SAMPLE QUESTION PAPER

Answer any **three** *(3) questions*

(a) Type the document shown below exactly as it appears using a word processor program. Save the document as trees.   *(10 marks)*

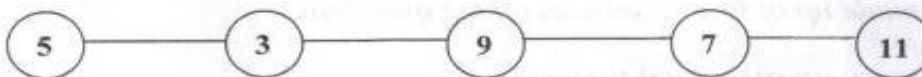### BINARY TREES

Introduction

The term "tree" is used in computer science to denote a particular type of abstract data structure.

Trees contain data in structures called nodes, which are in turn linked to other nodes in the tree. Every tree has a primary node called a root, from which all other branch nodes in the tree descends. In continuance with the botanical naming system, the nodes that have no descendants are called leaf nodes.

Root node

Leaf node
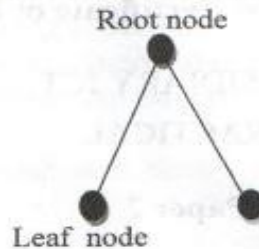
Why should you use trees?

Primarily, trees are useful for organizing data in a manner that makes it efficient to retrieve it. To illustrate this, is a picture of a collection of data organized in a linked list structure.

A Binary tree is made up of nodes that that can have at most two offspring (*children*). The <u>root</u> node is the node that is not a child of any other node, and is found at the top of the tree structure. A node with no children is referred to as a **leaf** node. Nodes that are not root nodes or leaf nodes are often referred to as <u>non-leaf</u> nodes.

(b) Copy your document to the next page   *(01 mark)*

(c) Apply styles and formatting on the copied document as follows:-

   (i)   The body text to be
      - Normal 12 points.
      - Comic san Ms
      - Justified.   *(03 marks)*

(ii) Change the color of the whole body text to blue   *(01 mark)*

(d) Insert headers and footers. The header should be "your name" while the footer should be "your personal number."   *(02 marks)*

(e) Insert page numbers at the top centre of the document.   *(01 mark)*

(f) Format the second paragraph into two columns.   *(01mark)*

(g) Save a copy of the document un your folder and print a copy.   *(01 mark)*

Subsidiary ICT (PRACTICAL)   Paper 2 UNEB 2013 Qn 1

(a) Use a word processor of your choice, produce the document below as it appears. *(06 marks)*

ICT AS A TOOL FOR TEACHING AND LEARNING

he term ICT is stands for Information and Communication Technology and is defined as a "Diverse set of technological tools and resources used to communicate, and to create, disseminate, store, and manage information". ICT has become a very important part of the educational delivery and management Tprocesses. ICT largely facilitated the acquisition and absorption of knowledge and hence providing extraordinary opportunities to developing countries for enhancing their educational systems particularly for the under privileged constituency, and thereby raising the level of quality of life for their people.

(b) Copy the document to another page.   *(01 mark)*
(c) Double space the text in the document.   *(01 mark)*
(d) Italicize and bold the word ICT throughout the document.   *(01 mark)*
(e) Use "Times New Roman" font face and font size, "12" for the entire document.   *(01 mark)*
(f) Insert your name and personal number as footer and header respectively. Centre align them.
          (03 marks)
(g) Use mail merge feature to post the document above to the recipients below.   *(05 marks)*

NAME	ADDRESS	COUNTRY
MS.AKIIRO GRACE	P.O BOX 23 KAMPALA	UGANDA
MR.ASSIMWE ANDREW	P.O BOX 19 NAIROBI	KENYA

(h) Save your work as your name and personal number. *(01 mark)*
(i) Print all your work. *(01 mark)*

Subsidiary ICT (PRACTICAL)   Paper 3 UNEB 2013 Qn 1
(a) Open a word processing software and type the document below as it is. Save it as Sub-ICT.
(07 marks)

SUBSIDIARY INFORMATION AND COMMUNICATION TECHNOLOGY TEACHING SYLLABUS

Introduction

This syllabus was developed after looking at the need for Information and Communication Technology (ICT) knowledge and skills among learners and how these help to improve on the teaching-learning process. The education sector and the world of work require an individual to possess ICT knowledge and skills. This is evidenced by the demand for computer literacy and computer skills for respective job vacancies being advertised today.

This syllabus has been prepared to help the learner acquire ICT knowledge and skills required to meet the challenges of ICT applications in society. The syllabus emphasizes use of practical examples whenever possible to teach ICT applications which the world of work expects a high school graduate to possess.

The subsidiary ICT syllabus is meant to help the learner acquire skills required by end users of ICTs and which can be applied in a variety of fields.

[Source: NCDC Teaching Syllabi for Subsidiary Mathematics and Subsidiary Information and Communication Technology. Page 88, Volume 10, 2013]

(b) Make a copy of the document to page two. *(01 mark)*
(c) Insert an appropriate clip art in your document. *(02 marks)*
(d) Make the first letter of paragraph 2 a Drop cap of three lines. *(02 marks)*
(e) Insert a footnote "We are ready to move with ICT" on the word ICT paragraph 1. *(02 marks)*
(f) Insert a watermark as **Educational Transformation**. *(02 marks)*
(g) Insert the current date and right align it. *(02 marks)*
(h) Insert your name and personal number as header. *(01 mark)*
(i) Save and print your work. *(01 mark)*

Subsidiary ICT (PRACTICAL)   Paper 2 UNEB 2014 Qn 1
(a) Using a word processor of your choice, type the document below using **Comic Sans Ms** font style. Save it as **Reading Lesson 1**. *(05 marks)*

Jack is a young lad living with his widowed mother. Their only means of income is a cow. When this cow stops giving one morning, Jack sent to the market to sell it. On the way to the market he meets an old man who offers to give him "magic" beans in exchange for the cow.

Jack takes the beans but when he arrives home without any money, his mother becomes angry and throws the beans to the ground and sends Jack to bed without supper.

(b) Copy all the text and past it in a new blank document. Save it as **Reading Lesson 2**. *(01 mark)*
(c) Include heading **JACK& THE BEAN STALK** and format it to size 28. *(02 marks)*
(d) Change the spacing for all paragraphs of text to 1.5. *(01 mark)*
(e) Insert an auto shape of a face in the middle of paragraph 1. *(01 mark)*
   • Wrap text around it **Tight**. *(01 mark)*
   • Resize it to height of **0.47 inches** and width of **0.68inches**. *(01 mark)*
(f) Insert a **page break** below the last paragraph. *(01 mark)*
(g) On page 2, use a table of 7 **rows** and 3 **columns** to design your class time table. *(02 marks)*
(h) Modify the table in (g) and make it appear like the one below. *(03 marks)*

Timetable for Reading lessons		
	CLASS 2	CLASS 3
Mon		
Tue		
Wed		
Thur		
Fri		

KEY:
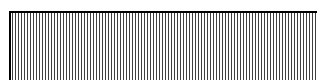
　　　　　　　　Teacher Agnes　　　　　　　　　Teacher Helen

(i) Insert a header of your name and personal number. *(01 mark)*
(j) Save and print all your work. *(01 mark)*

Subsidiary ICT (PRACTICAL)   Paper 3 UNEB 2014 Qn 1
(a) Using a word processor of your choice, type the document below as it appears. Save your document as your name and personal number. *(07 marks)*

The path to wider access to telecommunications services.
Telecommunications reforms have led to more competitive markets in any of the countries studied. The result has been impressive growth during half of the 2000s, particularly in mobile telephony. The challenge will be to sustain this growth in the face of significant barriers.
A number of key policy recommendations, if followed, would sustain growth and deepen access to telecommunications in the region.

- There is ample scope for further sector reform in most countries. According to 2006 report from the GSM Association, poor regulation has reduced telecommunications in Africa by US$4.6 billion.
- Countries should pursue liberalization by simplifying licensing regimes, lifting remaining bars to market entry, ad examining the feasibility of introducing mobile number portability and mobile virtual network operators.
- Mobile telephone access should be incorporated into established goals for universal access so as to leverage the successful spread of mobile communications.
- High-speed connectivity over fibre cable is a pre-requisite for e-government and other socioeconomically beneficial applications.
  Source: *Information and Communications Technology in Sub-Saharan Africa: A sector review by Michael Minges.*

(b) Copy and paste the text to the next page of your document. *(01 mark)*
(c) Change the heading to uppercase, font size of 16.5 and center it. *(03 marks)*
(d) Insert the footnote; "*Is the provision of <u>telephone services</u> to <u>phones</u> which may <u>move around freely</u> rather than stay <u>fixed</u> in one location*" on the word telephony. *(02 marks)*

(e) Insert your name and personal number as header. *(01 mark)*
(f) Insert the word "Telecommunications" as a watermark with font size 54. *(03 marks)*
(g) Include page numbers whose format is alphabetical letters. *(02 marks)*
(h) Print your work. *(01 mark)*

Subsidiary ICT (PRACTICAL)   Paper 2 UNEB 2015 Qn 1
(a) Type the text below using an appropriate word processing program. *(04 marks)*

The stocks and the Urchin

Of all the boys in the town, the most forward in singing nonsensical verse was always the same on who had begun teasing the storks, a little urchin not more than six years old. The young storks, indeed, fancied him a hundred years old, because he was bigger than either their father or mother and what should they know about the ages of children, or grown-up human beings!

All their schemes of ravages were aimed at this little boy; he had been the first to tease them, and he teased them still. The young storks were highly excited about it, and the older grew less they were inclined to endure persecution. Their mother, in order to

pacify them, at last promised that they should be revenged, but not until the last day of their stay in that place.

Hans Christian Andersen

(b) Copy and paste this document to the next page. *(01 mark)*

(c) Change the heading to upper case, font comic sans ms, underline it with a dotted line and font size 13. *(03 marks)*

(d) Justify the whole document. *(01 mark)*

(e) Change the line spacing for paragraph one to 1.5. *(01 mark)*

(f) Drop cap on two lines the letter beginning paragraph one. *(01 mark)*

(g) Create a footnote of the word "pacify" and it should have the statement "to calm somebody who is angry". *(02 marks)*

(h) Your name and personal numbers should appear as footer and in italics. *(02 marks)*

(i) The name "Hans Christian Andersen" should be crossed through. *(01 mark)*

(j) Highlight the word "scheme" with colour yellow. *(02 marks)*

(k) Save this document as "Prose" *(01 mark)*

(l) Print your work. *(01 mark)*

Subsidiary ICT (PRACTICAL)   Paper 3 UNEB 2015 Qn1

(a) Study the document below and answer the questions that follow

1.   (a) Study the document below and answer the questions that follow.

Formatting Text Using office 2003 Toolbar

In word processing program such as Ms word, there are numerous options available for presenting your text. This part of the tutorial will guide you through several of the important features in word that will allow you to edit, modify and display text (and non-text) components.

Standard Toolbar buttons.

New blank Document:

Open

Save

Permission
Print
Print preview
Spelling and Grammar
Copy
Paste
Undo Typing
Insert Hyperlink
Insert Table

Word allows all toolbars to be customized, so you may not find all options listed there.

There are several buttons that may or may not appear immediately in your version of Word.

(b) Using a word processor of your choice typeset the above document as it is. *(12 marks)*

(c) Save your work as Formatting Exercise.   *(01 mark)*
(d) Copy your document to the next page.   *(01 mark)*
(e) Format your copy as follows:
(i) Apply colour green to the title of the document.   *(01 mark)*
(ii) Set the line spacing of the last paragraph to 1.5 points.   *(01 mark)*
(iii) Bullet the list of Standard Toolbar buttons.   *(01 mark)*
(iv) Justify your text in the first paragraph.   *(01 mark)*
(f) Insert a footer of your name and personal number.   *(01 mark)*
(g) Print your work.   *(01mark)*

Subsidiary ICT (PRACTICAL)   Paper 2 UNEB 2016 Qn1
   1.   a) Using a word processor application, load the file **OUR FOCUS.rtf** and save it as your name
        and personal number.   *(02 marks)*
        (b) Set the page size to **A4**.   *(01 mark)*
        (c)   (i) Set the title and subtitles to *Times New Roman* font size 22 and the rest of the text to
        Times New Roman font size 12.   *(02 marks)*
              (ii) Bold and underline the two subtitles.   *(02 marks)*
        (d) Apply another colour to the title and sub-titles.   *(01 mark)*
        (e) (i) Type a sentence related to the title in the Text box at the bottom. *(01 mark)*
        (ii) Move the Text box to any space in the main document.   *(02 marks)*
        (f) (i) Change the numbered list to a bulleted list.   *(01 mark)*
        (ii) Use the correct symbol for **R** registered trademark   *(02 marks)*
        (g) Insert an endnote in reference to the title with the words.   *(02 marks)*
        "*This document here is very important for all*"
        (h) Insert the image from the file **Academician.jpg** into your document. *(01 mark)*

(i) Insert your name and personal number in the header and align it left.   *(02 marks)*
(j) Save and print your work.   *(01 mark)*

Subsidiary ICT (PRACTICAL)   Paper 3 UNEB 2016 Qn1

(a) Using word processing software, load the file **moralpaper.docx** and save it as your name and personal number.   *(02 marks)*

(b) Underline the heading of the document.   *(01 mark)*
(c) Change the border with 6pt.   *(02 marks)*
(d) Centre align the whole document.   *(01 mark)*
(e) Insert the picture **bet1.JPG** as the header of the document.   *(02 marks)*
(f) Insert your name and personal number as footer of the document.   *(01 mark)*
(g) Insert page numbers at the bottom of your document starting from 2.   *(02 marks)*
(h) Insert an auto shape of your choice, in the document.
   (i) Change the color of the auto shape to green.
   (ii) Order it behind the text.   *(03 marks)*

(i) Drop cap the first letter of the second paragraph to cover 2 lines.   *(02 marks)*
(j) Make the word "addictive" in the fourth paragraph hyperlink to **www.google.com** .   *(02 marks)*

(k) Copy the whole document to another page.   *(01 mark)*
(l) Save and print your work.   *(01 mark)*

Subsidiary ICT (PRACTICAL)   Paper 2 UNEB 2017 Qn1

(a) Using a suitable word processor, create the following table of information belonging to Madiba Enterprises Limited. Save it as your name and personal number.   *(05 marks)*

Name	Age	Sex	Salary
Munyagwa	28	M	450,000
Bbaale	30	M	550,000
Bena	25	F	950,000
Namusisi	26	F	380,000
Cosy	27	M	400,000
Daniella	32	F	600,000
Akello	34	F	560,000
Faluk	38	M	760,000
Kiwa	37	M	850,000

Manafwa	25	F	865,000

(b) Make a copy of the table onto the next page. *(01 mark)*

(c) Sort the records in the table in descending order of **Salary**. *(01 mark)*

(d) Italicize the column headings and change them to font size 15. *(02 marks)*

(e) (i) Add a row at the bottom of the table.

   (ii) Use in-built formulae to the **average** age and **total salary**. *(02 marks)*

(f) (i) Insert a column to the right of the table and merge cells.

   (ii) Type the text "Salary is paid on 28ᵗʰ day of every month without fail" and align it vertically in

the center. *(03 marks)*

(g) Insert a row at the top of the table and insert a suitable heading. *(02 marks)*

(h) Align your table in the centre of the table. *(01 mark)*

(i) Insert a header containing your name and personal number in capital letters.

(02 marks)

(j) Save and print your work. *(01 mark)*

Subsidiary ICT (PRACTICAL) Paper 2 UNEB 2017 Qn1

   (a) Using a word processing software, open the file **document xy** and save it as your name and

   personal number. *(02 marks)*

   (b) Underline the heading with a dotted line. *(01 mark)*

   (c) Drop cap by three lines the first paragraph. *(02 marks)*

   (d) Convert two into two columns with a line in between them.

(02 marks)

   (e) Insert page numbers, center aligned in the **A, B, C** format.

(02 marks)

   (f) Insert an appropriate watermark of size 38. *(02 marks)*

   (g) Insert a page break after the first paragraph. *(01 mark)*

   (h) Insert the **image100.jpg** on the first page. *(03 marks)*

   (i) Apply a page boarder on the first page only. *(01 mark)*

   (l) Insert your name as header and today's date as the footer.

(02 marks)

(k) Set paper size to A5 for the whole document and print your work.

(02 marks)

Subsidiary ICT (PRACTICAL)   Paper 2 UNEB 2018 Qn1

(a) Access the file **IntrodWP.rtf** and save it as your name and personal number.

(02 marks)

(b) Set the margins as; Top 1″, Bottom 1″, Left 1″ and Right 1″.   *(02 marks)*

(c) Format text to font size 12 and apply double line spacing.   *(02 marks)*

(d) Apply a Drop cap on the first paragraph.   *(02 marks)*

(e) (i) Make a bulleted list from the data in the second paragraph.   *(01 mark)*

   (ii) Split the list into two columns.   *(02 marks)*

(f) Insert an appropriate heading for the text.   *(02 marks)*

(g) Draw $4\frac{1}{2}$ point coloured line below the heading.   *(02 marks)*

(h) Insert a watermark of your name.   *(02 marks)*

(i) Insert a picture from the folder **Images1** and send it behind.   *(02 marks)*

(j) Save and print your work.   *(01 mark)*

Subsidiary ICT (PRACTICAL)   Paper 2 UNEB 2018 Qn1
   (a) Using a word processor application load the file **Mercedes.rtf**.   *(01 mark)*
   (b) Save the file as your name and personal number.   *(01 mark)*
   (c) Cut the last sentence of the text and paste it as a centered heading.   *(02 marks)*
   (d) Double underline the heading.   *(01 mark)*
   (e) Arrange your work in three columns except the heading.   *(03 marks)*
   (f) Insert at the beginning of the first column the image **mercedes.jpg** and
       apply a *tight text wrapping*.   *(02 marks)*
(g) Resize the picture to 1.12″ height and 2.0″ width.   *(02 marks)*
(h) Apply double line space and a justify alignment to your work.   *(02 marks)*
(i) Insert a suitable word of your choice as watermark.   *(02 marks)*
(j) Apply a 6pt page border of any colour around your work.   *(01 mark)*
(k) Insert your name, personal number and an automatic date as footer.   *(01 mark)*
(l) Save and print your work.   *(01 mark)*

Subsidiary ICT (PRACTICAL)   Paper 2 UNEB 2019   Qn1
The table below shows part of a timetable for World of Wonders Secondary School.

MONDAY		TUESDAY		WEDNESDAY		RE ER

8:00-8:30	PARADE		PARADE		ASSEMBLY	
8:30-9:30	MATHS		BIOLOGY		CHEMISTRY	
9:30-10:30	ENGLISH		PHYSICS		COMPUTER	
BREAK						

(a) Use a Word Processor to produce the table above. Save it as **timetable.** (*02 marks*)
(b) Add an appropriate heading to the table and center it. (*02 marks*)
(c) Highlight the days with a light color. (*02 marks*)
(d) For the text "**ENJOY YOUR CAREER**", use *Algerian font face* and size 12.5.
(e) Copy and paste the table to another page. (*02 marks*)
(f) Add center-aligned page numbers in the bottom margin. (*02 marks*)
(g) Insert a footer of your name and personal number. (*01 mark*)
(h) Save and print all your work. (*01 mark*)

Subsidiary ICT (PRACTICAL)   Paper 3 UNEB 2019   Qn1

(a) Using a word processor, load the file **education** and save it as your name and personal number. *(02 marks)*

(b) Insert a picture **pup.jpg** as a water mark. *(02 marks)*

(c) Change font size of the whole text to 13. *(01 mark)*

(d) Add a suitable heading for the text and format it with the *Title* style. *(03 marks)*

(e) *Justify* the whole text. *(02 marks)*

(f) Insert borders on the last paragraph. *(02 marks)*

(g) Add a footnote on the word **education** (which is in bold) with a statement defining education. *(03 marks)*

(h) Copy all the content of the document to another page. *(01 mark)*

(i) Insert any page numbers <u>apart</u> from the Arabic numerals (1,2,3...) on top of the pages. *(02 marks)*

(j) Insert a footer of your name and personal number. *(01 mark)*

(k) Save and print your work. *(01 mark)*

Subsidiary ICT (PRACTICAL) Paper 2   UNEB   2020 Qn1

(a) Using a word processing application, open the file **PRODUCTION** and save it as 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: *(04 marks)*

(i) to *Times New Roman*, size 26.

(ii) in Bold.

(d) Format the text in two columns. *(02 marks)*

(e) Insert in the document any two pictures from the **Image** folder. *(02 marks)*

(f) Add a *Drop Cap* in the appropriate paragraph. *(02 marks)*

(g) Set the phrase "food people demand" in the first paragraph on the first page, to link to the title on the second page. *(02 marks)*

(h) Insert a suitable *Watermark* of your choice in the document. *(02 marks)*

(i) Insert current date and time as the header. *(02 marks)*

(j) Save and print you work. *(01 mark)*

Answer any 1

(a)   Using a word processing application, open the file Diet and save it as your name and personal number.   *(02 marks)*

(b)   Copy the document to page two.   *(01 mark)*

(c)   Add a suitable heading for the document. Double underline it and format it to font size 17.5.   *(03 marks)*

(d)   Insert a two-line *Drop Cap* on the first paragraph.   *(02 marks)*

(e)   Convert paragraph two to two columns with a line separator.   *(02 marks)*

(f)   Use a bulleted list for the major causes of overweight in paragraph three.   *(02 marks)*

(g)   Insert page numbers in any format other than '1, 2, 3 ...'   *(02 marks)*

(h)   Add an appropriate image as a *Watermark.*   *(02 marks)*

(i)   Set all page margins to 1.4 inches.   *(01 mark)*

(j)   Add a header as the current date and time.   *(02 marks)*

(k)   Save and print your work.   *(01 mark)*