

**S850/2**  
**Subsidiary ICT**  
**PRACTICAL**  
**Paper 2**  
**Nov./Dec. 2018**  
**2 hours**



**UGANDA NATIONAL EXAMINATIONS BOARD**

**Uganda Advanced Certificate of Education**

**SUBSIDIARY ICT**  
**(PRACTICAL)**

**Paper 2**

**2 hours**

**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 support files in the folder **UNEB 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 (CD)**.*

*Candidates should continuously **save** their work.*

*Each candidate **must** produce a **hard copy** for each question answered to accompany the **Compact Disc (CD)**.*



Answer any **three** questions in this paper.

1.
  - (a) Access the file **IntrodWP.rtf** and save it as your name and personal number. (02 marks)
  - (b) Set the margins as: Top 1", Bottom 1", Left 1" and Right 1". (02 marks)
  - (c) Format text to font size 12 and apply double line spacing. (02 marks)
  - (d) Apply a *Drop Cap* on the first paragraph (02 marks)
  - (e)
    - (i) Make a bulleted list from the data in the second paragraph. (01 mark)
    - (ii) Split the list into two columns. (02 marks)
  - (f) Insert an appropriate heading for the text. (02 marks)
  - (g) Draw a 4½ point coloured line below the heading. (02 marks)
  - (h) Insert a *Watermark* of your name. (02 marks)
  - (i) Insert a picture from folder **Images1** and send it behind text. (02 marks)
  - (j) Save and print your work. (01 mark)

2. The following students sat for their term two examinations in Mathematics (mat), Computer Studies (comp) and Commerce (com), and obtained the following marks:

*John* scored 40 in mat, 20 in comp and 50 in com. *Mary* scored 90 in mat, 60 in comp and 30 in com. *Tania* scored 70 in mat, 65 in comp and 90 in com. *Samuel* scored 55 in mat, 40 in comp and 80 in com. *Paul* scored 50 in mat, 20 in comp and 35 in com. *Albert* scored 50 in mat, 60 in comp and 50 in com. *Cissy* scored 60 in mat, 70 in comp and 50 in com. *Mersey* scored 20 in mat, 90 in comp and 77 in com. *Muzamil* scored 80 in mat, 69 in comp and 50 in com while *Timothy* scored 30 in mat, 60 in comp and 57 in com.

- (a) Enter the given data in a spreadsheet using appropriate column headings and a table title. Save your work as your name and personal number. (06 marks)
- (b) Use a formula in column *E* to compute the average score for each student and name it AVERAGE MARK. (02 marks)
- (c) Sort the data in descending order based on column *E*. (01 mark)
- (d) Incline the column headings to an angle of 45°. (02 marks)
- (e)
  - (i) Create a column graph for the students' marks in the three subjects. Label your graph appropriately.
  - (ii) Move the graph to a new sheet and rename it as **Students' Marks**. (04 marks)



- (f) Use an appropriate formula in column *F* to grade the students with the criteria below:  
 EXCELLENT for all students with an average mark of 70 and above;  
 PASS for those with an average mark of 50 and above, but less than 70 and FAIL for all students with an average mark below 50.  
 (03 marks)
- (g) Apply *all borders* on the data. (01 mark)
- (h) Save and print all your work. (01 mark)
3. Use presentation software to design a five-slide presentation on Safe Water Management.
- (a) The slides should include:
- (i) **Slide I:** Title and introduction. (02 marks)
  - (ii) **Slide II:** Sources of water. (02 marks)
  - (iii) **Slide III:** Ways of making water safe for drinking. (02 marks)
  - (iv) **Slide IV:** Water-borne diseases. (02 marks)
  - (v) **Slide V:** Conclusion. (02 marks)
- (b) Insert appropriate pictures from the folder **Images2** on your slides. (03 marks)
- (c) Set the date to update automatically. (01 mark)
- (d) Set a transition of 10 seconds for all the slides. (02 marks)
- (e) Insert your name and slide number as a footer. (01 mark)
- (f) Save the presentation as your name and personal number. (01 mark)
- (g) Print your slides as a handout on one page. (02 marks)
4. (a) Using any database management system of your choice, create a database to handle patients' data. Save it as your name and personal number. (01 mark)
- (b) Open a file called **Patients.xls**, copy that data and use it to create a database table called **OPD table**. (02 marks)
- (c) Apply the most appropriate data types to the fields in **OPD table**. (01 mark)
- (d) Apply a *primary key* on an appropriate field. (01 mark)
- (e) Use a *Lookup* wizard for the SEX field and fill in *Male* and *Female*. (02 marks)
- (f) Sort the data in the table in descending order of AMOUNT PAID. (01 mark)



- (g) Create a form called **Patients' Form** containing all the fields in the **OPD table**. (01 mark)
- (h) On this form, create a new field called NEW AMOUNT PAID if AMOUNT PAID is increased by 10%. (02 marks)
- (i) Create a query called **Aged patients** showing patients born before 1990. (02 marks)
- (j) Create another query called **Typhoid bush** showing patients with Typhoid and come from Bushenyi district. (02 marks)
- (k) Create a report showing patients born before 1990. Call it **Aged Report**. (02 marks)
- (l) Insert a footer as your name and current date in the report. (02 marks)
- (m) Print all your work. (01 mark)

5. Use Desktop publishing software to prepare a brochure for **JK computer Center** with the following details:

**Company Name:** JK Computer Center  
**Motto:** Computer skills for better standards  
**Location:** Seventh Street, Jinja Road  
**Address:** P.O Box 23, Kampala  
**Telephone Contact:** 0773458098, 0712070797, 0707587473  
**E-mail Address:** [jkcomputercenter@yahoo.com](mailto:jkcomputercenter@yahoo.com)  
**Website:** <http://www.jkcomputer>

**Introduction:** JK Computer Center is a home of computer services and accessories. We have customer centered service providers. Please come and enjoy our excellent services.

**Services offered:** Internet services, Printing, Photocopying, Scanning, Binding, Mobile Money, Computer and phone repair, Computer and phone accessories, Airtime selling, Telecommunications services, Report writing, Typing and Computer lessons.

- (a) Divide each page into three panels. (03 marks)
- (b) Enter the given details in suitable panels. (08 marks)
- (c) Use appropriate images, fonts and background in the brochure. (06 marks)
- (d) Add your names and personal number as a footer. (01 mark)
- (e) Save your brochure as your name and personal number. (01 mark)
- (f) Print your work. (01 mark)