**S850/3**

**Subsidiary Information and**

**Communication**

**Technology**

**Paper 3**

**Practical 2016**

**2 hours**

**MUKONO EXAMINATIONS COUNCIL**

**Uganda Advanced Certificate of Education**

**SUBSIDIARY ICT**

Paper 3

**PRACTICAL PAPER**

**2 Hours**

**INSTRUCTIONS TO CANDIDATES:**

* *You are provided with a folder saved as MEC3 2016 where you are to fine 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 a word processing file saved as **10th Parliament** and carry out the following

activities.

1. Copy the document to page two and use it to carry out all enhancements. ***(01mark)***
2. Change the Title case to lower case, single underlined and double strike through

***(03marks)***

1. Apply drop cap of two lines to letter A in the word allowance in paragraph 3.

***(02marks)***

1. Center align paragraph 4. ***(01mark)***
2. Number your pages with (A, B, C, D…….etc.) ***(02marks)***
3. Insert a header of your name to the document. ***(02marks)***
4. Insert a page break after the second paragraph. ***(02marks)***
5. Create this table after the fourth paragraph and there after present the data in it graphically in in a line graph.  ***(04marks)***

**Tax Summary for MP’s:**

|  |  |
| --- | --- |
| period | Tax(shs) (000,000) |
| 1 month | 3500 |
| 1 year | 38700 |
| 5 years | 1900000 |

1. Insert a foot note “New Vision, Monday April 18th, 2015”. On the word source.

***(02marks)***

1. Save and print all your work. ***(01mark)***

2. Load the file **Expenditure** using spreadsheets program and carry out the following tasks.

a) Calculate the savings for each employee.  ***(Hint; savings=income-expenditure.)***

***(02marks)***

b) Determine the highest paid and the lowest paid employees. ***(02marks)***

c) Insert a raw above the current raw 1(headings raw) and in it provide the heading for

the worksheet as **INCOME MANAGEMENT.** Merge the cells within the raw and

center the heading. ***(05marks)***

d) Basing on the savings column and the rating below, fill the status column by

assigning status to the workers. ***(02marks)***

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| SAVING(SHS) | 0000 -50,000 | 51,000-100,000 | 101,000-500,000 | 501,000-ABOVE |
| STATUS | POOR | ACTIVE POOR | HAPPY | RICH |

e) Format all the figures in the work sheet using comma separator. ***(01marks)***

f) Set the orientation for the headings to -30 degrees. ***(01marks)***

g) Filter out female workers and have their duplicate copy in sheet 2. Name the sheet

female workers***. (02marks)***

h) Using names, income, expenditure and savings, present the data graphically in a bar

chart. ***(03marks)***

i) Insert a footer of your name to the worksheet. ***(01marks)***

j) Save and print all your work. ***(01marks)***

3. Load the file Home security using presentation program and do the following tasks.

a) Include your name in slide one as the presenter. ***(02marks)***

b) Insert a relevant clip art in slide one to represent you the presenter. ***(02marks)***

c) Insert slide 7 and in it provide a conclusion to the presentation. ***(03marks)***

d) Provide specific background to each of the slides in the presentation. ***(02marks)***

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

f) Give your presentation an appropriate motion path animations. ***(03marks)***

g) Insert a footer of your personal number and a header of your name to all the slides.

***(02marks)***

h) Include sounds of choice to the transitions. ***(02marks)***

i) Save and print all your work on one page. ***(02marks)***

4. Using a desktop publishing application of your choice, design a calendar for PARKYARD

RESTAURANT for the month of August 2016 on A4 Landscape. You are also provided

with the following details;

a) The month starts on Monday and ends on Wednesday.

It has 31 days.

The business has box number as; 229 Masindi and Telephone contact of 0771252627/0702334455.

Motto for the business is “your satisfaction is our pride” ***(10marks)***

b) Appropriately vary your colors, fonts. ***(02marks)***

c) Make relevant use of word art, text boxes. ***(02marks)***

d) Provide an impressive background to the design. ***(02marks)***

e) Make a logo for the business and group all what you have used to form one object.

***(02marks)***

f) Insert a footer of your name to the design. ***(01mark)***

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

5. Load the file named Patients Record using a Database Management software and

perform the following tasks;

a) Assign appropriate data types to the fields. ***(05marks)***

b) Use a query to filter out all patients diagnosed with malaria and are Residence of

Mukono. Save it as Mukono patients. ***(02marks)***

c) Create a query to return patients who are less than 18 years. Save it as children.

***(02marks)***

d) Given that treatment fee was discounted by 10%, create a query that will return the

new treatment fee. Save it as new fee. ***(05marks)***

e) Generate a report from patients’ Record table and save it as patients report.

***(02marks)***

f) Include a footer of your name in the report. ***(02marks)***

g) Save and print all your work.  ***(02marks)***

***End -***