

S850/2

SUBSIDIARY ICT

PRACTICAL

JULY / AUGUST 2018

2 HOURS

IBANDA DISTRICT JOINT MOCK EXAMINATIONS 2018

Uganda Advanced Certificate of Education

COMPUTER STUDIES

PRACTICAL

2 Hours

INSTRUCTIONS TO CANDIDATES:

Attempt any **THREE** questions of your choice, all questions carry equal marks.

Each candidate is provided with a new and blank Compact disc

Each candidate **MUST** produce a hard copy for each of the work to accompany the compact disc.

Find support files on your desktop in a folder "MOCKS 2018"

1. Using word processing software, load the file **cloud computing** and save it as **cloud computing-your name** and use it to perform the following tasks. (2 marks)
 - a. Insert a suitable heading (02 marks)
 - b. Underline the heading of the document and center align it. (02 marks)
 - c. Apply a double line spacing to the entire document (01 mark)
 - d. Set the page size to A4 and justify the document (02 marks)
 - e. Use the image **cycle computing. jpeg** as a watermark (01 mark)
 - f. Insert the image jpeg2 at the beginning of the second paragraph with its vertical 1.2" and horizontal 0.8" (01 mark)
 - g. Insert an endnote in reference to the title "**cloud computing**" with the phrase "It the practice of using a network of remote servers hosted on the Internet to store, manage, and process data, rather than a local server or a personal computer." (02 marks)
 - h. Set the indent by 1.2" in paragraph 2 (01 mark)
 - i. Type your name and Personal Number in the footer section (02marks)
 - j. Drop cap the first letter of the second paragraph to 4 lines (01 mark)
 - k. Copy the entire document to page 2 (01 mark)
 - l. Set all margins to 1.3" (02 marks)

2. Open the support file **data.accdd** and use it to answer the questions below:

- Rename table 1 as **Patients' record table** (01 mark)
- Use appropriate data types (02 marks)
- Use an appropriate primary key field (01 mark)
- Apply a lookup wizard on Gender field (01 mark)
- Enter the records below through a data entry form, save it as **Data entry form** (03 marks)
- Center align the form heading and add a logo from support files below the heading (02 marks)

PATIENT'S ID	PATIENT'S NAME	GENDER	AGE	BLOOD TYPE	LAB TEST	TEST RESULTS	LAB FES	CONSULTATION FEES
M/001	Arinda Lucy	F	25	A	HCG	POSITIVE	5000	10000
M/002	Musiime Fred	M	5	O	RSV	NEGATIVE	20000	15000
M/003	Aine Ruth	F	36	AB	CMV	POSITIVE	14000	32000
M/004	Abaho John	M	42	A	TSH	NEGATIVE	5000	10000
M/005	Atukunda Gloria	F	34	O	HCG	Negative	5000	20000

- Use a query to filter out patients with A blood type and had a positive HCG test.

Save it as **positive HCG test query** (02 marks)


- h. Add a new field name **Total fees** to **data entry form** and compute the total amount paid by each patient. (02 marks)
- i. Generate a report based on the table and save it as **patients' report** (02 marks)
- ii. Add your name and personal number on both the form and report. (02 mark)
- iii. Print all the objects (02 mark)
3. Use spreadsheet software to open a file **book1** and perform the following tasks:
- a. Save the file in your name and personal number (01 mark)
- b. Add columns for Total sales and Average sales (02 marks)
- c. Computer the total and average sales **per day** (02 marks)
- d. Compute the highest and lowest sales **per item** (02 marks)
- e. Add a column for **commission**; use a function to compute the commission given to the salesman basing on conditions in the table below (03 marks)

Sales	Commission
Less than 200,000	3% of total sales
200,000 to 500,000	5% of total sales
Above 500,000	8% of total sales

- f. Copy contents of sheet 1 to sheet 2 and rename sheet 1 as **My Daily Sales** (02 marks)

- g. Present the daily sales of salt and millet flour on a bar chart, include all labels, place the chart on an independent chart (04 marks)
- h. Apply all cell borders (01 mark)
- i. Use landscape page orientation and change all margins to 1.5" (02 marks)
- j. Print all your work (01 mark)
4. Use presentation software to prepare a presentation about the use of **ICT tools in the classroom** with the following details, save your work as **ICT TOOLS-your name** (01 mark)
- Slide 1:** Topic and your name as the presenter (01 mark)
- Slide 2:** Define the term ICT tools and give a bulleted list of examples of ICT tools (02 marks)
- Slide 3:** Advantages of using ICT tools in the classroom (02 marks)
- Slide 4:** Given that schools A,B,C,D,E used ICT tools as 20%, 34%, 59%, 15% respectively, tabulate the data (02 marks)
- Slide 5:** Present the data on slide four on a pie chart (02 marks)
- Required to:**
- Apply a light green color and add **image3.jpeg** at the top right corner through the slide master (02 marks)

- Use a slide master to add a next navigation button and customize it to **NEXT SLIDE** (02 marks)

BACK COVER	FRONT COVER
	

Turn over

- Time the presentation to run every after 5 seconds (02 marks)
- Loop the presentation to run continuously until escape (02 marks)
- Add your name and personal number in the footer section (01 mark)
- Add an automatically updating date (01 mark)

5. Using desktop publishing software of your choice to design a book cover for a new book writer in your community and save it as **book cover-your name** with the following details: (02 marks)

- a. Paper size: A4 (01 mark)
- b. All margin guides: 1.5cm (02 marks)
- c. Page orientation: landscape (01 mark)
- d. Spine dimensions: 1 cm (02 marks)

- e. Book title: A PRACTICAL APPROACH TO SUBSIDIARY ICT (02 marks)
- f. And your name as the Author (02 marks)
- g. Add your name and personal number in the Footer section (01 mark)
- h. Use relevant images form support files (02 marks)
- i. Add the text new syllabus exactly the way it appears on the sample book cover (02 marks)
- j. At the bottom of the back cover, draw a star autoshape, fill it with color and add text as “approved by NCDC” (02 marks)
- k. Print your work (01 marks)

END