Attempt **any three** questions in this paper.*
- *Any additional question(s) answered will **not** be marked*
- *Each candidate is provided with a new **blank compact disk, Rewritable (CD-RW) AND NOT FLASH DISK.***
- *Each candidate must produce a hard copy for each of the work to accompany the compact disc.*
- *Create a folder in your name and index number on the desktop where you should keep saving your work. After ensuring that all your work is in the folder transfer it to the CD provided.*
- *There is no added time for printing and writing CD or saving after the stipulated time.*
- *Keep on saving your work as no extra time will be provided in cases of power failure.*

## **1. WORD PROCESSING**

- i) Using any word processing program of your choice, load a file called “Marriage” from the support file and save it as “your name-marriage. (02 marks)
- ii) Copy and paste the document onto pages 2 and 3. (03 marks)
- iii) Using a document on page 3, center align the title, face times new roman and size 23. (03 marks)
- iv) Justify your document. (01 mark)
- v) Format the text into two columns. (02 marks)
- vi) Change the font of the text to face Tahoma and size 14pts. (02 marks)
- vii) Drop cap to the first letter of each paragraph to 2 lines. (02 marks)
- viii) Insert a diagonal watermark of your name page 3 only. (01 mark)
- ix) Insert centered page numbers on your document. (01 mark)
- x) Insert any two color background in the document. (01 mark)
- xi) Save and print all your work. (02 marks)

## **2. PRESENTATION**

The Electoral Commission is planning a sensitization of the mass upon the forthcoming Local Council One General elections. The Commission is to hold a competition of sensitizers soon this year and you intend to participate.

Prepare for the following details provided.

Slide one: Introduction to the general election. Use a suitable title. (02 marks)

Slide two: Persons eligible to vote. (02 marks)

Slide three: How to validate election registers. (02 marks)

Slide four: How to avoid vote rigging. (02 marks)

Slide five: Organization structure of electoral, use shapes. (02 marks)

Slide six: Use the file “Local Council” to plot a chart showing the previous performance of candidates in different centers, use appropriate title for the chart. (02 marks)

### **Additional instructions:**

- a) Design a presentation that runs automatically after 3 seconds. (01 mark)
- b) Use master slide to insert textural background for the presentation and your first name as footer. (02 marks)
- c) Apply relevant transitions and animations. (02 marks)
- d) Apply navigation buttons on the slides. (01 mark)
- e) Save your presentation as “Electoral-Your name and print. (02 marks)

### 3. SPREADSHEET

- a) Load a file called *Draft.xls* and save it as “RESULTS”. (01 mark)
- b) Using the appropriate formulae or function, compute the following:
  - i) Total score for each student. (02 marks)
  - ii) Average score for each student. (02 marks)
  - iii) Rank for each student using their total mark. (02 marks)
  - iv) Maximum value for each student. (01 mark)
  - v) Minimum value for each student. (01 mark)
- c) Orient the titles to 45° and bolded. (02 marks)
- d) Insert all borders on your text. (02 marks)
- e) Change your worksheet to landscape orientation. (01 mark)
- f) Using the **Hlook-up** function, accumulate the grade for the each subject using the information given below. (04 marks)

Mark	Grade
0-34	F9
35-44	P8
45-49	P7
50-59	C6
60-64	C5
65-69	C4
70-74	C3
75-79	D2
80-100	D1

- g) Print your work. (01 mark)

#### 4. DATABASE

QUARK is an organization that owns, runs a saving scheme for its members.

You have been asked to use a database management system (DBMS) to help the scheme members maintain records of the association.

First Name	Last Name	Membership No	DOB	Membership fee(shs)	Fully paid
Kintu	Mark	4321	12/11/1990	200000	Y
Akullo	Warren	5855	10/01/2015	50000	N
Akongo	Joshua	514	08/08/2003	12000	N
Kifampa	Bob	123	12/01/1999	10000	N
Kaleb	Peter	411	10/03/2014	70000	N
Ondigo	Sophie	868	12/12/2010	100000	Y
Wakiaga	Precious	654	14/01/2013	140000	Y
Aketch	Lucy	744	11/03/1992	600000	N

- Create a database file called “QUARK”- your name that has the Table called “MEMBERS” with the fields of data for each member. (05 marks)
- Assign an appropriate primary key and data types for your choice. (03 marks)
- Use a query to compute.
  - Age of members of the association. Save query as Age. (02 marks)
  - Create another query that would be used to display those whose first name starts with letter A and O name it “Letter”. (03 marks)
  - For members whose membership fee is above 60,000. Save it as Above. (02 marks)
- Generate a report for age query and current date and time, save report as Age report. (02 marks)
- Create a form to generate all the fields of the database, save the form as Mother Form. (02 marks)
- Print your report. (01 mark)

## 5. DESKTOP PUBLISHING

Using any desktop publishing application program, load the file “Certificate” and save it as “Your name-CERT”. (01 mark)

a) Add clips “scanner” and “web cam” at the top left and right corner of the Certificate respectively. Use any name to act as the institute’s name. (02 marks)

b) Assume you have completed your course in some computer application, as a computer literate, modify the certificate to awarded even to other students for completing the applications successfully

Load the file “Courses” to see the computer application courses to be included in the certificate. (03 marks)

c) Use different font sizes, colors and styles. (02 marks)

d) Include the following in the certificate.

-Your name as the owner of the certificate

-Signatories of Head of Institute and Head of Department. (02 marks)

e) Use any textural background for the certificate. (01 mark)

f) Include a header of your name and footer of your subject combination. (01 mark)

g) Make a duplicate of the certificate and rename it “New CERT” (02 marks)

h) Design a logo of letters of the institute’s name and insert it below the institute’s name use word art. (03 marks)

i) Add a suitable border for the certificate. (02 marks)

j) Print your work. (01 mark)