*S850/2*

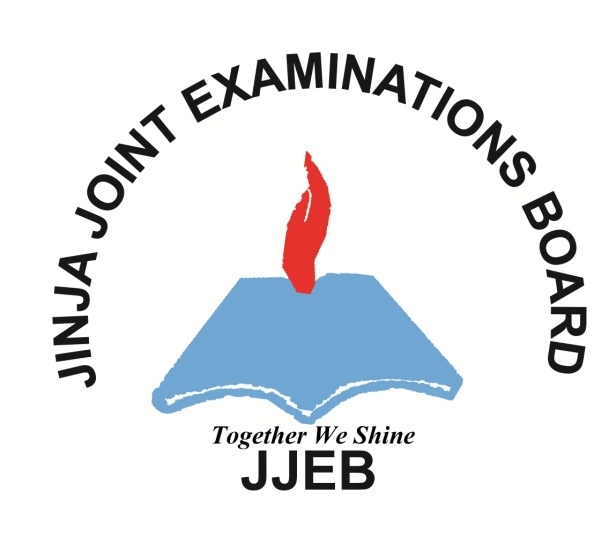
*Sub ICT*

*Paper Two*

*Practical*

*2018*

*2 hours*



**JINJA JOINT EXAMINATIONS' BOARD (JJEB)**

**UGANDA ADVANCED CERTIFICATE OF EDUCATION**

**SUBSIDIARY ICT**

S850/2

**OCTOBER 2018**

**PRACTICAL PAPER**

2 Hours

**INSTRUCTIONS TO CANDIDATES:**

1. *Each candidate is provided with a new* **Compact Disc RO***M where all the work shall be stored.*
2. *Each candidate has a printer connected to his / her computer.*
3. *Each candidate is provided with blank printing papers of A4 size.*
4. *Attempt only* **three** *questions in this paper.*
5. *Use of self help wizard and templates are not allowed.*
6. Using a word processor application, Load the file named **JXTCOMPICT.doc** and save it as **Computer Storage\_Personal Number** in your folder bearing your names.
7. Copy and paste your work on the second page (01 mark)
8. Center, bold, capitalize and double underline the reference of the letter with font size as 18.5 with a 3-D Shadow with 6pt text border surrounding it. (02 marks)
9. Change the font style of the whole text to Futura MdCn BT Style with font size 12 for work on the pasted page (01 mark)
10. Justify all your work (01 mark)
11. Merge the letter to the following recipients. (03 marks)

|  |  |  |
| --- | --- | --- |
| **TITLE** | **SCHOOL** | **ADDRESS** |
| Head of ICT Department | Nabisunsa Girls SS | P.O. Box 8 Nsambya |
| Head of Computer Studies | Green Hills Academy | P.O. Box 50 Kawempe |
| Computer Studies Teacher | St Mary's School Kabojja | P.O. Box 23 Kampala |

1. Use a word generated formula to calculate the Amount and the Total Amounts for QTY Bought Price and Amounts. (03 marks)
2. Include a heart **12PT** art border only to page 2. (01 mark)
3. Apply a texture background as water droplets. (01 mark)
4. Drop cap every First letter in each paragraph with an indent of 0.5cm to the right. (02 marks)
5. Insert image **Diet** to the right of the bulleted list and add a caption as "**Eat Fruits for good Sight as You use computers"** Send the Image behind text. (02 marks)
6. Include page numbers in the format of Page **X** of **Y** in the header. (01 mark)
7. Draw a rounded rectangle below the table to the right of your name, add text that read “\*\*@-**ICT is The Way To Go \*\***” bolded, centered with font size 20. (02 marks)
8. Save your work and make a print out of your three letters. (01 mark)
9. (a) Open a file called **XMADASA.xlsx** that is in you folder and work out the following tasks. Save it as Your names-personal number.
10. Adjust the Column width to 15 inches and row heights to 30 inches. (01 mark)
11. Format the font style/font face to Arial rounded MT bold. (01 mark)
12. Delete the first row and first column to from the data (01 mark)
13. Fix part of the worksheet to remain visible while the rest of spreadsheet scrolls. (01 mark)
14. Using font size 16 in upper case, include the title “**stock of goods**” above the data. (01 mark)
15. Transfer a copy of records within the range **A1:E19** to sheet 2 (01 mark)
16. Apply all boarders on your work. (01 mark)
17. Format all the values in the selling price column with UGX units **By using information on sheet two** (01 mark)
18. Use absolute referencing and data in cell B2 to determine the Discounts on sale. (01 mark)
19. With the help of the following grading system, use IF function to assign grades to the products basing on their discount values. (01 mark)

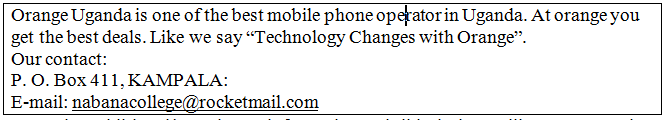
|  |  |
| --- | --- |
| 0 - 4,000 | LOW |
| 4,001 – 5,000 | NORMAL |
| 5,001 – 10,000 | HIGH |

1. Determine the **total discounts** (01 mark)
2. If the government set maximum price for any item sold at 45,000, use a function to determine the number of items that were sold above the government price. (01 mark)
3. In a new column, convert the cost price into US Dollars if the current exchange rate is **1USD = 3,500 UGX** and round off values to **1** decimal place. (02 marks)
4. Use text filters and number filters to filter out items that contain letter “**e**” but whose price on purchase is not greater than **SHS 50,000**. Save it as **Contain e greater50000**. (02 marks)
5. Create a labeled pie chart to include values for USD and name of item. Save it as **USD Pictorial Graph**. Include labels inside end. (03 marks)
6. Print the work on sheet two in landscape & the graph save changes. (01 mark)
7. There will be “***Orange Uganda Expo***” at UMA Show grounds between the 27th and 28th November, 2018. As the Public relations at ORANGE, the CEO has asked you to organize a team and suitable material which you will use to market your PRODUCT at this Exhibition. Using presentation software of your; design a 4-Slide presentation which you will continuously run as you explain to guests who will visit your stall during the exhibition. Save it as **Orange Uganda\_Your Personal Number**.

**Presentation Guidelines:**

1. **Slide 1**

* Use a **Blank** slide layout (01 mark)
* A **Title slide** outlining the basic information about **Orange Uganda Telcom**.
* Use some or all of this information. (02 marks)



Any other additional but relevant information and slide designs will earn you marks. (01 mark)

1. **Slide II**

Use a title only slide layout (01 mark)

Organise the information below in the most appropriate way on this slide. (04 marks)

Highest in hierarchy **FOUNDER DIRECTOR** [Mrs Nasimolo Grace], followed by the **CEO** [Mrs Kigongo Keith], followed by the **EXECUTIVE MANAGER** [Ms. Mutibwa Faith]

The **OPERATIONS MANAGER** [Mr. Opio Rosco], the **HUMAN RESOURCE** [Mr. Wangolobe Nobert] and the **PUBLIC RELATIONS** [Ms. Tumwine Edith] all report directly to the **EXECUTIVE DIRECTOR**.

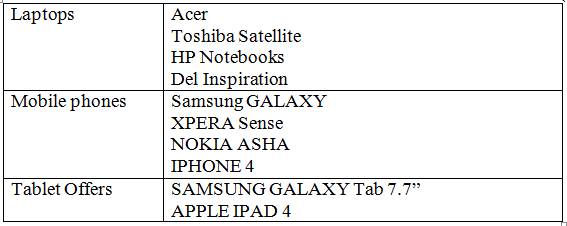
The **ACCOUNTANTS** who report to the **EXECUTIVE MANAGER, EMPLOYEES** and **SUPPORT STAFF** will report directly to the **HUMAN RESOURCE.**

1. **Slide III**

Use a **Title** and **Chart** slide layout (01 mark)

The title of this slide will be **ORANGE EXPO 2018**

In the table on the slide, organise the following products that will be on sale. (02 marks)

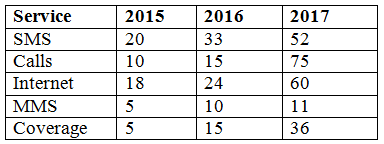


1. **Slide IV**

Use a **Title** and **Chart** slide layout (01 mark)

The title of this slide will be **THE COMPANY GROWTH 2015-2017.**

The table below shows subscriber figures between 2015 and 2017. Use it to generate a column chart that will appear on this slide. (03 marks)



1. **Formatting Guidelines:** (04 marks)

* Insert relevant clip art images and others from support files appropriately.
* Insert a **footer** of your Name slide and Index No. on each of the slides.
* Apply a slow transition, box out, automatically after 02 sec and **fly in** as the animation scheme.
* Use Water image as the background and set transparence to 48%
* Link all slides to one another using action buttons
* Set your presentation with the ability to be **browsed at a kiosk** (02 marks)
* Print all your 4 slides on one page as a handout.

1. Open a database file called **DANDAMAN.mdb** that is in your support folder, Save it as Your Full Names and Personal number
2. Import the data from a file called **MAJANA.xls** that is in the support folder into the database (01mark)
3. In the imported table,

* Rename the table as Mothers (01 mark)
* Change the format of units for doctors’ fees to **UGX** (01 mark)
* Set the date format to Medium date (01 mark)
* Format the Name field to automatically store names in upper case (01 mark)
* For purposes of validation, enter a rule that will limit Doctors fees to Not more than **SHS** 900,000 (01 mark)
* Use a function to determine the average Doctors fee (01 mark)

1. Create a relationship between the two tables.
2. Create a tabular form that can be used to enter new data in the mothers table and save it as **Entry form**. (01 mark)
3. On your form calculate **15%** discount on doctors’ fees (01 mark)
4. Given that Doctors whose fee is 200000 and above are categorized as “Form” otherwise “substance” use an IIF function to work out this in a new field named **Category**. (02 marks)
5. Add date and time you created your form (01 mark)
6. Create a footer of your names and reg no (01 mark)
7. Create queries
   1. In table 1 to select girl children born with complications, save query as ***Complicated***  (02 marks)
   2. In the mothers table to determine mothers whose date of birth occurred in December and save it as **December** (02 marks)
8. Make a report for complicated girl children with the following information
9. Arrange in descending order of names
10. A label of your name as a header (02 marks)
11. Print all your work (01 mark)

**5.** You are going to design a recipe card with two pages similar to **recipepage1.jpg** and **recipepage2.jpg** (these images are included in the support file folder for reference only).

(a) Launch a desktop publishing program and create a new blank A4 portrait publication. Save it as **Chicken Recipe.pub**. (*1 mark*)

(c) Switch to the master page and draw a rectangular textbox, fitting along the entire boundary of the margin guides. (*1 mark*)

(d) Apply a candy corn art border to the textbox in (c) above. (*1 mark*)

(e) Insert the image **banner.png**, resize and place it just below the top border of the textbox on the master page. (*1 mark*)

(f) Insert a WordArt with the words **RECIPE: Chicken Stuffed with Spices**. Format and place it below the banner. Close the master view and save. (*2 marks*)

(g) Copy the text in the document **Ingredients.doc** into a new textbox in the publication. Format the textbox to two columns and apply a 15pt diamond bullet style. (*2 marks*)

(h). Format the Subheadings **Ingredients** and **For the Chicken** to stand out of the rest of the text using font style comic sans and a color of your choice. (*1 mark*)

(i) Insert the Images **Cinnamon.tif**, **Coriander.tif** and **Nutmeg.tif**. Format them to square text-wrapping and place them within the ingredients text. (*2 marks*)

(j) Open the document **Nutritionist text.doc**, copy and paste all the text at the bottom of the page. Apply the same format to the heading **Note from the Nutritionist** like the formats on the subheadings in (h) above. (*2 marks*)

(k) Draw an oval auto shape, format it with a double line boarder and set the picture **Nutritionist.png** as its fill effect, maintaining the picture aspect ratio. (*1 mark*)

(k) Apply a drop cap onto the first paragraph of the nutritionist text. Format it to drop three lines and to a color of your choice. (*1 mark*)

(l) Create a new page in the publication and insert the images **PLATE.png** and **CUTLERY.png** placing them appropriately at the bottom of the page. (*1 mark*)

(m) Copy the text in the document **Directions.doc** and paste it into a textbox on the new page two, above the images. Format the textbox to two columns and apply a bullet style onto each sentence as shown in **recipepage2.jpg**. (*2 marks*)

(n)Add your name and personal number in the footer and print your work. (*1 mark*)

***END***

***WISH YOU SUCCESS IN YOUR UACE EXAMS 2018***