

S850/2
Subsidiary Information &
Communication Technology
PRACTICAL PAPER
PAPER 2
July/ August. 2017
2 hours



KAYUNGA SECONDARY SCHOOLS HEAD TEACHERS AND PRINCIPALS
ASSOCIATION (KASSHPA)
Uganda Advanced Certificate of Education
JOINT MOCK 2017
SUBSIDIARY ICT
PAPER 2
2HOURS.

INSTRUCTIONS TO CANDIDATES:

- The paper is made up of five equally weighted questions.
- Attempt **any three** questions in this paper.
- Any additional question(s) answered will **not** be marked.
- Each candidate is provided with support files in the folder KASSHPA 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 writable (CD-RW)
- Candidates should continuously **save** their work.
- Each candidate Must produce a hard copy for each of their work to accompany the compact Disc.

Answer any three questions in this paper

1. Load a word processing file saved as **Printer** and carry out the following instructions.
- a. Adjust paper orientation to portrait (1mark)
 - b. Convert your page size to A4 (1mark)
 - c. Adjust page settings to 2cm for top and bottom, 1.5" for left and right (1mark)
 - d. Copy the work to page three (1mark)
 - e. Centre the heading. (1mark)
 - f. Convert the heading to upper case (1mark)
 - g. Double underline the heading (1mark)
 - h. Adjust the font size to 20.5 for heading (1mark)
 - i. Expand the heading to 200% scale (1mark)
 - j. Change the heading font colour to green (1mark)
 - k. Adjust font name for work in page 3 to Arial Rounded MT Bold. (1mark)
 - l. Highlight the heading using a grey 25% color. (1mark)
 - m. Insert a watermark in page 2 to read THIS PAGE IS BLANK (1mark)
 - n. In page 3, add a hanging paragraph boarder style around the work (1mark)
 - o. Change line spacing to 1.5 (1mark)
 - p. Convert page 3 background colour to sky-blue (1mark)
 - q. In page 3, insert line number with a count by 5 (1mark)
 - r. Add your name as footer (1mark)
 - s. Save your work as Printer2017. (1mark)
 - t. Print a copy of your work. (1mark)

Load a spreadsheet file saved as marks and carry out instructions below

- Copy the work to sheet 2 (1mark)
- Rename sheet 1 as **ALL**, sheet2 as **Duplicate** and sheet3 as **STREAM** (1mark)
- change worksheet tab colors to ALL=Yellow, **Duplicate** =Blue and STREAM=Red (1mark)
- In sheet2, add a column for grade after each subject (1mark)
- Using a grading scale given below, assign an appropriate grade against each student & subject (01 mark)

Range	80-100	70-75	65-69	60-64	50-59	45-49	40-45	35-39	00-34
Grade	1	2	3	4	5	6	7	8	9

- Add two column names for AGGREGATE and POSITION just after the last grade. (1mark)
- Determine total aggregate obtained by each student given that it is a sum of all grades for each subject. (1marks)
- Using the column for aggregate ,position all students using the order of 1 (1marks)
- Add a good boarder style around your work in sheet 2 (1mark)
- Make sure that the work fits on A4 paper size (1mark)
- Using the cell for position, sort your work in ascending order (1mark)
- Add a heading Goodwill PRIMARY SCHOOL P7 2017 (1mark)
- Fill the heading with a light background color (1mark)
- Merge and centre the heading (1mark)
- Filter out all records of students from stream B and paste them in sheet stream (1mark)
- Change the heading to font size 18.5. (1mark)
- Centre your work both vertically and horizontally in sheet 2 (1mark)
- Add your name as footer in sheet 2 (1mark)
- Save your work as marks2017 (1mark)
- Print a copy of your work. (1mark)

3. Open a presentation file saved as agriculture and carry out the following instructions
 - a. Open a master slide and carry out the following tasks (11 marks)
 - ✓ Font name title is Stencil
 - ✓ Title font size is 38
 - ✓ Title animation style upon entrance is expanding
 - ✓ Content font name is Arial Rounded MT bold
 - ✓ Content font size is 28
 - ✓ Content animation style upon entrance is checkerboard
 - ✓ Master background color is light green
 - ✓ Slide transition style is Random bars
 - ✓ Advanced timing are automatic at 4sec.
 - ✓ Slide speed is slow
 - ✓ Apply to all slides in the master.
 - b. Insert a relevant image in slide 1 between the heading and the sub title. (2marks)
 - c. Add a header of your name and footer of your index number. (01mark)
 - d. Insert a new slide, slide 5 and carry out the following. (01mark)
 - e. Using data in slide 4, plot a column graph (02marks)
 - ✓ Add appropriate graph title
 - ✓ Include x and y axes labels.
 - f. Enable your presentation to loop until escape key is pressed. (01mark)
 - g. Save your work as agricultural-edited. (01mark)
 - h. Print all your work on one A4 paper size. (01mark)

4. Open a database saved as **fees payment** and carry out the following instructions
 - a. Adjust studentID to have a pattern "KKL-00-1998/"000 (01mark)
 - b. Insert a caption in the field for Fees Paid to Tuition (01mark)
 - c. Add a comment against each field in the table (01mark)
 - d. Sort your records in order of StudentID (01mark)
 - e. Create a queries to return students whose: (04marks)
 - ✓ Tuition paid is between 800,000 and 1,000,000. Save the query as tuition
 - f. Create a form displaying all the records on one sheet. Save the form as fees.
Your form should have the following:
 - ✓ Form title, DATA ENTRY FORM
 - ✓ Add an image to work as a badge for your form
 - ✓ Include a footer to have your name
 - ✓ Fill background color to light green

(05marks)

- g. Design a report to return all students that have a fees balance. (04marks)
 ✓ Save the report as balance
- h. Rename the database as tuition (01mark)
- i. Print all your work. (02marks)

5. Using a publication application of your choice, design a book cover for a new book writer in your community and save it as **book-cover**. The book should have the following dimensions.

- ✓ Paper size A4. (01 mark)
- ✓ Page orientation in landscape (01 mark)
- ✓ Should have spine dimension of 2cm (03 marks)
- ✓ Book title is introduction to subsidiary ICT (02 marks)
- ✓ Author-your name (01 mark)
- ✓ Remember to vary your colors and fonts (03 marks)
- ✓ Add footer your name and personal number (01 mark)
- ✓ Show all necessary guides in your project (03 marks)
- ✓ Include a good illustration on the front cover (04 marks)
- ✓ Print one copy of your work. (01 mark)

END