

S850/2

ICT

Paper 2

July – August 2023

2 hours



UGANDA MUSLIM TEACHERS 'ASSOCIATION

UMTA JOINT MOCK EXAMINATIONS – 2023

UGANDA ADVANCED CERTIFICATE OF EDUCATION

ICT PRACTICAL

PAPER 2

2Hours

INSTRUCTIONS TO CANDIDATES

- Attempt only **three** questions.
- You are provided with the support files (UMTA support files 850-2) from where you must pick the required data.
- Each candidate should be provided with a new CD-R or CD-RW.
- All numbers attempted should be saved in one folder with students Names and index number.
- Each candidate must produce a hard copy for each of their work to accompany the CD-R or CD-RW.

NOTE: **Flash disks are not accepted**

QUESTION 1 WORD PROCESSING

- a) Using a word processor load the file Modern classroom.docx from the support file folder and save it as your "names –Modern classroom" (2Marks)
- b) Change the title to upper case Size 12 and center align it. (2Marks)
- c) Justify all the paragraphs (2Marks)
- d) Select the fourth paragraph, format it to three column, color red with a line in between. (3Marks)
- e) Insert any picture from the support file folder with height 1.2 and width 1.8 in the third paragraph text wrap it square. (4Marks)
- f) Insert a footer of your names and index number (2Marks)
- g) Insert a page border of ½pts, style 3 lines on your work (2Marks)
- h) Drop cap paragraph 1 to three lines. (1Mark)
- i) Save your work as your names-Modern Classroom (1Mark)
- j) Print your work (1 Mark)

QUESTION 2 DATABASE

- a) Open Microsoft access and create a database Called Uni Motors ltd (1Mark)
- b) Import uni motors.xlsx from the support file folder and create a table called vehicles. (2Marks)
- c) Select an appropriate field to act as a primary key. (2Marks)
- d) Create a form to be used to enter more Vehicles save it as Vehicle data entry form. (2Marks)
- e) Create a query to filter out vehicle make which start with the letter N and M save it as letter N and M query (2Marks)
- f) Display a report only showing the details of the buyers who have cleared paying for the vehicle. Name the report cleared with "CLEARED BUYERS" as the title of the report. (4Marks)
- g) Create a query to display the vehicle details with balances of less than 5,000,000 save it as less than 5m query. (2Marks)
- h) Create a report showing to extract Buyers Name, Vehicle Reg Number and make of Vehicle. Save it as Vehicle report. (3Marks)
- i) Print one form, any query and vehicle report in landscape orientation with footers being your last name and index number at the centre of the page. (2Marks),

QUESTION 3: SPREADSHEET

Use a spreadsheet to manipulate data in the table below.

Adm No	Name	Stream	Comp	Art	Bus	Eng	Math	Student Mean	Rank
C001	Mubiru	H	56	45	36	56	26		
C002	Apio	K	58	57	90	54	23		
C003	Catherine	H	48	56	54	45	25		
C004	Faisal	K	78	95	78	46	24		
C005	Meeme	H	49	86	68	35	52		
C006	Hadijah	K	56	45	25	63	54		
C007	Nekesa	H	75	78	45	65	56		
C008	Badru	K	89	69	56	53	51		
C009	Shamim	H	69	58	45	54	52		
C010	Lubega	H	85	46	78	52	53		
	TOTAL								
	TOTAL	FOR H							
	TOTAL	FOR K							

- Enter the data in all bordered worksheet and auto fit all columns. Save the workbook as Students marks and the worksheet as mean mark1 (4Marks)
- Find the total marks for each subject (2Marks)
- Find total for each subject per stream using a function. (4Marks)
- Find mean mark for each student using a function. (2Marks)
- Rank every student in descending order using the mean. (2Marks)
- Create a well labeled column chart on a different sheet to show the mean mark of every student. Save the workbook as mean (2Marks)
- Using Meanmark1, use subtotals to find the average mark for each subject per stream. (2Marks)
- Print meanmark1 and the chart (2Marks)

QUESTION 4 PUBLICATION

1. a) Load a file sample cash receipt .docx in the support files folder.
- b) Using A4 wide paper, design the cash receipt. (8Marks)
- c) Design an appropriate log and insert it in the cash receipt (4Marks)
- d) Use a maximum of three colour to improve your receipt. (2Marks)
- e) Add signatory on the cash receipt. (1Mark)
- f) Include a page header with your name and index No (2Marks)
- g) Save it as your name-cash receipt (2Marks)
- h) Print the cash receipt (1Mark)

QUESTION 5 PRESENTATION

- a) Using presentation software of your choice, create a file and save it as your names generations. (1Marks)
- b) Open the Generations of computer.docx file in the support file folder and using the information to create six slides about computergenerations (2Marks)
- c) Slide 1 should contain the title (2Marks)
- d) Slide 2 to slide 6 should contain summary of each generation (8Marks)
- e) Use and appropriate graphic using a slide master on all slides. (2Marks)
- f) Insert your name as a header and index number as a footer (2Marks)
- g) Use appropriate animation schemes (1Mark)
- h) Use appropriate transition schemes (1Mark)
- i) Print all the slides on one page (1Mark)

END