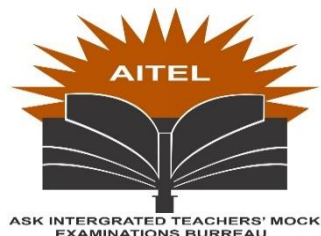**S850/2**
SUBSIDIARY ICT
(Practical)
Paper 2
July/Aug. 2022
2 hours

AITEL JOINT MOCK EXAMINATIONS

Uganda Advanced Certificate of Education

SUBSIDIARY ICT

(PRACTICAL)

Paper 2

2 Hours

INSTRUCTIONS TO CANDIDATES:

You are provided with a folder saved as **AITEL_2022** *where you will find necessary files for*

the examinations.

Each candidate is provided with a new **Compact Disc** *where all the work shall be stored.*

Each candidate has a printer connected to his / her computer.

Each candidate is provided with blank printing papers of A4 size.

Attempt only **three** *questions in this paper.*

Use of self-help wizard and templates are not allowed.

1. Load a file saved as **home_made_plane** and perform the following tasks. Make sure that you use an appropriate application program.

   (a).   Change paper size to A4 and orientation to portrait.   (02 marks)

   (b).   Adjust margin settings to 1.5 cm for top, bottom, left and right.   (02 marks)

   (c).   Copy text in page 1 to page three of your document.   (01mark)

   (d).   Insert a watermark in page 2 to read: **THIS PAGE IS BLANK**.   (02 marks)

   (e).Change font style to Bookman Old Style and font size 13.5 points.   (02 marks)

   (f).   Justify align the text in page 3 of your document.   (01 mark)

   (g).   Drop cap the first letter in paragraph one to four (04) lines.   (02 marks)

   (h).   Insert a photo saved as **project team.jpg** at the bottom of the page 3.(02 marks)

   (i).   Convert your work into two columns with a line in between.   (02 marks)

   (j).   Add a footer of your name and personal number in your work.   (02 marks)

   (k).   Print a copy of your work in page 3 only.   (01 mark)

   (l).   Save your work as **teens_plane**.   (01 mark)

2. Open a file saved as **payroll** and carry out the following instructions.

   (a).   Copy the work to Sheet 2 of your workbook.   (02 marks)

   (b).   Using the **LOOKUP** function, determine **Basic Pay** of each worker basing on the schedule below: (03 marks)

Department	Basic Pay
A	1,000,000
B	850,000
C	500,000

   (c).   Determine the value of **Housing**, **Transport** and **Meals** using a mixed cell reference taking care of cells **D2**, **E2** and **F2** basing on Basic Pay computed earlier.   (03 marks)

   (d).   In cells **D48**, **D49** and **D50**, determine Basic Pay total allocated to each

department using the **SUMIFS** function. (02 marks)

(e). Represent the values obtained in cells **C48** to **D50** in a pie chart showing allocations for each department. (03 marks)

(f). Add a footer of your name and personal number. (02 marks)

(g). Rename sheet1 = **Original** and Sheet 2 = **Copied**. (02 marks)

(h). Insert a title of your choice in your work in sheet labelled copied. (01 mark)

(i). Print a copy of your work in sheet2 only. (01 mark)

(j). Save your work as payroll2019. (01 mark)

3. Open a database program of your choice and key in the following records. Save your project as **point_of_sale**.(02 marks)

ProductID	Product_Name	Section	Shelf No.	Quantity_In	Unit_Price
MSM-012	Geisha	Lower	A12	2,500	3,800
MSM-200	Roll On (Rexona)	Lower	B14	1,000	4,000
MSM-150	Sausage (500ml)	Upper	A13	3,200	800
MSM-036	Tooth pick (tins)	Lower	B17	1,000	350
MSM-100	Rotatrim (reams)	Upper	A20	470	18,000
MSM-450	Nataraj black (pkt)	Upper	B11	560	12,000
MSM-362	Back bag (pcs)	Lower	C10	150	50,000
MSM-011	Conflex (pkt)	Upper	A15	2,000	4,000
MSM-098	Pencils (pkt)	Lower	A22	1,000	2,500

(a). Create a table saved as **point_of_sale**. Remember to use appropriate data types. (05 marks)

(b). Insert *compose primary keys* in your database table. (02 marks)

(c). Design a form you will use to enter the above records in the table. Save the form as **Point_Form**. (02 marks)

(d). Create *three* queries that will return products whose:

(i). Shelf Number begins with letter A and **Quantity_In** is less than 2,500. Save the query as **lettera**. (02 marks)

(ii). **ProductID** is between 001 and 200. Save the query as **productid**.

(02 marks)

(iii). **Unit_Price** is more than 10,000. Save the query as **morethan**.(02 marks)

(e). Design a report that groups products by **Section** and sorts by **Product_Name**. Save the report as **groupandsort**. (02 marks)

(f).   Print all your database objects.   (01 mark)

4. Open a file saved as fishing in Uganda and carry out the following instructions.

(a).   Using a master slide, make the following overall changes on your work:

(i)   Master title style is Arial Rounded Mt and size is 38 points.   (02 marks)

(ii)   Master text style font is Verdana and size is 25 points.   (02 marks)

(iii)   Add a background colour of your choice.   (02 marks)

(iv)   Include a nice animation and transition.   (02 marks)

(v)   Justify align all the content in section.   (01 mark)

(b).   Insert an image saved as tilapia in between the heading the sub section region.
                                                                                        (02 marks)
(c).   Link the image inserted to slide three in your presentation.   (01 mark)

(d).   Add your name and personal number in the sub title section.   (02 marks)

(e).   In slide two, change line spacing for the content to 1.5 points.   (01 mark)

(f).   Add a speaker note in slide to read: Aquaculture is the farming of fish.
                                                                                        (02 marks)

(g).   In slide five, make the following changes:

(i). Align the table in the center of the slide.   (01 mark)

(ii). Increase the table height to 1 inch (1") excluding the row heading.
                                                                                        (01 mark)

(h).   Print all your work on a single A4 paper size.   (01 mark)

5. Open a file saved as **bank slip** and take out the following instructions:

(a).   Change page orientation to landscape and size is A4.   (02 marks)

(b).   Adjust the outer most layer to size 6.15 width and 19.05 height.   (02 marks)

(c).   Allow a distance of 0.62 cm from the left hand edge of the paper.   (02 marks)

(d).   Make sure that all the content fits in the master layer of your work.   (04marks)

(e).   Duplicate the bank slip to have four (04) identical slips for a student. (02 marks)

(f).   Place the distance from each bank slip to another to 0.62 cm   (02 marks)

(g).   Replace the word **SCHOOLCOPY** to **SCHOOLBURSAR**, **PARENT'S COPY** and **STUDENT'SCOPY** for the other copies made.   (02 marks)

(h).   Allow the table containing the account number to touch each edge of the vertical layer.   (02 marks)

(i).   Insert a footer of your name and personal number.   (02 marks)

END