**S850/2**

**SUBSIDIARY ICT**

**(PRACTICAL)**

**Paper 3**

**April 2018**

2 hours

**ICT 2018**

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**EQUATORIAL COLLEGE IBANDA**

**Uganda Advanced Certificate of Education**

**PRE-MOCK EXAMINATIONS**

SUBSIDIARY ICT

**Paper 3**

2 hours

**INSTRUCTIONS TO CANDIDATES:**

*This paper consists of* **three** *equally weighted questions.*

*Answer any* **three** *questions.*

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

*You will be Using* **Support Files** *located on the Desktop in a folder*

*Each student is required to present a hard copy of his or her work when finished.*

*Students should continuously* **save** *their work.*

*Create a folder on the desktop in your names and Index Number and save all your work in that folder.*

**Turn Over**

1. (a) Load the file **Malaria.doc** from the support files and save it as **Malaria-Your First Name** in your working folder
2. Copy your document to **Page Three** and carry out the following /(01 mark)
3. Include an Art page border except Page One /(01 mark)
4. Bold, center, capitalize the title of the document with font size as **18.5** with a 6pt Shadow text border surrounding it. /(01 mark)
5. Apply a purple shading to the heading /(01 mark)
6. Justify the rest of the text with Arial Narrow font style with font size 14 and a line spacing of 1.5 on paragraph two. /(01 mark)
7. Convert paragraph 1 into equally spaced three columns with a line in between the columns. /(01 mark)
8. Drop cap the first letter of the second paragraph and give it a red color. /(01 mark)
9. Add a watermark: **This Page is Blank** in Page 2 of your document. (02 marks)
10. Press Enter Key **7 times** between paragraph one and two and draw an Oval shape centered with height 5.27cm and width 6.43cm. /(02 marks)
11. Fill the Oval shape with image Nutrionist.png /(01 mark)
12. Insert a caption below the image as “**How Malaria is Transmitted**” with a dotted underline and font size 14, Adjust your caption. /(01 mark)
13. Insert an automated file name and path using Uppercase and your class in the footer section /(02 marks)
14. Apply a header of your names and Page **X of Y** to the right. (01 mark)
15. Draw a rounded rectangle at end of the last paragraph with a text “**\*\*\*Malaria is Dangerous Please!!!!\*\*\*”** bolded in font size 18. /(01 mark)
16. Provide a 4.5 Green border to the auto-shape and fill it with a yellow color. /(02 marks)
17. Save changes and Print Your Work /(01 mark)

**Turn Over**

1. From the payroll of **KAMPALA COMPUTER ENTERPRISES**, for the month of February, Enter the following data as it appears in the table below in a worksheet and save as ‘**KLACOMPUTERENT-PERSONAL NUMBER**’ *(04 marks)*

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **EMPLOYEE**  **NAME** | **AGE** | **POSITION** | **AUG WAGES** | **SEP WAGES** | **SEP PAYE** | **SEP NSSF** | **SEP NET PAY** |
| Amuge | 30 | General Manager | 416000 |  |  |  |  |
| Arituha | 42 | Junior Programmer | 480000 |  |  |  |  |
| Ainomugisha | 32 | Medical Assistant | 412000 |  |  |  |  |
| Pamela | 33 | Chief Accountant | 380000 |  |  |  |  |
| Okwarishaba | 46 | Junior Accountant | 370000 |  |  |  |  |
| Mukalele | 25 | Training Manager | 400000 |  |  |  |  |
| Recknock | 47 | Marketing Manager | 300000 |  |  |  |  |
| Musiimenta | 32 | Health Inspector | 270000 |  |  |  |  |
| Irene Ayebare | 25 | Production Manager | 250000 |  |  |  |  |
| Nayebare | 46 | Religious Affairs | 330000 |  |  |  |  |
| Tumwebaze | 28 | Professional DJ | 400000 |  |  |  |  |
| Assimwe | 24 | Advertising Manager | 200000 |  |  |  |  |
| Tumuhairwe | 38 | Welfare Master | 440000 |  |  |  |  |
| Jacquiline | 26 | Public Relations Officer | 188500 |  |  |  |  |
| **TOTAL** |  |  |  |  |  |  |  |

1. Rename sheet as **KLA,** Change the page orientation to landscape. /(01 mark)
2. Due to lower taxes, the management decreased the wages of employees who earn 350,000 and below by 05% and for those who earn above 350,000 by 10% for month of September and decided to provide each employee with an equal sum of transport fee at 35,000/=. Using an appropriate function, compute the new wage for each employee in the month of September. /(03 marks)
3. Calculate the Pay As You Earn (**PAYE**) tax given that its rate is **5%** of the Gross wage. /(01 mark)
4. There after calculate the **3RD** youngest students’ age in cell B16. /(01 mark)

**Turn Over**

1. **NSSF** is 4% of Gross wage for Gross wage above 300000 and 2% of Gross wage otherwise. Calculate the **NSSF** savings for September per employee. /(02 mark)
2. Use a suitable formula to generate the **NET PAY** that will be available for each employee. /(01 mark)
3. In the **TOTALS** row, compute the Totals for all the columns having currencies. /(01 mark)
4. In cell **C16** use the COUNTIF function to compute for how many are managers. /(01mark)
5. Apply a solid green line color outline to all cells with data with purple grids inside. /(01 mark)
6. Select the Names Column September Wages column to generate a 3-D clustered column graph with appropriate labels to be saved as **Employee Pictorial Data**. /(02 marks)
7. Increase row height to 30 for data below the titles on **KLA** sheet and add your Name and Combination as a right aligned footer. /(01 mark)
8. Add a file path with current date and time in the header and Print all your work. /(01 mark)
9. Load a file called **Computer Club.accdb** and carry these tasks.
10. Save it as Your **name** and **Reg No** in your working folder / area
11. Open computer club table in design view and perform the following tasks
    * Change date format into medium date
    * Ensure that membership fee has a suffix **SHS** at the beginning
    * Store names in lower case /(03 marks)
12. Create the following queries whose members have;
13. Names containing letter **U** and born after 2004 - 2009. Name it **U Query.** /(03 marks)

**Turn Over**

1. Members from Form Six Science. Name it **S6 Science Query**. (02 marks)
2. Those members who joined the club in February and March of every year in the given data, Name it **Feb-Mar Query**. /(03 marks)
3. Using the above query, display their balances in a new field named BALANCE. Given that complete membership Fee is **10,000**. /(02 marks)
4. Create a form in design view to be used for entering new members in the table in the following years. Name it **Computer Form**. /(02 marks)
5. In the form above add date and time and a header as “**WE ARE THE** **COMPUTER & ICT CLUB 2018**” and a footer of your **NAMES**. /(01 mark)
6. Create a report with the class in descending order, tabular layout, landscape and trek style. Name it **Computer Report**. /(02 marks)
7. Using this report, add a new field **YEARS SPENT** that will return the Actual years that members have spent in the club. /(02 marks)

**END**

**WISHING YOU THE BEST OF 2018**