**S850/2**

**SUBSIDIARY**

**INFORMATION**

**& COMMUNICATION**

**TECHNOLOGY**

**Paper 2**

**(PRACTICAL)**

**2 HOURS**

**UNNASE MOCK EXAMINATIONS**

***Uganda Advanced Certificate of Education***

**SUBSIDIARY ICT PRACTICAL**

**PAPER 2**

**2 HOURS**

**INSTRUCTIONS TO CANDIDATES:**

* *This paper is made up of five equally weighted questions.*
* *Answer any* ***three*** *questions. Any additional questions will not be marked.*
* *A candidate will use* ***support files*** *in a folder named* ***“UNNASE 2019 Support Files 850-2*”** *where applicable.*
* *All your work should be saved on the CD provided.*
* *Each candidate must produce a hard copy of each of the work on the CD.*
* *Candidates should continuously save their work.*

**QUESTION 1: DATABASE**

1. Load the file called PXjMr230.accdb
2. Set appropriate data types and a primary key for the table *(02 Marks)*
3. Rename the database as **“CLUB MANAGEMENT”** and the table as ‘**PLAYERS table’** *(02 Marks)*
4. Set district as a look up wizard using the following data *(03 Marks)*

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| HADIJJA | KEITH | JUSTIN | IRENE | KETRA | PATRICK | REAGAN | SHANITA | RHODAH | WINNFRED | DERRICK |
| Jinja | Lira | Jinja | Luweero | Lira | Lira | Luweero | Jinja | Lira | Jinja | Luweero |

1. Create a query with LAST NAME, PLAYER NO, DISTRICT, AMOUNT for individuals whose LAST NAME possesses five characters and save it as “**5 CHARACTERS”** *(02 Marks)*
2. Create a query for individuals who have been on the team for less than 6 years. Save it as **“LESS THAN 6 yrs”.** *(02 Marks)*
3. Create a query to obtain the monthly payment for each individual and put a **“Tshs”** symbol on the currency values. Save it as **“MONTHLY”** *(02 Marks)*
4. Create a query for females from Lira earning less than 8500000 per annum. Save it as **“EARNING LADIES”** *(01 Mark)*
5. Create a form that can be used to enter the data in the table. Save it as **“COMPANY FORM”** *(02 Marks)*
6. Attach the button that moves back to the previous record on the form. *(01 Mark)*
7. Attach a logo as any picture/ image on the form. *(01 Mark)*
8. k) Create a report from the “5 CHARACTERS” Query to be handed over to the manager with a footer as your name. Save it as **“MANAGER-Report”** *(02 Marks)*

**QUESTION 2: SPREADSHEETS**

a) Copy the file LOKS87.xls into your folder. *(01 Mark)*

b) Rename the file as CALCULATIVE LIST *(01 Mark)*

c) Insert a row above the content, insert a title as “WATSAPP AGENCIES LTD” *(01 Mark)*

d) Using an absolute reference, obtain the rent and transport with respect to the total amount. *(04 Marks)*

e) With a suitable function, obtain the number of branches that do not earn any amount. *(01 Mark)*

f) Obtain the actual savings as a reduction of transport and Rent expenses *(01 Mark)*

g) Attach a “Tshs” symbol to all currency values *(01 Mark)*

h) Insert a footer as your name *(01 Mark)*

i) Copy the information to sheet 4 and rename it as “BACKUP.” *(01 Mark)*

j) Add a new column after “ACTUAL SAVINGS” as PERFORMANCE LEVEL and position each branch based on savings realized *(02 Marks)*

k) Add another column as “APPRECIATION” and Use the if function to comment on the “AMOUNT” using the information below . *(03 Marks)*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 900001-1,000,000 | 800,001-900,000 | 750,001-800,000 | 600,001-750,000 | 600,000 and below |
| SUSTAINABLE | BETTER | GREAT | PULLUP | CLOSE |

l) On the backup sheet, create a column chart showing only operating branches and their actual savings. *(03 Marks)*

**QUESTION 3: WORD PROCESSING**

1. Using an appropriate word processing software typeset this information.

*(08 marks)*

1. Save it as Computer age. *(02 marks)*

**COMPUTER HARDWARE**

Computer hardware refers to the physical tangible electronic components of a computer system. Hardware are computer equipment / components that are used to perform input, processing, storage and output activities.

**Categories of computer hardware**

* Input devices
* Processing devices
* Output devices
* Storage devices
* Networking/ communication devices

**INPUT DEVICES;**

* OCR
* OMR
* MICR
* Barcode reader

**OUTPUT DEVICES**

1. Monitors
2. Speakers
3. Printers
4. Multifunction Machine

**STORAGE DEVICES**

1. Compact Discs
2. Flash Disks
3. Hard disk
4. Blu-ray disc

These devices aid the usage of computers without which computers would be useless. They are very many devices that perform different functions.

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1. Highlight the definition of computer hardware with a green color. *(02 marks)*
2. Add a page border of your choice. *(02 marks)*
3. Add a watermark of your index number. *(02 marks)*
4. Insert a page break at the end of the list of categories of computer hardware. *(02 marks)*
5. Insert page numbers in the format of Page X of Y. *(02 marks)*

**QUESTION 4-PRESENTATION SOFTWARE**

1. Using an appropriate presentation software, load a file called ICTLiteracy.ppt and perform the following tasks. *(01 marks)*
2. Insert a footer of your name on slide 3 and slide 4 only. *(02 marks)*
3. Apply appropriate slide designs. *(02 marks)*
4. Perform the following tasks on each of the slides

* Slide 1 add the name of the presenter and an appropriate image. *(01 mark)*
* Slide 2 add reasons why ICT literacy is important. *(02 marks)*
* Slide 3 in one place holder place an image and in the other place holder type in the relevant text. *(02 marks)*
* Slide 4 insert a column graph showing ICT literacy levels in schools from the table below; *(03 marks)*

|  |  |  |
| --- | --- | --- |
| **Town** | **Primary** | **Secondary** |
| **Kampala** | 420,000 | 500,000 |
| **Gulu** | 125,000 | 210,000 |
| **Mbale** | 280,000 | 360,000 |
| **Kasese** | 150,000 | 140,000 |
| **Mbarara** | 345,000 | 320,000 |

1. Insert any images of your choice from the folder called ICTs. *(01 mark)*
2. Format the slide numbers to begin with slide number 2. *(01 mark)*
3. Using a slide master insert action buttons to link your presentation back and forth. *(02 marks)*
4. Insert minimum transitions and animations. *(02 marks)*
5. Print out your work. *(01 mark)*

**QUESTION 5-DESKTOP PUBLISHING**

1. In the folder provided to you, copy the file called **cert** to your folder and resave it as "yourname-certificate design". Open the file using any desktop publishing application. *(02 marks)*
2. Change the paper size to A4 size landscape *(01 mark)*
3. Adjust the margin guides to 0.3". *(02 marks)*
4. Create and place a **logo** (4 grouped letters of word Art) on the certificate.

*(02 marks)*

1. Design a certificate including the relevant information for a person who completed a computer training course and indicate the application packages qualified in. *(06 marks)*
2. Consider the following *(02 marks)*
3. Name of the candidate
4. Duration of the course (2 years) from 2019 to 2020
5. Varying font type, size and colors
6. Signatories of the **principal** and **tutor**
7. Apply Art **page boarders** on the certificate *(02 marks)*
8. Insert a footer of your name *(01 mark)*
9. Save and print your certificate *(02 marks)*

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