S850/3

Subsidiary Information &
Communication Technology

PRACTICAL PAPER

Paper 3

2 hours

LANGO SECONDARY SCHOOLS MOCK EXAMINATIONS ASSOCIATION (LASSMEA)

SUBSIDIARY ICT

PRACTICAL

Paper 3

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 a blank **Compact Disk Rewritable (CD-RW)** or a **flash disk**.*

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

*Each candidate **must** produce a **hard copy** of their work to accompany the **Compact Disk** or **flash disk**.*

*Each candidate is provided with **Support Files**, which should be used where applicable.*

Turn Over

QUESTION ONE

In this activity, you will edit a document about the development of a new port.

1. Using a suitable software package, load the file **JX1PORT21.RTF**   [2]

2. Set the page size to A4.   [1]

3. Set the page orientation to portrait.   [1]

4. Set all margins to 2 centimetres.   [1]

5. Save the document as **Port Pepard** in your work area.   [2]

6. Place in the header your full name and index number left aligned.   [1]

7. Place in the footer today's date right aligned.   [1]

    Make sure that all the alignments match the page margins.

    Make sure that headers and footers are displayed on each page.

8. Insert a blank line at the start of the document and enter the title Dock facilities at Port Pepard. [1]

9. Set the title as Heading 1, center aligned and make the font size to 24.   [2]

10. Below the title, add a subtitle: [1]

    Report by: and add your name.

11. Set the font size of the subtitle to a Bookman Old Style font.   [1]

12. Make only the subtitle italic.   [1]

13. After the subtitle, format the rest body text into two equally spaced columns, with a 1 centimeter

    gap.   [1]

14. Set all the body text to Arial font, 1.5 line spacing.   [1]

15. Set the font size of all the body text to 10point.   [1]

16. Save your document as **Port Pepard**.   [1]

17. Print out your work.   [1]

QUESTION TWO

You are supposed to create a presentation file using Presentation software, according to the instructions given below.

a) You are provided with a file saved as **Forests.ppx**. Open it and carry out the following instructions. [1]

b) On the first page of the page, insert your name at the bottom. It should be in font size 15, style = Tahoma, bold and aligned to the right, font colour = black. [1]

c) Insert a photo saved as 'trees_cut', in between the heading and your name. Centre your picture here. [1]

d) Change the picture size to height 2", width 3". [1]

e) Create other five blank slides to contain the following: [1]

f) Slide two to include the heading, definition of terms. On this slide add a simple meaning of a forest and give five examples of forests in Uganda. This list should be unordered. [1]

g) Slide three to include the heading, "**Uses of forests**". On this slide, write down six uses of forests in Uganda, this list should be numbered in the format of 1-, 2-, e.t.c. [1]

h) Slide four to include the heading "**Deforestation in Uganda**". On this slide, include seven causes of deforestation in Uganda. [1]

i) Slide five, to include "**Solutions to deforestation in Uganda**". Include six ways to control deforestation in Uganda. The list should be unordered. [1]

j) Slide six, to include the conclusion. This should include about three well-structured lines in font size 30. This should appear at once. [1]

k) All the content should be in font size 30, colour = black, style = Tahoma. [1]

l) Insert page numbers on all slides in your presentation. [1]

m) At the bottom, insert an action button link from page 1 to 2, 2 to 3, 3 to 4, 4 to 5, 5 to 6 and 6 to 1. [1]

n) All the content should appear one after another after a click. [1]

o) Custom animate all headings to bounce and all written text to fade. [1]

p) Insert a uniform slide transition in all your work. [1]

q) Make sure that all the headings are centered in font size 42, font colour black. [1]

r) Insert a footer, bearing your name and index number & automatic date. [1]

s) Save your work as 'Trees_Uganda'. [1]

t) Print only the first two slides. [1]

QUESTION THREE

1. Using a suitable software package, load the file **SICTMARKS.xlx** **[1]**

2. Enlarge the column D to make sure that all headings words are visible. [1]

3. Insert 1 in the cell A2. [1]

4. Write a formula in cell A3 for serial number which increments by 1 and copy it to rest of the cell up to A18. [2]

5. Select all the work area and put all-borders.

6. Using the Year of Birth and 2016, compute the age the all students. [2]

7. Given the students marks in percentages (%) in column Paper 1, compute the marks out of 40 in column G. [2]

8. Given the students marks in percentages (%) in column Paper 2, compute the marks out of 60 in column I. [2]

9. In the Total column, compute the total marks, adding out of 40 and out of 60 marks. [2]

10. Bold all the cells A1 to J1. [1]

11. In cells G20, G21, G22 and G23, determine the Average, Minimum, Maximum and modal mark respectively. [2]

12. In cells I20, I21, I22 and I23, determine the Average, Minimum, Maximum and modal mark respectively. [2]

13. Save your work as your name. [1]

14. Print out your work. [1]

QUESTION FOUR

You are supposed to create and save a database with tables, relationships, queries and reports using MS Access, according to the instructions given below.

1. You need to create a database for a public library to store book details. For this, create a blank database and save it as Public Lib.   [2]

2. Create a table called "**Books**" with the following fields.   [2]

Field Name	Type	Field size	Constraints
ID	Number		Primary Key
Title	Text field	50 characters	
Description	Text field	30 characters	
Category	Number		
No of copies	Number		

3. Create a form to enter details about books and save it as "**Books Form**".   [2]
4. 4. Add following records to the "**Books**" table using the "**Books Form**".   [2]

ID	Title	Description	Category	No of copies
1	Word	Hard cover	2	2
2	Computers	Hard cover	4	2
3	Access	Paperback	2	2
4	Art	Hard cover	1	1
5	Science	Paperback	3	1

5. Create another table called "**Book Copies**" with the following fields.   [2]

Field Name	Type
ID	Number
Book _ID	Number
ISBN	Number
Version	Number

6. Identify the Primary Key(s) of this table (if there is any).   [2]

7. Insert following records to the "**Book Copies**" table.   [2]

ID	Book_ID	ISBN	Version
1	1	1234	1
2	1	1235	2
3	2	1236	1
4	2	1237	3
5	3	1238	2
6	3	1239	3
7	4	1241	4
8	5	1242	7

8. Establish the Relationship between "**Books**" and "**Book Copies**" tables.   [2]

9. Write a query called "**Query_Book category**" to display all books which belongs to given category; E.g. Category 02.   [2]

10. Create a report called "**Book Details**" displaying all books in Book Details table.   [1]

11. Save your work.   [1]

QUESTION FIVE

In this question, you are going to create a calendar.

1. Using an appropriate software, create a calendar, ensuring that all the 12 months appear on one page. [4]

2. Set the page size to A4. [2]

3. Set the margin to narrow. [2]

4. Insert the text box and add the following text: **ANTE CARE** [2]

5. Insert the picture **ante_care.JPG** and resize it appropriate on your calendar. [2]

6. Insert a footer, bearing your name and index number, aligned to the centre. [2]

7. Increase the magnification of your calendar to 120%. [2]

8. Save your calendar as **Ante_Care_Calendar**. [2]

9. Print out your work. [2]