

S850/3
SUBSIDIARY ICT
PRACTICAL
Paper 3
Nov./Dec. 2018
2 hours



UGANDA NATIONAL EXAMINATIONS BOARD

Uganda Advanced Certificate of Education

SUBSIDIARY ICT
(PRACTICAL)

Paper 3

2 hours

INSTRUCTIONS TO CANDIDATES:

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

*Answer any **three** questions.*

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

*Each candidate is provided with support files in the folder **UNEB Support Files** on the Computer Desktop. Use the support files where applicable to supplement the questions.*

*Each candidate is provided with a **new blank Compact Disc (CD)**.*

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

*Each candidate **must** produce a **hard copy** for each question answered to accompany the **Compact Disc (CD)**.*

Answer any **three** questions in this paper.

1.
 - (a) Using a word processor application, load the file **mercedes.rtf**. (01 mark)
 - (b) Save the file as your name and personal number. (01 mark)
 - (c) Cut the last sentence of the text and paste it as a centered heading. (02 marks)
 - (d) Double underline the heading. (01 mark)
 - (e) Arrange your work in three columns except the heading. (03 marks)
 - (f) Insert at the beginning of the first column the image **mercedes.jpg** and apply a *tight text wrapping*. (02 marks)
 - (g) Resize the picture to 1.12" height and 2.0" width. (02 marks)
 - (h) Apply double line space and a *justify alignment* to your work. (02 marks)
 - (i) Insert a suitable word of your choice as a watermark. (02 marks)
 - (j) Apply a 6pt page border of any colour around your work. (01 mark)
 - (k) Insert your name, personal number and an automatic date as a footer. (02 marks)
 - (l) Save and print your work. (01 mark)
2.
 - (a) Using spreadsheet software of your choice, open the file **overtime.xls** and save it as your name and personal number. (02 marks)
 - (b) Format the DATE column to display the date in this format 3-feb-2015. (01 mark)
 - (c)
 - (i) Insert in cell E2 the column name REGULAR WAGE.
 - (ii) Compute in column E the wages earned for regular hours at a rate of Sh.3100 per hour. (02 marks)
 - (d)
 - (i) Insert in cell F2 the column name OVERTIME WAGE.
 - (ii) Compute in column F the wages earned for overtime hours at a rate of Sh.3300 per hour. (02 marks)
 - (e) Compute in column G the total wage earned by the labourers. Name the column GROSS. (02 marks)

- (f) In column *H*, compute the income tax that is 17% of gross.
Name the column TAX. (02 marks)
- (g) Compute the net pay of each labourer. (02 marks)
- (h) Revise the title to include the computed information. (01 mark)
- (i) Use a column chart to illustrate each labourer's regular and overtime wages. (04 marks)
- (j) Apply *all borders* to your data. (01 mark)
- (k) Save and print your work. (01 mark)

3. The table below gives information about some students in **XY** Secondary School.

Reg. No.	Names	Class	Age	Sex	House
001	Gadibe G.	S5	18	M	Nasser
002	Nabakiibi J.	S1	13	F	Kenyatta
003	Bbaale B.	S2	15	M	Mandela
004	Dungu W.	S3	16	M	Lubega
005	Agwang F.	S1	14	F	Mwanga
006	Opeti T.	S3	16	M	Mandela
007	Kapere R.	S5	19	M	Mwanga
008	Cossy K.	S5	20	M	Kenyatta
009	Mpuuta V.	S3	18	M	Kenyatta
010	Nampa T.	S1	12	F	Lubega

- (a) Create a database and save it as your name. (01 mark)
- (b) Design a table with appropriate data types and enter the given data.
Name it as **Registration Table**. (07 marks)
- (c) Design a query to extract all male students above 18 years of age and name it **Mature**. (03 marks)
- (d) Create a form which will display records in the table. Name it **Registration Form**. (04 marks)
- (e) Create a report to display students' details with the names arranged in alphabetical order. Name it **Registration Report**. (03 marks)
- (f) Print all your work. (02 marks)

4. (a) Prepare a four-slide presentation about a hotel business as follows:
- (i) **Slide One:** Hotel name in *WordArt* format, the hotel address and an image. (04 marks)
 - (ii) **Slide Two:** Use bullets to outline the services offered. (02 marks)
 - (iii) **Slide Three:** Use a table to show the hotel menu for Breakfast and Lunch. (05marks)
 - (iv) **Slide Four:** Use images or text to represent various drinks and stars or banners to display prices of the drinks. (04 marks)
- (b) Add your name and personal number as a header to all slides. (02 marks)
- (c) Save your work as your name and personal number. (01 mark)
- (d) Print all the slides on one page. (02 marks)
5. (a) Using a publishing software, design a certificate of merit to be awarded to participants in a debating competition. The motion of the debate is **The Teaching of ICT has brought more positive effects than negative effects**. Save your work as you name and personal number. (02 marks)
- (b) Set the dimensions of the certificate to width 11 inches and height 8.5 inches. (02 marks)
- (c) Provide an appropriate title and apply *WordArt* in the title. (03 marks)
- (d) (i) Use relevant content of a certificate and also include the motion of the debate. (05 marks)
- (ii) Include your name as the recipient of the certificate. (01 mark)
- (e) Insert any logo from the folder **Images**. (02 marks)
- (f) Use a suitable background for your certificate. (02 marks)
- (g) Apply a border to enclose your certificate. (02 marks)
- (h) Save and print your certificate as your name. (01 mark)