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

**SUB ICT SCORESHEET S850/3, UACE 2022.**

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

**WORD PROCESSING**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| Question No. | (a) | (b) | (c) | | (d) | (e) | (f) | (g) | (h) | (i) | (j) | (k) | (l) | (m) | (n) | (o) | (p) | q |  |
| Skills tested | Load file | Copy pg. 3 | Suitable heading | Bold 1 underline 1 | Centre align heading | Arial font1  Font size 13.5 (1) | Justify document | Picture watermark | Four line drop cap | Strike through | Art boarder | Two columns | Page numbers | Insert pic | Resize pic | Auto date,time | Save as | Printing | Total |
| Expected Mark(s) | (01) | (01) | (01) | (02) | (01) | (02) | (01) | (01) | (01) | (01) | (01) | (01) | (01) | (01) | (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) | (l) | (m) |  |
| Skills tested | Enter data | Column headings | Allowance 10% | Gross pay | Tax 5% | Net pay | Position | Highest paid | Lowest  paid | Suitable heading | Bold, center underline | Colum  Hd  450 | Land scape orientation | All border outline green | Font size 15 | Rename sheet payments | Line chart heading | Footer | print | Total |
| Expected Mark(s) | (01) | (01) | (01) | (01) | (01) | (01) | (01) | (01) | (01) | (01) | (01) | (01) | (01) | (01) | (01) | (01) | (02) | (01) | (01) | (20 |
| Actual mark (s) |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

**PRESENTATION**

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| QUESTION NO | (a) | | | (b) | | (c) | | (d) | | (e) | (f) | (g) | (h) | (i) | | (j) | (k) | (l) | (m) |  |
| Skills tested | Slide I | | Slide II | | | Slide III | | Slide IV | | Slide V | Auto 3sec | Image 001 | Animation image | Slide master | | Footer  Name | Date  time | Save as | Print handout | Total |
| Topic | Name | Creating slide 2 | | Definition | Creating slide 3 | Slide 3 Content | Creating Slide 4 | Slide 4 Content | Conclusion | Font size  Font Colour | Animation  Transition |
| Expected Mark(s) | (01) | (01) | (01) | | (01) | (01) | (01) | (01) | (01) | (01) | (01) | (01) | (01) | (02) | (02) | (01) | (01) | (01) | (01) | (20) |
| Actual Mark(s) |  |  |  | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

**DATABASE MANAGEMENT**

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| Question No. | (a) | (b) | | | (c) | | | | | | (d) | | (e) | (f) | (g) | | (f) |  |
| Skills tested | Save as | Design table | Appro pri.Key | Data Types | Aged Query | Crit..Aged query | Letter Query | Crit. Letter Query | Golden Query | Crit Golden | Double fee coln | Cal.double fee | Age report | Footer report | Design form | Insert a log | Print | Total |
| Expected Mark(s) | (01) | (02) | (02) | (02) | (01) | (01) | (01) | (01) | (01) | (01) | (01) | (01) | (01) | (01) | (01) | (01) | (01) | (20) |
| Actual Mark(s) |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

**DESKTOP PUBLICATION**

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| Question No. | (a) | | (b) | | | | | | | | (c) | (d) | (e) | (g) | | |  |
| Skills tested | Loading Application | Adjust paper size | Logo 1  Left side 1 | Comp. name | Word art style | Name of owner | Appro. location | Content of abt dealers | Tel. no | Email address | Appro. Background color | Suitable boarder | Footer as your name | | Save as | Print 6 invoice receipts | Total |
| Expected Mark(s) | (01) | (01) | (02) | (01) | (01) | (02) | (01) | (02) | (01) | (01) | (02) | (02) | (01) | | (01) | (01) | (20) |
| Actual Mark(s) |  |  |  |  |  |  |  |  |  |  |  |  |  | |  |  |  |