**JINJA JOINT EXAMINATIONS BOARD**

**UACE SUBSIDIARY ICT 850/2**

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Index No: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Total: \_\_\_\_\_\_\_\_\_\_\_\_\_

**WORD PROCESSING: (20 MARKS)**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Skill required | Portrait | Margin settings | Copy text | Watermark | Bookman old style | Justify | Drop cap | Insert photo | Two columns | Footer | Printing | Saving | Total |
| Mark expected | 02 | 02 | 01 | 02 | 02 | 02 | 02 | 02 | 02 | 01 | 01 | 01 | 20 |
| Actual mark |  |  |  |  |  |  |  |  |  |  |  |  |  |

**SPREADSHEETS: (20 MARKS)**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Skill required | Copying | VLOOKUP | Housing | Transport | Meals | SUMIFS | Pie chart | Footer | Rename | Title | Printing | Saving | Total |
| Mark expected | 02 | 03 | 01 | 01 | 01 | 02 | 03 | 02 | 02 | 01 | 01 | 01 | 20 |
| Actual mark |  |  |  |  |  |  |  |  |  |  |  |  |  |

**DATABASE MANAGEMENT SYSTEMS: (20 MARKS)**

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Skill required | DB Name | Table design | Composite key | Form design | lettera | productid | Morethan | Report design | Printing all | Total |
| Mark expected | 02 | 05 | 02 | 02 | 02 | 02 | 02 | 02 | 01 | 20 |
| Actual mark |  |  |  |  |  |  |  |  |  |  |

**PRESENTATIONS: (20 MARKS)**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Skill required | Master title | Mater text style | Bg colour | Animation | Justify align | Insert image | Links | Sub title section | Spacing 1.5 | Speaker notes | Centre table | Table height | Printing | Total |
| Mark expected | 02 | 02 | 02 | 02 | 01 | 02 | 01 | 02 | 01 | 02 | 01 | 01 | 01 | 20 |
| Actual mark |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

**DESKTOP PUBLISHING: (20 MARKS)**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Skill required | Landscape | A4 | Width, height | Distance | Fit to layer | Duplicate bank slip | Vertical distance | Replace wording | Resize account | Table placement | Footer | Printing | Total |
| Mark expected | 01 | 01 | 02 | 02 | 03 | 02 | 01 | 02 | 02 | 02 | 01 | 01 | 20 |
| Actual mark |  |  |  |  |  |  |  |  |  |  |  |  |  |