

S850/3  
Subsidiary Information  
& Communication  
Technology  
Paper 3  
(PRACTICAL)  
2 HOURS



## UNNASE MOCK EXAMINATIONS

Uganda Advanced Certificate of Education

Subsidiary ICT

PAPER 3

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 850-3**” 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

You have been asked to send acceptance letters to the schools that are taking part in UNNASE this year. The accepted school details are contained in a document called **Acceptance List.rtf**, use it appropriately.

- a) Using a word processing software of your choice, you are asked to prepare the letter below for each of the schools using mail merge feature. (05 marks)

UNNASE Community  
P.O. Box 54, Mukono

Date: 20<sup>th</sup> July 2018

To: <<Coordinator>>  
<<Name of school>>

Dear <<Title>>

### RE: UNNASE ACCEPTANCE LETTER

This is to inform you that your application to be part of UNNASE Mock examinations has been accepted. This is to confirm that you also informed us that you have <<Candidates>> students going to sit for examinations.

We request you to pay a sum of <<Fee>> to cater for examinations logistics not later than 1<sup>st</sup> August 2018. In case of any correspondence do not hesitate to contact the undersigned on [unnase@gmail.com](mailto:unnase@gmail.com).

Yours in service,

.....

**MR. MWEBE JOHN**

**Programs Coordinator**

- b) Look into the images folder and get an image called UNNASE.jpg and place it above the heading UNNASE community, center align it. (02 marks)
- c) Format your entire letter to font “Bookman Old Style”, size “13” (02 marks)
- d) Format the heading to be bold, apply font size “30” and italicize it. (02 marks)
- e) Insert a header of your full name and footer of your index number. (02 marks)
- f) Insert a page border of any art of your choice around your document. (02 marks)
- g) Insert a smiley face behind your text and format it to have a green shape fill and red outline color. (02 marks)
- h) Save your work as your index number. (02 marks)
- i) Print a copy of your work and exit the application. (01 mark)

## 2. DATABASES

- a) Using any database management software, create a database called **“School System-your name.”** (02 marks)
- b) Import the file RECORD.xls into the database. Rename the table as “EMPLOYEE RECORD” (01 mark)
- c) Set the appropriate data types for the specific fields (02 marks)
- d) Set the AMOUNT field to possess the “KSHS” (01 mark)
- e) Insert the data for the fields of DISTRICT (as a lookup wizard) and AMOUNT in the order (02 marks)

FNAME	DISTRICT	AMOUNT
WASSWA	NEBBI	KSHS 450000
GRILL	JINJA	KSHS 550000
HAMU	ISINGIRO	KSHS 780000
ANITA	ISINGIRO	KSHS 690000
LAZEA	NEBBI	KSHS 860000
JAMES	ISINGIRO	KSHS 650000
KATE	JINJA	KSHS 450000
BLESSING	NEBBI	KSHS 540000
IMRAN	ISINGIRO	KSHS 675000
JOHN	JINJA	KSHS 750000
TIMO	NEBBI	KSHS 640000

- f) Create a query that filters individuals whose FNAME possesses five characters. Save it as “five characters”. (02 marks)
- g) Create a query for female individuals born after the year 2000. Save it as **“year 2000”**. (01 mark)
- h) Create a query for individuals from Isingiro district and are paid an amount between 600,000 and 700000. Save it as **“between 600000 and 700000”**. (02 marks)
- i) Create a form that can be used to enter data in the table. Change the background color of the form and add a close button. Save it as **“data entry form”** (02 marks)
- j) Obtain a DEPOSIT OF 20% of the AMOUNT on the DATA ENTRY FORM above. (02 marks)
- k) Create a report possessing only FNAME, SEX, DISTRICT, and AMOUNT fields and group them by district and sort by FNAME. Save it as **“INSTITUTE REPORT”**. (02 marks)
- l) Print your form and report. (01 mark)

### 3. SPREADSHEETS

- a) Load the file dropcast.xls and perform the following operations
- b) Insert a row above the information, merge and center the cells and insert a heading DATA ANALYSIS IN MUKWANO COMPANY (02 marks)
- c) Insert a column after the LABOUR EXPENSES column and label it TOTAL AMOUNT (02 marks)
- d) Obtain the total amount which using the QUANTITY and UNIT AMOUNT. (02 marks)
- e) Using the absolute reference, obtain the values of TRANSPORT and LABOUR expenses using the values provided in cells J4 and J6 respectively in respect to total amount. (02 marks)
- f) Obtain the Net Amount which is TOTAL AMOUNT less TRANSPORT and LABOUR expenses. (02 marks)
- g) Insert a header as your name (02 marks)
- h) Copy and paste the information to sheet 4. Rename sheet 1 as DRAFT and sheet 4 as COMPUTATION (02 marks)
- i) Using the COMPUTATION sheet, insert a well labeled column chart showing names and NET AMOUNT (04 marks)
- j) Rename the file as **“ANALYSIS-your name”** (01 mark)

### 4. ELECTRONIC PUBLICATION

Using Microsoft office Publisher, design your own business card assuming you are working for UNNASE organization as a projects coordinator. You can use appropriate pictures from the images folder.

- a) Your card should include;
  - i. Logo of the institution. (02 marks)
  - ii. Name of the institution. (02 marks)
  - iii. Office and mobile telephone contacts. (02 marks)
  - iv. Physical address, including e-mail. (03 marks)
  - v. Your job description in the company (02 marks)
  - vi. Your name as the bearer of the business card. (02 marks)

NOTE:

- b) Your cards should be attractive and rich in graphics. (02 marks)
- c) Adjust the paper size using the following dimensions to a width of 8.4 inches and height 11.8 inches. (01 mark)
- d) Adjust the top and bottom margins to 0.4 inches. (01 mark)
- e) Adjust the left and right margins to 0.3 inches. (01 mark)

- f) Save your file as Business Card and then print 6 cards per A4 paper. **(02 marks)**

## **5. PRESENTATION SOFTWARE**

You have been asked by the ministry of health to create awareness about Hepatitis B outbreak in the country. Use the file named Hepatitis B.rtf to generate content for your presentation. Use pictures located in images folder for your presentation.

- a) In your presentation you should include the following:

Slide 1: Add a title of your presentation and a description of the disease. **(02 marks)**

Slide 2: Extract the causes of Hepatitis B from the word file and list them in a numbered list. **(02 marks)**

Slide 3: Using smart art, list down the symptoms of Hepatitis B. **(02 marks)**

Slide 4: A table showing statistics figures of numbers of Hepatitis patients in your country for different years per region. **(03 marks)**

Slide 5: A column graph showing the data on slide 4. Format the axis labels appropriately and give your chart an appropriate title. **(03 marks)**

- b) You are required to loop your slide continuously. **(01 marks)**
- c) Apply varied transition and animation effects. **(02 marks)**
- d) Apply a footer of your name and index number on all slides. **(01 marks)**
- e) Using the slide master;
- Format all titles to font “Arial rounded MT Bold” size “45”, color=” blue”. **(01 mark)**
  - Link your slides back and forth using action buttons. **(01 mark)**
- f) Save your work as **“Hepatitis B- your name”** **(02 mark)**