

S850/2  
**SUBSIDIARY ICT**  
**PRACTICAL**  
Paper 2  
2023  
2 hours

**Uganda Advanced Certificate of Education**

**SUBSIDIARY ICT**

**(PRACTICAL)**

**Paper 2**

**2 hours**

**INSTRUCTION TO CANDIDATES:**

- i. *This paper is made up of **five** equally weighed questions.*
- ii. *Attempt any **three** questions.*
- iii. *Any additional question (s) answered will **not** be marked.*
- iv. *Each candidate is provided with support files in the folder **Support files S850\_2** on the desktop. Use the support files where applicable to supplement the questions.*
- v. *Each candidate is provided with a **new blank Compact Disc (CD)**.*
- vi. *Candidates are advised to continuously **save** their work.*
- vii. *Each candidate must produce a **hard copy** for each of their work to accompany the **Compact Disc (CD)**.*

## 1. Word processing

Using a word processor application, load the file **liquid.doc** in the folder *Support files S850\_2* and save it as your name and personal number. 01 mark

- (a) Apply a suitable title to the document 01 mark
- (b) Draw a 4.5pt line below the title, with any color unlike blue/black 02 marks
- (c) Highlight the first paragraph with light color. 01 mark
- (d) Change paragraph 2 into a bulleted list 02 marks
- (e) Set the margin to top - 0.9", bottom - 0.7", left and right - 1.5" 02 marks
- (f) Put a boarder of any design on the last paragraph 02 marks
- (g) Change the second last paragraph to three columns. 01 mark
- (h) Create a footnote on the word "chemical substance" in the 1<sup>st</sup> paragraph first line with the statement "A material that can cause reaction" 01 mark
- (i) Justify the second last paragraph 01 mark
- (j) Put a water mark of the image called bore.jpg 02 marks
- (k) Insert a header using your name and personal number 01 mark
- (l) Include a page number whose format is alphabetical letters. 02 marks
- (m) Print your work 01 mark

## 2. Spreadsheet

- i Using a spreadsheet application enter the following data as it is, and save it as your name and personal number in your folder. 03 marks

	A	B	C	D	E	F	G
1	S/N	NAME	PAPER ONE	PAPER TWO	TOTAL	POSITION	
2		BOSCO FAHAD	80	88			
3		LUBANJA JAMES	88	92			
4		LUKWAGO EDDIE	85	80			
5		BUKENYA ISAAC	56	76			
6		KAVVULU JOHN	45	35			
7		GABIRO MARTIN	75	70			
8		WABIRYO IMM	98	67			
9		NAKABONGE ANET	70	70			
10		AKENA MARK	30	69			
11		YIGA JOSEPH	65	78			
12		NAKAJOGA VIOLET	90	66			
13		LUBOWA JOHN	76	39			
14		NAKATO JOVIA	81	55			
15		OCATRE TRAVOR	44	87			
16		AGABA JOHN PAUL	36	56			
17		NAKAKEETO MUTIIBWA	48	55			
18		NAMAKULA TEDDY	90	78			

- ii Use any method to apply numbers that automatically add by one in column A 01 mark
- iii Given that the students marks are in percentages (%) add two new columns after each paper, to compute them out of 40 for paper one and out of 60 for paper two 02 marks
- iv In the Total column, compute the total marks. 01 mark
- v In cells E20, E21, E22 and E23, determine the Average, Maximum and modal mark respectively. 03 marks
- vi Determine the positions of the students basing on their total marks in the exam. 02 marks
- vii Apply a light fill color to the titles, and borders all around the work. 02 marks
- viii Add a new column after TOTAL. Using any lookup function, assign the following grades to the final mark. D1 for 80-100, D2 for 70-79, C3 for 65-69, C4 for 60-69, C5 for 55-59, C6 for 50-54, P7 for 40-49, P8 for 35-39 and F9 for 0-34 02 marks
- ix Add a new sheet called chart. Insert a column graph to show the students' names with their original marks of both paper one and paper two. 03 marks
- x Print out your work. 01 mark

3. The table below gives information on some staff members of a computer school called “SSERINYA COMPUTER ACADEMY”

First Name	Surname	Sex	Title	Id. No.	Department	Salary (Ugx)	Date of birth
Akello	Jessica	F	Admin	ZL001	Management	730000	18/06/1937
Musoke	Julian	F	Worker	ZL002	Kitchen	630000	05/08/1978
Lubega	Zak	M	Worker	ZL003	IT	700000	05/06/1972
Katiti	Ann	F	Secretary	ZL004	Research	3850000	19/06/1988
Musisi	Jonathan	M	Director	ZL005	Management	1200000	18/08/1967

- a) You are required to design a suitable database to manage the above information, name the Database as your name and personal number. 02 marks
- b) Design a table from the above data, and name it EMPLOYEE TABLE, with appropriate data types, and primary key. 04 marks
- c) Create a form called Employee entry form and use it to enter the above records. It should have a title, and a logo. Use lapt.jpg from the support files as the logo 03 marks
- d) Create a new field that calculates employees’ age. 02 marks
- e) Create a query displaying all the fields in the above table to filter out only employees from the department of management. Save it as MANAGEMENT DEPARTMENT. 02 marks
- ii) Create another query displaying all the fields of employees with salary less than 300,000. Name it less than 300000. 02 marks
- v) The academy’s retirement age is 55 years. Create a query to filter out the employees whose ages are above 55 years. Name it “RETIREMENT AGE”. 02 marks
- vi) Create a report using the employee table and group the records by department and name it “Report by Department” 02 marks
- vii) Print your work. 01 mark

4. Use any desktop publication software to design a certificate of excellence for Squad Senior Secondary School Senior six (S.6) candidates who have excelled in the following application packages: Ms Word, Ms Excel, MsPowerPoint, Ms Access and Ms Publisher. Save it as your name and personal number. 05 marks
  - a) Provide space for the signatures of the head of teacher and the head of department. 02 marks
  - b) Adjust the paper size to width of 9” and the height of 7.5” 01 mark
  - c) Insert a photo logo.jpg to represent the school logo/badge, properly placed 02 marks
  - d) Use your name as the owner of the certificate. 01 mark
  - e) Use appropriate background colors and relevant designs 02 marks
  - f) Apply a nice looking border for your certificate 02 marks
  - g) Ensure all your objects are balancing properly. 02 marks
  - h) Insert your name and personal number in the footer. Make sure it is not blocked by the border 02 marks
  - i) Print your certificate. 01 mark
  
5. Use a presentation software of your choice to load a file **Diet.ppx**. and save it as your name and personal number in your folder on the desktop. 02 marks
  - a) On the first slide, insert your name at the bottom as the presenter. It should be in font size 15, style = Tahoma 02 marks
  - b) Insert a photo saved as ‘diet.jpg, in between the heading and your name. Centre your picture here. 02 marks
  - c) Slide two to include the meaning of a balanced diet 02 marks
  - d) Slide three to have the benefits of having a balanced diet. 02 marks
  - h) Slide four to have foods that make a balanced diet. 02 marks
  - i) Slide five to have a concluding message for people to have a balanced diet 02 marks
  - j) Insert slide numbers on all slides in your presentation with an automated date. 02 marks
  - k) At the bottom, insert an action button link from page 1 to 2, 2 to 3, 3 to 4, 4 to 5, 5 to 6 and 6 to 1. 01 mark
  - l) Insert a uniform slide transition in all your work. 01 mark
  - m) Insert appropriate pictures from the support folder so each slide has atleast one photo. 01 mark
  - n) Print your work as a handout 01 mark