**S850/2**

**Subsidiary Information and**

**Communication**

**Technology**

**Paper Two**

**Practical 2016**

**2 hours**

**MUKONO EXAMINATIONS COUNCIL**

**Uganda Advanced Certificate Of Education**

***SUBSIDIARY ICT***

***S850/2***

***PRACTICAL PAPER***

**2 Hours.**

**INSTRUCTIONS TO CANDIDATES:**

1. ***You are provided with a folder saved as MEC2 2016 where you are to fine work for you during this examinations.***
2. ***Each candidate is provided with a new Compact Disc ROM where all the work shall be stored.***
3. ***The paper is made up of five equally weighed questions.***
4. ***Answer any three questions.***
5. ***Question four is not included in the support file.***
6. ***Any additional question(s) answered shall not be marked.***
7. Open up a word processing file saved as **Examination Time** and perform the following tasks.
8. Make a duplicate copy of the document to page two and use it to create the following enhancement. (01mark)
9. Make the title bold, center align, font style-Broad way, font size 13 and doubled underlined.

(05marks)

1. Insert bullets of your choice to what candidates are expected to do before the examinations in paragraph four. ( 02marks)
2. Present cases of examination malpractice in paragraph five in two columns. (02marks)
3. Number your pages with I,ii,iii,iv,etc.(Roman numbers) (02marks)
4. Insert a Header of your name and personal number. (02marks)
5. Insert a water mark of your name to your document. (02marks)
6. Apply an appropriate page colour to your document to provide a background. (02marks)
7. Save your work in your name and make a print out. (02marks)
8. Open Spreadsheets file saved as **Store records** and perform the following tasks.
9. 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)

1. Calculate the total quantity, total expenses and total net profit. (03marks)
2. Format all your figures with comma separator and round them off to a whole number.

(02marks)

1. Insert to your work a header of your name and a footer of your persona number. (02marks)
2. Filter out the items basing on the net profit from the highest to the lowest profit generating items. (03marks)
3. Using the columns for Items, quantity, and net profit, present your data graphically in a scatter chart. (03marks)
4. Save your chart in sheet two and make a print out of all your work. (01mark)

1. Using Holiday makers Data base;
2. Assign appropriate data types to the fields. (03marks)
3. Generate a query to return quests who booked VIP rooms. Save it as VIP. (02marks)
4. 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)
5. (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)

1. Create a form to display these Fields; Guest Number, Name, Nationality, Room Status. Save it as the Guest. (02marks)
2. Create a report from Accommodation bill query. Name it as Guest summary Report.

(02marks)

1. Save and print your work. (01mark)
2. 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)
3. Name of the owner: Annet Kasirye

Title : Manager

Name of the business: Pamline Hardwares

Box no. 138 Busia

Tel.0776223344/0751556677 (10marks)

1. Make the relevant use of text boxes, word art, font size, font style. (04marks)
2. Apply appropriate background to the design. (01mark)
3. Ensure that you have 10 business cards and provide a gap of 0.5 cm after each card. (02marks)
4. Save your publication as Business cards and print them all on one page sheet of paper.

(02marks)

1. Load the file **wealth** using presentation program and carry out the following instructions;
2. Add your name to slide one as the presenter. (01mark)
3. Apply font type Castellar and font size 15 to the title slide. (02marks)
4. Provide relevant animations to your presentation. (02marks)
5. Insert a relavant clip art to the title slide. (02marks)
6. Loop your presentation continuously. (02marks)
7. Set transition time to 2 seconds and apply sound to each transition. (02marks)
8. Provide a good background to your presentation. (02marks)
9. Using find and replace feature, replace the word **rich** with the word **wealthy** in the entire presentation. (02marks)
10. 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)
11. Save your presentation in your name and print all your slides in one page. (02marks)

***END***