**S850/2**

**Subsidiary Information and**

**Communication**

**Technology**

**Paper 2**

**Practical 2016**

**2 hours**



**MUKONO EXAMINATIONS COUNCIL**

**Uganda Advanced Certificate of Education**

**SUBSIDIARY ICT**

Paper 2

**PRACTICAL PAPER**

**2 Hours**

**INSTRUCTIONS TO CANDIDATES**

* *You are provided with a folder saved as MEC 2 2016 where you are to find work for you during this examination.*
* *Each candidate is provided with a new Compact Disc ROM where all the work shall be stored.*
* *The paper is made up of* ***five*** *equally weighed questions.*
* *Answer any* ***three*** *questions.*
* *Question* ***four*** *is not included in the support file.*
* *Any additional question(s) answered shall not be marked.*

1. Open up a word processing file saved as Examination Time and perform the following

tasks.

1. Make a duplicate copy of the document to page two and use it to create the following enhancement. ***(01mark)***
2. Make the title bold, center align, font style-Broad way, font size 13 and doubled underlined.  ***(05marks)***
3. Insert bullets of your choice to what candidates are expected to do before the examinations in paragraph four.  ***(02marks)***
4. Present cases of examination malpractice in paragraph five in two columns.

***(02marks)***

e) Number your pages with i, ii, iii, iv, etc.(Roman numbers) ***(02marks)***

f) Insert a Header of your name and personal number. ***(02marks)***

g) Insert a water mark of your name to your document***. (02marks)***

h) Apply an appropriate page colour to your document to provide a background.

***(02marks)***

i) Save your work in your name and make a print out. ***(02marks)***

2. Open Spreadsheets file saved as Store records and perform the following tasks.

1. Compute the Difference, Gross profit, Expenses and Net profit.

***(Hint; difference=selling price-purchasing price, gross profit=difference×quantity, expenses is 10% of the gross profit, net profit=gross profit-expenses.)******(06marks)***

b) Calculate the total quantity, total expenses and total net profit. ***(03marks)***

c) Format all your figures with comma separator and round them off to a whole

number. ***(02marks)***

d) Insert to your work a header of your name and a footer of your persona number.

***(02marks)***

e) Filter out the items basing on the net profit from the highest to the lowest profit

generating items. ***(03marks)***

f) Using the columns for Items, quantity, and net profit, present your data graphically in

a scatter chart***. (03marks)***

g) Save your chart in sheet two and make a print out of all your work. ***(01mark)***

3. Using Holiday makers Data base;

a) Assign appropriate data types to the fields. ***(03marks)***

b) Generate a query to return quests who booked VIP rooms. Save it as VIP. ***(02marks)***

c) Create a query displaying guest number, Name, Nationality. Insert a new column

with the column title DAYS SPENT and in it calculate the number of days spent by

each guest in the Hotel room. Save it as days spent. ***(05marks)***

d) (i) Create a query to return Name, Nationality, Accommodation fees, Days spent and

Accommodation bill. (Hint; Accommodation bill equals to Accommodation fees

times Days spent.) Save it as Accommodation Bill. ***(04marks)***

(ii) Determine the total fees collected from all guests.  ***(01mark)***

e) Create a form to display these Fields; Guest Number, Name, Nationality, Room

Status. Save it as the Guest. ***(02marks)***

f) Create a report from Accommodation bill query. Name it as Guest summary Report.

***(02marks)***

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

4. Using a desktop Publisher program, design a Business card with dimensions of 4×6 cm

on an A4 paper. Other details include the following; ***( 01mark)***

a) Name of the owner : Annet Kasirye

Title : Manager

Name of the business: Pamline Hardwares

Box no. 138 Busia

Tel.0776223344/0751556677  ***(10marks)***

b) Make the relevant use of text boxes, word art, font size, font style. ***(04marks)***

c) Apply appropriate background to the design. ***(01mark)***

d) Ensure that you have 10 business cards and provide a gap of 0.5 cm after each card.

***(02marks)***

e) Save your publication as Business cards and print them all on one page sheet of paper.

***(02marks)***

5. Load the file wealth using presentation program and carry out the following instructions;

a) Add your name to slide one as the presenter. ***(01mark)***

b) Apply font type Castellar and font size 15 to the title slide. ***(02marks)***

c) Provide relevant animations to your presentation. ***(02marks)***

d) Insert a relavant clip art to the title slide. ***(02marks)***

e) Loop your presentation continuously. ***(02marks)***

f) Set transition time to 2 seconds and apply sound to each transition. ***(02marks)***

g) Provide a good background to your presentation.  ***(02marks)***

h) Using find and replace feature, replace the word rich with the word wealthy in the

entire presentation. ***(02marks)***

i) Insert a header of your name and a footer of your personal number to all your slides

and set the date to be automatic. ***(03marks)***

j) Save your presentation in your name and print all your slides in one page. ***(02marks)***

***End -***