**ICT PRACTICALS 2017**

**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 IM 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 five is not included in the support file.***
6. ***Any additional question(s) answered shall not be marked.***

1. Load the file **success** using a word processing application and carry out the following instructions:

(a) Copy the document to the next page and using the duplicate copy carry out instructions that follow.

(01mark)

(b) Format the heading with font size 20, text highlight green yellow, and font type forte. (03marks)

(c) Apply hanging indent to paragraph two. (01mark)

(d) Apply drop cap of two lines to letter H in paragraph two. (01mark)

(e) Insert bullets of your choice to what successful candidates have ever said in paragraph 3. (01mark)

(f) Format paragraph 3 with font size 13 and insert in it a paragraph boarder. (02marks)

(g) Insert a page break after paragraph two. (01mark)

(h) Numbers your pages with (a,b,c,……….) format at the top of your work well centered. (03marks)

(i) Insert a footer of your name to the document. (01mark)

(j) Insert a relevant clip art to your document. (01mark)

(k) hyperlink the word “source; ICT Resources” to the file “a story to tell” in IM folder. (01mark)

(l) Present work in paragraph one in two columns and apply on it **orange accent 2** font color.(02marks) (m) Re-save the file in your own name and print all your work. (02marks)

2. Load the file **Top Star Club Sales** using Spreadsheets program and carry out the following tasks.

(a) Text wrap labels in Row 2. Also Centre the work in the cells affected both horizontally and in vertically. (03marks)

(b) Format all the figures with ‘000 separator and zero decimal place. (02marks)

(c) In column D, determine Gross price for each item sold. (Hint: Gross price is a product of unit price and quantity sold. (02marks)

(d) Make E2 an absolute location in your formula and determine the amount of VAT remitted to Uganda Revenue Authority. (Hint: VAT is a product of Gross price and VAT.) (03marks)

(e) Beginning from cell A 20 downwards, enter labels for: Totals, Average, Highest and Lowest hence calculate highest unit price, Lowest quantity sold, Total price and Average net price. (04marks)

(f) Using columns for items and net price, represent the data graphically in a 3 D Pie-chart. Save the chart as an object in sheet 2. (03marks)

(g) Name sheet 1 as table and sheet 2 as chart. (02marks)

(h) Print all your work. (01mark)

3. Load a file saved as **Leisure parks** using a database program and carry out the instructions below.

(a) Assign appropriate data types to the fields in the table. (02marks)

(b) Design a query to return park ID, Region and all parks with swimming as an activity. Save the query as swimming lessons. (05marks)

(c) Design a query with all fields to return leisure parks from Eastern region. Save it as Eastern parks.

(03marks)

(d) Using a query, provide Omona Vincent with tourist guide to the parks where he can eat fish. Save the query as Fish. (03marks)

(e) Create a query to return activities whose first letters begin with B or F. save the query as BBF.

(03marks)

(f) Using all fields from the table, generate a multiple report on leisure parks in Uganda. Save the report as Leisure report. (03marks)

(g) Include a footer of your name in the report. (03marks)

(h) Print all your work. (01mark)

4. Open a file saved as Uganda Today using presentation program and carry out the following activities.

(a) Insert slide five with the heading “conclusion” and in it make a conclusion for the presentation.

(02marks)

(b) Using a slide master, format your presentation to have: (01mark)

(i) All headings to appear in Baskerville old Face. (01mark)

(ii) Headings to have font size 45 and the content font size 15. (02marks)

(iii) Font colour red. (01mark)

(iv) Slide back ground orange (01mark)

(v) Bounce animations for headings and the rest of the work Grow and Turn. (02 marks)

(vi) Slide transition page curl. (01marks)

(vii) Transition time slow. (01mark)

(viii) Explosion. (01mark)

(ix) Apply these effects to all computer. (01mark)

(c) Add your name to slide one as the presenter. (01mark)

(d) Left align content in slide 3 and insert in them bullets of your choice (02mark)

(e) Loop your presentation continuously until when escaped. (01mark)

(f) Include a header of your name to all slides. (01mark)

(g) Print all your work in hand out mode. (01mark)

5. Alice Alur is the Managing Director of ALICA GROUP OF COMPANIES LTD. The company is located in plot 92 Namanve Industrial Park. P.O Box 12233 Kampala. With the e-mail address of [alicagroupofcompanies22@g-mail.com](mailto:alicagroupofcompanies22@g-mail.com). Telephone 0776141516.

Using a desktop publishing application of your choice, design for Alice Alur business card with the following instructions.

1. Use an appropriate page design to make eight identical cards per page. (02marks)
2. Save your publication in your name. (01mark)
3. Using a ruler guide measure, take the following card dimensions; width 3.5inches and height

2 inches. (02marks)

1. The cards should should have the following details: Company name, company logo of your choice, Name of employee, Designation, location, contact address, e-mail and telephone.

(10marks)

1. Select all the content on the card and group them as one object. (02marks)
2. Apply an appropriate background color to your card. (01mark)
3. Insert your name and personal number as a footer. (01mark)
4. Save and print your work. (01mark)

***END***