

840/2

INFORMATION AND
COMMUNICATIONS
TECHNOLOGY (ICT)

Paper 2

July - August 2024

2 ½ hours



UGANDA MUSLIM TEACHERS' ASSOCIATION
UMTA JOINT MOCK EXAMINATIONS 2024

Uganda Certificate of Education

INFORMATION AND COMMUNICATION TECHNOLOGY

Paper 2

Practical

2 hours 30 minutes

INSTRUCTIONS TO CANDIDATES:

- *This paper consists of two examination items.*
- *Answer both items in this paper.*
- *You are provided with support files in the folder **UMTA Support Files** on the computer desktop. Use the support files where applicable to supplement the items.*
- *You are provided with a **new blank compact disk (CD)**.*
- *Use a permanent marker to label the **CD** with your name and personal number.*
- *You should continuously **save** your work.*
- *You **must** produce a **hard copy** for each of your products to accompany a soft copy on the compact disk (**CD**)*

Item 1.

Business in Kaprine Traders Ltd has been low for the past **4** months. However, after completing the payment of a big loan, the sales have started rising and business has started to boom. Payment of suppliers has then started in the following batches as instructed by top management:

Those who supplied in the months of February and March and their total cost of supplies exceeded Shs 2,500,000 are to be paid on **5th June 2023**; Suppliers of kitchen ware such as *Melamine bowls, Serving Dishes* and *Dinner sets* will then follow on **12th June 2023** and all those who supplied in May will be paid on **2nd July 2023**.

In the next End of Month finance meeting, the Finance Manager is required to make a report showing a summary of the payments made and the respective suppliers paid for each of the batches; in the same report, his bosses need a graphical summary of how much they spend on each food item (*Milk, Juice, Tea Biscuits and Cornflakes*) supplied.

Details of the items and supply statistics have been provided in the file ***KTL records.xls***, also a sample *Notice of Payment note* which will accompany the pay cheques for only May suppliers has been provided in the file ***Pay Notice.doc***.

Task:

Using the support files provided,

- (a) Create an organized electronic storage for the supply statistics from which details of each batch of payments should be extracted and used to prepare ***Pay Notices*** for only the May suppliers:
- (b) Compose and layout an enhanced ***Financial report*** which the Finance Manager will present in the End of Month Meeting.

Item 2.

Heri women's group aims at equipping the girl child with skills that empower her to live sustainably in this world. Among its programs is training the girls who subscribe to it in vocational skills such as Baking, Shoe-making and Tailoring. The new Project coordinator feels that the community around them is not adequately informed about their programs and procedure for joining the women group. Besides the International partners to this women group have shared a softcopy of the new subscription form which should be filled and signed by those who wish to join the women group.

Task:

Develop an online platform from which the girls in the neighbouring community can access information and give feedback about the women group. Through this tool, interested girls should also be able to access new subscription form given in the support file *Subform.pdf*. A support folder called **HerigrpTings** has been provided containing some files which may be used.

END