DRAFT SUB ICT SCORESHEET S850/3, UACE 2018

Name …… Random Number

WORD PROCESSING

Question No.	(a)	(b)	(c)	(d)	(e)	(f)		(g)	(h)		(i)	(j)	(k)	(l)	
Skills tested	Load File	Save AS	Cut & Paste 1, Centre 1, pos. 1	Double underline	Three columns	Insert image & location	Tight text wrapping	Resize picture	Double line space	Justify align.	water mark	Pg. border 1, 6pt. 1	Footer 1, auto date 1	Print	Total
Expected Mark(s)	(01)	(01)	(03)	(01)	(02)	(02)	(01)	(01)	(01)	(01)	(01)	(02)	(02)	(01)	(20)
Actual mark(s)															

SPREADSHEET

Question No.	(a)		(b)	(c)	(d)	(e)	(f)	(g)	(h)	(i)		(j)	(k)	
Skills tested	Open file	Save As	Format date	regular wage (Calc. 1, autofill 1)	Overtime wage (Calc. 1, autofill 1)	Gross: (Calc. 1, autofill 1)	Tax 17% (Calc. 1, autofill 1)	Net pay (Calc. 1, autofill 1)	Title	Chart: type, 1 data select 1	Chart: Title,1 Axes 1	All borders	Print	Total
Expected Mark(s)	(01)	(01)	(01)	(02)	(02)	(02)	(02)	(02)	(01)	(02)	(02)	(01)	(01)	(20)
Actual mark (s)														

DATABASE MANAGEMENT

Question No.	(a)	(b)					(c)	(d)	(e)		(f)	
Skills tested	Database Name	Table name	Field names	Primary key	Data types (text 1, number 1)	Data entry	Query Mature (name 1, criterion 2)	Registration form (name 1, design 1)	Report name 1, design 1	Sort ↑	Print	Total
Expected Mark(s)	(01)	(01)	(02)	(01)	(02)	(04)	(03)	(02)	(02)	(01)	(01)	(20)
Actual Mark(s)												

PRESENTATION

Question No.	(a)									(b)	(c)	(d)	
Skills tested	Slide I				Slide II (Title 1, Bulleted list 1)	Slide III		Slide IV		Header Name 1, personal no.1	Save As	Print	Total
	Hotel name	Word art	Address	Image		Slide Title 1, Table 1,	Menu	Title 1, image/text 1,	shapes 1, price 1				
Expected Mark(s)	(01)	(01)	(01)	(01)	(02)	(02)	(02)	(02)	(02)	(02)	(02)	(02)	(20)
Actual Mark(s)													

DESKTOP PUBLICATION

Question No.	(a)	(b)	(c)	(d)		(e)	(f)		(g)	(h)	
Skills tested	Save As	Dimensions width 1, height 1	Word art 2, Title 1	Certificate type 1, motion 2, signatories 1	Recipient 1, layout 1	Logo	Background 1, contrast 1	Paper balance	Border	Print	Total
Expected Mark(s)	(01)	(02)	(03)	(04)	(02)	(02)	(02)	(01)	(02)	(01)	(20)
Actual Mark(s)											

DRAFT SUB ICT SCORESHEET S850/2, UACE 2018.

Name…… Random Number

WORD PROCESSING

Question No.	(a)		(b)	(c)		(d)	(e)		(f)	(g)	(h)	(i)	(j)	
Skills tested	File Access	Save As	Margin	Font size 12	Double line space	Drop cap	Bulleted list	Split columns	Heading	line 1, size 1, colour 1,	Watermark	Insert picture	Print	Total
Expected Mark(s)	(01)	(01)	(02)	(01)	(01)	(02)	(02)	(01)	(01)	(03)	(02)	(02)	(01)	(20)
Actual mark(s)														

SPREADSHEET

Question No.	(a)					(b)	(c)	(d)	(e)				(f)		(g)	(h)	
Skills tested	Enter data	Column headings	Table title	Layout	Save	Average score	Sort data ↓	Incline 45^0	column graph	Label graph	Move graph	Rename sheet	3 Arg.	Autofill	All borders	Print	Total
Expected Mark(s)	(02)	(01)	(01)	(01)	(01)	(02)	(01)	(02)	(01)	(01)	(01)	(01)	(02)	(01)	(01)	(01)	(20)
Actual mark (s)																	

PRESENTATION

	(a)					(b)	(c)	(d)	(e)	(f)	(g)	
Skills tested	Slide I	Slide II	Slide III	Slide IV	Slide V	Appropriate pictures	Date update (automatically)	Transition 1, 10 sec. 1, all slides 1	Footer: slide no. 1, name 1	Save As	Print 1 handout 1	Total
Expected Mark(s)	(02)	(02)	(02)	(02)	(02)	(01)	(01)	(03)	(02)	(01)	(02)	(20)
Actual Mark(s)												

DATABASE MANAGEMENT

Question No.	(a)	(b)		(c)	(d)	(e)	(f)	(g)	(h)	(i)	(j)	(k)	(l)	(m)	
Skills tested	Save as	OPD table	Copy data	Data types	Primary key	Lookup wizard	Sort data ↓	Patient's Form	Amount paid 10% (new field 1, calc. 1)	Aged query Name 1, criterion 1	Query typhoid bush	Aged Report (Source 1, report 1)	Footer (date 1, name 1)	Print	Total
Expected Mark(s)	(01)	(01)	(01)	(02)	(01)	(01)	(01)	(01)	(02)	(02)	(02)	(02)	(02)	(01)	(20)
Actual Mark(s)															

DESKTOP PUBLICATION

Question No.	(a)	(b)			(c)				(d)	(e)	(f)	
Skills tested	3 Panels	Data entry			Images	Fonts variation (size, face, colour)	Paper balance	Background/Colour contrast	Footer	Save as name/personal number	Print	Total
	1 each	Panel 1	Panel 2	Panel 3								
Expected Mark(s)	(03)	(02)	(02)	(02)	(02)	(03)	(01)	(02)	(01)	(01)	(01)	(20)
Actual Mark(s)												