

S850/3
SUBSIDIARY ICT
(PRACTICAL)
PAPER 3
Nov./Dec. 2016
2 hours



UGANDA NATIONAL EXAMINATIONS BOARD
Uganda Advanced Certificate of Education

**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 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 of their work to accompany the **Compact Disc (CD)**.*

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

1.
 - (a) Using a word processing software, load the file **moralpaper.docx** and save it as your name and personal number. (02 marks)
 - (b) Underline the heading of the document. (01 mark)
 - (c) Change the border width to 6pt. (02 marks)
 - (d) Centre align the whole document. (01 mark)
 - (e) Insert the picture **bet1.JPG** as the header of the document. (02 marks)
 - (f) Insert your name and personal number as a footer of the document. (01 mark)
 - (g) Insert page numbers at the bottom of your document starting from 5. (02 marks)
 - (h) Insert an auto shape of your choice, in the document.
 - (i) Change the colour of the auto shape to green.
 - (ii) Order it behind the text. (03 marks)
 - (i) Drop the first letter of the second paragraph to cover 2 lines. (02 marks)
 - (j) Make the word “addictive” in the fourth paragraph a hyperlink to www.google.com. (02 marks)
 - (k) Copy the whole document to another page. (01 mark)
 - (l) Save and print your work. (01 mark)
2.
 - (a) Load a file called **products.xls** and save it as your name and personal number. (02 marks)
 - (b) Add three columns called TOTOAL COST, TOTAL SALES and PROFIT after the last column. (01 mark)
 - (c) Using any suitable formulas, calculate;
 - (i) Total cost per product. (02 marks)
 - (ii) Total sales per product. (02 marks)
 - (iii) Profit per product. (02 marks)
 - (d) Format all money values with a dollar currency symbol. (02 marks)
 - (e) Format all currency values to one decimal place. (01 mark)

- (f) Change the column headers to 90 degrees orientation. (01 mark)
- (g) Centre all the column headers. (01 mark)
- (h) Apply *all borders* around all the data. (01 mark)
- (i) Rename *Sheet1* as **Shop1**. (01 mark)
- (j) Copy all the data on **Shop1** to *Sheet2* and rename it **Shop2**. (01 mark)
- (k) Using data on **Shop2**, filter it to show only products whose profits exceed \$100,000. (02 marks)
- (l) Save and print your work. (01 mark)

3. The Director of Studies (DOS) of a school wishes to improve efficiency in his office by designing a database for students.

- (a) Use a Database Management Software to design the student database and save it as your name and personal number. (01 mark)
- (b) Create the table given below and save it as **Student Data Table**. (05 marks)

Reg. No.	Name	Sex	Date-Birth	Class	Co-curricular
RGS003	Nambi Tina	F	1/23/1996	6A	CHAPEL
RGS006	Guma Fred	M	9/11/1995	6B	SPORTS
RGS009	Okello Dan	M	4/22/1996	6A	MDD
RGS010	Busingye Bob	M	7/10/1996	6C	NONE
RGS011	Sonia Patel	F	12/1/1995	6A	SPORTS
RGS014	Achol Faith	F	1/13/1996	6B	CHAPEL
RGS017	Said Ali	M	2/11/1997	6C	MDD

- (c) Create another table with the data below and save it as **Student Clearance Table**. (04 marks)

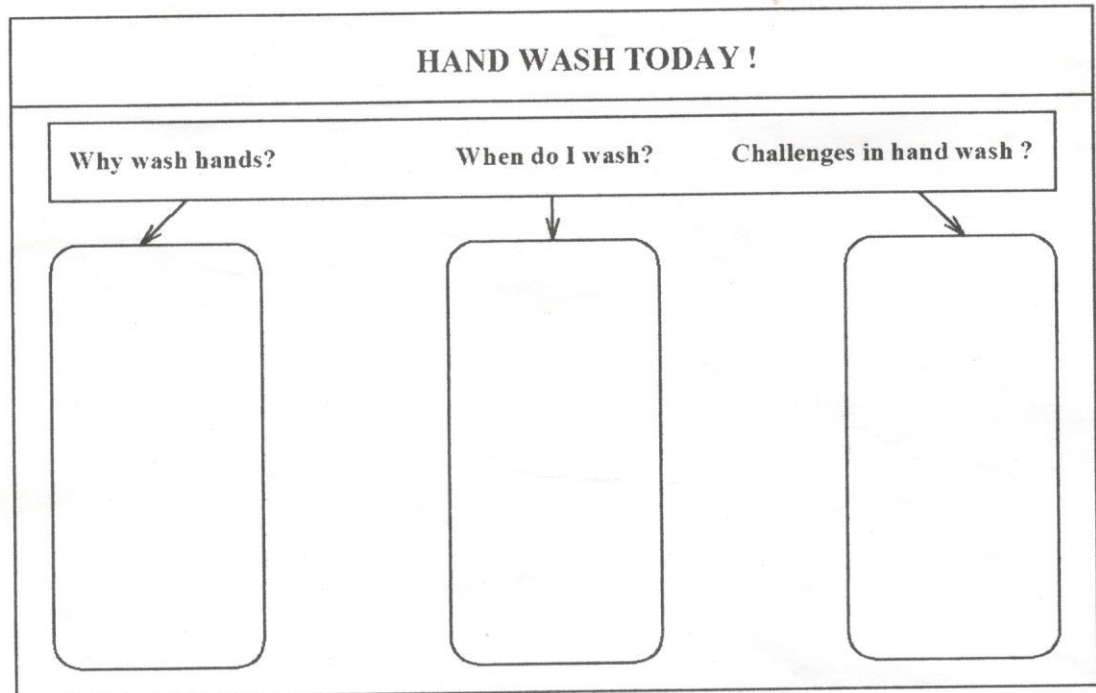
Reg. No.	Lib-Status	Fees-Bal	Oth-Debts	TOT-Bal
RGS003	CLEARED	0	12,000	
RGS006	CLEARED	140,000	0	
RGS009	CLEARED	52,000	10,000	
RGS010	CLEARED	0	21,000	
RGS011	DEFAULTER	100,000	0	
RGS014	DEFAULTER	22,000	0	
RGS017	DEFAULTER	0	0	

4.

E-Commerce is a financial business transaction that occurs over an electronic network such as the Internet.

- (a) You are required to design a four-slide presentation on E-Commerce. Save it as your name and personal number. (01 mark)
- (i) Slide I: Introduction of the topic. (03 marks)
- (ii) Slide II: Services offered by e-commerce. (03 marks)
- (iii) Slide III: Advantages of e-commerce and some of this information may be included; (03 marks)
- Shopping can take place at any time
 - Customers can exchange goods
 - Variety of commodities to order for
 - A business does not pay for premises.
- (iv) Slide IV: Disadvantages of e-commerce. Consider the following; (03 marks)
- Less social interaction between the buyer and the seller.
 - It is possible to deal with a fake company and your money may go in wrong hands.
 - Many people do not trust electronic method of payment used by e-commerce.
- (b) Print all your work. (01 mark)
- (c) Create a query for **Student Clearance Table** and in it, calculate the **TOT-Bal** which is the sum of **Fees-Bal** and **Oth-Debits**. Save it as **Total Debits Query**. (02 marks)
- (d) Create a report showing **Name, Class, Lib-Status** and **Fees-Bal**. Save it as **Clearance Report**. (02 marks)
- (e) Group your records by **Class**. (01 mark)
- (f) Arrange records in ascending order of **Names**. (01 mark)
- (g) Include a report footer of your name and personal number. (04 marks)
- (h) Create a form for the **Student Data Table**, include a form header "Students' Data Entry Form". Save it as **Student Data Form**. (01 mark)
- (i) Create **one-to-one** relationship between the two tables. (01 mark)

- (b) Use suitable animation and transition effects. (02 marks)
 - (c) Apply relevant *Clip Art* on all slides. (02 marks)
 - (d) Include your name and personal number as a header on each slide. (02 marks)
 - (e) Save and print your work. (01 mark)
5. (a) Using any desktop publication software of your choice, create the document below as it appears. Save it as your name and personal number. (05 marks)



- (b) Insert text from the file **WASH.rtf** into the appropriate auto shapes. (03 marks)
- (c) Insert bullets on the text in the auto shapes. (02 marks)
- (d) Fill shapes and background with light colours of your choice. (03 marks)
- (e) Enhance the arrows connecting the auto shapes with a 3pt weight size. (02 marks)
- (f) Insert the picture from the file **NO GERMS.rtf** in the title text box. Resize the picture to fit in the textbox. (03 marks)
- (g) Insert footer as your name and personal number. (01 mark)
- (h) Save and print your work. (01 mark)