

840/2  
INFORMATION AND  
COMMUNICATIONS  
TECHNOLOGY (ICT)

Paper 2  
July/August 2024  
2½ hours



## KABS' ICT RESOURCES CENTER

Uganda Certificate of Education

INFORMATION AND COMMUNICATIONS TECHNOLOGY

Paper 2

Practical

2 hour 30 minutes

### INSTRUCTIONS TO CANDIDATES:

*This paper consists of **two** examination items.*

*Answer **both** items in this paper.*

*You are provided with support files in the folder **Exam Support Files** on the computer desktop.*

*Use the support files where applicable to supplement the items.*

*You are provided with a **new blank Compact Disc (CD)**.*

*Use a **permanent marker** to write your name, random number and personal number on your CD.*

*You should **continuously save** your work.*

*You **must** produce a **hard copy** for each of your work to accompany a soft copy on the Compact Disc (CD).*

## ITEM 1

In a small town, a local charity organization called "**Help Hands Foundation**" has been managing donations and distributions manually. The secretary of the organization maintains a large ledger book to record donations from benefactors and the distributions to beneficiaries. Recently, some donors have expressed concerns about the transparency and accuracy of the records.

Additionally, during the last meeting, a new volunteer suggested digitizing the records for better efficiency and reliability. The organization welcomed the idea, but most of the members are not familiar with using computers. The records from the ledger book have been transcribed and provided in the support file **HELP\_HANDS.docx**, and an example thank-you letter to donors is available in the file **THANKS.docx**.

### Task

Using the support files provided;

- (a) Create an electronic database of the records and use it to generate a report showing the total donations received over the past year.
  - (b) Generate a list of beneficiaries who received donations and prepare a personalized thank-you letter for each donor.
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## ITEM 2

**Kisakye Charles General Hardware** is a fast-growing hardware business in Mubende Town and it has customers from different parts of the country. Currently the hardware advertises in some newspapers, banners and posters its new products and stock.

The administration wishes to put this on another level by using more ICTs to interact effectively with the public on all that happens at the hardware shop including staff information, showroom, and active queries page where customers can provide feedback from.

### Task:

With your skills of ICT, help the administration to achieve this goal. A support folder called **hardware** has been provided containing some files to help you achieve this on behalf of the management.