

S850/3
Subsidiary Information and
Communication Technology
Practical paper
PAPER 3
July/August 2023
2 hours



WAKISSHA JOINT MOCK EXAMINATIONS

Uganda Advanced Certificate of Education

SUBSIDIARY ICT

(Practical)

Paper 3

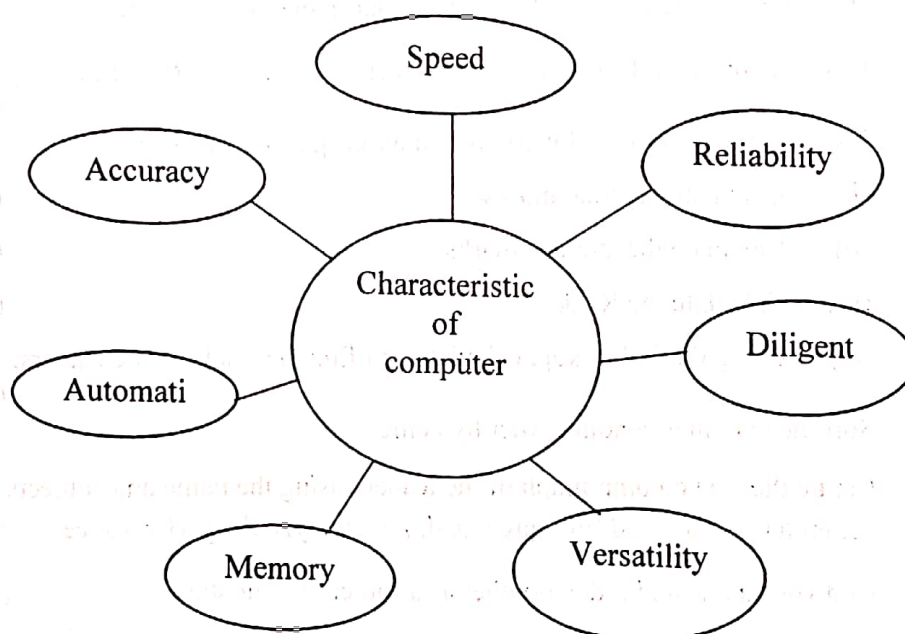
2 hours

INSTRUCTIONS TO CANDIDATES:

- The paper is made up of five equally weighted questions.
- Attempt **any three** questions in this paper.
- Any additional question(s) answered will **not** be marked.
- Each candidate is provided with a new **blank compact disk, Rewritable (CD-RW) AND NOT FLASH DISK.**
- Each candidate **must** produce a **hard copy** for each of the work to accompany the compact disc.
- Create a folder in your name and index number on the desktop where you should keep saving your work. After ensuring that all your work is in the folder transfer it to the CD provided.
- There is no added time for printing and writing CD or saving and printing after the stipulated time.
- Keep on saving your work as no extra time will be provided in cases of power failure.

1.
 - (a) Using a word processing application, open the site **"education.docx"** from support folder and save it your name and personal number. (02 marks)
 - (b) Copy the text and paste it to the next page. (01 mark)
 - (c) Add a suitable title for the text and set it.
 - (i) Calibri body, size 14 (02 marks)
 - (ii) Bold the title (02 marks)
 - (d) Justify the whole passage (01 mark)
 - (e) Format the text in three (3) columns. (02 marks)
 - (f) Insert in the document any two pictures related to the passage/topic from the image folder. (02 marks)
 - (g) Apply or add drop cap in the first paragraph. (02 marks)
 - (h) Set the phrase "keyword; ICT, Technology integration, Barriers and solution of ICT use teacher's attitude and beliefs on ICT use" in the first paragraph and link it to the title on the second page. (02 marks)
 - (i) Insert a watermark of "ICT in education" in the document in page two only. (01 mark)
 - (j) Insert an End note "A critical Literature Review and its implication". (02 marks)
 - (k) Save and print your work. (01 mark)
2. Action Aid Denmark has contacted you, an ICT student to design for them a digital notice to notify the public on their relocation. Using a publication software you are required to design a notice to let the public know about their relocation.
 - (a) Create a layout of a flyer and a notice to notify the public. (03 marks)
 - (b) Open the file document called press release from support folder and insert the text appropriately in your layout. (04 marks)
 - (c) Insert appropriately picture and a logo from the image. (04 marks)
 - (d) Format the text in two columns. (03 marks)
 - (e) Include the address below on your Flyer "MS-TCDC P.O Box 254 Arusha, Tanzania. Email: ms-tcdc@ms-tcdc.or.t3" (02 marks)
 - (f) Insert your name and personal number in the page footer. (02 marks)
 - (g) Save and print your publication. (02 marks)
3.
 - (a) Using a database software, Load the file and import a file **"employee.xlsx"** and create a database called employee. (02 marks)
 - (b) Use a column lookup wizard on the field sex to enter data M or F. (04 marks)
 - (c) Format your currency with UGX, /= or Shs. (02 marks)
 - (d) Format the date of birth field to dd-mmm-yyyy. (02 marks)

- (e) (i) Create a query to display those whose name has only five letters.
Save it as 5 letters. (02 marks)
- (ii) Create a query to display those whose names begin with letter m. (02 marks)
- (f) Create a form that will be used to add records. (02 marks)
- (g) Generate a report to display name, sex, contact, Department and Basic salary.
Save it employee report. (03 marks)
- (h) Save and print your work. (01 mark)
4. As a student of ICT, you have been selected to prepare a five-slide presentation summarizing the introduction to computer to a visiting ICT minister at your school.
- (a) **First slide:** Include the title of your presentation, your name and school. (02 marks)
- (b) **Second slide:** Define a computer (03 marks)
- (c) **Third slide:** Describe characteristics of a computer as follows, it should be in a diagram as it appears. (03 marks)



- (d) **Slide four:** Differentiate the difference between RAM and ROM. (03 marks)

RAM	ROM
RAM is volatile memory which means that the information temporarily stored in the module is erased.	ROM stands non-volatile memory in computers, which means the data is written to individual cells using binary code.
Each time you request a file or information, it is retrieved either from the computer's storage disk or the internet	Turning off the computer does not have any effect on ROM. Non-Volatile memory cannot be changed by users.

- (e) Slide five: state 5 advantages of a computer:-
 - High speed
 - Accuracy
 - Storage
 - Reliable
 (02 marks)
- (f) Insert appropriate images in your slides. (01 mark)
- (g) (i) Insert your name and personal number as a footer to all slides. (01 mark)
 (ii) Apply slide transitions and animations of your choice. (01 mark)
- (h) Set the slides to run automatically every 5 seconds. (01 mark)
- (i) Insert automatic date & time on all the slides. (01 mark)
- (j) Save the presentation as your name and personal number. (01 mark)
- (k) Print your slides as a handout. (01 mark)
5. (a) Using a spreadsheet software application, open the file called “**exam results**” from the support folder and save it as your name in your folder. (02 marks)
- (b) Copy the original data on sheet 1 to sheet 2 and rename it as “Final copy”. (02 marks)
- (c) Use suitable formulae / functions to answer questions (i) – (iv)
 (i) Calculate the total marks. (02 marks)
 (ii) Calculate the average marks. (02 marks)
 (iii) Calculate the Rank. (02 marks)
 (iv) Using the V-Lookup, calculate and find the grade of the learners. (02 marks)
- (d) Sort the data in ascending order by name. (01 mark)
- (e) Create the 3-D column graph of the learners using the name and subjects computer literacy and Entrepreneurship to analyze the performance. (03 marks)
- (f) Add your name and index number as a footer to your sheet. (01 marks)
- (g) Add the follow to your graph.
 (i) Axis title (01 mark)
 (ii) Chart title (01 mark)
 (iii) The legend at the bottom (01 mark)

END