**S850/2**

**Subsidiary Information and**

**Communication**

**Technology**

**Paper Two**

**Practical 2016**

**2 hours**

**MOCK**

**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 RESOURCE 2 where you are to find 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 a word processing file saved as Environment concern and perform the following tasks;

(a) Make a duplicate copy of the text to page two and use the duplicate copy to perform all the enhancement. (01mark)

(b) Format the title of the passage to upper case, font size 15, font style Arabic typesetting. (03marks)

(c) Insert bullets of your choice to the reasons for losing the battle. (01mark)(d) Centre align UMA reaction on the ban, and apply toggle case on it. (0marks)

(e) Set your page margins as follows; Top 1.5mm, left 1.8mm, bottom 1.5mm, Right 1.8mm and apply it to the whole document. (04marks)

(f)Type this table as it is after the words employment opportunities in the last paragraph. (02marks)

|  |  |
| --- | --- |
| **EMPLOYEES IN THE INDUSTRY:** | |
| TERMS OF EMPLOYMENT | NUMBER OF EMPLOYEES |
| FULL TIME | 2800 |
| PART TIME | 6000 |

(g)Using the table, construct a pie chart to illustrate employment in the kaveera industry. (02marks)

1. Insert the end note “SATURDAY VISION August 1, 2015” on the word source. (02marks)
2. Using the Find and Replace feature, replace the words NEMA and UMA with the word National Environment Management Authority and Uganda Manufacturers Association, throughout the text. (02 marks)
3. Save and print your work. (01 mark)
4. Open spreadsheets file saved as PAYROLL and do the following tasks;
5. Determine the PAYEE for each employee given that PAYEE is charged from the basic pay as follows; (02marks)

|  |  |  |  |
| --- | --- | --- | --- |
| 00-235,000 | 236,000-335,000 | 336,000-410,000 | 411,000+ |
| NO TAX | 10% | 20% | 30% |

1. Calculate NSSF for each employee given that NSSF is charged at the rate of 15% from the basic Pay. (02marks)
2. Determine medical and housing allowances each employee is entitled to given that the two

Allowances are charged from the basic at the rates of 5% and6% respectively. (02marks)

1. Format all figures with comma style separator. (02marks)
2. Format the figures in Ugandan currency. (02marks)
3. Rotate the headings to 45 degree. (02marks)
4. Insert a header of your name to your work. (01mark)
5. Present your work graphically in a bubble chart taking note of only surname, First name and net pay. (03marks)
6. Filter out employees that do not qualify to pay taxes. Save them in sheet two and name the sheet **Low paid**. (02marks)
7. Sort out employees in order of their net pay. (01mark)
8. Save and make a print out of your work. (01mark)

3. Using MAFRICA SC Data base;

1. Give appropriate data types to the data base. (05marks)
2. Create a query to display ID NO, Surname, First name, and district of female athletes. Save it as athletes. (02marks)
3. Create a query to return ID NO, Surname, First name of all sports men and women from Masaka district with their respective sports. Save it as **Masaka. (02marks)**
4. Create a query to return participants with 075+ Telephone contact and name it Airtel subscribers. (02marks)
5. Create a query to return ID NO, Surname, First name, sex, date of birth and district. Insert a new column call AGE and in it calculate the current age for the participants. (04marks)
6. (i) Generate a Report from participants table to give a summary of the participants. Save it as report. (02marks)

(ii) Add a header of your surname and a footer of your First name to the report. (02marks)

1. Save and print your work. (02marks)

4. Load the file ROAD TO 2016 and carry out the following instructions;

1. Add your name to slide one as the presenter. (01mark)
2. Make the title bold, font size 17 and font style Britannic bold. (03marks)

(c) Insert slide 6 and perforate it with the table below for Aswa County. (03marks)

|  |  |
| --- | --- |
| NAME | PECENTAGE |
| Hokum Ronald Regan | 45.9% |
| Ojara Mapenduzi martin | 8.2% |
| Acire Christopher | 4.9% |
| Aol Betty Ocan | 4.9% |
| Labeja George | 4.9% |
| Opio walter | 4.9% |

(d) Using data in slide 6, construct a bar graph to clearly show the opinion. (03marks)

(e) Give appropriate animation schemes to your presentation. (01mark)

(f) Give a header of your name to your slides and set the date automatically to current date.

(02marks)

(g) Loop your presentation continuously. (02marks)

(h) Insert appropriate clip art to your slides. (01mark)

(i) Set the transition time to 3 seconds and apply sound of your choice to each transition. (02marks)

(j) Give your presentation an appropriate background. (01mark)

(k) Save the presentation in your name. (01mark)

5. Using a publication program of your choice, design a Report card with the following details;

**Instructions;**

1. Use paper size A4 portrait.
2. Name of the school-Boeteng secondary school

Box no.12 Abim

Telephone no.0786141819/0756111213

1. Include ten(10) subjects taught in the school
2. Make relevant use of word Art and text boxes, fonts
3. Have a provision for mid-term exams, end of term exams, total marks, teacher’s comments and initials.
4. Provide for the class teachers comment, head teachers comments and their signatures.
5. Have a better balance of the publication.
6. Include your name on the footer.
7. Save your work as a **report card.**

END