840/2
INFORMATION AND
COMMUNICATION
TECHNOLOGY (ICT)
Paper 2
2024
Time: 2½ hours

MATIGO EXAMINATIONS BOARD

INFORMATION AND COMMUNICATION TECHNOLOGY (ICT)

Paper 2

Practical

2 hours 30 Minutes

INSTRUCTIONS TO LEARNERS:

- ✓ *This paper consists of* **two** *examination items.*
- ✓ *Answer* **both** *items in this paper.*
- ✓ *You are provided with support files in the folder* **MOCKs support files** *on the computer desktop. Use the support files where applicable to supplement the items.*
- ✓ *You are provided with a* **new blank Compact Disc (CD).**
- ✓ *Use a* **permanent marker** *to write your name and personal number on the CD.*
- ✓ *Remember to continuously* **save** *your work.*
- ✓ *You* **must** *produce a* **hard copy** *for each of your work to accompany a soft copy on the Compact Disc (CD).*
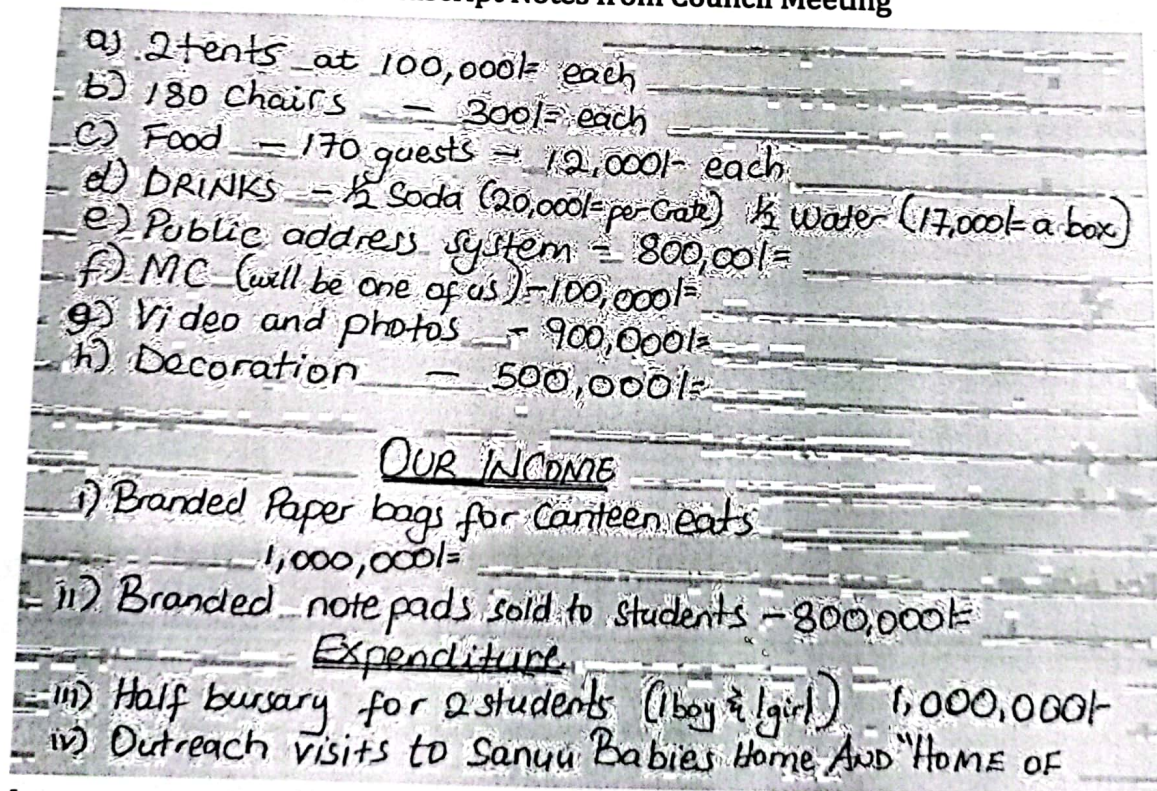
Item 1

Preparing for the National Students' Council Annual General Assembly, Prosper, the Executive Speaker of your school's Council Body, has been appointed Overall Coordinator. His responsibilities include drafting and presenting the event budget to the school administration, preparing a farewell address on behalf of the outgoing National Students' Council Executives, and sending reminders to various Executive Council members about their respective duties in organizing the event.

In his address to the General Assembly, Prosper is expected to discuss the outgoing Executive Council's composition, the projects undertaken by the council body, and their impact on the community. He will also present a summary of the Council's financial standing, highlighting key income sources and expenditures.

After meeting with fellow Council members, Prosper approached me with handwritten notes and requested my assistance in digitizing all the necessary documents.

Manuscript Notes from Council Meeting

a) 2 tents _at 100,000/= each
b) 180 chairs — 300/= each
c) Food — 170 guests = 12,000/= each
d) DRINKS — ½ Soda (20,000/= per Crate) ½ Water (17,000/= a box)
e) Public address system = 800,00/=
f) MC (will be one of us) — 100,000/=
g) Video and photos — 900,000/=
h) Decoration — 500,000/=

OUR INCOME
i) Branded Paper bags for Canteen eats 1,000,000/=
ii) Branded note pads sold to students — 800,000/=

Expenditure
iii) Half bursary for 2 students (1 boy & 1 girl) 1,000,000/-
iv) Outreach visits to Sanyu Babies Home AND "HOME OF

Task:

a) With reference to information in the **manuscript** and some of the files in the **support file folder** provided, use appropriate application programs to help Prosper draft a budget and print reminder notes to the various Council members about their roles in organization of the event.

b) Use appropriate application programs to compose and layout an enhanced address/speech which Prosper will deliver on behalf of the outgoing Executive Council.

Item 2

Upon receiving applications from learners seeking to join the school in Senior One and Senior Five, the school was overwhelmed by the large number of submissions. The school's admission process involved individual learners filling out forms and submitting them to the secretary. However, the secretary and the academic office found themselves facing a challenge with a abundance of submitted forms and limited time to complete the new admissions process. Consequently, they tasked the ICT department to devise a solution that would enable parents and learners to submit applications remotely, without visiting the school, and also enhance the school's publicity.

Task:

Design an *online publication* that will help the school administration to address the challenge. A support folder called **My_school** has been provided containing relevant items that can be of help.

END

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