S850/2

**SUB ICT PRACTICAL**

**PAPER 2**

JULY/AUGUST 2016

2HRS

WESTERN JOINT MOCK EXAMINATIONS

Uganda Advanced Certificate of Education

**SUBSIDIARY ICT**

**PAPER 2**

2HOURS

**INSTRUCTIONS TO CANDIDATES**:

* You are provided with a folder saved as **WEC MOCK 2016** where you find support files work and other graphics for use during this examination.
* Question 5 has no support file. If you are to answer it, read the instructions carefully.
* Each candidate is provided with a new **Compact Disc** **Rom** where all the work shall be stored.
* Each candidate has a printer connected to his/her computer
* Each candidate is provided with blank printing papers of A4 size
* Attempt only **three** questions in this paper
* Use of self-help wizard and templates are not allowed.

1. Open word processing file saved as **keyboard 2016.rtf** and carry out the following tasks

(a). Change page size to A4. *01mk* (b). Adjust page orientation to portrait. *01mk*  (c). Set margins to: top and bottom 1.5cm; left and right to 2.1cm. *01mk*  (d). Insert a page break to next page after the heading. *01mk* (e). Change the heading to uppercase. *01mk* (f). Centre align the heading. *01mk* (g). Adjust front size to 28.5 of the heading. *01mk*  (h).Apply a yellow highlight in your heading. *01mk* (i). Insert page number in the format of (i) *01mk* (j). Change font name/ style for work to verdana *01mk* (k). Apply a paragraph to boarder around the work. *01mk*  (l). Change your work to font size 12. *01mk* (m). Increase line spacing to 1.5.  *01mk* (n). Adjust your work to have a hanging indentation by 2cm. *01mk* (o). Insert a graphical image saved as **keyboard. jpg** after the first paragraph *01mk* (p). Apply a square text wrapping for your image. *01mk* (q). Add a caption **Standard Keyboard** below the image. *01mk* (r). Insert water mark MOCK 2016 font size 40. *01mk* (s). Add a footer of your name and a header of your index number *01mk* (t). Save your work as **keyboard edited** *01mk* (u). Provide a print out for your work. *01mk*

2. Open a spread sheet file saved as **result 2016** and perform the following tasks.

(a). Copy your work to sheet 2 of your workbook. *01mk* (b). Rename sheet 1 to **original,** sheet 2 to **copied** and sheet3 to **Male.** *01mk* (c). Add a column after each subject for a label **GRADE**. Use the grading scale provided below to assign a Suitable grade to each student. *01mk*

80 - 100 = D1

70 - 79 = D2

65 - 69 = C3

60 - 64 = C4

55 - 59 = C5

45 - 54 = C6

40 - 44 = P7

35 - 39 = P8

00 - 34 = F9

Use an appropriate method to grade each subject for each student.

(d). Add a column name **AGGREGATE** after the last **GRADE**. *01mk*

(e). In the column for **AGGREGATE** in (d) above, determine the total **AGGREGATE** for each student using only **GRADES** for each subject. *01mk*

(f). Add a new column for POSITION. Hence, determine the Position of each student basing on the aggregate. Return the position in order of 1. *01mk*

(g). Insert a row between row 19 and 20 for Musongolwe Vivian – F, 20, 60, 70, 90. *01mk*

(h). Allow the spreadsheet to auto – recalculate relevant values for this row. *01mk*

(i). Add a heading **KAGOMA PRIMARY SCHOOL**, 2016 above row 1. *01mk*

(j). Adjust font size to 20 for the heading. *01mk*

(k). Apply a Tan, background 2, 25% in your heading. *01mk*

(l). Change alignment to450 for subjects and their GRADES. *01mk*

(m). Change the font for the heading to 24. *01mk*

(n). Apply a neat all- round boarder in your work *01mk*

(o). In cell F42, use a formula to return the highest score for MTC. *01mk*

(p). Freeze pane using cell C3.  *01mk*

(q). Make sure that your work fits on A4 portrait paper. *01mk*

(r). Apply auto filter to theM students and paste in worksheet **Male** *01mk*

(s).Save your work as results edited. *01mk*

(t). Print your work in sheet copied only. *01mk*

3. Load a file saved as **school 2016** using an appropriate program and carry out the instructions below.

(a). Rename the database as **school edited**. *01mk*

(b). Make the following changes in design view of your table:

Student ID **- “UG–8–2001”- 000**  *01mk*

Date of Birth **– dd–mmm-yyyy** *01mk*

Describe each field in your database table. *01mk*

(c). Insert a caption **GENDER** in the field containing **SEX** *01mk*  (d). Create a form that should have the following layout:

(i). School badge, use a clip of your choice *01mk*

(ii).Title: **DATA ENTRY FORM**. *01mk*

(iii). Red background colour 01*mk*

(iv) Footer, today’s date *01mk*

(e). Add a new field in your form to contain a field name AGE. Hence, use the unbound field to determine age of students. *01mk*

(f). Design three queries that should return students:

(i). that were born in December. Save the query as december *01mk*

(ii). whose second name begin with letters A to C e.g. Calvin, David, etc. save the query as **atoc.**  *01mk*

(iii). whose ID is between 020 and 300. Save the query as **between** *01mk*

(g). Create a report having all the records on one sheet. Save the report as **all**. The report should have the following details: *01mk*

(i). A good red line boarder. *01mk*

(ii). Count of the records it holds *01mk*

(iii). Group and sort your records in order of level A-Z *01mk*

(iv). Add a title: Consolidated marks *01mk*

(v). Add a new field where you will add field name SECTION. In the unbound field, add a comment:*01mk*

O-level – **Day scholar**

A-level - **Boarders**

(h). Print your **TABLE** only. *01mk*

4. Open a file saved Road **accidents.** **PPT** and carry out the following instructions

(a) Using a slide master, format your presentation to have: *01mk*

(i). All headings to appear in stencil font style. *01mk*

(ii). Font size is 38 *01mk*

(iii). Font colour is red *01mk*

(iii). Slide background colour is light green. *01mk*

(iv). Animation for heading is bounce and rest of the work is flip-in *01mk*

(v). Slide transition is random vertical bars. *01mk*

(vi). Transition speed is slow *01mk*

(vii). Apply to all slides this effect. *01mk*

(b). In slide one, add your name and index number in the sub title section. *01mk*

(c). Insert a clip **motor .jpg** between the heading and your name. *01mk*

(d). Apply an animation on the clip you have just inserted. *01mk*

(e). Use the details in slide 4 to create a column graph in slide five. Your chart should have a title, *x* and *y* axes Labels *01mk*

(f). Convert the columns for 2000 to line graph. *01mk*

(g). Add data labels in your chart. *01mk*

(h). Add speaker note *Data in this graph is not accurate* in the last side to hold *01mk*

(i). Adjust screen resolution to 800 x 600 pixels. *01mk*

(j). Set a loop until escape show. *01mk*

(k). Save your work as **accidents edited**. *01mk*

(l). Print all your work as one A4 paper size. *01mk*

5. Using a publication program of your choice, create a certificate of merit for the computer club of **TUKORE SECONDARY SCHOOL** using the following details *02mks*

**Instructions:**

(a). Use paper size A4 with a landscape orientation *02mks*

(b). Use nice looking but varying fonts *04mks*

(c). Include the following details: *04mks*

(i). Name of awardees *04mks*

(ii). Post recognized

(iii). Two signatories i.e. the Headmaster and Patron.

(iv). Indicate the names for the headmaster and the patron. (These need not to be the actual names).

(d). Add your names as footer. *01mk*

(e). Balance your publication on the page size provided. *01mk*

(f). Using the mail-merge facility, populate and print the following certificates. *02mks*

|  |  |
| --- | --- |
| **Name of awardee** | **Post** |
| Mawande Moses | Chairman |
| Kalinaki Andrew | Mobiliser |
| Zizinga Agnes | Chief whip |
| Ajambo Vivian | Secretary |

(g). Save your work as certificate *01mk*

(h). Print a copy of your work. *01mk*

**END**