

**840/1**  
**INFORMATION AND  
COMMUNICATION  
TECHNOLOGY (ICT)**  
**Paper 1**  
**2024**  
Time:  $2\frac{1}{4}$  hours

**MATIGO EXAMINATIONS BOARD**  
INFORMATION AND COMMUNICATION TECHNOLOGY (ICT)

**Paper 1**

**Theory**

2 hours 15 Minutes

**INSTRUCTIONS TO LEARNERS:**

- ✓ This paper consists of two sections; A and B. It has five examination items.
- ✓ Section A has one compulsory item.
- ✓ For section B has two parts; I and II Answer one items from this section.
- ✓ Answer three examination items in all.
- ✓ Any additional item answered will not be scored.
- ✓ Try to be elaborate enough while giving your ideas. use of appropriate examples and illustrations in your responses will lead to more satisfaction.
- ✓ All answers must be written in the answer booklet(s) provided.
- ✓ Use only blue and black ball point pens.

17cm   Score	
1	10

Habagertka Alexandran  
S.4 Titans  
(001)

## SECTION A

*Answer all items in this section.*

Binene, a versatile supplier, provides schools in his village with a range of essential items, including stationery, dining and kitchen utensils, beans, Posho, Science Lab equipment, and office furniture. Over the past six months, he has received three separate requests from clients to supply computers and other digital equipment, which he declined due to his limited knowledge of suitable digital equipment for schools and concerns about potential high costs associated with repairs or replacements. Despite this, Binene is determined to expand his business and recently visited an electronics store, where he was handed a flyer showcasing their products.

**Hint:**

*Some of the items listed on the flyer given to Binene*

- |                      |   |
|----------------------|---|
| 1. Smartphones       | 10. Antivirus software                          |
| 2. Laptops           | 11. Home audio systems                          |
| 3. Tablets           | 12. Accessories (chargers, cables, cases, etc.) |
| 4. Desktop computers | 13. CC-TV cameras                               |
| 5. Digital Cameras   | 14. UPS (APC)                                   |
| 6. Microsoft Windows | 15. Printers                                    |
| 7. Headphones        | 16. LCD Projectors                              |
| 8. Gaming consoles   | 17. Projector screens                           |
| 9. Televisions       | 18. Heavy duty multipurpose Printers            |

**Task:**

- (a) As one of his friends, Binene has approached you concerning his challenge; prepare a write-up advising him on which ICTs are likely to be requested by schools.
- (b) Recommend measures that can be taken to reduce the breakdown rate and physical security if such ICTs are bought by the schools.

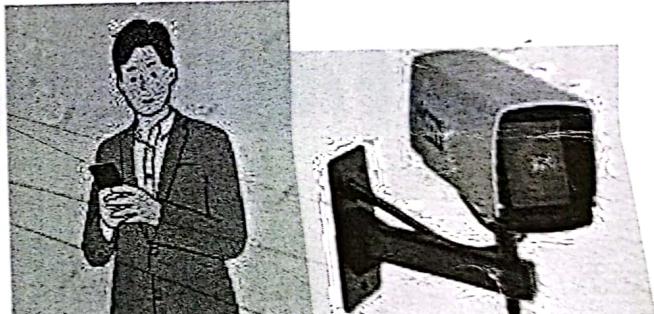
On 1

↗  
ICT Tools → measures

4.  
measures

**SECTION B***This section has two parts; I and II***PART I***Answer one item from this part.***Item 2**

Mr. Ssevunza, a businessman, owns a juice processing and packaging factory where he employs a significant number of workers. Despite paying them a substantial amount, he constantly complains about their incompetence and laziness. Recently, he was advised to consider implementing a computerized system to automate certain tasks, potentially replacing some employees and enhancing overall efficiency and productivity. In his opinion, adopting the technology would not help him achieve his goals and business objectives.

**Task:**

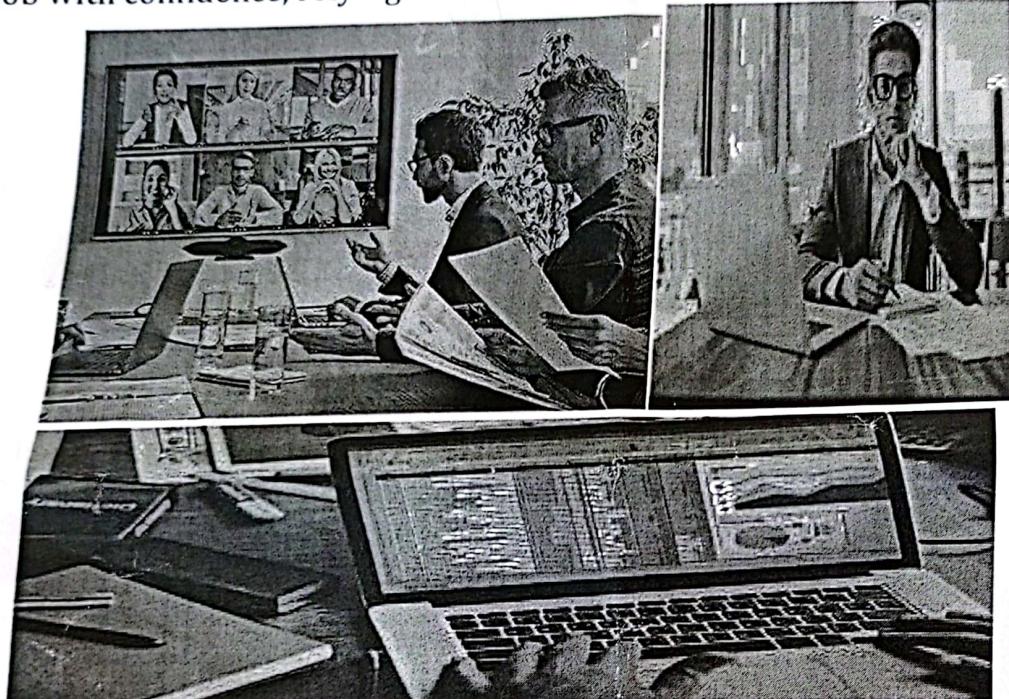
- As an ICT student discuss how this change will help Mr. Ssevunza to overcome the challenges and improve his business.
- Suggest ICT tools Mr. Ssevunza's procurement officer will include on the list in order to support the new innovation.

Apply a watermark

Apply different design

### Item 3:

During the term three holidays, your brother, a sixth-form leaver, was offered a job at a local company as a data entry clerk and systems administrator. His responsibilities included managing company documents, formatting and editing, handling customer emails, mathematical calculations, designing marketing materials like flyers, and other tasks. He soon realized that all these tasks required proficiency in computer applications and other ICT tools, as well as competent computer skills. However, during his high school years, he did not take ICT as a subject, and all the ICT skills he acquired were learned from you through the training sessions you conducted during the holidays. Despite this, he accepted the job with confidence, relying on the knowledge and skills you had taught him.



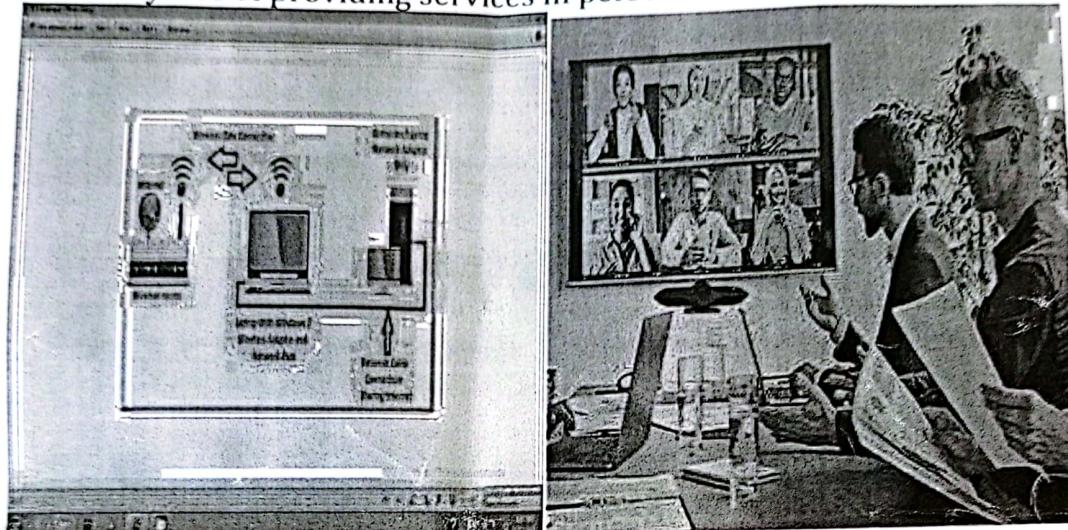
#### Task:

- a) Make a write up guiding him on how best he can use the ICT knowledge to manage the task ahead of him so that he can keep working in the company to avoid being unemployed.
- b) Discuss the safety precautions he will observe for proper maintenance and care of users and ICT tools.

**Part II**  
*Answer one item from this part.*

**Item 4.**

Mr. Kalegeya Abdul-salaam, a seasoned business consultant and political analyst, has been featured on various media platforms for over a decade. Despite his extensive experience, his financial situation has not improved significantly due to low payments and frequent delays. While conducting online research, he successfully established partnerships with two consulting firms, one based in the United States and the other in Singapore. These partnerships will enable him to offer consulting services, but he is finding it challenging to adapt to the new digital platform after years of providing services in person.



**Task:**

Guide Mr. Kalegeya Abdul-salaam on every procedure he can employ to keep managing the task so that he doesn't give up on his dream opportunity which could uplift his financial status.

1  
216  
2 15  
43 1

**Item 5.**

The government of Uganda has announced plans to boost Savings and Credit Cooperatives (SACCOs) in various districts by providing funding. A women's SACCO is eager to apply for this opportunity, but the group is concerned that its members might miss out if they don't act quickly. To access the funds, they must fill out an online template with their SACCO's details before the fast-approaching deadline. However, the chairperson of the SACCO is struggling to download, complete, and submit the form to the district website due to her limited ICT skills. The template, shown below, must be filled out accurately to secure the funding.

## PROJECT APPLICATION FORM

PROJECT ID NO.....

**1.0 Project identification information** (Assigned by the District Focal Point Person after project Approval)

**1.1 project name**.....

**1.2 component (i.e., Skills Development or livelihood support)** .....

**1.3 sector (i.e. Agriculture, trade & industry etc)**

.....

**1.4 project type (e.g. Dairy production, carpentry, fish farming etc.)** .....

**1.5 project location:**

Village/cell..... parish /ward.....

Sub-county/division/town council.....

District.....location (tick appropriate box): Rural  Urban

**1.6 project contact person (Name & Telephone of Chairperson of the intent group):**

**1.6 Name** ..... **Telephone**.....

### Task:

The chairperson approached you to guide her through the required procedures. Prepare a presentation indicating the necessary steps and ICTs in order to achieve the task.

**END**

**(+256780413120)**

## (Section A)

### A REPORT ADVISING BINENE ON THE ICTS THAT ARE LIKELY TO BE REQUIRED IN SCHOOL

ICT tools are tools used to for communication with the help of technology in terms of information. ICT tools make our work easy because they ease communication and make life easier for people especially in schools.

#### Proceedings:

This information was acquired by the help of an ~~a~~ senior Four ICT student.

#### Findings:

I would advise Binene to purchase:

##### • Desktop computers:

These computers are used by ~~use~~ students who take ICT as a subject in the computer laboratory for lesson administration and understanding or they are used by other students for research purposes, for attending online lessons during weekends and for further communication.

##### • Laptops / PCs:

These are mobile and flexible computers. They can be used anywhere. They are easy to handle unlike desktop computers which have speakers connected to them, CPU (Central Processing unit) and a system unit. Laptops can be moved from one place to another which encourages multitasking. These laptops can be used by teachers to set exams, conduct online lessons for students who are not around, displaying the work on the board using VGA or HDMI cables which are connected to a projector to display work.

These laptops can also be used by students for research, interacting with fellow students abroad or outside their schools but with the help of the internet.

##### • WiFi routers:

These are used as sources of internet. They are ~~can~~ <sup>be</sup> put in every classroom to ease work for the teachers who hold online classes and for the students who enjoy carrying out research.

##### • Antivirus software:

This is a very essential aspect because it protects laptops and computers from virus invasion hence protecting data and preventing its loss.

##### • Microsoft Windows:

This is an operating system required in every

desktop computer or laptop to work accordingly. Some other laptops use LINUX, IOS so when you are buying or purchasing laptops, you should first inquire about the operating systems required in each computer or laptop.

#### • CC-TV cameras:

These are used for monitoring the school environment as a way of promoting security in school.

#### • Accessories (chargers, cables, cases etc.)

These are used for charging laptops e.g. the chargers, cables act as communication devices because they transmit commands from one device to another. For example a laptop or computer connected to a printer using a cable. And the cases to protect the inner parts of devices for example the CPU needs a case to prevent rusting of the cables connected to the CPU, the motherboard and to also prevent shocks.

#### • Printers:

These are output devices that turn a softcopy on a computer into a hard copy. These devices are used for printing exams papers, homework and timetables.

There are two types of printers, the laser jet printer and the inkjet so you choose the right printer according to each one's characteristics.

#### • Projector screens:

These are used in classes to enable/enable display of work from a projector. These screens enable students to see projected work easily.

#### • Smartphones:

These are like luxury devices children can own during their free time for entertainment for example watching movies on netflix, doing tiktok videos and so much more.

#### • Headphones:

These are devices used to output audios. These devices can be used during online classes especially by the teachers to enhance the sound.

#### Conclusion:

I hope that it has been of great importance to you

and I hope that the ICT tools I have advised you to get were also on your mind and I hope you take them <sup>your</sup> in considerable options.

#### Recommendations:

I recommend the use of maintenance tools such as a screw driver, dust pans, blow dust blower and so many others to be used in ensuring that dust is kept away from the computers to prevent them from jamming.

I recommend the ICT teacher to ensure that after using the computers, they should all be switched off.

I recommend the ICT teacher to prevent children from entering into the laboratory with drinks or food to prevent accidents that may spoil the devices.

I recommend the ICT teacher to ensure that all switches are turned off after charging the laptops and the chargers are unplugged.

I recommend the ICT teacher to keep the devices away from water to prevent them from getting spoiled.

(And) I recommend all the computer users to apply / install their antivirus softwares to prevent or avoid any virus attacks and they should avoid using illegal websites.

a report compiled by;

Afua

ALEXANDRA NABAGEERBKA

### Item ③ (Section B)

#### Part ①

- Overusage of ICT tools brings about Repetitive Strain Injuries.

14

These injuries are both physical and psychological. Physical injuries are injuries that affect body parts used to manipulate ICT tools/devices for example backache due to bad sitting posture, eye pain due to the screen's brightness, shoulder pain due to the frequent typing activities.

Ph: Psychological injuries are cognitive or emotional injuries that affect a person's lifestyle, the way one thinks, behaves and talks. Such injuries include depression, stress, frequent headaches and loneliness.

Safety precautions to take while using ICT tools to prevent such injuries:

Maintain a good sitting posture to avoid both shoulder and back pains.

Adjust the lighting on your devices to prevent eye complications.

Take frequent breaks to avoid muscle cramps and pain.

Interact with your colleagues time to time to avoid the depression and stress to cheer you up.

Advocate for usage of adjustable chairs to ensure comfortability.

Drink a lot of water to prevent those frequent headaches from disrupting with your work.

Do regular exercises everytime you are free to release the stress and also improve on your body fitness to avoid obesity.

Ensure to eat a balanced diet that contains a lot of fruits for nutrition purposes especially Vitamin D and A to reduce muscle cramps and enhance your eyesight respectively.

Stretch your body from time to time especially after an hour to increase your body's efficiency and to prevent any form of pain.

Item ⑥  
To manage company documents, format and edit, handle customer emails, mathematical calculations, designing marketing materials like flyers and other tasks, you need different application software on your laptop like:

- Microsoft word for editing, formatting and managing company documents.
- Microsoft excel / Spreadsheet for the mathematical calculations or Microsoft access.
- Publisher which handles all the designing parts including business cards, posters, flyers, billboards etc

### Microsoft word:

This application contains different fonts, font sizes, colours, table insertion, watermarks, word art, calculations as well, formatting texts, drop caps, text highlighting in different colours, text colour, insertion of page headers, footers, page numbers, images, shapes of whatever choice you may desire.

There is insertion of borders / designing your document with borders of different shapes, colours and sizes.

All these tools are found on the tool bar when you open word / Microsoft word on your laptop.

### Spreadsheet (Microsoft excel):

This application is where all calculations regarding businesses is carried out. These calculations are done either using formulas which are equations used to work upon different data expressions or values in excel or "functions" prefix which refers to pre-defined formulas -

These involve usage of Sum ( ), Average ( ), Product ( ), Rank ( ), IF ( ), Difference / Subtraction ( ).

#### Sum:

Used to calculate the total.

#### Average:

Used to calculate average or mean mark / score.

#### Product:

Used to calculate the product of various values.

## Rank:

Used to rank values from smallest to biggest, biggest to smallest.  
IF:

Used to show the possibility of different values in spreadsheet  
for example if Mr. A person get 50% and above, he has a good and  
the one who has below 50% has a fair-

Formulas in which the use of syntaxes like (\*) for multiplication,  
(-) for subtraction, (+) addition.

There is also use of absolute and mixed referencing to calculate  
profits, net income and gross income, discounts etc.

There is also insertion of charts like piecharts, bar and line  
graphs in terms with the data provided or given.

## Microsoft access:

This involves creating of tables used to create forms, queries,  
and reports.

### Queries:

These are used to analyse data according  
to the required question applied.

Reports and forms are also created using Microsoft Access  
and  
to easily handle managing data or information.

## Microsoft publisher:

It mainly uses various templates of different objects  
required in the question for example create posters, flyers, business  
cards. All templates are available and you can also start from  
scratch.

Publisher is the funniest application because it involves  
manipulation of shapes and colour to create meaningful & colourful  
and relatable items especially in business.

Publisher enables you to design and customise your  
business cards, flyers, posters, brochure etc.

It is a designing application and it is a useful  
in such sectors.

## Item 5 (Section B) • Part ⑪

The required ICT tools include;

- laptop
- WiFi router (Internet source)
- laptop charger (optional)

Procedure;

- The chairperson should open her laptop and head to desktop.
- Refresh the laptop desktop by right clicking in space and clicking refresh.
- The chairperson should open a new folder and name it "SACCO Application" for easy identification and to prevent confusion of documents.
- To open a new folder / to create a new folder, she should right click in space again, click option new and a dialogue box will appear with more options containing Microsoft applications if she has them installed on her laptop, she should click the option of folder.
- After clicking the folder option, a new folder will appear on your desktop, right click on the folder and click on the option of renaming to name it as "SACCO Application Form".
- After renaming, tap in space and then double tap on the folder to open it.
- After opening the folder, it will show files folder empty so right click in space and choose option new and click on the option of Microsoft Word.
- A new file will be created so right click on the file and choose the option of renaming. Name it as your "SACCO group name" for easy identification when you send it to the government.
- Double tap to open the file. On the task bar, click on the file bar where you will be taken to another setting that has options of "New, Save as, Save, Print etc". Choose the option "New" and different templates will be displayed for you.
- At this point, check through your templates and see if you have any downloaded project application template.
- If not, click the minimizing bar or on the right upper corner of your Word application and on your folder application until you reach your desktop.
- Turn on your WiFi router / mobile hotspot if you are

using a mobile phone for internet. After that Tap on your internet connection icon and then turn on your wifi. Click on the name of your wifi source, insert the password and connect.

• After connecting successfully, tap on your word document application and maximize to full screen. On that page showing templates, there is a "search template" color section whereby you search for the template you need. Search for the "Project Application Form" and click browse. Look for the various templates given and choose the correct one.

• Tap on the template to download. It will take like one minute and click the option download. After downloading click on that template and it will be displayed on a page the other side.

• After displaying on the page, place your cursor where you have to start answering from and double tap to start typing in the spaces provided. Do that for all the spaces provided as you continue to answer all the necessary information.

• After filling in all the necessary information, save your document. You can either press **ctrl S** or click on the file option again on the task bar and choose option "Save." The document will be saved.

• After saving your document, minimize your screen and tap on google chrome. Click on the **⋮** on your right top screen again in chrome. Different applications will be displayed and choose G-Mail. Look for it to load and then tap on the icon "compose" on the left upper screen. A certain dialogue box will appear having

To:	cc Bcc
Subject:	
attach	
Send	Attachment @
Text	

Input the email that you are supposed to submit the application form to and put the reason as to why you are sending the email on the subject option.

Click on attach and an option box will appear. Click on documents and file browsing box will appear, go to desktop and choose the application form folder and press click on open. It will load for sometime and then click on send. It will show that the message /email has been sent but make sure that you are still connected to the internet.