

S850/2  
Subsidiary Information  
And Communication  
Technology  
Paper 2  
(PRACTICAL)  
2 HOURS



## ELITE EXAMINATION BUREAU MOCK 2017

Uganda Advanced Certificate of Education  
SUBSIDIARY INFORMATION AND COMMUNICATION TECHNOLOGY  
(Practical)  
Paper 2

**DURATION: 2 hours**

### INSTRUCTIONS TO CANDIDATES:

- *This paper is made up of five questions equally weighted*
- *A candidate will use **support files** for some questions*
- *Answer any **three** questions*
- *All your work should be saved on the CD provided*
- *Candidates should continuously save their work*
- *Each candidate must produce a hard copy of each of the work on the CD*

### Question one

- a) Load the file called **SANDA.docx** from the support folder and save it in your name. (01 Mark)
- b) Type the words **Wireless media** as the title to the passage (01 Mark)
- c) Format the title to heading style "**intense quote**" (01 Mark)
- d) Convert paragraph 1 into two columns. (01 Mark)
- e) Indent paragraph 2 to 1.6 inches left and right (01 Mark)
- f) Apply a double strike through effect on one sentence (01 Mark)
- g) Change the bulleted list to level 3 (01 Mark)
- h) Put an endnote on the word **signal** that appears in the text. (The details in the endnote should be any of its synonyms(**words of the same meaning**)) (01 Mark)
- i) Make adjustments on the page margins to 0.8 inches left and right, 0.7 top and bottom. (01 Mark)
- j) Apply all borders on the colored text that appears at the bottom of the page and change text direction the first row *vertically downwards* (02 Mark)
- k) Move the table to page two of the document. (01 Mark)
- l) Ensure that columns are evenly distributed. (01 Mark)
- m) Put a caption at the bottom of the table (01 Mark)
- n) Insert an auto shape of a reasonable size and wrap it tightly to the text (01 Mark)
- o) Using font size 22, type the words **Radio, Microwave** and **Infrared** to fit inside the auto shape. (01 Mark)
- p) Clear an outline from the shape in(o) above (01 Mark)
- q) Put a green color water Mark of your name on page two (01 Mark)
- r) Put bottom page numbers in the format "**P a g e | x**" (01 Mark)"
- s) Produce a hard copy of your work to be sent together with a softcopy. (01 Mark)

## Question two

- a) Open a file called XMADASA.xlsx that is in your folder and work out the following tasks.
- b) Adjust the Column width to 15 inches and row heights to 30 inches. **(01 Mark)**
- c) Format the font style/font face to Arial rounded. **(01 Mark)**
- d) Delete the first row and first column from the data. **(01 Mark)**
- e) Fix the first 3 rows and first column to remain visible while the rest of spreadsheet scrolls. **(01 Mark)**
- f) Using font size 16 in upper case, include the title "stock of goods" above the data. **(01 Mark)**
- g) Transfer a copy of records within the range A1:E19 to sheet 2 **(01 Mark)**
- h) Apply all borders on your work. **(01 Mark)**
- i) Format all the values in the selling price column with UGX units **(01 Mark)**

### **By using information on sheet two**

- j) Use absolute referencing and data in cell B2 to determine the Discounts on sale. **(02 Marks)**
- k) With the help of the following grading system, use IF function to assign grades to the products basing on their discount values. **(02 Marks)**

0-4,000	LOW
4,001-5,000	NORMAL
5,001-10,000	HIGH

- l) Determine the total discounts. **(01 Mark)**
- m) If the government set maximum price for any item sold at 20,000, use a function to determine the number of items that were sold above the government price. **(01 Mark)**
- n) In a new column, convert the cost price into US Dollars if the current exchange rate is 1USD = 3,500 UGX and round off values to 1 decimal place. **(01 Mark)**

- o) Use text filters and number filters to filter out items that contain letter 'e' but whose price on purchase is not greater than shs 70,000. (01 Mark)
- p) Create a labeled pie chart to include values for USD and name of item (02 Marks)
- q) Print the work on sheet two save the changes (02 Marks)

### **Question three**

- a) Open a file called **KAMPALA.pptx** and save it as your name. (01 mark)
- b) While in the slide master view on the title and content lay out, make the following adjustments
- Font size 54 for master title style (01 mark)
  - Color Red for Second level content (01 mark)
  - Your name in word Art placed at the bottom of the slide (01 mark)
- c) Get a picture saved as tress, set its brightness to 20% and send it back of text (03 marks)
- d) Make text box borders visible on slide two (01 mark)
- e) As speaker notes, type the abbreviation KCC and KCCA in full on slide 3 (01 marks)
- f) Insert a blank lay out slide (01 mark)
- g) Use the following data to create a labeled 3D pie chart (03 marks)

Division	School going children	Actual number in school
Kawempe	200,000	152,000
Nakawa	350,000	165,000
Lubaga	150,000	140,000
Central	360,000	320,000
Makindye	405,000	280,000



- h) Ensure that slide three and slide five have direct links to the title slide  
(02 marks)
- i) Apply minimal animation and transition effects  
(01 mark)
- j) Set the rehearse total timing for all the slide to run to 20 seconds  
(01 mark)
- k) Set your presentation with the ability to be **Browsed at a kiosk**  
(02 mark)
- l) Print your work as handouts  
(01 mark)

#### Question four

- a) Open a data base file called **DANDAMAN.accdb** that is in your support folder.  
(01 mark)
- b) Import the data from a file called **MAJANA.xlsx** that is in the support folder into the data base  
(03 marks)
- In the imported data
- Rename the table as mothers  
(01 mark)
  - Change the format of units for doctors fees to UGX  
(01 mark)
  - Chose the right primary key  
(01 mark)
  - Format the **Name** field to automatically store names in upper case  
(01 mark)
  - For purposes of validation, enter a rule that will limit Doctors fees to Not more than shs 900,000  
(01 mark)
- c) Use a function to determine the average Doctors fee  
(01 mark)
- d) Create a form that can be used to enter new data in the mothers table and save it as **Entry form**  
(01 mark)
- e) On your form calculate 15% discount on doctors fees  
(02 marks)
- f) Create queries
- i. In table 1 to select girl children born with complications, Save query as **Complicated**  
(02 marks)
  - ii. In the mothers table to determine mothers whose date of birth occurred in December and save it as **December**  
(02 marks)

g) Make a report for **complicated girl** children with the following information

- i. Arranged in descending order of names (01 mark)
- ii. A label of your name as a header (01 mark)
- h) Print your work (01 mark)

### **Question five**

You have been approached by the directors of **Village Saver's Microfinance Ltd** to design an identity card for their staff.

- a) Open any desktop publication on your computer and divide an A4 size page using page guides so that 8 identical cards are arranged and printed once (05 Marks)
- b) The card should measure as follows (02 Marks)
  - 12 inches height
  - 15 inches width.
- c) Get an image called Budge from the support folder to act as owners photo (01 Mark)

#### ***The card should include***

- Personal details (04 Marks)
- Business name (01 Mark)
- Provision for signatories (02 Mark)

NB Separate the business name separated from personal details with a 4 1/2pt

double line style (01 Mark)

- d) Make proper color choices for your card (01 Mark)
- e) Include a header of your name and personal number (01 Mark)
- f) Save your work in your names and produce a hard copy (02 Marks)

**END**