



S850/2

SUBSIDIARY INFORMATION AND COMMUNICATION TECHNOLOGY

(Practical Paper)

Paper 2

TUESDAY, 14th August 2018 (Morning)

2 hours

ACHOLI SECONDARY SCHOOLS EXAMINATIONS COMMITTEE

Uganda Advanced Certificate of Education

Joint Mock Examinations, 2018

SUBSIDIARY INFORMATION AND COMMUNICATION TECHNOLOGY

(Practical Paper)

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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 a **blank compact disc – rewritable** (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.*
- ✓ *Software **help wizard** must not be used.*

Question 1:

- (a) Load the file Pascal.rtf and save as your name. (02 marks)
- (b) Make the underline text to be bold and change font to red. (02 marks)
- (c) Use “Times New Roman” font face size 12 for all text. (02 marks)
- (d) Add the addressor as Youth Association, PO Box 101, youngassociation@gmail.com. Align the address to the left. (02 marks)
- (e) Insert a water mark “Confidential”. (01 mark)
- (f) Insert your name as header and current date as footer. (02 marks)
- (g) Use mail merge feature to post the document above to the recipients below. (08 marks)

Title	First Name	Last Name	e-mail	Phone No	Town
Miss	Baraza	Mary	mary@gmail.com	0772010901	Kampala
Mr	Okello	Jimmy	okelloj@yahoo.com	0781010101	Tororo
Mrs	Akello	Susan	asusan@gmail.com	078002828	Masaka
Imam	Ali	Musa	musaali@gmail.com	0782001001	Gulu

- (h) Print only the letter for Ali Musa. (01 mark)

Question 2:

- (a) Use the file Refer. rtf to make presentation to your fellow students. Prepare six slides. Use slide title cd content.

- Slide 1: Include the title of your presentation, your name and current date. (02 marks)
- Slide 2: Categories of computer devices. Put it in Table. (03 marks)
- Slide 3: Examples of Input and Output devices. (02 marks)
- Slide 4: Storage devices (02 marks)
- Slide 5: External storage devices (02 marks)
- Slide 6: Gallery for output and input devices from Gallery1.jpg, Gallery2.jpg, Gallery3.jpg, Gallery4.jpg, Gallery5.jpg. (02 marks)
- (b) Save the presentation with your name. (01 mark)
- (c) Insert a header as your name. (01 mark)
- (d) Change the background of all your slides. (02 marks)

- (e) Set a slide transition of your choice. (01 mark)
- (f) Set animation of your choice. (01 mark)
- (g) Print it as hand-out (01 mark)

Question 3:

- (a) Load the file Lim.xls to help you: (02 marks)

- (i) Prepare a payment voucher for the month of September.

Note:

- (ii) E-tax 10% is the maximum deduction from allowances.
 - (iii) G-pay is over all amount of money each get.
 - (iv) NSSF 5% Basic is the deduction from basic pay
 - (v) Net pay is the total pay each employee earns.
- (b) Use appropriate formula/function to compute:
- (i) the G-tax 10% of the allowance (02 marks)
 - (ii) NSSF 5% (02 marks)
 - (iii) the G-pay for each employee (02 marks)
 - (iv) Net pay (02 marks)
- (c) Insert a border for the data. (01 mark)
- (d) Let the figure be formatted to UGX currency symbol and put it to two decimal places. (02 marks)
- (e) Change the page orientation to landscape. (01 mark)
- (f) Insert a suitable title and the font for title to size 24". (02 marks)
- (g) Insert your name and personal number as a footer. (02 marks)
- (h) Save and print. (02 marks)

Question 4:

Using an appropriate software database package, candidates are required to:

- (a) Create a database and save it expert. (02 marks)
- (b) Make a table and save it as "My Solution" and populate it with the data imported from a file Technology.xls. (04 marks)
- (c) Use a suitable primary key and suitable data types for the file xls use. (02 marks)
- (d) Create a query that shows all the female with their details and save it as female query. (02 marks)

- (e) Create a query that will filter out all the experts in their order of registration number who are specialist in assembling. (03 marks)
- (f) Create a query that will filter out all that are located in Gulu and save it as home. (02 marks)
- (g) Generate a report from my solution and save it as skilled personnel. (02 marks)
- (h) Add the header to the report as your name and a footer as your number. (02 marks)
- (i) Save and print your work. (01 mark)

Question 5:

Use desktop publication software to design a certificate of excellence for public debate on the theme: “New Technology versus Culture”. Assuming you have emerged best speaker. The head of ICT is a signatory in the certificate. (10 marks)

- (a) Adjust the paper size to a width 11 inches and height of 8.5 inches. (02 marks)
- (b) Load Me.gif to present the owner’s photo. (02 marks)
- (c) Use your name as owner of certificate. (02 marks)
- (d) Insert your name and personal number in the footer. (02 marks)
- (e) Save and print your publication. (02 marks)

THE END