

S850/3
Subsidiary ICT
PRACTICAL
Paper 3
July/August.2024
2 hours



KABS ICT RESOURCE CENTER

Uganda Advanced Certificate of Education

SUBSIDIARY ICT

(PRACTICAL)

Paper 3

2 hours

INSTRUCTIONS TO CANDIDATES:

*This paper is made up of **five** equally weighted questions.*

*Answer any **three** questions.*

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

*Each candidate is provided with support files in the folder **Support Files** on the Computer Desktop. Use the support files where applicable to supplement the questions.*

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

*Each candidate must produce a **hard copy** for each question answered to accompany the **Soft Copy**.*

Turn Over

Answer any **three** questions in this paper

1. (i) Load the file **fufa.docx** and save it as **Inter-House-Personal number**. Using your skills format this document to appear like the one provided below. **(08 marks)**

Fufa / Uganda Football

P.O. BOX 853, ENTEBBE

FUFA – UGANDA – SPORTS competition

Notice is hereby brought to all forthcoming inter-house competitions. The committee has sorted teams depending on the performance of

the last five (05) years and regular performances.

Because of the time, we have been able to group the following teams.

GROUP A	
1.	S.C Elephants
2.	S.C Jaguars
3.	S.C Buffaloes
4.	S.C Leopards
5.	S.C Cheetahs

GROUP C	
1.	S.C Villa
2.	Sodolin FC
3.	Iganga FC
4.	Bugembe United FC
5.	Jinja SS / Kirinya FC

GROUP B	
1.	S.C Villa
2.	Sodolin FC
3.	Iganga FC
4.	Bugembe United FC
5.	Jinja SS / Kirinya FC

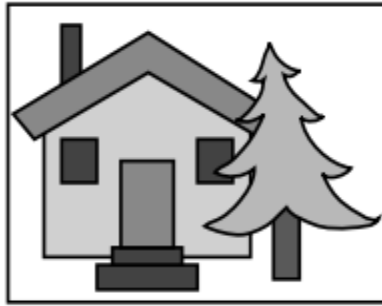
GROUP D	
1.	Express FC
2.	Masaka LC FC
3.	Mbale Heros FC
4.	Kirinya United FC
5.	Kakira FC

Other teams will be grouped in the due course. We recognize the time you have put to come up with a wonderful team.

Management:

- | | |
|--------------------------------------------------------------------------------------|------------|
| (ii) Copy this work to page 3 of your document. | (01 mark) |
| (ii) Change the heading to uppercase font size 19.5 and colour red. | (02 marks) |
| (iii) Add a watermark: This Page is Blank in Page 2 of your document. | (02 marks) |
| (iv) In page 3,
Insert an image J216CABIN.jpg in the middle of four tables | (01 mark) |
| • Wrap it In Front of Text. | (01 mark) |
| • Resize it to height of 2.06cm and width of 2.8cm . | (01 mark) |

- Reflect the image so that the tree is on the right, like this (01 mark)



- (v) Bold and highlight the word team wherever it appears in page 3. (01 mark)
- (vi) Add page numbers in the format Page X of Y and a header of your names (01 mark)
- (vii) Add an Endnote on the word **Fufa** on the heading to read **Federation of Uganda Football Association**. (01 mark)

2. Load a file called **Sub ICT Club.accdb** and carry these tasks.

- (a) Save it as Your **name** and **Reg No** in your working folder / area
- (b) Open ICT table in design view and perform the following tasks
 - ❖ Change date format into medium date
 - ❖ Ensure that membership fee has a suffix **SHS** at the beginning
 - ❖ Store names in lower case (03 marks)
- (c) Create the following queries whose members have;
 - (i) Names containing letter **U** and born after 2004 and before 2009. Name it **The U** (03 marks)
 - (ii) Members from Form Six Science. Name it **S6 Science**. (02 marks)
 - (iii) Those members who joined the club in February and March of every year in the given data, Give it a Name **Feb-Mar**. (03 marks)
 - (iv) Using the above query, display their balances in a new field named **BALANCE**. Given that complete membership Fee is **10,000**. (02 marks)
- (d) Create a form in design view to be used for entering new members in the table in the following years. Name it **Sub ICT Form**. (02 marks)
- (e) In the form above add date and time and a header as “**WE ARE THE COMPUTER & ICT CLUB 2023**” and a footer of your **NAMES**. (01 mark)
- (f) Create a report grouped according to class, tabular layout, portrait and stepped. Name it **Sub ICT Report**. (02 marks)
- (g) Using this report, add a new field **YEARS SPENT** that will return the Actual years that members have spent in the club. (02 marks)

Turn Over

3. In a bid to regain their target market taken away by Picfare Industries, Musana Industries limited has approached you to redesign for them the front book cover of their 96 page exercise book. The following details have been provided to you.

Company Name: Musana Industries LTD
1st Floor Uganda House
Kampala Road,
P.O.Box 9396, Kampala
Tel: +25604142304416,
Customercare@picfare.com
www.picfare.com

Using any publishing software of your choice. Design a book cover using the criteria below. (02 marks)

(a) Paper and Margins settings (02 marks)

- A4 size
- Portrait

(b) Include a logo (Musana logo) on top of the book cover with a text inclusive reading “Where Quality Matters”. (03 marks)

(c) Include the following text in an appropriate position on your on the cover as it appears here. (03 marks)

NAME.....

.....

SCHOOL.....

.....

CLASS.....STREAM.....

(d) Include a text box showing the number of pages contained in the book as shown above at an appropriate position. (02 marks)

(e) Include a header and footer as your name and personal number respectively. (01 mark)

(f) Use appropriate font type, font color, background and include a page boarder of **ug colors** around your book cover. (06 marks)

(g) Save your work as “**Book Cover**” and Print.

Turn Over

4. (a) From the payroll of **KAMPALA COMPUTER ENTERPRISES**, for the month of February, Enter the following data as it appears in the table below in a worksheet starting from cell B2, and save as '**KLAPAYROLL**' (04 marks)

EMPLOYEE NAME	AGE	POSITION	AUG WAGES	SEP WAGES
Amuge Patrick	30	General Manager	416,000	
Pamela Phindi	33	Chief Accountant	380,000	
Mukalele Wycliffe	25	Training Manager	400,000	
Recknock Catherine	47	Marketing Manager	300,000	
Irene Ayebare	25	Production Manager	250,000	
Assimwe Joan	24	Advertising Manager	200,000	
Nsiita Jacqueline	26	Public Relations	188,500	
TOTAL				

- b) Due to inflation, the management increased the wages of employees who earn 300,000 and below by 30% and for those who earn above 300,000 by 20% for month of September. Using an appropriate function, compute the new wage for each employee in the month of September. (02 marks)
- c) Add a columns for **SEP PAYE**, **SEP NSSF**, **SEP NET PAY** after **SEP WAGES** (01 mark)
- d) Calculate the Pay as You Earn (PAYE) tax given that its rate is 8% of the Gross wage. There after calculate the **second oldest age** in cell **C9** (03 marks)
- e) NSSF is calculated at 3% of Gross wage. Calculate the NSSF savings for September per employee. (01 mark)
- f) Use a suitable formula to generate the NET PAY that will be available for each employee. (01 mark)
- g) In cell **C10** use the count if function to compute for how many are managers. (02 marks)
- h) Add "**Shs**" symbol as a suffix to your values in the table. (01 mark)
- i) Apply a green line colour "**all borders**" outline to all cells with data. (01 mark)
- j) Select the Names Column and September Wages column to generate a 3-D clustered column graph with appropriate labels to be saved as **Employee Pictorial Data**. (03 marks)
- k) Add your name and personal number as a right aligned footer and print your work in a landscape orientation of sheet 1. (01 mark)

Turn Over

5. Dis Org. Ltd has got a very strict computer virus policy. All new employees are educated about the nature of viruses. Assuming that you have been appointed to prepare a presentation to teach the new employees about computer viruses, prepare a presentation entitled ‘Computer viruses’ with the following sub – heading.

Instructions:

Insert one slide (Slide one) to contain a title: Computer viruses. On this slide, define the term computer virus; write your name as a presenter. Lay out your text to create better slide usage. You are free to vary the font sizes. **(01 mark)**

Insert a slide (Slide two) to contain a title: causes of computer viruses. On this slide, list four possible causes of computer viruses in a computer lab. This list must be ordered. **(02 marks)**

On slide three, provide a title: dangers of computer viruses and use a Pyramid List to include ordered dangers of computer virus to a user. **(04 marks)**

On slide Four use a title examples of computer viruses and insert an image about types virus from the support files. **(02 marks)**

On slide Five, mention the ways you can ensure to reduce dangers of computer viruses. Include a conclusion emphasizing the dangers of computer viruses to users as speakers notes on this slide. **(03 marks)**

- a) Insert relevant graphics from support files on each slide **(02 marks)**
- b)** Re – arrange slide such that slide 5 comes first. **(01 mark)**
- c) Provide a link of your last slide to your first slide in the presentation. **(01 mark)**
- d)** Apply a uniform design, animation schemes and transitions, uniform timings to slides in your presentation. **(03 marks)**
- e) Print a copy of your slides in handouts format. **(01 mark)**

END