**S850/2**

**SUBSIDIARY ICT   
(PRACTICAL)**

**Paper 2**

**July./Aug. 2017**

2 hours

**CAPPSIHA MOCK EXAMINATIONS 2017**

**Uganda Advanced Certificate of Education**

**MOCK PRACTICAL EXAMINATIONS 2017**

**Subsidiary ICT**

**Paper 2**

2 hours

**INSTRUCTIONS TO CANDIDATES**

*This paper is made out of* **five***equally weighted questions.*

*Answer any***three** *questions.*

*Any additional question(s) answered will* **not** *be marked.*

*Each candidate is provided with a* **blank Compact Disc Rewritable (CD-RW***) or a* **flash disk***.*

*Candidates should continuously* **save** *their work.*

*Each candidate* **must** *produce a* **hard copy** *for each of their work to accompany the Compact Disc or flash disk.*

*Where necessary / directed for a file, refer to a support file folder on your desktop called CAPPSIHA SUPPORT 17*

**1. Word processing**

Using a word processor application, load the file **“water”**in the folder CAPPSIHA SUPPORT 17and save it as your name and personal number (2 marks)

1. Highlight thefirst paragraph with light Green color. (1 mark)
2. Change paragraph 2 into a bulleted list (1 mark)
3. Insert a table below after the first paragraph (2 mark)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |
| **UGANDA IS OUR COUNTRY** | | | |  |
|  |  |  |  |

1. Set the margin to top “0.9”, bottom “0.7”, left 1.5 and right (2 marks)
2. Put a boarder of any design on the last paragraph (1 mark)
3. Insert the dates at which the paper has been done (2 marks)
4. Create a footnote in the word “chemical substance” in the 1st paragraph first line with the statement “ scientific concept” (2 marks)
5. Justify the second last paragraph (2 marks)
6. Put a water mark of the image called plumbing.png (01 mark)
7. Change the font color of the bulleted object to dark blue (2 marks)
8. Insert a header using your name and index number (1 mark)
9. Include a page number whose format is alphabetical letters.
10. Save and print your work 01 mark

**2. Spreadsheet**

On the desktop in the folder called CPPSIHA SUPPORT, load file called *mock results.xlx.*Rename this file to bear your name and index number, and save it in your folder. 02 marks

a. Move the row that contain data of Luttamaguzi John to the beginning of the list. 01 nark

b. Delete the blank rows after Akena mark. 01 mark

c. use appropriate formulae to calculate the

i. Total mark 01 mark

ii. Average scores 01 mark

iii. Position of the learners basing on their averages. 01 mark

d) Students who offered physics have been given a bonus mark of 5% of their original mark. Calculate their new mark in a new column after their positions 03 marks

e. Using an appropriate function, useEng. marks to award students who excelled as follows:

90 and above Very good

Between 70 to 90 Good

Between 50 to 70 promising

Below 50 Work harder 03 marks

f. Put borders around your work. 01 mark

g. Copy your work to sheet 3 and name the sheet BOT 02 mark

h. Using a pie chart on sheet 4, show only the name and total mark scored including the title of that chart. Set your title. 03 marks

i. Print a copy of your work. 01 mark

**3. Presentation**

Your family has requested you to present a slide show about the services provided at your family business. Create a six slide presentation and save it as Your name – Supermarket in your folder on the desktop 01 mark

1. Slides should include the following details
   * 1. Slide I: the name of the supermarket and location. Choose a family name and location of your choice. 02 marks
     2. Slide II: Goods and services offered. Copy and paste these from a file called Goods.doc in the folder CAPPSIHA SSUPPORT 17. Ensure not to change their formatting. 02 marks
     3. Slide III: A list of the branches and their addresses. This is a table found in a file Branches.doc in the support files folder on your desktop. 02 marks
     4. Slide IV: Current promotions and discounts: These are as follows: 02 marks

5% Discount purchases above 50,000/=

10% on purchases above 250,000/=

Prizes to be won on purchases above 500,000/=

* + 1. Slide V: Prizes to be won. Insert the following photos from the folder called CAPPSIHA SUPPORT 17:

break.jpg, prd.jpg, Tri.jpg, Samsun.jpg. These should fit on the slide. 03 marks.

* + 1. Slide VI: Conclusion and contacts that is the business telephone and email address. Conclude by inviting every one to come to your super market. 02 marks
  1. Use appropriate word art, graphics and colour where applicable 01 mark
  2. Apply different background styles to each slide 01 mark
  3. Use minimal effects and a circular slide transition. 01 mark
  4. Insert slide numbers and slide footer as you name 02 marks
  5. Print your presentation as a handout of six slides 01 mark

**4. Database**

Using a database application of your choice, create a database of your choice and save it as your name – commission 02 marks

1. Using appropriate data types and lookup wizard for gender, enter the following data in a table. Name the table **data** 02 marks

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Voter no** | **First name** | **Other name** | **Gender** | **DOB** | **Constituency** | **Salary** |
| U001 | PETER | MAFAABI | M | 19-NOV-80 | BUWEKULA SOUTH | 685000 |
| U002 | TOM | KIKAMI | M | 02-APR72 | KAMPALA CENTRAL | 560000 |
| U003 | HAKIM | KALUMBA | M | 13-JUL-84 | MASAKA SOUTH | 980000 |
| U004 | JAMES | MACCO | M | 01-JUN-69 | KAMPALA CENTRAL | 450000 |
| U005 | HADIJA | NAKATO | F | 01-DEC-81 | MITYANA WEST | 710000 |
| U006 | ANN | NAMAKULA | F | 13-JAN-79 | BUWEKULA SOUTH | 390000 |
| U007 | ANDRE | LUTAAKOME | M | 15-FEB-60 | KAMPALA CENTRAL | 450000 |

1. Generate a form from the table and save it as Final mark 02 marks
2. In the form created above, insert a title ELECTRAL COMMISSION and a logo as a picture called Company2.png from the CAPPSIHA SUPPORT 17 folder. 03 marks
3. Create a querry displaying the following fields: First name, DOB and salary for those to display only those whose first names have letter A in between. Save it as A between 02 marks
4. Create a querry to filter out male voters who come from Kampala central and earn salary off not less than 500000. 02 marks
5. Filter out voters who come from all southern parts of the constituency. Save this filter as south. 02 marks
6. If the commission decides to increase the amount of salary paid by 15% of their respective current salaries, create a new field in the form, called increment to display the increment. 03 marks
7. Create a report displaying the following fields: First name, Gender, Constituency. 02 marks
8. Print out your work. 01 mark

**5. Desktop publishing**

You have been approached by your boss to design business cards of the restaurant where you are the cashier. This restaurant is called OUT TO LUNCH.

1. Using any desktop publishing software of your choice, design 10 identical business cards on one paper. Save it as my card – your name. 02 marks
2. Use the following dimensions:

Paper size A4

All paper margins set to 0”

Card with to 4” and height 2”

Horizontal gap to 0.2 and Vertical gap to 0.3

All margin guides set to 0.5” 03 marks

1. Each business card should have the following details.
   * 1. Your name as the owner of the card, as a cashier 02 marks
     2. Services offered a: Breakfast, Lunch, Dinner, Supper 02 marks
     3. Contacts: For the business and your personal contacts. These should include telephone and e-mail. 02 marks
     4. Use a picture called outlunch.jpeg as the business logo 02 marks
     5. Insert a picture called diet.jpeg in the background of your business card. It should not cover the words, but keep them legible. 03 marks
     6. Insert a border of bars called Awning stripes. 02 marks
     7. Insert a footer of your name and index number. This should not be covered by the border. 02 marks

END