

S850/2

SUB ICT (PRACTICAL)

PAPER 2

AUG 2023

2 HRS



**NATIONAL EDUCATION RESEARCH & EXAMINATIONS BUREAU
UACE NEREB NATIONAL MOCKS 2023
SUBSIDIARY ICT**

PAPER 2

2 HOURS

INSTRUCTIONS TO CANDIDATES:

- You are provided with a folder saved as **NEREB support files 2023** where you find support files work and other graphics for use during this examination.
- Question 5 has no support file. If you are to answer it, read the instructions carefully.
- Each candidate is provided with a new **Compact Disc Rom** where all the work shall be stored.
- Each candidate has a printer connected to his/her computer
- Each candidate is provided with blank printing papers of A4 size
- Attempt only **three** questions in this paper
- Use of self-help wizard and templates are not allowed.

1. Load a file saved as **marriage.rtf** and carry out the following tasks. (01 mark)
- a) Copy the work to page three. (01 mark)
- b) Insert a watermark in page two only to read THE THEORY OF MARRIAGE (01 mark)
- c) Adjust the watermark to font colour green. (01 mark)
- d) In page three, centre align the heading. (01 mark)
- e) Double underline the heading. (01 mark)
- f) Change the heading to upper case. (01 mark)
- g) Increase font size to 21 pts for the heading. (01 mark)
- h) Adjust character spacing for the heading to 150% scale. (01 mark)
- i) Drop cap the first letter in paragraph one to four lines. (01 mark)
- j) Add a shadow paragraph boarder around paragraph two. (01 mark)
- k) Fill a light blue colour in paragraph two. (01 mark)
- l) Adjust mirror indents to inside and out to 1 cm in paragraph three. (01 mark)
- m) Justify align content in paragraph three. (01 mark)
- n) Insert a footer of your name and personal number. (01 mark)
- o) Change paper size to A4. (01 mark)
- p) Adjust font name to Times New Roman. (01 mark)
- q) Insert a footnote on the word belief paragraph two to read "**opinion**". (01 mark)
- r) Save your work as "your name-marriage" (01 mark)
- s) Print a copy of page three only. (01 mark)

2. Load a file saved as **Coca-Cola depot.xls** and carry out the following tasks.

- a) Copy the work to sheet2. (01 mark)
- b) In sheet two, determine the total sales for each brand for the four months. (01 mark)
- c) Adjust column widths for the TOTAL column to 195 pixels. (01 mark)
- d) In the position column, determine the position for each brand basing on the total column. (04marks)
- e) Adjust the orientation of the column headings to 45°. (02 marks)
- f) In the comments column, **use the if function** to allocate comments as "**high sale**" for total sales greater than or equals to 1500 and "**low sales**" for total sales less than 1500. (02 marks)
- g) Add an all-round boarder style in your work. (01 mark)
- h).Using a column graph, represent the sales of the different brands of coca cola for the different months. (03 marks)
- i) Send you pie as an object in sheet3. (01 mark)
- j) Add a footer of your name and personal number in sheet2 (01 mark)
- k) Save your work as "coco your name". (01 mark)
- l) Print your work in sheet2 and 3 respectively (01 mark)

3. Open a file saved as debate.ppt and carry out the following tasks. (01 mark)

a) Using a master slide, insert the image of the club logo from the support file folder, adjust the height of the logo to 2 pt while maintaining the aspect ratio. (04 marks)

b) Adjust content to have: Font name Arial Round MT Black, Font size 28 and fly in animation. (03 marks)

c) Insert a new slide after the last slide using the title slide layout to contain a bulleted list of the expected schools for the debate (02 marks).

d) Include a nice looking background colour in all your work. (02 marks)

e). Add a header of your name and an automatic date to all the slides. (02 marks)

f) Insert action buttons to link your work appropriately. (02 marks)

g) Add a speaker note in slide three on the word clarification to read: **more explanation.** (02 marks)

h). Save your work as debate edited. (01 mark)

i). Print your work to fit on one page. (01 mark)

4. Load the file saved as **student's bio-data** and carry out the following instructions

a) Import a file saved as students into your database (03 mark)

(b) Open the table in design view and in your field property make the following adjustments

(i) In the field name, set the field size to be **100** (01 mark)

(ii) Format the date of birth to begin with year, month and date (01 mark)

(iii) Validate the class such that only **S.3 to S.6** is allowed to be entered. (01 mark)

(iv) Set an appropriate primary key in your table and save your table as **tours** (01 mark)

(c) Create a form including all fields and save it as '**student form**'. Use it to compute lunch which is 20% of the travel fee. (04 marks)

(d) Create a query (all fields) to display students born between 1995 and 1970. Save it as **birth day** (02 marks)

(e) Create a query (all fields) who are Kenyans and their names begin with '**m**'. Save it as **Kenyans** (02 marks)

(f) Create a query displaying the lunch above 200,000. Save it as **lunch** and generate its report (04 marks)

(g) Print all your work. (01 mark)

5. Your friend is hoping to campaign as a Mess Prefect in your school. He has asked you to design a well laid poster he will use during the campaign season saved as campaigns_2019. Remember to take note of the following: (04 marks)

a) Paper size is A4.

(01 mark)

b) Page orientation is portrait.

(01 mark)

c) Campaign message shall include:

(12 marks)

☐ Name of the candidate.

☐ Post of interest.

☐ Catch words like VOTE, e.t.c.

☐ Campaign theme e.g. 'for good and timely meals', e.t.c.

☐ A campaign symbol.

☐ Very good word organisation and font variation.

d) Add a footer of your name.

(01 mark)

e) Print one copy of your campaign poster.

(01 mark)

END