

S850/2
Subsidiary Information
& Communication
Technology
Paper 2
(PRACTICAL)
2 HOURS



UNNASE MOCK EXAMINATIONS

Uganda Advanced Certificate of Education

Subsidiary ICT

PAPER 2

2 HOURS

INSTRUCTIONS TO CANDIDATES:

- *This paper is made up of five equally weighted questions.*
- *Answer any **three** questions. Any additional questions will not be marked.*
- *A candidate will use **support files** in a folder named “**UNNASE 2018 Support Files 850-2**” for some questions.*
- *All your work should be saved on the CD provided.*
- *Candidates should continuously save their work.*
- *Each candidate must produce a hard copy of each of the work on the CD.*

1. WORD PROCESSING

- a) Using a suitable word processing application, type the following information and answer the questions that follow. **(05 marks)**

The relevance of the fence story in anger management.

There once was a little boy who had a bad temper. His father gave him a bag of nails and told him that every time he lost his temper, he must hammer a nail into the fence. The first day the boy had driven 37 nails into the fence. Over the next few weeks as he learned to control his anger, the number of nails hammered daily, gradually dwindled down. He discovered it was easier to hold his temper than to drive those nails into the fence.

Finally, the day came when the boy didn't lose his temper at all. He told his father about it and the father suggested that the boy now pull out one nail for each day that he was able to hold his temper. The days passed and the young boy was finally able to tell his father that all the nails were gone.

The father took his son by the hand and led him to the fence. He said "you have done well, my son, but look at the holes in the fence. The fence will never be the same. When you say things in anger, they leave a scar just like this one." You can put a knife in a man and draw it out. ~~It won't matter how many times you say I'm sorry, the wound is still there. Make sure you control your temper the next time you are tempted to say something you will most likely regret later.~~

You are required to;

- b) Indent the second paragraph to 1.5 mm left and 2.5 mm right. **(02 marks)**
- c) Format the title to heading style "**intense quote**" **(01 Mark)**
- d) Insert a page border on only this first page **(01 mark)**
- e) Insert a comment on the word discovered as "to realize the hidden behavior" **(02 marks)**
- f) Insert page numbers at the top of your document of the vertical outline form. **(02 marks)**
- g) Copy and paste your information to page two of your document **(02 marks)**
- h) Using the copied information;
 - i) Convert the first paragraph to three columns, font "verdana" font colour "orange accent 6, darker 25%" **(01 mark)**
 - ii) Insert a 3D line blue border around the second paragraph. **(02 marks)**
- i) Save the document as "**Anger management**" **(01 mark)**
- j) Print a copy of your work. **(01 mark)**

2. SPREADSHEETS

Using a suitable spreadsheet application, enter the table below showing items being purchased by a wholesale company, their cost from the manufacturer and a total of additional expenses on each before they are finally sold. **(02 marks)**

ITEMS	UNIT COST	EXPENSES	TOTAL COST	COMMENT
COOKING OIL	450000	210000		
BAKING POWDER	670000	220000		
FLOUR	340000	500000		
CHARCOAL	230000	110000		
LABOUR	785000	150000		
STOVE	530000	32000		
BEANS	820000	240000		

- a) Format your data to have green dotted all borders. **(02 marks)**
- b) Align the column headings to -30° **(02 marks)**
- c) Insert a header as your name and footer as index number. **(02 marks)**
- d) Using suitable formulae or functions, obtain the total cost on each item. Fill it in TOTAL COST column. **(02 marks)**
- e) Insert a new column called **DISCOUNTED COST** after **TOTAL COST**. **(01 mark)**
- f) Obtain a discount of 40% of the total Cost only where the TOTAL COST is greater than 700,000 and hence the new cost which should be placed in the column labelled DISCOUNTED COST. **(02 marks)**
- g) Comment on the items in order of their TOTAL COST using the table below;

0-400,000	AFFORDABLE
400,001-700000	FAIR
700,001 and above	EXPENSIVE

- h) Insert a “TSHS” symbol on all currency values and format them to 2 decimal places. **(02 marks)**
- i) Create a pie chart showing the DISCOUNTED COST of the first four items. Include a title on the chart. **(02 marks)**
- j) Move your chart to anew sheet labelled PIE CHART. **(02 marks)**
- k) Save your work as “GROCERY-Your name.” **(01 mark)**

3. DATABASE

a) Using any database application of your choice, create a database called "PAYMENTS-your name"

b) create the table below and save it as "DETAILS" **(05 marks)**

D_NUMBER	FNAME	DOB	REGION	AMOUNT
D009	DENIS	12/3/2001	CENTRAL	230000
D010	SANDRA	14/6/1994	NORTH	450000
D011	RITAH	30/4/2005	NORTH	347000
D012	DERRICK	23/8/1989	SOUTH	218000
D013	JEREMIAH	10/10/2003	CENTRAL	870000
D014	KAREN	11/2/1990	SOUTH	653000
D015	LEAH	21/6/2000	CENTRAL	529000
D016	ERIAB	18/3/1990	CENTRAL	432000

c) Set appropriate data types and hence enter the data in the table. **(02 marks)**

d) Set the field size of FNAME to 8 characters. **(01 mark)**

e) Create a query to extract individuals with a D_NUMBER between D011 and D015. Save it as **"BETWEEN D011 and D015"** **(02 marks)**

f) Create a query possessing ID_NUMBER, FNAME and REGION fields for individuals who possess five characters in their FNAME and from the CENTRAL region. Save it as **"CENTRAL"** **(02 marks)**

g) Create a query to obtain a deposit of 25% of the AMOUNT of each individual. Save it as **"DEPOSIT"** **(02 marks)**

h) Create a query and use it to obtain the age of all individuals. save it as **"AGE"** **(02 marks)**

i) Create a form that can be used to enter the data in the table. save it as **"Company Form"** **(02 marks)**

j) Create a report from the CENTRAL-Query and save it as **"REPORT-CENTRAL"** **(02 marks)**

4. PRESENTATION SOFTWARE

You are required to use appropriate pictures for this number. Strictly use pictures provided in the images folder in your support file folder.

- a) Copy the file named “Presentation1.ppt” into your folder containing your work and rename it to **“Social media awareness”**. Add your name as the presenter on the first slide **(01 mark)**

Thereafter, apply the following changes.

- b) Apply a simple design for your presentation. **(01 mark)**
- c) Insert a picture called **logo.jpg** in the top left corner of all your slides. **(01 marks)**
- d) Slide 2, provide an appropriate heading and insert an image in the empty placeholder on the right. **(02 marks)**
- e) Slide 3, hide slide 3 from the slideshow. **(01 mark)**
- f) Complete the slide 4, with missing text. **(02 marks)**
- g) Use statistics on slide 5 to generate a column chart on slide 6. **(02 marks)**
- h) Insert the horizontal and vertical axis and label them appropriately and provide an appropriate chart title. **(02 marks)**
- i) Speaker notes on slide two hinting about social media usage in your country in the past three years. **(01 mark)**
- j) Insert your name as the footer of all of the slides. **(01 mark)**
- k) Insert action buttons on all slides of your presentation to enable you navigate back and forth. **(02 marks)**
- l) Use varying transitions and animations. **(02 marks)**
- m) Using the slide master format all headings to font size 45 and the body content font size 28. **(02 marks)**

5. ELECTRONIC PUBLICATION

You have been tasked by your teacher to design a good cover for his practical workbook.

- a) Using a publication application of your choice, design a front side of a book cover and save it as book-cover. **(02 marks)**
- b) The book cover should have the following dimensions.
 - Author - your computer teacher's name. **(02 marks)**
 - Book title is Functional Subsidiary ICT. **(02 marks)**
 - Page orientation is portrait. **(02 marks)**
 - Paper size is A4. **(02 marks)**
 - Width is 15 cm and height is 24cm. **(02 marks)**
- c) Add footer of your name and index number. **(01 mark)**
- d) Include relevant images from the images folder on the front cover. **(02 marks)**
- e) Show all necessary guides on your work. **(02 marks)**
- f) Use varying fonts, font sizes and colors while designing. **(02 marks)**
- g) Print one copy of your work. **(01 mark)**