JINJA JOINT EXAMINATIONS' BOARD

UGANDA ADVANCED CERTIFICATE OF EDUCATION

SUBSIDIARY ICT

S850/2

PRACTICAL PAPER

2 Hours

INSTRUCTIONS TO CANDIDATES:

- *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 JJEB-2023 on the computer Desktop. Use the support files where applicable to supplement the questions.*

- *Each candidate is provided with a new blank compact Disc (CD).*

- *Use a permanent marker to write your name, and personal number on your CD*

- *Candidates should continuously save their work*

- *Each candidate must produce a hardcopy for each of their work to accompany the compact disc (CD)*

Question 1.

(a) Type the following text using a word processing application (font size 13.5)

(5 marks)

Under modern management systems, Daily direct contact with employees and other stake holders in the organization has turned to be virtual, managers and executives of the organizations and complete assigned tasks ~~put in place to help~~ staff work effectively. Many *All Organizations should adopt the online systems for quick delivery* individuals are required to effectively online. The ~~online systems have been~~ and other key stake holders to do their managers have been instructed to always present employees contacts and their daily working rates to the executive directors using online systems. Muyindi a manager presents the following information:

No.	Employees name	Contacts	Working rate
1.	Musoke	2567787369	230
2.	Kaketo	2567044271	123
3.	Nampiima	2567785645	150
4.	Wamboka	2567168543	75
	Average		

(b) Indicate the title of your article as "Virtual World" (01mark)

(c) Double underline the heading, bold and make it italic (03marks)

(d) Copy the text on page 3 of your document (01mark)

(e) Using a formula calculate the average working rate of employees in the table

(02marks)

(f) Insert a page Art border on page one of your document (01mark)

(g) Insert a watermark on page two only "online system" (01mark)

(h) Insert a footnote on *Management systems* as: "*set of policies used by an organization to ensure that it can fulfill its goals*" (01mark)

(i) Attach a picture of your choice from the support file on page one (01mark)

(j) Drop cap the first paragraph on page 3 (01 marks)

(k) Insert page number in the format of 'Page x of y'……. (01mark)

(l) Justify the entire document (01 mark)

(m) Save the file as your name, and print your work (01 mark)

Question 2

(a) Using a spreadsheet software, load the file canteen. Save it as your name and personal number. (02 marks)

(b) Insert a suitable heading for the data (01 mark)

- *TAX IS 12% OF THE COST PRICE.*
- *PROFIT IS 10% OF THE COST PRICE.*
- *ITEM EXPENSES ARE CALCULATED AT HAFT OF THE COST PRICE.*
- *SELLING PRICE IS EQUIVALENT TO COST PRICE PLUS TAX, PLUS ITEM EXPENSES, PLUS PROFIT.*

(c) Use information above to determine the canteen tax, profit, item expenses (03 marks)

(d) Calculate the selling price for each item (01 mark)

(e) Assume cost prices dropped by 20%

    (i)   Insert a new column NEW COST PRICE (01mark)

    (ii)   Determine the New cost price (01 mark)

(f) Let your figures be formatted to UGX currency symbols (01 mark)

(g) Change the page orientation to landscape (01 mark)

(h) Rename your worksheet has canteen (01 mark)

(i) Apply all boarders on your work (01 mark)

(j) Apply *thousands separator* to all numeric data (01 mark)

(k) Change the column headings to angle 45^0 (01 mark)

(l) Insert your name as footer (01 mark)

(m) Represent items, Cost prices and New Cost prices on an appropriate line chart (03 marks)

    (n) Print your work (01 mark)

Question 3

Using any database management system, Load file *School.accdb* and use it to answer the following questions

(a) Change the database name from school.accdb to students.accdb (01 mark)

(b) Rename table school to students (01 mark)

    Turn Over

(c) Apply suitable data types for the fields and assign an appropriate primary key to a suitable field. (03 marks)

(d) (i) Create a form displaying the following fields: **Students ID, Name, Gender** and **Status** Save it as Students form (02 marks)

(ii) Insert your name and personal number in the form footer (01 mark)

(e) Create a query to extract all students born after the year 1994 and before the year 2000. Name it *Birth year query* (03 marks)

(f) Create a query displaying the following fields; **Students ID, Name, Class, Termly fees** and **annual fees** (*Annual fees equals Termly fees times three*) Save it as *Annual fees query* (03 marks)

(g) Create a report displaying the following fields; **students ID, Name, Date of birth termly fees** and **annual fees**, sort in ascending order of **Names** save it as **End of year report** (02 marks)

(h) Insert your name and personal number in the report footer (01 mark)

(i) Add a column Term 2 fee in the database table to multiply termly fees by two (02 marks)

(j) Print all your work (01 mark)

Question 4
Using a presentation software create a five slide presentation about E-waste management in Uganda as follows.

(a) Slide 1 should have Topic and your name (01 mark)

(b) Slide 2 Introduction to E-waste management (01 mark)

(c) Slide 3 bulleted list of Public management of E-wastes (01 mark)

(d) Slide 4 Conclusion (01 mark)

Open file called E-waste in support file folder use it to add information into your created slides.

(e) create a slide between slide 3 and slide 4, insert a pie chart using information in the *"Table showing E-waste material"* (02 marks)

(f) Insert appropriate images from image support file folder on slide 3 and slide 5 (01 mark)

(g) Apply animation on the image you have inserted (01 mark)

(h) Using a master slide, make the following changes

(i) Master title style font color red (01 mark)

(ii) Master text style is Arial Rounded MT Bold size 23, animation style upon entrance if *fly-in* (03 mark)

(i) Insert a transition of 10 seconds for all slides (02 marks)

(j) Hyperlink slide 2 to slide 4 in your presentation (02 marks)

(k) Set the date to update automatically (01 mark)

(l) Insert your name and slide number as footer (02 marks)

(m)   Print slides as a handout (02 marks)

Question 5

Use Desktop publishing software to prepare a business card for MK stationary and computing Center with the following details

        Business Name: MK stationary and computing Centre (MKS&CC)

        Business details: Dealers in stationary services, printing, designs computer networking and computer repair.

        Location: Nakefero street, Kamuli Road

        Address: P.O.Box 75 jinja

        Telephone: 0773956585, 041526895

        Email: mkstationary@gmail.com

        Website: http://www.mkstation

(a) Adjust the page size to a width 3.5 inches and height 2.0 inches (02 marks)

(b) Change page orientation to Landscape (02 marks)

(c) Enter the above details of a business card (06 marks)

(d) Use word art to add the MKS&CC to your business card (02 marks)

(e) Use an appropriate image as business logo (02 marks)

(f) Put a business slogan at the bottom that catch customers on your business card (01 marks)

(g) Use a blue tissue paper texture fill background to business card (02 marks)

(h) Add a header of your name and personal number (01 marks)

(i) Print eight multiple copies on an A4 paper (02 marks)