**JINJA JOINT EXAMINATIONS’ BOARD (JJEB)**

**SUB ICT SCORESHEET S850/2, UACE 2022.**

Name…………………………………………………………………………………………………………………………………………………. Index Number

**WORD PROCESSING**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| Question No. | (a) | | (b) | (c) | | (d) | (e) | (f) | (g) | | (h) | (i) | (j) | (k) | | (j) |  |
| Skills tested | File Access | Save As | Copy to pg. 3 | Suitable heading | Bold 1 & Upper case 1 | Thick underline 1, Size 1 | Drop Cap | Setting page margins | Three columns | Line in between | Foot note | Water mark | Justify | Header 1 | Footer 1 | Print | Total |
| Expected Mark(s) | (01) | (01) | (01) | (01) | (02) | (02) | (01) | (01) | (01) | (01) | (02) | (02) | (01) | (01) | (01) | (01) | (20) |
| Actual mark(s) |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

**SPREADSHEET**

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| Question No. | (a) | | | (b) | (c) | | | | (d) | | | (e) | | (f) | | (g) | | (h) | | | | (i) | | (j) | | k | |  | |
| Skills tested | Enter data | Column headings | Save As | UGX value | Cal. sales | Cal. comm | Cal. Total sales | Highest sales | | Lowest sales | Comment using a function | | Suitable Heading | | All boarders | | Column Chart | | Selection of data | Chart Heading | Move chart 1 Rename 1 | | footer | | printing | | Total | |
| Expected Mark(s) | (01) | (01) | (01) | (01) | (01) | (01) | (01) | (01) | | (01) | (02) | | (01) | | (01) | | (01) | | (01) | (01) | (02) | | (01) | | (01) | | (20 | |
| Actual mark (s) |  |  |  |  |  |  |  |  | |  |  | |  | |  | |  | |  |  |  | |  | |  | |  | |

**DATABASE MANAGEMENT**

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| Question No. | (a) | | (b) | (c) | (d) | | | (e) | | | (f) | | (g) | | (h) |  |
| Skills tested | Import file | Save as | Primary  Key | Data types | Total mark query | Cal. Total marks | Save as total marks | Selection of query  (Source 1) | Add Logo 200jpg | Save as data entry form | Female query  (name 1) | Criterion 1  “F”, 92 | Candidates Average Report  (Source 1,  report 1) | Save as | Print | Total |
| Expected Mark(s) | (02) | (01) | (02) | (02) | (01) | (01) | (01) | (01) | (01) | (01) | (01) | (01) | (02) | (01) | (02) | (20) |
| Actual Mark(s) |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

**PRESENTATION**

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| Skills tested | Slide I | | Slide II | | | | Insert slide | Title of the slide | Insert table | Upper case | Centre align | Varied Transi | Footer (slide mas | Hyperlink | conclu | Save AS | Print Handout | Total |
| name | image | 4 Roles | | animat | Align rt |
| Expected Mark(s) | (01) | (01) | (02) | | (02) | (01) | (01) | (01) | (01) | (01) | (01) | (01) | (01) | (01) | (01) | (01) | (01) | (20) |
| Actual Mark(s) |  |  |  | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

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| Question No. | (a) | (b) | (b) | (d) | (e) | | | | | (f) | | (g) | (h) | (i) | (f) |  |
| Skills tested | Load & Save as | Landscape orientation | Appro W&H | Word art design | Invitation message | Name of person being invited | Date & time | venue | RSVP Information | Picture Bk grd | 81% transparence | Picture logo | Adiust A4 size | footer | Print | Total |
| Expected Mark(s) | (02) | (01) | (02) | (02) | (01) | (01) | (01) | (01) | (01) | (01) | (01) | (02) | (02) | (01) | (01) | (20) |
| Actual Mark(s) |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

**DESKTOP PUBLICATION**