

S850/3
SUBSIDIARY ICT
Paper 3
(Practical)
Nov./Dec. 2024
2 hours



UGANDA NATIONAL EXAMINATIONS BOARD

Uganda Advanced Certificate of Education

SUBSIDIARY INFORMATION AND COMMUNICATIONS TECHNOLOGY

**Paper 3
(Practical)**

2 hours

INSTRUCTIONS TO CANDIDATES:

*This paper consists of **five** questions.*

*Answer any **three** questions.*

*Any additional question(s) answered will **not** be marked.*

*You are provided with support files in the folder **UNEB Support Files** on the Computer Desktop. Use the Support files where applicable to supplement the questions.*

*You are provided with a **new blank Compact Disc (CD)**.*

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

*You should continually **save** your work.*

*You **must** produce a **hard copy** for each of your work to accompany a soft copy on the **Compact Disc (CD)**.*

Answer any **three** questions in this paper.

1. (a) Use a Word Processing application to type the following document as it appears. Save it as **your name and personal number**. (07 marks)

The banking sector has embraced the use of technology to serve its clients faster and also to do more with less. Emerging technologies have changed the banking industry from paper and branch-based banks to digitized and networked banking services. Unlike before, broadband internet is cheap and it makes the transfer of data easy and fast. Technology has changed the accounting and management system of all banks. And it is now changing the way banks are delivering services to their customers. However, this technology comes at a cost, implementing all this technology has been expensive but the rewards are limitless.

Below is the list of some of the roles of technology in the banking industry.

- ❖ E – banking
- ❖ NRI banking
- ❖ Plastic money
- ❖ Self-inquiry facility

Sourcefile:///C:/Users/Student/Desktop/Janie%20Liz.htm

Finger print	OCR	Mobile phones	Credit cards	Total
Users	1,000	5,000	12,000	
Non-users	2,000	6,000	32,000	
Total				

- (b) Copy the document to another page. (01 mark)
- (c) Add a suitable title to the document. (02 marks)
- (d) Change the orientation of the column headings of the table. (02 marks)
- (e) Fill the last row with any pattern background. (02 marks)
- (f) Apply a *Drop Cap* to the first paragraph. (01 mark)
- (g) Format the first paragraph to four columns (02 marks)
- (h) Insert a *Watermark* of your name in the document. (02 marks)
- (i) Save and print your work. (01 mark)

2. (a) Use a spreadsheet software to open the file **Accounts Ofc-Staff** and save it as **your name** and **personal number**. (02 marks)
- (b) Add the following new column headings to the Staff Payroll table. (02 marks)

Overtime Allowance (Shs)	Years in Service	Development Allowance (Shs)	Gross Pay (Shs)	Net Pay (Shs)
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Use appropriate formulae in (c) to (g) to compute the:

- (c) **Overtime Allowance** of each employee which is **Overtime Rate** \times **Extra days of work** given that the official days of work are 20 days. (Use *Absolute Cell Referencing*). (03 marks)
- (d) Number of **Years in Service** for each employee. (02 marks)
- (e) **Development Allowance** for employees who have worked for more than five years which is **Excess Years** \times 35,000. (03 marks)
- (f) **Gross Pay** of each employee which is **Basic Pay** + **All Allowances**. (02 marks)
- (g) **Net Pay** for each employee which is **Gross Pay** – **NSSF Contribution**. (**NSSF Contribution** is 5% of **Gross Pay**). (03 marks)
- (h) Apply *All Borders* on the data table. (01 mark)
- (i) Include a footer of your name and personal number. (01 mark)
- (j) Print all your work. (01 mark)
3. (a) Using a presentation software, design a five-slide presentation about computer storage media as follows:
- (i) **Slide I:** Title slide showing the topic and presenter. (02 marks)
- (ii) **Slide II:** A bulleted list of any five storage media. (02 marks)
- (iii) **Slide III:** Description of any two storage media. (02 marks)
- (iv) **Slide IV:** Comparison of two storage media in tabular form. (03 marks)
- (v) **Slide V:** Conclusion. (02 marks)

- (b) Insert two suitable images from the **IMAGE** folder, on any two slides. (02 marks)
 - (c) Apply slide transitions and animations to your presentation. (02 marks)
 - (d) Insert slide numbers and current date. (02 marks)
 - (e) Include on the *handout* a footer of your name and personal number. (01 mark)
 - (f) Save your presentation as your name and personal number. (01 mark)
 - (g) Print your presentation. (01 mark)
4. (a) Using a Database Management software, create a database and save it as **your name and personal number**. (02 marks)
- (b) Design a table with appropriate data types using the students' bio-data provided below. Save it as **STD biodata**. (04 marks)

STD ID	STUDENT NAME	PHONE	DATE OF BIRTH	AGE
MH01	APENU JULIAN	07725258	02/05/1995	
MH02	OLUMU PETER	07852258	17/02/1996	
MH03	NAMUDU ESTHER	07952461	08/03/2000	
MH04	AKIKI BASHIR	07542632	05/05/1999	
MH05	KAYESU COSY	07895420	16/06/2001	

- (c) Add a caption on the **PHONE** field. Name it **Contact**. (02 marks)
- (d) (i) Design a form for the table and add an appropriate title. Save it as **STD Form**. (02 marks)
- (ii) Use the form to enter the biodata. (03 marks)
- (e) Create a query that displays the students' age and all the other fields for the students who were born after the year 1999. Save the query as **STD Age**. (04 marks)
- (f) Generate a report for the STD Age query and save it as **STD Age Report**. (02 marks)
- (g) Print all your work. (01 mark)

5. (a) Using a desktop publishing software, open a blank page in landscape orientation. Save it as **your name** and **personal number**. (02 marks)
- (b) Insert a calendar month of January 2023 which begun on a Sunday. (04 marks)

Add the following features on the Calendar page:

- (c) A company name written in *Word Art*. (02 marks)
- (d) A company logo from the **IMAGE** folder. (02 marks)
- (e) Contact and address details of the company. (02 marks)
- (f) A captioned image of the company's activities from the **IMAGE** folder. (02 marks)
- (g) Apply appropriate font variations for the days, dates and month. (03 marks)
- (h) Group all the items on the calendar page. (02 marks)
- (i) Save and print your work. (01 mark)