**S850/2**

**Subsidiary Information and Communication Technology**

**Paper 2**

**August-2016**

**2 hours**

UNNASE MOCK EXAMINATIONS

**Uganda Advanced Certificate of Education**

**SUBSIDIARY ICT**

**PRACTICAL**

**Paper 2**

**2 hours**

**INSTRUCTIONS TO CANDIDATES:**

*This paper is accompanied with softcopy support files installed on your Personal Computer*

*Read Instructions carefully provided in each question to obtain support files applicable to that question*

*This paper is made up of five equally weighed questions.*

*Answer any three questions.*

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

*Each candidate is provided with a blank Compact Disc Rewritable (CD-RW) or a flash disk.*

*Candidates should continuously save their work.*

*Each candidate must produce a hard copy for each of their work to accompany the Compact Disc or flash disk*

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***Attempt only three Questions***

**Question One**

Open the file named **Notice Letter** located in **C:\CRUDE FILES\WORD\....** and performs the following activities:

1. Use image of your choice and fix it in an appropriate point around your letter located in **C:\CRUDE FILES\WORD\.....** and use it as the bank logo (6 marks)
2. Save this file as **Your Name – Unmerged File** (1 mark)
3. Use the current saved letter to merge the mails using an existing database file called **Microfinance** that has a table named **Address list**. (8 marks)
4. Make sure that all the merged fields appear bolded in each letter (4 marks)
5. Print your merged letters (1 mark)

**Question Two**

Open a spreadsheet file saved by the name **Marksheet** located in **C:\CRUDE FILE\SPREADSHEET\** and perform the following outlined activities.

1. Put borders to demarcate the area containing data in the worksheet (1 mark)
2. Use an appropriate function to calculate the total scores for each student in column **M** (1 mark)
3. Use a function to calculate the mean value obtained by each student in column **N** (1 mark)
4. Use a function that can automatically calculate position held by each student in column **O** (1 marks)
5. Rename the current worksheet (**Sheet1**) as **Position** (1 mark)
6. Copy the whole content in **Sheet1** (now **Position**) and paste it in **Sheet2**, **Sheet3** and **Sheet4** (2 mark)
7. Highlight the work in **sheet2** and sort your work (**A-Z**) **FirstName** field (2 mark)
8. Bold and rotate your field headers in **Sheet2** by **45** degrees positive direction (2 marks)
9. Highlight the work in **Sheet3** and sort your work by **Total** field in descending order such that the best performing students appear on top of the mark sheet. (2 mark)
10. Type (in **Sheet3**) the label **Highest Score** and **Lowest Score** in cell **C25** and **C26** respectively (1 mark)
11. Use a function to calculate the Highest Score value in each subject around the whole range of **D25:L25** (1 mark)
12. Use another function to calculate the Lowest Score value in each subject around the whole range of **D26:L26** (1 mark)
13. Put your name as a header in **Sheet3** (1 mark)
14. Filter the work in **Sheet4** such that only students in **WEST** stream who scored above 80 in **Math** can be displayed. (2 marks)

**Question Three**

Open a database file called **Student Payments** and perform the following activities as specified in the required list:

1. Set the appropriate data types (2 marks)
2. Format the **TuitionFeePaid** and **BoardingFeePaid** fields to be displayed with Ugandan monetary units (UGX) with two decimal places in each value (2 marks)
3. Set the **Kampala** to be your default value in the **District** field (2 marks)
4. Set the field length for both **Fname** and **Lname** fields to accept the names with not more than 20 characters length (2 marks)
5. Create a form in Form Design view. Type: “**School Fees Management**” as a header and type your names as a footer. Include a closing command button at the right side of your header. Call it **Form Header**. (3 marks)
6. Create a form in Design View and use it to calculate **Total Fees**. Create the new field within a form called **TotalFees** to be used in your calculation. Type “**Calculated Total Fee**” as your form header. Save your form as **Calculated Fee**. (3 marks)
7. Create a query to display all students from Kampala district who tuition fee less than 800000. Name your query as **Tuition fee**. (2 marks)
8. Create a query to display students from Jinja or Mbarara district. (2 marks)
9. Create a report based on your table and it should be grouped by District. Name your report as **My Report** (2 marks)

**Question Four**

Open a word file called **HIV AIDS in Africa** located in **C:\CRUDE FILE\PPT\....** and performs the following activities:

1. Start your presentation program and:
2. Copy the tile of the topic i.e. HIV AIDS in East Africa to the Title Slide. Put your full name on the sub title in the same slide (1 mark)
3. Insert a new slide and copy the “**About HIVAIDS**” in word file and its full list and paste it to the second slide (1 mark)
4. Insert a third slide, then copy and paste the “**Definition of HIV AIDS”** and its content (1 mark)
5. Insert the fourth slide, copy and paste the “**Ways that HIV Spread**” and its content list (1 mark)
6. Insert the fifth slide, copy and paste the “**Symptoms of HIV AIDS**” and its content list. (1 mark)
7. Insert the sixth slide and copy and paste the “**Effects of HIV AIDS in EAST AFRICA”** and its content list (1 mark)
8. Insert the seventh slide, copy and paste the “**HIV AIDS Prevention”** and its content list (1 mark)
9. Insert the eighth slide, copy and paste the “**Taking care of HIV infected Persons”** and its content list (1 mark)
10. Open an Excel file called “**Chart Data”** located in **C:\CRUDE FILE\PPT\...** continue with the following activities:
11. Insert the ninth slide which can allow you to insert a column chart. Put the header of this slide as “**The East Africa HIV Comparison Chart**”

(1 mark)

1. Erase the default data that appear for the chart and copy the data found in **Chart Data** file to the position of the erased data. (1 mark)
2. Open a presentation file in “**CRUDE FILE\PPT\Sample Presentation.ppt”.** Run it on Slide Show from the beginning slide. Navigate this presentation briefly and use it as a guide to continue with the following activities in your presentation:
3. Hyperlink the content list of Slide two (About HIV AIDS) such that when you click each item on the list it links you to an appropriate slide(4 marks)
4. Use the action button to link the rest of each slide back to slide two when you click the button. (2 marks)
5. Choose the appropriate images located in **C\CRUDE FILE\PPT\...** and use insert not more than two suitable images that describe the slide of your choice. (2 marks)
6. Use minimal animations (1 mark)
7. Print your slides (1 mark)
8. Save your file as **Your Name – HIV AIDS**

**Question Five**

1. Open the file called Wedding located in **C:\CRUDE FILES\DESKTOP PUBLISHER**\**....** Use its content to design a wedding card using the desktop publishing program of your choice. (8 marks)
2. Organize your work in text boxes (4 marks)
3. Use the images of your choice stored in the same location to beautify your Invitation card (4 marks)
4. Use of background colors (2 marks)
5. Print your Card (1 mark)
6. Save your work as Invitation Card (1 mark)

***\*\*END\*\****