S850/3

**Subsidiary ICT**

**Practical Paper**

JULY/AUGUST 2019

2 hours



WESTERN JOINT MOCK EXAMINATIONS

Uganda Advanced Certificate Of Education

**SUBSIDIARY ICT**

**PAPER 3**

2 HOURS

**INSTRUCTIONS TO CANDIDATES:**

* *Each candidate is provided with a new Compact Disc* ***ROM*** *where all the work will be stored.*
* *Each candidate has a printer connected to his/her machine*
* *Each candidate is provided with blank printing papers of A4 size.*
* *This paper is made up of* ***five*** *questions*
* *Answer any* ***three*** *questions*
* *USE SURPORT FILE WHERE APPLICABLE*

**QUESTION 1**

1. Load the file “make changes” using word processing software of your

choice and Save your document as” PROJECT” *(2mks)*

1. Insert a heading as ONE PROJECT. *(1mk)*
2. Changing the font colour of the heading to green, font size 20 and

double underline it. *(3mks)*

1. Change the font of the whole document to bookman old style and apply

1.5 line spacing. *(2mks)*

1. Format each paragraph to begin with a new page. And complete spell check. *(3mks)*
2. Insert page numbers at the bottom centre of the bottom centre of the document *(1mk)*

Page Apply the following to the each page

1. Page I .Insert the word FINANCE at the bottom of the document use word art

of your choice. *(2mks)*

(ii) Page 2. Insert page border to this page*. (2mks)*

(iii) Insert smiley face behind text*. (1mk)*

(iv) Insert a WATER MARK “never give up” *(1mks)*

(v) Insert a 4by6 table on the last page *(2mks)*

**QUESTION 2**

Using an appropriate desktop publishing software ,design a certificate that you have been a warded by your school participating in sports. *(9mks)*

1. Save the publication as your name and index number *(2mks)*
2. Include a page header as sports is health *(2mks)*
3. Drop cap the first letter of your school *(1mk)*
4. Colour your title and address with blue colour with font size18 *(3mks)*
5. Insert an appropriate picture at the bottom of your certificate align it

to the centre (2mks)

1. Print your work (1mk)

**QUESTION 3**

1. Load the file NEW in the folder exams and save it as your name in capital letters. *(2mks)*
2. Allocate appropriate data types to the field where applicable *(3mks)*
3. Enter the data bellow in project table where it fits *(2mks)*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Account no | project | Payment date | Project bill | Payment method |
|  | Water | 12-12-07 | 300000 |  |
|  | Road repair | 02-05-07 | 550000 |  |
|  | sewage | 07-06-08 | 720000 |  |
|  | power | 09-07-08 | 240000 |  |
|  | Road repair | 09-08-08 | 150000 |  |
|  | power | 06-04-08 | 600000 |  |
|  | water | 03-10-08 | 120000 |  |
|  | power | 01-12-08 | 470000 |  |
|  | Road repair | 18-11-09 | 160000 |  |

1. Create a form called project entry. *(2mks)*
2. Insert a header on your form (1mk)
3. Create a query to show all projects made in the company between

06-06-08 to 24-11-08. *(3mks)*

1. Name the above query as between query *(2mks)*
2. Form a report for all records and name it ALL *(1mk)*
3. Create a query to retrieve projects with project bill above 500000

and name it Above *(3mks)*

1. Make a print out of your work *(1mk)*

**QUESTION 4**

Open the file named record, name it changed records and your personal number

**Required:**

Add a column for employee’s age and fill it with figures of your choice *(2mks)*

Sort the department column in descending order *(1mk)*

Extract subtotals for each department’s basic pay *(3mks)*

Create two columns with column headings NSSF and PAYE *(2mks)*

Each employee is subjected to NSSF of 3% and PAYE of 4% of basic pay

Calculate NSSF and PAYE in their respective column *(4mks)*

Select the column for basic pay to form an exploded pie chart *(3mks)*

Print your work *(1mk)*

**QUESTION 5**

As an ICT literate, you have been assigned a lesson in s2 class at JURO SS to teach these students about COMPUTER HARDWARE

YOU are required t o design a four slide presentation as follows

**Slide I:** your Name ,role topic today’s date and introduction *(2mks)*

**Slide II:** categories of computer hardware *(2mks)*

**Slide III:** definition of any two categories of computer hardware *(2mks)*

**Slide IV:** examples of computer hardware *(2mks)*

1. Save your presentation as lesson + your name *(1mks)*
2. set your presentation to have a suitable background *(2mks)*
3. apply minimal transitions and animations *(2mks)*
4. run the presentation automatically after 2 seconds *(1mk)*
5. insert appropriate picture of your choice *(1mk)*
6. number your slides *(1mk)*

(g) Rotate all titles to 900 *(2mks)*

(h) Format each slide to have adeferent back ground *(2mks)*

(i) Print your presentation on a page *(1mk)*

***END***