S850/2
Subsidiary Information and
Communication Technology
Practical paper
PAPER 2
2 hours

WAKISSHA

Uganda Advanced Certificate of Education

SUBSIDIARY ICT

(Practical)

Paper 2

2 hours

INSTRUCTIONS TO CANDIDATES:

- *The 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 and printing after the
  stipulated time.*

- *Keep on saving your work as no extra time will be provided in cases of power failure.*

Turn Over

1. **WORD PROCESSING**
   In this activity, you will work on a document about the programming languages
   (a) Using a suitable software package, load the file doc002.rtf (1 mark)
   (b) Format the source of above text to font size 9. (1 mark)
   (c) Make a copy of the text you have created on to two other pages. (1 mark)
   (d) Use "Arial" font type and font size 13 for the entire document. (1 mark)
   (e) Now use only the original copy on page 1 to perform additional tasks below:
   (f) Insert image001.jpeg in the header section on the left hand side. (2 marks)
   (g) Format picture to 0.6 in heights and maintain the aspect ratio.
   (h) Insert symbol ✆at the beginning word "media" on page1 second paragraph
       in font size 20. (2 marks)
   (i) Generate a Drop Cap of four lines in paragraph 3. (1 mark)
   (j) Double space and italicize paragraph 2. (2 marks)
   (k) Apply a 3D text border line, light blue colour around paragraph 3. (2 marks)
   (l) Insert a footnote "machine that accepts data input" on the word computer
       in paragraph 4. (1 mark1)
   (m) Insert a watermark as software engineering. (1 mark)
   (n) Insert current date on the right of the Footer. (1 mark)
   (o) Insert your name and index number in the Centre as the header. (2 marks)
   (p) Save your work in your folder as programming. Then print a copy of your work.
       (2 marks)

2. **SPREADSHEET**
   You are going to perform some bookkeeping work for the business called Blue Print Ltd.
   (a) Load the file day book.xls. . (1 mark)
   (b) Type the following labels, Gross pay in cell E1, Revenue tax in F1, Net pay in H1,
       Rank in I1 and employee category in J1. (1 mark)
       Use this *additional information:*
       - Gross pay is the equivalent of basic pay plus all allowances
       - Net pay is a function of gross pay minus tax
   (c) Calculate the Gross Pay. (1 mark)
   (d) Calculate the Net Pay. (1 mark)
   (e) Using absolute cell referencing, calculate the Revenue Tax for all employees
       having in mind that it is 10% of basic pay. (2 marks)
   (f) Type the label highest tax pay in cell A9, determine the highest tax by use of a
       function in the cell F9. (2 marks)
   (g) Add the name Isaac between Twaha and Swabulah. By use of functions
       determine his gross pay, revenue tax and net pay. Given that his basic pay
       is 500000, transport allowance 15000 and Night allowance 2000. (2 marks)
   (h) Rank all the employees basing on their basic pay. The least paid be in
       number one position. (2 marks)
   (i) All employees whose revenue tax is less than 20,000 = are categorized as
       "Form" while others are categorized as *"Substance"*.
       Use a simple if function to determine the category to which each of employee fall.
       (3 marks)
   (j) Insert the title which is centered in merged cells above the table records as Blue
       Print Ltd Employees Records. (1 mark)
   (k) Apply cell boarder on your data. (1 mark)
   (l) Insert the header contain *current date - centered* and *current time - right aligned.*
       (1 mark)
   (m) Insert your names and index number as the footer. (1 mark)
   (n) Print and save your work as blue print Staff in your folder. (1 mark)

3. **PRESENTATION**

You are now going to create a short presentation about the ABSTINENCE in the school.

(a) Create a 5 slide presentation as follows:

Title slide: Enter your name as the title for the slide and the date of the presentation as a subtitle for the slide. (2 marks)

Slide II: Enter the definition of abstinence. Use the file doc003.rtf to copy the definition from the file. Use font color of your choice. (2 marks)

Slide III: Enter the principles of abstinence. Use the file doc003.rtf to copy the text from the file. Use font color of your choice. (2 marks)

Slide IV: Enter the consequences of early sex. Use the file doc003.rtf to copy the text from the file. (2 marks)

Slide V: Conclusion. (1mark)

(b) You are therefore required to:

Create a MASTER Slide with the following: (3 marks)
(i) The text ABSTINANCE as the 'The Master Title'
(ii) A uniform and appropriate background Color.
(iv) Your Name and random number as the Slide's Right footer.
(v) The Date and time as the Slide's Left footer.
(vi) Insert the image image02.JPG place it in the top right corner and image04.jpg at the left bottom corner

(c) Include slide numbers on all slides excluding the title slide. (2 marks)

(d) Insert action buttons on each slide that links a slide to the required direction both for back and next. (2 marks)

(e) Use uniform animations and suitable transitions. (2 marks)

(f) Save your presentation as 'abstain'. (1 marks)

(i) Print out a handout having all the slides fitting on one page, which you will issue out to your PIASY group members during the meeting as your give a talk. (1 mark)

4. **DATABASE**

a) Using a suitable database package, load the file click consultancy.mdb. (1 mark)

(i) Use the appropriate data types for the table 1. Save the new database as "Click Consultancy Staff record". (2 marks)

(ii) Add the following fields after the Age to your table and enter the records below. (2 marks)

Residence	No of children	Gross pay	PAYE
Muyenga	3	950,000	
Nakulabye	1	560,000	
Gaba	5	650,000	
Gaba	4	450,000	
Kansanga	6	780,000	
Nkoni	2	980,000	
Mulago	2	850,000	
Ntinda	1	980,000	

b) Create a form displaying all fields and use it to fill the PAYE column at the rate of 10% of Gross pay, insert form footer as your random number and form header as your name. Name the form PAYE form. (4 marks)

c) Create a query showing all the fields except residence, no. of children and PAYE. Apart from PAYE, every employee pays another tax called NSSF. You are supposed to use this query to show the NSSF column at the rate of 5% of the Gross pay. Name it NSSF query. (3 marks)
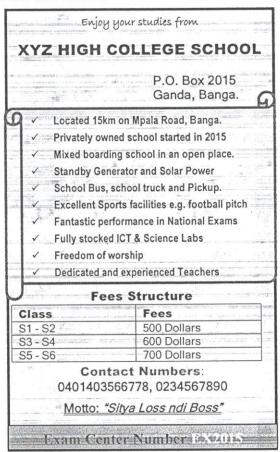
Turn Over

d) Create a query containing fields ID No., first name, residence, Gross pay and NSSF showing all employees who reside in Gaba and Nkoni, displaying NSSF paid by each. Save the query gankoni   (3 marks)

e) Create a Report from the NSSF query displaying Id No., First name, last name, , Gross pay. The report should have the following;
   - Has a page orientation of landscape, font color of field names blue.
   - Has your name and index number in the center of the header. Name the report NSSF report.   (4 marks)

f) Save and produce a printout of your work.   (1 mark)

5. DESKTOP PUBLISHING

In this question you are going to design a brochure of a school called XYZ high college. The school has just started and looking for students to join.

(a) Use an appropriate software ,find data from the **file doc004.rtf**, design a brochure that looks like the one below.   (6 marks)

Enjoy your studies from

XYZ HIGH COLLEGE SCHOOL

P.O. Box 2015
Ganda, Banga.

- ✓ Located 15km on Mpala Road, Banga.
- ✓ Privately owned school started in 2015
- ✓ Mixed boarding school in an open place.
- ✓ Standby Generator and Solar Power
- ✓ School Bus, school truck and Pickup.
- ✓ Excellent Sports facilities e.g. football pitch
- ✓ Fantastic performance in National Exams
- ✓ Fully stocked ICT & Science Labs
- ✓ Freedom of worship
- ✓ Dedicated and experienced Teachers

Fees Structure

Class	Fees
S1 - S2	500 Dollars
S3 - S4	600 Dollars
S5 - S6	700 Dollars

Contact Numbers:
0401403566778, 0234567890

Motto: *"Sitya Loss ndi Boss"*

Exam Center Number EX 2015

Additional information to consider:

(a) Apply attractive Word Art to School Name.   (2 marks)

(b) Adjust orientation to portrait.   (1 mark)

(c) Insert a school logo from the file image 3.jpg at the left upper corner of the brochure to act as the school badge. Set the image size I.0 inch height and 1.17 inches width.   (3 marks)

(d) Format the text of the document with different font colors and varying font sizes that attract reading.   (2 marks)

(e) Apply a uniform texture background to your document.   (2 marks)

(f) Insert your names and index number as the page header   (2 marks)

(g) Save the brochure as Fees structure in your folder. And print a copy.   (2 marks)

END

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