SUB ICT UNEB PRACTICAL QUESTIONS ON ELECTRONIC PUBLICATIONS

UNEB SAMPLE EXAM PAPERS Subsidiary ICT (PRACTICAL) Paper 2   2013 Qn5

SAMPLE QUESTION PAPER

Using a suitable publishing software, design eight identical business cards tiled on A4 page size, 3.5″ width and 2″ height.   *(06 marks)*

(a)   The cards' layout and spacing is as follows;

      (i) left and right margin should be 0.5″   *(01 mark)*
      (ii) top and bottom margins 0.7″   *(01 mark)*
      (ii) the vertical and horizontal gap between cards 0.6″   *(01 mark)*

(b)   The details of the card are:

      (i)   A logo of the company at the left hand side of the card. Provide the logo.   *(03 marks)*
      (ii) A company name of your choice.   *(01 mark)*

      (iii) Job title. e.g Managing Director.   *(01 mark)*
      (iv) Your name e.g Aisha Kainembabazi.   *(01 mark)*
      (v) Contact address, phone and e-mail.   *(01 mark)*

(c)   Include crop marks around each card.   *(02 marks)*

(d)   Save the publication as "my business card"   *(01 mark)*

(e)   Print your work.   *(01 mark)*

Subsidiary ICT (PRACTICAL) UNEB Paper 2   2013 Qn1

1. Use any desktop publishing software to design a certificate of excellence for **Kiryamenvu Senior Secondary** Senior Six (S.6) candidates who have excelled in the following application packages: Ms Word, Ms Excel, Ms PowerPoint, Ms Access and Ms Publisher. Provide space for signatures of the head teacher and head of ICT department. *(10 marks)*

(a) Adjust the paper size to a width of 11 inches and height of 8.5 inches. *(02 marks)*

(b) Insert clip art to represent the owners photograph.   *(02 marks)*

(c) Use your name as the owner of the certificate.   *(02 marks)*

(d) Use your name and personal number in the footer.   *(02 marks)*

(e) Save and print your publication.   *(02 marks)*

Subsidiary ICT (PRACTICAL) UNEB Paper 3   2013 Qn3

   (a) Using any publication software, design a business card using details below. *(05 marks)*

COMPANY NAME: EUNIBERT INTERNATIONAL LTD
                                           P.O BOX 9298 KAMPALA
                                         TEL: 07740775582
                                            +2547089179
TITLE: MANAGER
CARD OWNER: *Use your name*
DEALERS IN: STATIONERY, COMPUTERS
EMAIL: *Use your email address.*

(b) Adjust the orientation to portrait.   *(02 marks)*
(c) Insert a logo of three letters.   *(02 marks)*
(d) Insert a clip art behind the text.   *(02 marks)*
(e) Apply a word art to your company name.   *(02 marks)*
(f) Apply font colour, font styles and design.   *(03 marks)*
(g) Make six identical cards per page in your publication.   *(03 marks)*
(h) Save your work as **Business Cards**.   *(01 mark)*
(i) Print your work.   *(01 mark)*

Subsidiary ICT (PRACTICAL) UNEB Paper 2 2014 Qn4

4. Your elder sister plans to make a birthday party for her daughter. You have been assigned to design an **Invitation Card** for the guests.

(a) Using appropriate publishing software, create an invitation card that fit on an A5 landscape page.   *(02 marks)*

(b) (i) Use WordArt to write the main subject of your invitation as "CRYSTAL'S BIRTHDAY PARTY".   *(01 mark)*
   (ii) Change the WordArt outline to a dotted line.   *(01 mark)*
   (iii) Use an appropriate fill colour for the WordArt text.   *(01 mark)*

(c) Using text boxes, personal creativity and design skills, appropriately layout the text below on the rest of the card area.   *(06 marks)*

Baby Crystal invites the company of………………………….to her second birthday on

Sun-30ᵗʰ Nov 2014.

Time: 2:00pm.

Come and Join us at Mariaz Gardens as we play, eat and sing with Crystal.

Lots of fun:

The bouncing Castle, Swimming in the through-carry your swimming costumes.

- Emphasize the Date, Place and Time.
- Vary fonts, sizes and colours
- Use appropriate line spacing.

(d) Insert at least 3 relevant clip arts.   *(03 marks)*

Turn Over

(e) Insert a header of your name and personal number. *(01 mark)*
(f) Apply a suitable background texture. *(01 mark)*
(g) Include an **Auto-Shape** with number "2" inside it.
- Use appropriate fill colour for both auto-shape and number. *(02 marks)*

(h) Save the card as Crystal Invitation-Card. *(01 mark)*
(i) Print the card. *(01mark)*

Subsidiary ICT (PRACTICAL) UNEB Paper 3   2014 Qn5

(a) Using a publishing software, design an identity card with the following information below.
(14 marks)

Identity card heading: Organization name of your own choice in WordArt format

Address:	P.O Box 234 Kampala
Telephone:	0413556887
Email Address:	Organizational Email address
Website:	Organizational website
Employee Name:	Your name
Position:	ICT Manager
ID Number:	2014/115
Date of issue:	01/01/2014
Expiry date:	01/01/2016

(b) Add an image to act as the owner's photograph. *(02 marks)*
(c) Insert an appropriate logo. *(02 marks)*
(d) Save and print your work. *(02 marks)*

Subsidiary ICT (PRACTICAL) UNEB Paper 3   2015 Qn3

Use publication software of your choice to design a library brochure of Katale Secondary School.
In your design, take into account the following.
(a)   Divide the page into three identical parts. *(06 marks)*
(Your layout should look like this)

Brief introduction about the library	The stock of text books in the library	Library services

Panel Two

Library Regulations	School Address	Face of the Brochure.

(b) Make a brief introduction about the library in two sentences. *(02 marks)*

(c) List five text books of your choice in the stock of text books. *(02 marks)*

(d) Give at least **two** library services. *(02 marks)*

(e) Outline at least **two** library Regulations of your choice. *(02 marks)*

(f) For the address use: *(01 mark)*

<div align="center">
Katale Secondary School
P.O Box 1294, Gulu-Uganda
www.katalesecasch.ac.ug
</div>

(g) The face should have the heading as KATALE SECONDARY SCHOOL LIBRARY.
Centre the heading with font size 26.5. *(02 marks)*

(h) Add a clip art object of your choice in the place of the logo. *(01 marks)*

(i) Save your work with your name and personal number. *(01 mark)*

(j) Print your work. *(01 mark)*

Subsidiary ICT (PRACTICAL) UNEB Paper 2   2015 Qn3

Titus is the new Marketing Manager of a company called "Inspirational Aspirations Ltd". The company is located at block 110, 7th street of industrial area. The contact address is P.O Box 130, Nakasero. His email address and telephone contacts are tmakrketing@inspirationalaspiration.com and +256414285193 respectively.

Using a desktop publishing application of your choice, help Titus to come out with a designer "Business Card" through the following activities.

(a) Use an appropriate design to make eight identical cards per page. *(02 marks)*

(b) Save your publication as "your name". *(01 mark)*

(c) Using a ruler guide measure, take the following card dimensions-width 3.5 inches and height 2 inches. *(02 marks)*
(d) Design one card with following details. Company logo of your choice, Company Name; Name of employee; Designation; Location; Contact Address; Email and Telephone contacts. *(10 marks)*
(e) Select all the contents on the card and group them into one object. *(02 marks)*
(f) Apply an appropriate background colour to your card. *(01 mark)*
(g) Insert your name and personal number as a footer. *(01 mark)*
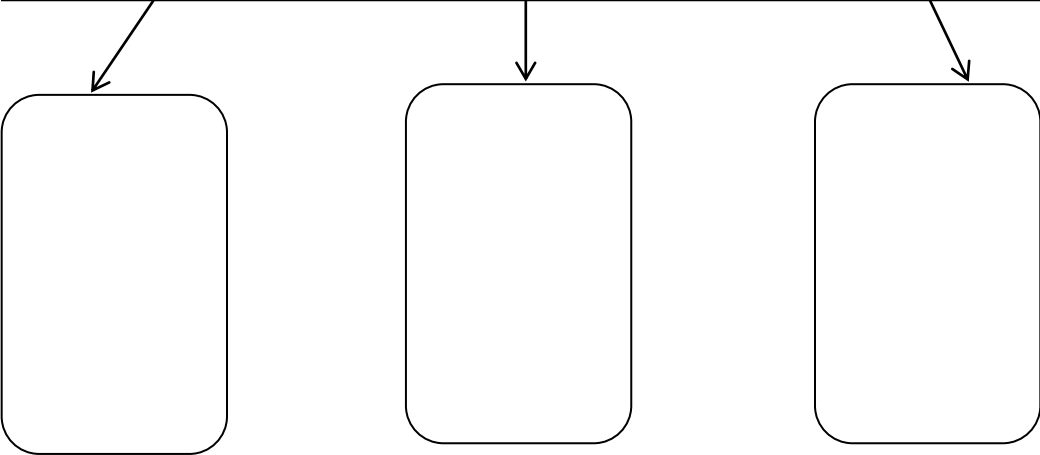(h) Save and print out a copy of your work. *(01 mark)*

Subsidiary ICT (PRACTICAL) UNEB Paper 2   2016 Qn5

Nalongo Secondary School is preparing to host old students for the annual feast on 14th December at the school. You as the General Secretary of the old Student's Association, you are required to design an **Invitation card** for the Old students.

(a) Use a suitable Publishing software to design the card and include the following signatories at the bottom: *(10 marks)*

  (i) *Head teacher*

  (ii) *Chairperson*

  (iii) *General Secretary* (**type your name**)

(b) Include on the card an appropriate logo. *(03 marks)*
(c) Insert attractive border art on the card. *(02 marks)*
(d) Produce 3 copies of the card which can fit on the same page. *(02 marks)*
(e) Save your work as your name and personal number. *(02 marks)*
(f) Print your work. *(01 mark)*

Subsidiary ICT (PRACTICAL) UNEB Paper 3   2016 Qn5

(a) Using any desktop publication software of your choice, create the document below as it. *(05 marks)*

HAND WASH TODAY!

| Why wash hands? | When do I wash? | Challenges in hand wash? |

(c) Insert bullets on the text in the auto shapes. *(02 marks)*
(d) Fill shapes and background with light colours of your choice. *(03 marks)*
(e) Enhance the arrows connecting the auto shapes with a 3pt weight size. *(02 marks)*
(f) Insert the picture from the file **NO GERMS.rtf** in the title text box. *(03 marks)*
  Resize the picture to fit in the textbox.
(g) Insert footer as your name and personal number. *(01 mark)*
(h) Save and print your work. *(01 mark)*

Subsidiary ICT (PRACTICAL) UNEB Paper 2   2017 Qn4
(a) Use a publication software to open the file **phone.pub** and save it as your name and personal
number. *(02 marks)*
(b) Insert a text box of height 0.791″ and width 8.936″ on the top most part of the page and do the
following; *(01 mark)*
  i.   Type **"YUNNO SENIOR SECONDARY SCHOOL"** *(01 mark)*
  ii.   Change the font type to *Rockwell condensed* size 28 and any colour *(02 marks)*
  iii. Insert a logo of your choice in any appropriate position of the text box. *(02 marks)*
(c) (i) Insert any two pictures from the folder images, in the position labelled **No1** and **No2**. Resize
the pictures to fit in the text boxes. *(02 marks)*
(ii) Type "Invitation to silver jubilee celebrations" between the two images and change the font type
to *Old English Text MT* size 24. *(03 marks)*
(d) Group all the layout objects. *(02 marks)*
(e) Type the following text in the area marked **Z** and centre align it. *(03 marks)*
  Dear

  Mr/Mrs/Rev/Hajji……………………………………………………………

  You are hereby invited to attend the schools silver jubilee celebrations due to take place on

  15ᵗʰ December this year at 10:00am at the school's Rwakanengyere square.

(f) Type in your name as the recipient of the invitation. *(01 mark)*
(g) Save and print your work. *(01 mark)*

Subsidiary ICT (PRACTICAL) UNEB Paper 3   2017 Qn2
As an ICT student, you are required to use a suitable publication software and design a font cover
page for the magazine called Agriculture *for Better* as follows.
  a)   Use appropriate layout, paper balance, font variation and relevant pictures. Save it as
       your name and personal number. *(10 marks)*
  b)   Insert a clip to represent the writer at the bottom of the cover. *(02 marks)*
  c)   Use your name as the author of the magazine. *(01 mark)*
  d)   Insert automatic current date to appear as the date of publication. *(02 marks)*
  e)   Apply suitable background for the cover. *(03 marks)*
  f)   Insert your name and personal number as header. *(01 mark)*
  g)   Save and print your work. *(01 mark)*

Subsidiary ICT (PRACTICAL) UNEB Paper 2   2018 Qn5

Use Desktop publishing software to prepare a brochure for **JK Computer Center** with the following details.

Company Name: JK Computer Center
Motto: Computer skills for better standards.
Location: Seventh Street, Jinja Road
Address: P.O Box 23, Kampala
Telephone Contact: 0773458098, 0712070797, 0707587473
E-mail Address: jkcomputercenter@yahoo.com
Website: http://www.jkcomputer

Introduction: JK Computer Center is a home of computer services and accessories. We have customer centered service providers. Please come and enjoy our excellent services.

Services offered: Internet services, Printing, Photocopying, Scanning, Binding, Mobile Money, Computer and phone repair, Computer and phone accessories, Airtime selling, Telecommunications services, Report writing, Typing and Computer lessons.

(a) Divide each page into three panels.	*(03 marks)*
(b) Enter the given details in suitable panels.	*(08 marks)*
(c) Use appropriate images, fonts and background in the brochure.	*(06 marks)*
(d) Add your name and personal number as footer.	*(01 mark)*
(e) Save your brochure as your name and personal number.	*(01 mark)*
(f) Print your work.	*(01 mark)*

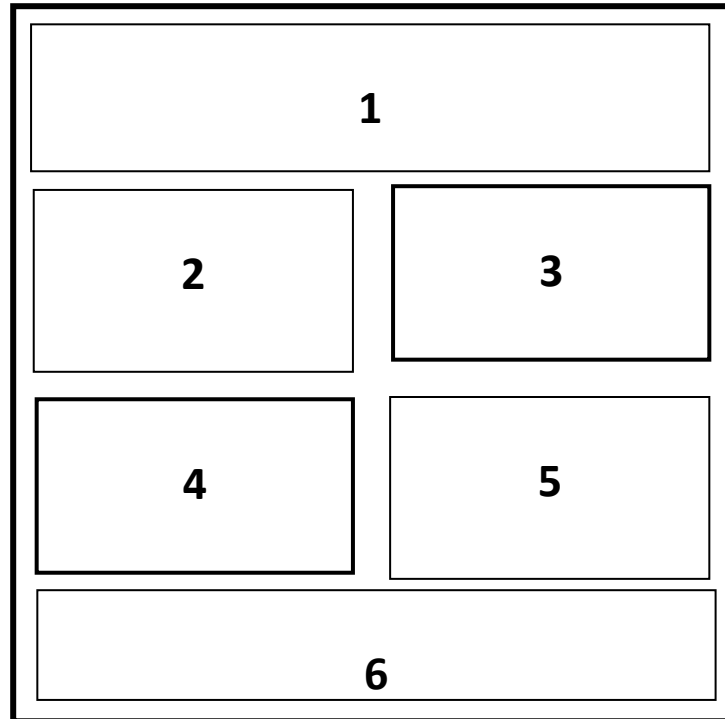**Subsidiary ICT (PRACTICAL) Paper 3 2018 Qn5**

(a) Using a publishing software, design a certificate of merit to be awarded to participants in a debating competition. The motion of the debate is **The Teaching of ICT has brought more positive effects that negative effects**. Save your work as your name and personal number.
(02 marks)

(b) Set the dimensions of the certificate to width 11 inches and height 8.5 inches. *(02 marks)*

(c) Provide an appropriate title and apply *Word Art* in the title. *(03 marks)*

(d) (i) Use relevant content of a certificate and also include the motion of the debate.
(05 marks)

(ii) Include your name and the recipient of the certificate. *(01 mark)*

(e) Insert any logo from the folder **Images**. *(02 marks)*

(f) Use a suitable background for your certificate. *(02 marks)*

(g) Apply a border to enclose your certificate. *(02 marks)*

(h) Save and print your certificate as your name. *(01 mark)*

Subsidiary ICT (PRACTICAL) Paper 3 UNEB 2019 Qn4

1. (a) Using any publication software, create a blank page as shown below.
Save it as your name and personal number. (*04 marks*)

```
┌─────────────────────────────────────┐
│  ┌───────────────────────────────┐  │
│  │                               │  │
│  │               1               │  │
│  │                               │  │
│  └───────────────────────────────┘  │
│  ┌──────────────┐  ┌──────────────┐  │
│  │              │  │              │  │
│  │      2       │  │      3       │  │
│  │              │  │              │  │
│  └──────────────┘  └──────────────┘  │
│  ┌──────────────┐  ┌──────────────┐  │
│  │              │  │              │  │
│  │      4       │  │      5       │  │
│  │              │  │              │  │
│  └──────────────┘  └──────────────┘  │
│  ┌───────────────────────────────┐  │
│  │               6               │  │
│  └───────────────────────────────┘  │
└─────────────────────────────────────┘
```

(b) Use Link text boxes 2 and 6 such that information in text box 2 flows to text box 6.

(*02 marks*)

(c) Open the given file News letter (*01 mark*)

(d) Copy all the text in the first and second paragraphs from the file **News letter** and paste it in textbox 2. (*01 mark*)

(e) *Drop Cap* on the first paragraph in text box 2. (*01 mark*)

(f) Copy the last paragraph from **News letter** and paste it in text box 5. (*01 mark*)

(g) In text box 1 type a suitable heading for the Newsletter article. (*01 mark*)

(h) Using WordArt, type the word **Daily Brian** on top of text box 1 as the name of the Newsletter. (*02 marks*)

(i) Load an image **Birds** from the folder **Images**. (*03 marks*)

    i.   Fit it in the text box 4.

    ii.   Flip the picture horizontally.

(j) Load another image **Lands.JPG** from the folder **Images** and fit it textbox 3. (*02 marks*)

(k) Insert a footer of your name and personal number. (*01 mark*)

(l) Save and print your work. (*01 mark*)

Subsidiary ICT (PRACTICAL) Paper 3   UNEB   2019 Qn2

Use a Desktop Publisher to design a four-page **THANK YOU CARD** for your best teacher with the following guidelines:

(a) Select a blank ½ *A4-Top Fold* paper size. *(02 marks)*

(b) **PAGE 1**: Use *Word Art* features to design the individual characters of the word THANK YOU. *(04 marks)*

    i. Include relevant *Clip Art* or other images.

    ii. Lay out all the content appropriately to form an attractive face page.

(c) **PAGE 2**: Use appropriate formatting features to add a two-line text thanking your teacher. The text should be inverted. *(03 marks)*

(d) **PAGE 3**: Type a more detailed message of appreciation to your teacher and format the page appropriately. Include your teacher's name and sign off with your name and subject combination.

(04 marks)

(e) **PAGE 4**: At the bottom of the page in thin font, type the details of the company which will print the card. *(03 marks)*

(f) Insert a header of your name and personal number on page 1 and page 4 of the card. *(02 marks)*

(g) Save and make a print out of your card. *(02 marks)*

Subsidiary ICT (PRACTICAL) Paper 2   UNEB   2020 Qn2

A community ICT skills workshop was organized by LUBABU Secondary School. Certificates of Completion are to be awarded to participants who attended the workshop for two weeks.

Using a publishing software, you are required to design the certificate of completion.

(a) Create a layout for the Certificate and save it as your name and personal number. *(03 marks)*

(b) Open the file **Document** and insert the text appropriately in your layout. *(06 marks)*

(c) Insert appropriately any picture as a logo from the **Image.** *(03 marks)*

(d) Use relevant signatories for your certificate, period of the workshop and venue. Place them in appropriate locations. *(03 marks)*

(e) Create three page border lines of **12** points each, with three different colours. *(02 marks)*

(f) Insert your name and personal number in the page footer. *(02 marks)*

(g) Save and print your publication. *(01 mark)*

Subsidiary ICT (PRACTICAL) Paper 3   UNEB   2020 Qn5

(a)   Using a publication software, design a card of appreciation to an employee for special services rendered to an institution as follows:

(04 marks)

    (i)   Create a blank page.

    (ii)   Change the page to landscape orientation.

    (iii)   Set the dimensions to 8" by 8".

    (iv)   Set all margins to 1.1".

(b)   Insert the relevant text in the card.

(04 marks)

(c)   Apply Boarder Art of your choice around the card.

(02 marks)

(d)   Enhance your card with appropriate background, colour and text fonts.

(03 marks)

(e)   Insert on the card a logo of your choice.

(03 marks)

(f)   Type your name in a coloured font as the person to be appreciated.

(02 marks)

(g)   Save your card as your name and personal number.

(01 mark)

(h)   Print your card.

(01 mark)