

**HILTON HIGH SCHOOL-MUKONO**  
**UGANDA CERTIFICATE OF LOWER EDUCATION**  
**S.3 ICT COMPETENCE BASED EXAM END OF YEAR 2023**

**PRACTICAL PAPER**

**PAPER 2**

**TIME: 2 HOURS AND 30 MINUTES**

**Instructions to Candidates**

- *This paper is made of **four** equally weighted questions. SECTION A question 1 is compulsory and choose only 2 numbers in section B*
- *Each has a maximum score of 25 Scores. Attempt any **two** from section B questions.*
- *Support files, where necessary, are provided.*

**SECTION A**  
***Attempt this question***  
**Question 1**

It is the norm of this company to always keep their clients very informed about the school activities, new ventures and innovations and many more other things. This time around as it is coming to the end of year 2023, they produced an annual report in 2022 about the their activities.

Instructions:

- a) Load the file MTN **annual report 2022** (02 Scores)
- b) Insert a title page with the company's name, logo, and the title "Annual Report 2023." (02 Scores)
- c) Create a table of contents that includes the following the main sections (04 Scores)
- d) Insert a waterscore in the background of the document that says "Confidential." (02 Scores)
- e) Add a 2-column layout for the text. (02 Scores)
- f) Insert an image of the company's CEO to the right of the first column with the text wrapping around it. (03 Scores)
- g) Include a footnote at the bottom of the page citing the source of the CEO's image as <https://twitter.com/wimMTNUG>. (02 Scores)
- h) Add an endnote at the end of the section explaining the data sources. (02 Scores)
- i) Insert a full-page image related to market trends. (02 Scores)
- j) Add text wrapping around the image. (01 score)
- k) Create a table that lists the company's 5 imaginary board members. It should appear at the end (2 Scores)
- l) Finally, insert page numbers at the bottom center of each page. (02 Scores)
- m) Format this document to have a professional look (03 Scores)
- n) Save your file as **annual report 2022 edited** (01 score)

## SECTION B

*Choose any two numbers from this section*

### Question two

Your sister is a business woman whose businesses have been operating for the last 5 years. Her business has got a number of ventures i.e. cosmetics, hardware, agribusiness, transport and many others. However much she deals in many things, they are not contained in one stop shopping centre, she has got several shops. The cosmetic supermarket is located in Kyaliwajjala Namugongo, a multimillion hardware shop is located Kawempe Maganjo, Agribusiness shop is the biggest agric wholesale shop in Katosi trading centre, she has got a good number of taxis and buses for transportation of people to nearby towns and upcountry.

She feels she would like to create an awareness to the general public using a publication that is cost saving and yet can cover all ventures at the same time.

### Instructions

1. Using your creativity and the graphics design skills, help to provide a suitable solution to your sister. **(25Scores)**

### Question three

### SREADSHEET

The management of a certain school in Kampala was requested by the board of directors to present the UACE mock results of 2023 for all their 15 candidates that are about to sit their UACE UNEB exams. This has happened after getting serious concerns about the poor performance of this class yet they are now preparing for their final UNEB exams. However the management is very disturbed on how to go about it because they don't even have any ICT literate teacher, they have only a list of students and their respective Scores as provided to you which is saved as **kajjansi s.6 mock results**.

### Instructions

Using your skills of spreadsheets, help the administration of school to perform relevant analysis, computations and illustrations where possible

on the data which will help the board interpret it further to make relevant decisions. Ensure that your data has a professional look. *(25 Scores)*

#### **Question four**

#### **PRESENTATION**

You are planning to contest for a prefectorial post next year in the position of your interest. It is always a mandate for the contestants to have their manifesto presented electronically.

#### **Instructions**

Using your presentation skills, creativity and critical thinking, prepare an 8 slide professional presentation that will be used during your campaign launch. *(25 Scores)*

**END**