

S850/3
SUBSIDIARY ICT
(PRACTICAL)
Paper 3
JULY/AUGUST 2023
2 hours



UGANDA TEACHERS' EDUCATION CONSULT (UTEC)

Uganda Advanced Certificate of Education

SUBSIDIARY ICT

Paper 3

2 hours

This paper is made up of five equally weighted questions.

*Answer any **three** questions.*

*Any additional question(s) answered will **not** be marked.*

*Each candidate is provided with support files in the folder **UTEC MOCKS_P3_2023** on the computer desktop. Use the support files where applicable to supplement the questions.*

*Each candidate is provided with a **blank Compact Disc (CD)**.*

*Candidates should continuously **save** their work.*

*Use a **Permanent marker** to write your name, random and personal numbers on your CD.*

*Each candidate **must** produce a **hard copy** for each of their work to accompany the Compact Disc(CD).*

1. (a) Using a Word processing application, Open the file Salary and save it as your name and personal number. (02 marks)
- (b) Copy your work and paste it on page three, make changes for the rest of the tasks on the pasted page. (02 marks)
 - (i) Change the title to uppercase, well centered with a character spacing scale of 200%. (03 marks)
 - (ii) Apply a 3D 6pt page boarder. (02 marks)
- (c) Change the roman numerical list to an image bulleted style of image bullets.jpeg from the support file folder and apply it to paragraph 3 and 5 respectively. (02 marks)
- (d) Apply image budget process.jpeg as a water mark and change the page color to a light blue. (03 marks)
- (e) Activate the information Source at the bottom of the page to take you at the Top of the document. (02 marks)
- (f) Add a footnote on the text Draft budget to read as follows; -"Estimates set out the detailed plans for revenues and expenditure". (02 marks)
- (g) Provide your personal number and name(s) in the right hand side of the footer. (01 mark)
- (h) Print your work. (01 mark)
2. As an ICT student, you have been contacted by the Head teacher of Fena Tusome Secondary School to design a letter Head to help unifies printed correspondence to the school brand. Use guide lines below to help you design your publication.
 - (a) Load a file Publication1.pub 1 and save it as **Your Name-Letterhead**. Zoom your publication to 100%. (02 marks)
 - (b) (i) With use of Word Art, Different font styles, font sizes and Color.add the following Text in the "Add school Information here" as follows. (06 marks)

Fena Tusome Secondary School
P.o.Box 001 Nebbi,
West Nile
Office line: 0393578939
MOB: 0782110011
 - (ii) Add the image Logo.jpeg in the Add School Information here. (03 marks)
 - (c) Apply a nice looking background. (03 marks)
 - (d) Use word art to include the school slogan of your choice at the bottom of the letter head. (03 marks)
 - (e) Add a header your name and footer your personal number in your work. (02 marks)

(f) Print your work. (01 mark)

3. (a) Using any Database management software of your choice, Create a Database and Employee your personal number e.g. Employee_501. (02 marks)

(b) (i) Design a table below using the information in the table below and name it **Employees table**. (04 marks)

Emp_No	Name	Gender	Start Date	Hourly Rate	Hours worked	Amount payable
BMK_01	Musoke	M	01/09/2000	Shs 3500	11	
BMK_02	Kayondo	M	18/01/2001	Shs 4200	21	
BMK_03	Nandawula	F	25/11/2000	Shs 5000	45	
BMK_04	Mirembe	F	12/10/2001	Shs 2340	78	
BMK_05	Sekiziyivu	F	16/06/2000	Shs 1345	90	
BMK_06	Tibenda	M	14/11/2000	Shs 1098	43	
BMK_07	Lwamaza	M	01/10/2000	Shs 4500	23	

(ii) Use the Lookup wizard for the Gender field and ensure the Hourly Rate field has "Shs" Prefix before the currency figures.

(c) Use a form to enter the above data in the table. Add image emp.jpeg from the support file as your form background and your name as a footer. Save your form as emp_form. (05 marks)

(d) Use the above form in (c) to compute the amount payable of all items from the form and save your work. (02 marks)

(e) Create a query to display
(i) Name that ends with "a" save query as "Letter a" (02 marks)

(ii) Employees born in the year 2000. Save as year2k. (02 marks)

(f) Create a report to display the information queried in (e)(i) above. Save report as A report. (02 marks)

(g) Print your work. (01 mark)

4. (a) Open up any spreadsheet program available on your computer. Create a new work book and save it as your Name and personal number. (02 marks)

(b) Open the support file folder, copy the document named marks and paste it to sheet1, rename sheet1 as Data. (03 marks)

- (c) Add a new column after each subject namely MATH Agg, Econ Agg, PHY Agg, ICT Agg and GP Agg. (02 marks)
- (d) Compute the Total and Average marks of the students using the raw marks. (04 marks)
- (e) Use an appropriate function to compute the Aggregate for each subject basing on the Grade table below. (04 marks)

Mark	85-100	80-84	75-79	70-74	60-65	50-54	45-49	35-44	0-34
Agg	1	2	3	4	5	6	7	8	9

- (f) On a separate sheet named chart, create a bar chart including the Names and raw marks. (04 marks)
- (g) Print your work. (01 mark)
5. Open up a presentation program available on your computer and save it in your folder as "ICT Notes". (01 mark)
- (a) Create six new slides whereby the first is a title slide. Apply appropriate Slide layouts for the rest of the slides. (01 marks)
- (b) Use a master slide to design your presentation as follows; (03 marks)
- A master title with a Comic Sans MS font face, orange font colour and a text shadow.
 - The rest of the text should have Ms Gothic font face.
 - Format the background of your presentation with a beautiful texture.
- (c) In the first slide enter the title- INTERNET AND WWW; include your name as a presenter. (01 mark)
- (d) For the rest of the slides copy the following information from the document "WWW.doc" to fill the sub title and content respectively for slides 2,3,4, 5 and 6. (07 marks)
- (e) Insert footer in your slides with your name, current date and slide number. (02 marks)
- (f) Set a slide Loop (01 mark)
- (g) Make use of relevant images from the support files in your presentation. (02 marks)
- (h) Use uniform transition and animation schemes for the entire presentation. (01 mark)
- (i) Print your work on one page. (01 mark)

END