*S850/2*

*Sub ICT*

*Paper Three*

*Practical*

*2018*

*2 hrs 30 min*

**RESOURCE MOCK EXAMINATIONS 2019**

**UGANDA ADVANCED CERTIFICATE OF EDUCATION**

**SUBSIDIARY ICT -**S850/3

**PRACTICAL PAPER 3**

2 Hours

**INSTRUCTIONS TO CANDIDATES:**

1. *Each candidate is provided with a new* **Compact Disc Rw** *where all the work shall be stored.*
2. *Each candidate has a printer connected to his / her computer.*
3. *Each candidate is provided with blank printing papers of A4 size.*
4. *Attempt only* **three** *questions in this paper and Where necessary use the support file folder provided on your desktop.*
5. *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.

1. Copy a file saved as **BILL** **GATES** from the support file folder to your folder and resave it as BILL- your name. (01 mark)
2. ***Engrave*** the heading and centre align. (02 marks)
3. Format the heading to font color red and size 30. (02 marks)
4. Increase the font size of all the text except the heading to 13.5. (01 mark)
5. Apply a special first line indent starting at 1”on paragraph 1. (01 mark)
6. Justify all the paragraphs. (01 mark)
7. Make a copy of the whole passage to page2 &3 (to have 3 pages in total). (02 marks)
8. Apply a "3pt" red **shadow paragraph boarder** in paragraph 2 on page2. (01 mark)
9. On page3, apply a left column layout in paragraph 3. (01 mark)
10. Insert a green water of your name (with 5% transparency) on page2 only. (01 mark)
11. Insert image saved as "bill" just below the heading. (01 mark)
12. Keeping the aspect ratio locked, adjust the image height to 1.5" and width to 2.25". (01 mark)
13. Set the image behind the text. (01 mark)
14. Put an Art page border of choice on page1 only. (01 mark)
15. Insert **page numbers** in formats x of y starting at 5. (02 marks)
16. 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.

1. Copy the file to your folder and resave it as your name and personal number. (1 mk)
2. Adjust the sheet orientation to landscape. (01 mark)
3. Adjust the column titles in cells A1:E1 to 45o of orientation. (02 marks)
4. Calculate total sales for each distributor. (02 marks)
5. 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)
6. Use conditional formatting to highlight cells with a commission less than 300,000. (02 marks)
7. 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)
8. Insert a new row above the table, merge the cells appropriately and add a title to read "**PALOMA GROUP OF COMPANIES**" (02 marks)
9. Format the font size of the title to 20, color green, and font face Algerian. (02 marks)
10. 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)
11. 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.

1. Copy the file saved as Wedding to your folder and rename it as your name. (01 mark)
2. Open the file and adjust the orientation to portrait. (01 mark)
3. Set the page width to 6.0", height to 4.2" and margin guides to 0.1". (03 marks)
4. Use the images in the folder saved as "Wedding images" in the support file folder. (2 mks)
5. On the very first side(front page) of the card put "Andrew weds Bronte" using any wordArt design of your choice. (02 marks)
6. In the middle pages, use English on one side and any other language of your choice on the other side. (04 marks)
7. For the back page, at the bottom put this address: Paloma designers, +256 777676931, +256755403306, email: palomadesigners@gmail.com. (02 marks)
8. Set a wonderful border, varying font types, sizes, and color of your choice. (02 marks)
9. Below RSVP, add your name to work as the Chairman Organizing Committee and think of any other two contact persons. (02 marks)
10. 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.

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

1. Import a table from a file saved as **RESULTS** to your database. (02 marks)
2. Rename the table as **marks**. (01 mark)
3. Assign relevant data-types to the fields. (02 marks)
4. Sort the names in the table in ascending order. (01 mark)
5. Design a pivot chart to display each pupil’s performance Mtc and Scie subjects only. Save it as **pivotchart**. (02 marks)
6. 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)
7. 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)
8. 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)
9. 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)
10. 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)
11. Print your table and the report. (02 marks)

**END**