SUB ICT UNEB PRACTICAL QUESTIONS ON ELECTRONIC SPREAD SHEETS
Subsidiary ICT (PRACTICAL) Paper 2 UNEB SAMPLE PAPER 2013 Qn 3

SAMPLE QUESTION PAPER

3. The table below part of a sales schedule for a distributor of Diary products:

(a) Load a suitable Spreadsheet package and generate a similar sales schedule.

- Ensure that you maintain the cell addresses. *(05 marks)*

	A	B	C	D	E	F	G
1	**Product**	**Unit cost**					
2	Jesa (Skimmed)	2100					
3	Jesa (Big)	1900					
4	Jesa (small)	950					
5	Fresh Diary (Big)	1750					
6		Quantities sold					
7	**Product Name**	**Mon**	**Tues**	**Wed**	**TOTAL**	Total sales per Product	
8	Jesa (skimmed)	12	65	40			
9	Jesa (Big)	120	140	140			
10	Jesa (Small)	230	200	300			
11	Fresh diary (Big)	24	35	54			
12							

(b) Use appropriate formulae to calculate:

- Total quantities sold for each product. *(02 marks)*
- Total sales for each product. *(02 marks)*

(c) (i) Using product names and quantities sold for Mon, Tues and Wed, construct a Clustard Column Chart and place it on **sheet 2**. *(04 marks)*

(ii) Give your chart appropriate titles. *(03 marks)*

(d) Insert a header of your name and personal number. *(01 mark)*

(e) Rename Worksheet 1 – **sales data** and worksheet 2 – **sales Chart**. *(02 marks)*

(f) Save changes to your worksheets and make a print out of your work. *(01 mark)*

Subsidiary ICT (PRACTICAL) Paper 2 UNEB 2013 Qn 2

(a) A school produced an end of term one mark list for senior five; using any spreadsheet program enter the data in the table below. *(04 marks)*

	A	B	C	D	E	F	G	H	I	J
1	NAME	DIVINITY	HISTORY	SUB-MATH	CHEMISTRY	PHYSICS	ECONOMICS	TOTAL	AVERAGE	POSITION
2	Ali	58	70	63	23	10	89			
3	David	40	69	47	43	54	76			
4	Hamza	38	60	59	56	62	54			
5	Mary	60	65	48	67	60	34			
6	Abdul	25	43	67	73	28	21			
7	Julius	70	23	47	32	57	34			
8	Pius	34	37	56	41	42	54			
9	Moses	78	75	34	45	68	32			
10										

(b) Provide a heading for your worksheet as "Kitti Secondary School, Results for 2012" and center it with font size 24.5. *(03 marks)*

(c) Using appropriate functions determine for each student the

(i) Total mark. *(01 mark)*

(ii) Average mark. *(01 mark)*

(iii) Position. *(02 marks)*

(d) Apply boarders on the data you have entered in the worksheet. *(01 mark)*

(e) Insert your name and personal number as footer. *(01 mark)*

(f) The sheet for the table should be named as **Table**. *(01 mark)*

(g) Create a pie chart using the average marks, and include:

(i) The Heading "Senior Five term one marks, Kitti Secondary School" *(01 mark)*

(ii) Labels with the chart. *(01 mark)*

(h) Copy the chart to sheet 2 and name it **Chart**. *(02 marks)*

(i) Save your work as your name and personal number. *(01 mark)*

(j) Print your work. *(01 mark)*

Subsidiary ICT (PRACTICAL) Paper 3 UNEB 2013 Qn 2

In this question, you are going to be working with a template developed by a certain canteen manager of your school.

Study the template and the additional information given below.

ITEM	COST PRICE	VAT TAX	PROFIT	ITEM EXPENSES	ITEM PRICE
MACARON					50000
RICE					60000
BREAD					80000
BOOKS					24000
PENS					12000

SUGAR					30000
DOUGHNUTS					10000
JUICE					12500
SAMOSAS					8000
TOTAL					

- VAT TAX IS 18% OF THE ITEM PRICE.
- PROFIT IS 20% OF THE ITEM PRICE.
- ITEM EXPENSES ARE CALCULATED AT HAFT OF THE ITEM PRICE.
- ITEM PRICE IS EQUIVALENT TO COST PRICE PLUS VAT, PLUS ITEM EXPENSES, PLUS PROFIT.

NOTE: Use function for parts (b) to (e)

(a) Enter the above template in a spreadsheet application of your choice. Save it as **Canteen Template**. *(04 marks)*

(b) Determine the canteen VAT TAX, PROFIT, and ITEM EXPENSES for each item. *(03 marks)*

(c) Determine the COST PRICE for each item. *(01 mark)*

(d) Determine the total amount for each column. *(01 mark)*

(e) Assuming the budget was read dropped the item prices by 10%; *(02 marks)*

(i) Insert a column NEW ITEM PRICE at the end of the table

(ii) Determine the new item price for each item.

(f) Let your figures be formatted to UGX currency symbol. *(02 marks)*

(g) Represent the ITEMS, ITEM PRICES, and NEW ITEM PRICES on an appropriate line chart. *(04 marks)*

(h) Insert a centred header of your name and personal number in the worksheet. *(01 mark)*

(i) Name your worksheet as Income Statement. *(01 mark)*

(j) Print your work. *(01 mark)*

Subsidiary ICT (PRACTICAL) Paper 2 UNEB 2014 Qn 5

(a) Open an appropriate spread sheet software and enter the data shown in the table below. Save it as your name and personal number. *(06 marks)*

S/N	NAME	SEX	HIST	CRE	ECO	GEO	TOT	AVE
1	Annet	F	90	54	78	50		
2	Amiru	M	79	53	70	89		
3	Samira	F	87	65	69	45		
4	Shukri	F	76	57	82	45		
5	Logose	F	45	66	55	76		
6	Opio	M	76	44	76	87		
	Highest Score							
	Lowest Score							

(b) Use the suitable formulae for parts (i)-(iv).

(i) In the **TOT** column, calculate the total score for each student. *(02 marks)*

(ii) In the **AVE** column, calculate the average score for each student. *(02 marks)*

(iii) In the **Highest score** row calculate the highest score per subject, the total score and average score. *(02 marks)*

iv) In the **Lowest score** row calculate the lowest scores per subject, total score and average score. *(02 marks)*
(c) Create a suitable title for the table in spread sheet. *(01 mark)*
(d) Introduce a **GRADE** column after every subject and use the **VLOOKUP** function to assign a correct grade for each subject to the table below. *(04 marks)*

MARK	GRADE
00-34	F9
35-39	P8
40-44	P7
45-49	C6
50-54	C5
55-59	C4
60-69	C3
70-74	D2
75-100	D1

(e) Save and print your work. *(01 mark)*

Subsidiary ICT (PRACTICAL) Paper 3 UNEB 2014 Qn 2
(a) As a treasurer to your school's Debating Club, use a spreadsheet software to prepare the budget below. Save your work as your name and personal number. *(06 marks)*

	A	B	C	D	E	F	G	H
1	DEBATING CLUB'S END OF YEAR PARTY BUDGET							
2	S/N	ITEM	QUANTITY(KGS)	UNIT PRICE(SHS)	TOTAL COST(SHS)	TOTAL COST(SHS)	DISCOUNT	DISCOUNTED PRICE
3	1	SALT	30	1000				
4	2	WHEAT FLOUR	23	3500				
5	3	BEEF	55	7000				
6	4	FLESH BEANS	23	2000				
7	5	FRESH PEAS	12	2500				
8								

(b) Use appropriate formula/function to compute the.
(i) TOTAL COST per item. *(02 marks)*
(ii) DISCOUNT given-the discount is 1.3% of the TOTAL COST of an item. *(02 marks)*
(iii) DISCOUNTED PRICE that the club will pay. *(02 marks)*
(c) Represent the items with their respective discounted prices on a pie chart. Save it on another sheet. *(05 marks)*
(d) Insert your name and personal number as footer. *(01 mark)*
(e) Print all your work. *(02 marks)*

Subsidiary ICT (PRACTICAL) **Paper 2 UNEB** 2015 Qn 2

The table below shows examination results of senior six students of Mugo Secondary School. Study it and answer the questions that follow.

	A	B	C	D	E	F	G	H	I
1	MUGO Secondary School Senior Six Science Class, 2013								
2		SUBJECTS							
3	FIRST NAME	LAST NAME	BIOLOGY	CHEMISTERY	MATH	PHYSICS	ICT	AVERAGE	GRADE
4	OKUMU	DAVID	80	90	80	90	70		
5	NAIGA	LILIAN	72	85	63	47	90		
6	APUNU	JOSEPH	78	87	86	82	52		
7	ODYEK	TONNY	78	87	86	82	52		
8	WAISWA	MAX	30	25	58	58	67		
9	LUBEGA	KARIM	86	56	47	78	82		
10	KATAIKE	JENNIPHER	59	85	64	55	85		
11	KATEREGA	JULIUS	98	45	25	93	69		
12									
13	HIGHEST VALUE								
14	LOWEST VALUE								
15	MEDIAN VALUE								
16									

Enter the student's data above in a spread sheet application as shown. *(07 marks)*

(a) Using appropriate functions, determine the:
   (i) Average score for each subject. *(02 marks)*
   (ii) Highest score for each subject. *(01 mark)*
   (iii) Lowest score for each subject. *(01 mark)*
   (iv) Median score for each subject. *(02 marks)*

(b) Make your worksheet landscape page orientation. *(01 mark)*

(c) Name your worksheet as **Results**. *(01 mark)*

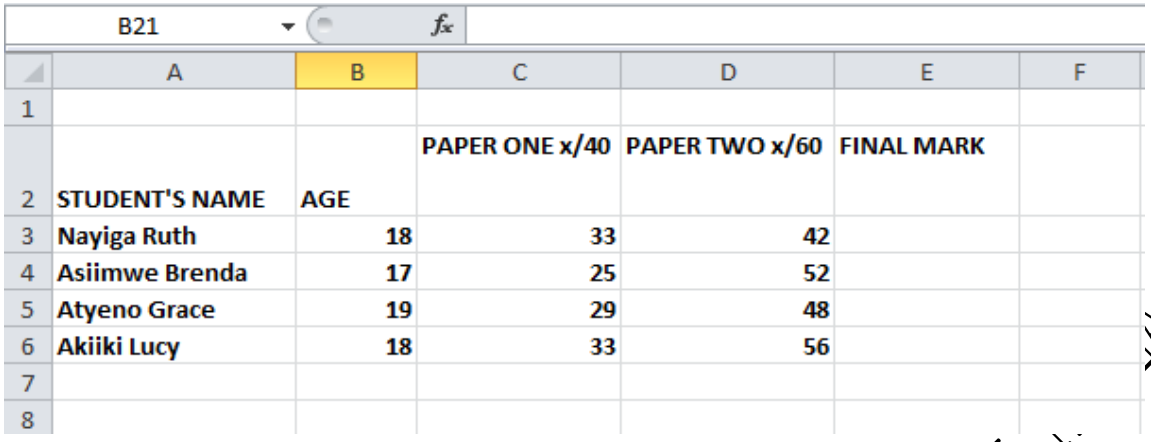
(d) Use the relevant function to grade each student's average by indicating: *(03 marks)*
   Very good if average is greater than 80.
   Good if average is greater than 55.
   Poor if average is below 55.

(e) Save your work as your name and personal number. *(01 mark)*

(f) Print your work. *(01 mark)*

Subsidiary ICT (PRACTICAL) **Paper 3 UNEB** 2015 Qn 2

The table below shows examination results of Senior Six Subsidiary ICT students. Study it and answer the questions that follow.



	A	B	C	D	E	F
1						
2	STUDENT'S NAME	AGE	PAPER ONE x/40	PAPER TWO x/60	FINAL MARK	
3	Nayiga Ruth	18	33	42		
4	Asiimwe Brenda	17	25	52		
5	Atyeno Grace	19	29	48		
6	Akiiki Lucy	18	33	56		
7						
8						

(a) Enter the student's data above in a spreadsheet program. *(05 marks)*
(b) Determine the final mark for every student by use of a formula. *(02 marks)*
(c) At the end of the table in the empty row after **Akiiki Lucy**, insert a formula/function in the "AGE" column, to determine the age of the youngest student. *(02 marks)*
(d) Insert in the table the title "STUDENT'S PERFORMANCE". *(01 mark)*
(e) Insert a footer as your name and personal number. *(01 mark)*
(f) Plot a bar graph of the FINAL MARK against STUDENT'S NAME.
(i) Add a chart title as BAR GRAPH REPRESENTING STUDENT'S PERFORMANCE.
(ii) Add axis titles. *(05 marks)*
(g) Copy your graph to another worksheet. *(01 mark)*
(h) Rename sheet one as MARKS and sheet two as GRAPH. *(01 mark)*
(i) Save your work as your name and personal number. *(01 mark)*
(j) Print your work. *(01 mark)*

Subsidiary ICT (PRACTICAL) Paper 2 UNEB 2016 Qn 2
The statistics shows the rainfall in millimeters (mm) received in Kisoro district in 2012:
January 63, February 81, March 117, April 186,
May 156, June 15, July 12, August 36,
September 147, October 144, November 153, December 60

(α) Use any spreadsheet application to enter the data above save it as your name and personal number. *(06 marks)*
(β) Insert a suitable heading for the data. *(02 marks)*
(χ) Use appropriate formulas to compute the rainfall received every month in:
(i) 2013, if there was an increase of 5% from the previous year, 2012. *(02 marks)*
(ii) 2014, if there was a decrease of 10% from that of 2013. *(02 marks)*
(δ) (i) Create a 3-D column chart showing month and annual rainfall received in the 3 years. *(03 marks)*
(ε) ii) Insert a suitable title for the graph and label the axis. *(02 marks)*
(ϕ) Insert your name as header and personal number as the footer. *(02 marks)*
(γ) Save and print all your work. *(01 mark)*

Subsidiary ICT (PRACTICAL) Paper 3 UNEB 2016 Qn 2

(a) Load a file called **Products.xls** and save it as your name and personal number. *(02 marks)*

(b) Add three columns **TOTAL COST**, **TOTAL SALES** and **PROFIT** after the last column. *(01 mark)*

(c) Using any suitable formulas, Calculate

(i) Total cost per product. *(02 marks)*

(ii) Total Sales per product. *(02 marks)*

(iii) Profit per product. *(02 marks)*

(d) Format all money with a dollar currency symbol. *(02 marks)*

(e) Format all currency values to one decimal place *(01 mark)*

(f) Change the column headers to 90 degrees orientation. *(01 mark)*

(g) Centre all the column headers. *(01 mark)*

(h) Apply all borders around all the data. *(01 mark)*

(i) Rename sheet 1 as **Shop1** *(01 mark)*

(j) Copy all the data on **Shop1** to sheet 2 and rename it **Shop2**. *(01 mark)*

(k) Using the data on shop2, filter it to show only products whose profit exceeds$100,000. *(02 marks)*

(l) Save your work and print your work. *(01 mark)*

Subsidiary ICT (PRACTICAL) Paper 2 UNEB 2017 Qn 5

(a) Using any spreadsheet program, load the file **Data** which shows the number of votes obtained by Chairperson Local Council five (LCV) candidates in different counties of a district. Save your work as your name and personal number. *(02marks)*

(b) Add two columns: TOTAL and POSITION. *(01 mark)*

(c) Using any relevant formula, calculate:

i. Total votes

ii. Position

(d) Skip one row after the last candidate and type the word **Highest Votes**. Calculate the highest number of votes for each county. *(02 marks)*

(e) In the next new row, type the word **Total Voters**. Calculate the total number of voters per county. *(02 marks)*

(f) Format the table to fit on one page. *(01 mark)*

(g) (i) Insert two rows above the first row. *(01 mark)*

(ii) Type an appropriate heading for the table and centre it. *(01 mark)*

(h) Insert a 2D stacked line chart for all candidates and their votes in the countries EXCEPT county C. *(02 marks)*

(i) Add an appropriate chart title and axis titles. *(02 marks)*

(j) Transfer the chart onto another sheet. *(01 mark)*

(k) Insert a header of your name and personal number. *(01 mark)*

(l) Save and print your work. *(01 mark)*

Subsidiary ICT (PRACTICAL) Paper 3 UNEB 2017 Qn5

(a) Using an appropriate spreadsheet application, load the file **Exam results** and save it as your name and personal number. *(02 marks)*

(b) Rotate the titles to an angle of 60 degrees. *(02 marks)*

(c) Copy the table to sheet 2 and rename the sheet **modified**. *(02 marks)*

(d) Using appropriate functions compute;

i. Total marks obtained by each student to be placed in **column P**. *(03 mark*

ii. Average marks to one decimal place obtained in the compulsory subjects (English, *Mathematics*, *History*, *Biology* and *Chemistry*). Place the average marks in **column Q**. *(03 marks)*

iii. The number of students who sat for computer as one of their option subjects. Place the result in cell **C25**. *(02 marks)*

iv. The highest score obtained in Chemistry. Place the result in cell **C26**. *(02 marks)*

(e) Sort the student's records in descending order according to their total mark. *(01 mark)*

(f) Insert a footer of your name and personal number. *(01 mark)*

(g) Include all borders on the table. *(01 mark)*

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

Subsidiary ICT (PRACTICAL) Paper 2 UNEB 2018 Qn2

The following students sat for their term two examinations in Mathematics(mat), Computer Studies (comp) and Commerce (com) and obtained the following marks.

John scored 40 in mat, 20 in comp and 50 in com, *Mary* scored 90 in mat 60 in comp, 30 in com. *Tamia* scored 70 in mat, 65 in comp, and 90 in com. *Samuel* scored 55 in mat, 40 in com and 80 in com. *Paul* scored 50 in mat, 20 in comp and 35 in com. *Albert* scored 50 in mat, 60 in comp and 50 in com. *Mersey* scored 20 in mat, 90 in comp and 77 in com. *Muzamil* scored 80 in mat, 69 in comp and 50 in com while *Timothy* scored 30 in mat, 60 in comp and 57 in com.

(a) Enter the given data in a spreadsheet using appropriate column headings and a table title. Save your work as your name and personal number. *(06 marks)*

(b) Use a formula in Column *E* to compute the average score for each student and name it AVERAGE MARK. *(02 marks)*

(c) Sort the data in descending order based on column *E*. *(01 mark)*

(d) Incline the column headings to an angle of 45^0. *(02 marks)*

(e) (i) Create a column graph for the students' marks in the three subjects.
Label your graph appropriately.
(ii) Move the graph to a new sheet and rename it as **Students' Marks**. *(04 marks)*

(f) Use an appropriate formula in column *F* to grade the students with the criteria below:

EXCELLENT for all students with an average mark of 70 and above, PASS for those with an average mark of 50 and above, but less than 70 and FAIL for all students with an average mark below 50. *(03 marks)*
(g)Apply all borders on the data. *(01 mark)*
(h)Save and print all your work. *(01 mark)*

Subsidiary ICT (PRACTICAL) Paper 3 UNEB 2018 Qn2

(a) Using spreadsheet software, open the file **overtime.xls** and save it as your name and personal number. *(02 marks)*
(b) Format the DATE column to display date in this format 31-feb-2015. *(01 mark)*
(c) (i) Insert in cell *E*2 the column name REGULAR WAGE.
(ii) Compute in *E*2 the wages earned for regular hours at a rate of Sh.3100 per hour. *(02 marks)*
(d) (i) Insert in cell *F2* the column name OVERTIME WAGE.
(ii) Compute in column *F* the wages earned for overtime hours at a rate of Sh.3300 per hour. *(02 marks)*
(e) Compute in the *G* the total wage earned by the labourers.
Name the column GROSS. *(02 marks)*
(f) In column *H*, compute the income tax that is 17% of gross.
Name the column TAX. *(02 marks)*
(g) Compute the net pay of each labourer. *(02 marks)*
(h) Revise the title to include the computed information. *(01 mark)*
(i) Use a column chart to illustrate each labourer's regular and overtime wage *(04 marks)*
(j) Apply *all borders* to your data. *(01 mark)*
(k) Save and print your work. *(01 mark)*

Subsidiary ICT (PRACTICAL) Paper 3 UNEB 2019 Qn3

1. (a) Using a spreadsheet software, open the file **my retail shop** and save it as your name and personal number. (*02 marks*)
(b) Format the currency values to Uganda Shillings, using the symbol UgX. (*02 marks*)
(c) Type the following labels in the cells: (*02 marks*)
A 15 Total sales
A16 Highest sales
A17 Lowest sales
A18 Average sales
(d) Type the column titles SALES in cell D1 and COMMISSION in the cell E1: (*01 mark*)
(e) Use appropriate formulas to calculate:
(i) The SALES for each item. (*02 marks*)
(ii) **Total sales** for all items. (*02 marks*)
(iii) The **Highest sales, Lowest sales** and **Average sales.**
(iv) The COMMISSION at 5% of the sales, given to the sales person. (*02 marks*)
(f) Insert a row at the top of the worksheet and enter a suitable heading for the data. (*02 marks*)
(g) Insert the current date and time in the footer. (*01 mark*)
(h) Save and print your work. (*01 mark*)

Subsidiary ICT (PRACTICAL) Paper 3 UNEB 2019 Qn5

(a) Using a spreadsheet application, open the file **Analysis** and save it as your name and personal number. (*02 marks*)

(b) Enter the column titles: TOTAL, AVERAGE, POSITION and COMMENT in the cells O2, P2,Q2 and R2 respectively. (*02 marks*)

(c) Use appropriate formulas to determine for each student the:

i. TOTAL mark. (*02 marks*)

ii. AVERAGE mark. (*02 marks*)

iii. POSITION. (*03 marks*)

iv. COMMENT *Promoted* for the position 4 or below and *Repeat* otherwise. (*03 marks*)

(d) Insert a column chart showing students total marks. Include chart and axes titles. (*04 marks*)

(e) Insert a header of your name and personal number. (*01mark*)

(f) Save and print your work. (*01 mark*)

Subsidiary ICT (PRACTICAL) Paper 2 UNEB 2020 Qn5

5. The worksheet below shows a payroll of M & C Enterprises for the month of January, 2016.

Q18

	A	B	C	D	E	F	G	H	I
1	M& C ENTERPRISES' END OF JANUARY EMPLOYEE PAYROLL								
2	COMPUTER NUMBER	EMPLOYEE NAME	SEX	AGE	BASIC SALARY	WELFARE ALLOWANCE	GROSS PAY	PAYE	NET PAY
3	U004	ABAHO CRESCENT	M	26	580,000	120,000			
4	U003	ASIIMWE HENRY	M	43	360,000	120,000			
5	U001	AYEBARE GRACE	F	34	450,000	120,000			
6	U005	NAGENDO MARIA	F	54	250,000	120,000			
7	U002	NAYIGA CLAIRE	F	56	500,000	120,000			
8	U006	TWINE KELLY	M	34	650,000	120,000			
9									

(a) Using an appropriate spreadsheet application, enter the given data and save it as your name and personal number. *(06 marks)*

In parts (b) – (d), use suitable formulas /functions to compute:

(b) **GROSS PAY** which is the summation of **BASIC SALARY** and **WELFARE ALLOWANCE.** *(02 marks)*

(c) **PAYE** which is 20% of the **GROSS PAY**. *(02 marks)*

(d) **NET PAY** which is Gross pay minus PAYE. *(02 marks)*

(e) Represent Employees with their respective Net pay on a column graph. Place the graph on a separate sheet and rename the worksheet as GRAPH. *(04 marks)*

(f) Format all the payments with a UGX currency symbol. *(02 marks)*

(g) Add your name and personal number as a header. *(01 mark)*

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

Subsidiary ICT (PRACTICAL) **Paper 3 UNEB** 2020 Qn2

(a) Using a spreadsheet application, open the file **Day book** and save it as your name and personal number. *(02 marks)*

(b) Add the column headings; **Gross Pay, Revenue Tax, Net pay** and **Employee Rank.** *(01 mark)*

For parts (c)-(f), use appropriate formulas to determine:

(c) **Gross Pay** which is the summation of basic pay and allowances. *(02 marks)*

(d) **Revenue Tax** (Revenue tax is 10% of basic pay). *(02 marks)*

(e) **Net Pay** which is gross pay minus revenue tax. *(02 marks)*

(f) **Employee Rank** based on the **Basic Pay**. *(03 marks)*

(g) Insert a suitable title for the data centered across the table. *(02 marks)*

(h) Add All Borders to the cells containing the data. *(01 mark)*

(i) Draw a pie-chart showing **Revenue Tax** for the employees. Add a suitable heading for the chart. *(03 marks)*

(j) Insert your name and personal number as a footer. *(01 mark)*

(k) Save and print your work. *(01 mark)*