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

WAKISSHA JOINT MOCK EXAMINATIONS

Uganda Advanced Certificate of Education

SUBSIDIARY ICT

(Practical)

Paper 2

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. WORD PROCESSING

(a)   Using a suitable software package, load the file **JXIITEXT.RTF**   *(01 mark)*

(b)   Set the page size to A4 and Set the page orientation to landscape.   *(01 mark)*

(c)   Set the top margin to 4 inches.   *(01 mark)*

(d)   Place in the header: Your name is left-aligned and the candidate personal number right-aligned.   *(02 marks)*

(e)   Place in the footer: today's date center aligned and an automated page number right aligned.   *(02 marks)*

(f)   Insert this heading at the start of the document: Tawara Star Approved Sales; right-align it and apply font size of 26 points and underline the heading.   *(03 marks)*

(g)   Format the text after the subheading to   *(03 marks)*
- Three equally spaced columns.
- have a 1-inch gap between the columns.
- a 12 point sans serif font.

(h)   Open the file JXIIMICROS.CSV and insert the contents as a table after the last paragraph.   *(01 mark)*

(i)   Format the text in the table to.   *(02 marks)*
- match the font style and size of the body text.
- make only the text in the top two rows bold and underlined.

(j)   Format the table to   *(02 marks)*
- merge only the cells in the top row.
- apply a light (20 – 40%) grey shade to only the top two rows.
- align the text to the top of the cells.

(k)   Save your file using your name_Tawara and print your work   *(02 marks)*

2. SPREADSHEET

Using a suitable spreadsheet software package, import the file **future-tech Company Ltd** from the support folder.   *(01 mark)*

(a)   Format the worksheet as follows:
- (i)   Insert a title across columns of the table "**F u t u r e T e c h C o m p a n y L t d**" and the text should be Arial, 18 points, bold, and centered within a box.   *(04 marks)*
- (ii)   Column Headings to be wrapped within the cells and centered horizontally and vertically.   *(02 marks)*
- (iii)   The Unit Price to be in two decimals and currency prefix Shs.   *(01 mark)*

(b)   Use appropriate cell references to calculate:
- (i)   The Subtotal, rounded to two decimals places.   *(02 marks)*
- (ii)   The TAX is based on the type of the item. Use the rates given in the table above to calculate the tax payable on each item sold. *(02 marks)*
- (iii)   The Net Amount, which is the subtotal less tax.   *(01 mark)*

(c)   Sort the worksheet in ascending order according to category.   *(01 mark)*

(d)   On a separate sheet, create a bar graph that compares sales for the three types of electronic goods. Label it appropriately.   *(03 marks)*

(e)   Print the worksheet showing all formulae used instead of values.   *(02 marks)*

(f)   Save your work using your name- business.   *(01 mark)*

3.   DATABASE

(a)   Using a database application, load file and import file **TRUEDATA.xlsx** from the support file and create a database called your name.

                (02 marks)

(b)   Use a column look-up wizard on the filed sex to enter data Male (M) or Female (F).   *(04 marks)*

(c)   Format your currency with SHS, or /= or UGX.   *(02 marks)*

(d)   Format the date of birth field to DD-MM-YYYY   *(02 marks)*

(e)   (i)   Create a query to display those whose names 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 to the database.   *(02 marks)*

(g)   Generate a report to display Name, Sex, Contact, Department and Basic Salary. Save it "Report employee".   *(03 marks)*

(h)   Save and print out your work.   *(01 mark)*

4.   PRESENTATION

(a)   Create a master slide with the following styles: *(03 marks)*
- Titles should be in a 36-point serif font and centered.
- Subtitles should be in an 18-point serif font and left aligned.
- Bullets should be left aligned and consistent.

(b)   Place the following items on the master slide: *(03 marks)*
- Find a picture from support and place anywhere on the slide.
- Enter your name and candidate number in a 12-point serif font at the bottom left of the master slide but not overlapping the lines.
- Slide numbers should appear at the bottom right of each slide.

(c)   Import the file **JXIIPRES.RTF** and place the text as slides in a new presentation in your presentation software.   *(02 marks)*
(The text within the file should appear on 4 new slides as headings and bulleted lists).

(d)   Apply the layout ; title and subtitle to the first slide.   *(01 mark)*

(e)   Create a pie chart using the data in the file **JXIIMICROSALES.CSV**
       and Place this chart on slide 4.   *(02 marks)*

(f)   Add presenter notes on slide 4:   *(01 mark)*
       We are pleased to report good sales of the MicroEco model.

(g)   Apply transitions between slides.   *(02 marks)*

(h)   Set bullet point animation so that items in slides appear one by one.   *(02 marks)*

(i)   Save the presentation and print the slides as handouts with two slides per page.
                                                                                     (02 marks)
(j)   Print slide 4 on its own showing the presenter's notes.   *(02 marks)*

5.   DESKTOP PUBLISHING

Using suitable publishing software, design a 3.5" by 2" business card for Mr. Abdu
Musoke a new employee of **Yumbe Farmers Association** with the following detailed
information.   *(10 marks)*

a)   A logo of the association on the left-hand side of the card.
b)   Job title e.g. Managing director.
c)   The association name should be separated from the personal information by a 4 ½
      points double-line style.
d)   Contact address, phone, and e-mail.

Six identical cards should be printed on an A4 paper size with the following settings

- Left and right margin should be 0.5"   *(02 marks)*

- Top and bottom margin should be 1.7"   *(02 marks)*

- The vertical and horizontal gap between cards 0.8"   *(02 marks)*

- Include crop marks around each card   *(02 marks)*

- Save the publication as my your name   *(01 mark)*

- Print your work   *(01 mark)*

END