

S850/2  
SUBSIDIARY ICT  
(PRACTICAL)  
Paper 2  
JULY/AUGUST 2023  
2 hours



## UGANDA TEACHERS' EDUCATION CONSULT (UTEC)

Uganda Advanced Certificate of Education

MOCK EXAMINATION 2023

SUBSIDIARY ICT

Paper 2

2 hours

*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 **UTEC MOCKS 2023** on the computer desktop. Use the support files where applicable to supplement the questions.*

*Each candidate is provided with a **blank Compact Disc (CD)**.*

*Candidates should continuously **save** their work.*

*Use a **Permanent marker** to write your name, random and personal numbers on your CD.*

*Each candidate **must** produce a **hard copy** for each of their work to accompany the Compact Disc(CD).*

## WORD PROCESSING

1. Open a blank word document file and save it as **Your name- Time table.** (01 mark)

(a) Typeset the time table and a table as they appear below: (09 marks)

**ST. MARY PRIMARY TIME TABLE 2022**

	9:00 - 10:20AM		10:40 - 12:15PM		1:15 - 2:00PM	2:00 - 2:45PM	3:10 - 5:00PM
MON	ENG	B	SST	L	SCI	READING	GAMES AND SPORTS
TUE	MTC	R	SCI	U	SST	FREE	
WED	SST	E	MTC	L	SCI	ENG	
THUR	SCI	A	ENG	C	SST	FREE	
FRI	MTC	K	SST	H	FREE		

**SUMMARY OF LESSONS IN WEEK**

MTC	03
SST	02
SCI	04
ENG	03
<b>TOTAL</b>	

(b) Apply a picture water mark Timetable.jpeg from the support file. (02 marks)

(c) Insert a 3-D 6pt blue coloured page boarder. (03 marks)

(d) Add a caption on table 1 with a Label –School time table and Table 2 with a label Summary of entries. (02 marks)

(e) Use the table formula tool to compute the total number of lessons in a week. (02 marks)

(f) Save changes and print your document. (01 mark)



## SPREADSHEETS

2. The ICT club is in -charge of the school canteen at Marks college-Lira. The club uses spreadsheet application to manage cash sales of the canteen. Using a sample of items in the file saved as " ICT canteen" answer the questions below.
- a) Copy the file saved as ICT canteen to your folder and rename it as your name and personal number. (01 mark)
  - b) Calculate the profits ICT club made on each item. (02 marks)
  - c) Calculate the %profit given that it is the %ratio of profit and cost price. (02 marks)
  - d) Between soda and Blue band insert a new row for face-towels, enter the records as cost price=10000 and selling price=11000 and allow the table to recalculate automatically. (02 marks)
  - e) In cell A21 type the word "SUB-TOTALS" and calculate the SUB-TOTALS for the columns of cost price, selling price and profit only. (02 marks)
  - f) In cell B22, use a suitable function to find the total cost for items that begin with letter "B". (02 marks)
  - (g) Use conditional formatting to format all cells with Selling price above 20,000/= with yellow fill colour and Red font colour. (02 Marks)
  - (h) Copy the table (for series A1:E20) to sheet2 and filter the top ten items by %profit, rename your sheet as Filtered (03 marks)
  - (i) Create a column chart using Columns for Item, cost price and selling price. (03 marks)
  - (j) Save and print all your work. (01 mark)

## 3. PRESENTATIONS

Use a presentation software, Create a Five Slide presentation about Road accidents in Uganda and Save your presentation as your name Accidents for example Okello peter\_Accident. (01 mark)

- (a) Slide One: The title slide (*use Blank Slide Layout*)  
Use well formatted Word Art to write the theme of your presentation- Accidents in Uganda.  
Include your name and your combination as Presenter's information. (02 marks)
- (b) Slide Two: Insert the Slide Title What is an accident. (02 marks)  
Insert the following Text  
A sudden event (such as a crash) that is not planned or intended and that causes damage or injury. It is unexpected event, typically sudden in nature and associated with injury, loss, or harm.

- (c) Slide Three and Slide Four: The Top Five Classifications of Accidents and on Slide four solutions to accidents at home (04 marks)

Refer to text contained in the file Accidents.docx to Add content to these two Slides.

- (d) Slide Five. Use A Title Only Slide layout to Include A SHOWCASE OF ACCIDENTS AND ROAD SAFETY SIGNS. Use Appropriate images from the support files to add to this slide. (03 marks)

- (e) Apply the following to your presentation to make it attractive

(i) Use slide master to add image safety11.gif from the support files to appear in the back ground of all slides. (02 marks)

(ii) Use minimal animations effects and slide transition on all slides. (02 marks)

(iii) a slide footer as your name and slide number (02 marks)

(iv) Add an email Link to automatically allow you to send a copy of this presentation to [utec@gmail.com](mailto:utec@gmail.com) having a text to display as My presentation and subject Accidents at the bottom of slide 2. (01 mark)

- (f) Print your presentation in hand out mode. (01 marks)

#### 4. DATABASES

Many schools use database management software to manage school records. You're therefore required to use any database management system to load a file called STD Data and save it as Your name- Student data e.g. Okello david\_Student data. (01 mark)

- (a). (i) Open up a table called Entry mark in design view and adjust the data- types as shown in the table below. (05 marks)

Field Name	Data type and other field properties
Reg No	- AutoNumber - Format to accept the code "M-" before every 3 numeric characters
First Name and Second Name fields	Short Text (25)
Age	Number
% MARK	Number
Birth date	Dates should appear in layout like this DD-MM-YYYY



- (ii) Assign an appropriate key field to the database Table above  
 b) (i) Create a form the above table and save it as **Entry Form**. (01 mark)  
 (ii) Include the following on your form. (04 marks)

- Header reading **ST.NEO COLLEGE**

- Image works.jpeg as Log

- Footer your name

- Light blue colour background

- (iii) Use the form to compute the age of the students and save your work. (03 marks)

- c) Create a query to filter out students whose Surname start with W and those whose last names start with D. Save the query as **Letter**. (03 marks)

- d) Create a report for the *letter query* and save it as **Letter report**. (02 marks)

- e) Print all your work. (01 mark)

## 5. PUBLICATIONS

You are assigned by administration of Mirembe Day & boarding primary school to design meal Cards for her pupils. Study and use the sample exhibited to answer questions (a) – (f).

<b>Name of the School</b>			
<b>School Logo</b>			
<b>Card Expiry Date</b>			
<b>MON</b>	<b>B</b>	<b>L</b>	<b>S</b>
<b>TUE</b>	<b>B</b>	<b>L</b>	<b>S</b>
<b>WED</b>	<b>B</b>	<b>L</b>	<b>S</b>
<b>THU</b>	<b>B</b>	<b>L</b>	<b>S</b>
<b>FRI</b>	<b>B</b>	<b>L</b>	<b>S</b>
<b>SAT</b>	<b>B</b>	<b>L</b>	<b>S</b>
<b>SUN</b>	<b>B</b>	<b>L</b>	<b>S</b>

- a) Using a suitable publication software, design a Meal card having the following details:
- i. Name and add logo2 of the school from the support files. Save the file as yourname and student number. (03 marks)
  - ii. expiry date of the meal card, (02 marks)
  - iii. days of the week and (02 marks)
  - iv. Meals of the day: Break (B), Lunch (L) and Supper (S). (02 marks)
- b) Select different background colours for each day of the week. (03 marks)
- c) Show different fonts and variations of the texts. (03 marks)
- d) Apply a suitable boarder on your work. (02 marks)
- e) Insert your name and personal number as footer. (01 mark)
- f) Save the file and print your work. (02 marks)

**END**