 **S850/2/3  
Subsidiary ICT   
(PRACTICAL)  
 Paper 2  
 August 18** 2 hours

**EQUATORIAL COLLEGE - SCHOOL**

**Uganda Advanced Certificate of Education**SUBSIDIARY ICT   
(PRACTICAL)  **Paper 2&3**  
2 hours

**INSTRUCTIONS TO CANDIDATES:**

*This paper is made up of* **four** *equally weighted questions.*

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

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

*Each candidate is provided with support files in the folder* **Support Files** *on the Computer Desktop. Use the support files where applicable to supplement the questions.*

*Candidates should continuous* **save** *their work.*

*Each candidate must produce a* **hard copy** *for each of their work*.

*© 2018 ICT Paper 2&3Examinations* **Turn Over**

1. (a) Using a suitable word processor, create the following table of information belonging to Madiba Enterprises Limited. Save it as your name and personal number. *(05 marks)*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **NAME** | **AGE** | **SEX** | **HOBBY** | **SALARY** |
| Munyagwa | 28 | M | Tennis | 450,000 |
| Bbaale | 30 | M |  | 550,000 |
| Bena | 25 | F | 950,000 |
| Namusisi | 26 | F | Net ball | 380,000 |
| Cosy | 27 | M |  | 400,000 |
| Daniella | 32 | F | 600,000 |
| Akello | 34 | F | Foot ball | 560,000 |
| Faluk | 38 | M |  | 760,000 |
| Kiwa | 37 | M | 850,000 |
| Manafwa | 25 | F | High Jump | 865,000 |

(b) Make a copy of the table onto the next page. *(01 mark)*

(c) Sort the records in the table in descending order of **Salary**. *(01 mark)*

(d) Italicize the column headings and change them to font size 15. *(02 marks)*

(e) (i) Add a row at the bottom of the table.

(ii) Use in-built formulae to the **average** age and **total salary**. *(02 marks)*

(f) (i) Insert a column to the right of the table and merge cells.  
 (ii) Type the text “Salary is paid on 28th day of every month without fail” and align it vertically in the center. *(03 marks)*

(g) Insert a row at the top of the table and insert a suitable heading. *(02 marks)*

(h) Align your table in the centre of the document. *(01 mark)*

(i) Insert a header containing your name and personal number in capital letters.   
  *(02 marks)*

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

1. Open a spread sheet file saved as **CANDIDATES.xls** and save it as **Spread-personal number**.
2. Copy the work to sheet 2 of your workbook and carry out the following tasks. (01 mark)
3. Change the page orientation to landscape. (01 mark)
4. Add a column for TOTAL and calculate the total mark for each pupil. (01 mark)
5. Add a column for AVERAGE and calculate the average mark (to 2 decimal places) for each pupil. (01 mark)
6. Add a column for POSITION and find the position (basing on average marks) for each pupil in class. (01 mark)
7. Add a column for COMMENT and use the IF function to automatically generate a comment “**GOOD**” for a pupil with an average of at least 70, “**FAIR**” for at least 60 otherwise “**POOR**”. (01 mark)
8. Use the COUNTIF function to find;- (02 marks)

number of pupils whose names begin with letter “**A**” in cell B22.

number of pupils who got **D1** in **MTC** given that a D1 is at 75 in cell F22.

1. Using the auto-filter function sort out those who had a D1 in MTC. Save it as MTC in your folder. (01 mark)
2. Apply a green line color “**all borders**” outline to all cells with data.
3. Add a footer of your name right aligned.
4. Given that: **(75** – 100 = **1** **70** – 74 = **2**  **65** – 69 = **3** **60** – 64 = **4** **55** – 59 = **5** **45** – 54 = **6** **40** – 44= **7** **35** – 39 = **8** **0** – 34 = **9)** hence; determine the grade scored by each student in each subject using **VLOOKUP**. *(NB: Put this grading scale table to the right of your details table) (02 marks)*
5. Apply an orange background color to all the results in the Grade columns.
6. After the column for **SCI**, add a column for AGG and Determine the aggregate by summing up all grades obtained by each candidate. Apply a different a background color. (02 mark)
7. In cell A24, enter the following labels downwards: **Minimum**, **Maximum** and **Median**. Hence, determine the values for each basing on each subject ignoring subject grades. (03 marks)
8. Using columns for Name and Aggregate insert a **3D pie – chart** to represent this set of data, put the values "Inside End" and save it as **Pie-Chart**. (03 marks)
9. Rename your work sheets as “Original”, and “Copied”. (01 mark)
10. Print all your work in your workbook and exit the application.

**3.** Using any data base management system load file called 20xxxCoMpany. Mdb and use it to answer the following questions. Save the database as **My Database-personal number**. (01 mark)

1. Open up table called ***suplaya*** in design view and adjust the data type appropriately (02 marks)
2. Change the date format in the table properties to ***medium date.***(01 mark)
3. The currency field should be formatted to indicate **SHS** as units.(01 mark)
4. Create a tabular form that includes all the fields that can be used to add more information in the table. Save it as **Entry Form** (02 marks)
5. If all suppliers offered a general discount of **0.2%** use a form above to determine how much discount the company enjoyed from each supplier. (02 marks)
6. Change the background color of your form to a brighter color. (01 mark)
7. Insert a header on the page of the form (01 mark)
8. Create a query with only the field of **SUPNAME** and **PRODUCAT** to filter those who supplied meals, stationary or text books and save it as ***Power.*** (02 marks)
9. Create another query that will filter suppliers who supplied items during 1998 and after 2014. Save it as ***Yearly.*** (02 marks)
10. Create on other query with a field of supname and cost to display those suppliers whose items were **not valued** and names start with letter K. Save it as ***Valueless.*** (02 marks)
11. Create a general report with supplier name sorted in ascending order with a header of your name and index number. Save it as ***Genrepo.*** (02 marks)
12. Print the **Genrepo** on a landscape page orientation. (01 mark)

***4****. You are going to create and edit a presentation for this company.*  
*The medium for delivery will be a multimedia projector. You will need to produce presenter notes and audience notes with the slides.* Save your work as **Your Name** and **registration Number**

***On the master slide:***

**(i).** The slide master must have a very light blue background and your name and today’s date in a small black font placed in the bottom left corner.

It must also contain a clipart image of a tree as a logo placed in the top right corner. The logo must be resized so that it will not overlay any text or graphics on any slide. Include the slide number in the bottom right of the footer. (02 marks)

**(ii).** Set the following styles of text throughout the entire presentation:

Heading: Dark blue, centre aligned, large font (48 point)

Subheading: Dark blue, left aligned, medium font (32 point)

Bulleted list: Black, left aligned, small font (18 point).Use a bullet of your  
choice. (02 marks)

**Set up a new presentation consisting of 3 slides as follows:-**

***On the first slide:***

**(iii).** Enter the heading **Rootrainer Trees**

**(iv).** Enter the subheading **Growing trees for you, your children, your grandchildren …** below the heading. (01 mark)

**(v).** Add the following presenter notes to this slide:

**Introduce yourself and your role within the company. (01mark)**

***On the second slide:***

**(vi).** Enter the heading **Plants for all soil types:**

**(vii).** Enter the following bulleted list on the left side of the slide. (01 mark)

* **Acid**
* **Alkaline**
* **Neutral**

**(viii)** Enter the text **And for all environments:** below the bulleted list on the left side of the slide as a subheading.

**(ix).** Enter the following bulleted list below the subheading on the left side of the slide.

* **Deciduous**
* **Coniferous**
* **Evergreen (01 mark)**

**(x).** Place the image **SPECIMEN6.JPG** so that it fills most of the right half of the slide. Make sure that it does not overlap with or cover anything placed on the master slide. (02 marks)

**(xi).** Add a thick, dark blue, vertical line between the bulleted lists and the image. (01 mark)

**(xiii).** Add the following presenter notes to this slide: **We have offices on every**  
**Continent. (01 mark)**

***On the third slide:***

**(xiv).** Enter the heading **Price calculation**

**(xv).** Enter the following bulleted list on the left side of the slide:

* **By formulae**
* **Relative to pot size**
* **Sample prices (01 mark)**

**(xvi).** Using a suitable software package, load the file **SPECIMEN7.CSV**  
Create a bar chart from the data using only the names of the trees and their  
price. Do not include a legend. Add the label **Species** to the category axis and **Price** to the value axis. Make sure that all of the tree names are visible.  
Place this bar chart on the right side of the slide. (02 marks)

**(xvii).** Add the following presenter notes to this slide: **We cannot be surpassed for quality of products or service. (01 mark)**

**For the whole presentation:**

Apply a resolution of **800x600** with animation schemes and transitions of your choice. (01 mark)

Link all slides to one another using action buttons. (02 marks)

Print out the three slides per page as handouts. (01 mark)

**END**