

S850/3

Subsidiary ICT

Practical

Paper 3

JULY/AUG 2024

2 hours

ASSHU ANKOLE JOINT MOCK EXAMINATIONS 2024

Uganda Advanced Certificate of Education

SUBSIDIARY ICT

PRACTICAL

PAPER 3

2 hours

INSTRUCTIONS TO CANDIDATES

- This paper is made up of **five** equally weighted questions
- Answer any **three** questions
- Any additional question(s) answered will **not** be marked
- Check for some information from support folder on the desktop
- Each candidate **must** produce a **hardcopy** for each of their work to accompany the compact Disc

Question 1

- a) Using a word processor open a file named as **DOC.doc**. Save it in your names
(01 mark)
- b) Convert the Name of the organization to upper case and change it with title style.
(02 marks)
- c) Get an image from the folder to act as a logo.
(02 marks)
- d) Bold the words [NUMBER] and [CONTRIBUTION]
(01 mark)
- e) Change the font face of words[NAME] and [ORGANISATION] *comic sans ms*
(01 mark)
- f) Format any one paragraph into line spacing of at least 26pt and change the whole paragraph to italics
(02 marks)
- g) Apply a text boarder on one paragraph in the document.
(01 mark)
- h) In the table, apply a color highlight on the words **D-2** and fill the top most row with one color.
(02 marks)
- i) Merge the cell containing Kamanda with a blank cell below it and change text direction UP.
(02 marks)
- j) Put a water mark of your name in the document
(01 mark)
- k) Create the following table and use a word processing feature to assign each address to the letter
(04 marks)

Name	Organization	Number	Contribution
Mr. Nangwe Ben	New land soil	TEN	1,000,000
M/s. Kalura Iren	Help to help	THREE	4,000,000
Mr. Wema Ssali	Make it part	SEVEN	8,000,000

- l) Save and print the letter.
(01 mark)

Question 2

- a) The spreadsheet used in this question shows heights of men in three categories A, B and C. open a file called **Dat.xls** and save it in your names (02 marks)
- a) Activate all borders on the table. (01 mark)
- b) Include an appropriate title and merge the cells containing it. (02 marks)
- c) Rename the sheet as your name (01 mark)
- d) Apply functions to determine the following
- i. Average height for **Category A** (01 mark)
- ii. Number of men in **Category C** whose heights are either equal or more than 178cm. (01 mark)
- iii. The modal height in all the Categories. (01 mark)
- e) The data collected is to be used to by the volleyball team to register members of particular heights, using the following selection system
- ❖ Below or 173cm to comment as **Short**
 - ❖ Below or 176cm to comment as **Normal**
 - ❖ Others are to comment as **Extra**
- Use an appropriate function on **Category B** data to assign comments. (03 marks)
- f) Create a **bar** chart to compare heights of only Categories **A** and **B** indicating the title and Axes (04 marks)
- g) Transfer your chart to a new sheet. (01 mark)
- h) Rotate labels in the row containing **Ref** and **Heights** to an angle more than 40° . (01 mark)
- i) Put a footer of your name. (01 mark)
- j) Save and print your work. (01 mark)

Question 3

- a) Create a data base and save it as **your name** (01 mark)
- b) Design the table below with the following adjustments and populate it. Save it as **Book table** (04 marks)
- Field size for book title =15 (01 mark)
 - Date format = d/m/yy (01 mark)
 - Use lookup wizard to enter Pub Name (01 mark)
 - Validation rule for number in stock = "not below 10" (01 mark)

B No	BT title	B Author	stock Balance	Pub Name	Date Released
M001	Land in Africa	Namoso Richards	50	Robert	12/12/1990
M002	European history	Henry Dani		Benta	10/03/2000
M003	Lampard the shooter	Rutu Topher	30	Robert	12/05/1999
K001	Pitaz lands	Isaac Hamza		Robert	12/03/2000
K002	Geography	Opera Sandra	55	Robert	04/05/2005
K003	Mountain insects	Wangwe Badru	40	Abote	01/03/2005
R001	Computer studies	Riguth David	12	Kema	20/03/1999

- c) Create a form that will help to feed data into the table and supply a formula to double the stock for each book and save it as **Entry form** (03 marks)
- d) Insert a header of your name in the form (01 mark)
- e) Create a query that will filter only books published by Robert with book titles starting with letter L or P save it as **Manda Query** (02 marks)
- f) Create another query that will display all books released on the 3rd day of each month but not in stock. Save it as **Third Query** (02 marks)
- g) Produce a report from the query called Manda and save it as **Final report** (02 marks)
- h) Print all your work (01 mark)

Question 4

- a) Using a presentation application open a file called PPT. PPT that shows samples of children for a particular research and save it as your name. (02 marks)
- b) On a slide master, make the following adjustments
- i. All titles should be presented in color (01 mark)
 - ii. Second level font to appear underlined (01 mark)
 - iii. Place an image in one corner of the slide and adjust dimension as 1.5 inches height and 2 inches width. (02 marks)
- c) Insert slide four with a blank layout and type the word GROUPS using word Art (02 marks)
- d) Insert a labeled pie- chart in percentages to presentation the following data graphically (04 marks)
- | | | |
|------|----------|-----|
| i. | County 1 | 150 |
| ii. | County 2 | 260 |
| iii. | County 3 | 300 |
| iv. | County 4 | 120 |
- e) Apply different gradient color background on two slides apart from slide four (02 marks)
- f) Include Speaker notes on slide four as *Areas of concern* (01 mark)
- g) Create a direct link between slides two and four. (01 mark)
- h) Activate an updating date and header of your name (02 marks)
- i) Full time for the presentation to move automatically should be 40 seconds (01 mark)
- j) Print your work as handout with all slides on one sheet (01 mark)

Question 5

- a) Open the file called **Resta.pub**. Save it as your name. *(01 mark)*
- b) Design a food menu with the following specific adjustments
- Page Width 7 inches and Height 10 inches *(02 marks)*
 - Divide the page into two columns separated from each other with a gap *(03 marks)*
 - Insert relevant images placed appropriately against their prices *(05 marks)*
- c) Using Word Art, put the name of the restaurant of your choice. *(02 marks)*
- d) Change the page back ground to an appropriate color *(01 mark)*
- e) Insert Art page borders *(02 marks)*
- f) Design a simple logo for the restaurant *(03 marks)*
- g) Print the menu and save the changes *(01 mark)*

END