

S850/2
Subsidiary Information
and Communication
Technology (ICT)
(PRACTICAL)
Paper 2
Nov. /Dec. 2020
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)**.*

*Use a **permanent marker** to write your name, random and personal numbers on your 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 in this paper.

1.
 - (a) Using a word processing application, open the file **PRODUCTION** and save it as your name and personal number. (02 marks)
 - (b) Copy the text and paste it to the next page. (01 mark)
 - (c) Add a suitable title for the text and set it: (04 marks)
 - (i) to *Times New Roman*, size 26.
 - (ii) in Bold.
 - (d) Format the text in two columns. (02 marks)
 - (e) Insert in the document any two pictures from the **Image** folder. (02 marks)
 - (f) Add a *Drop Cap* in the appropriate paragraph. (02 marks)
 - (g) Set the phrase "food people demand" in the first paragraph on the first page, to link to the title on the second page. (02 marks)
 - (h) Insert a suitable *Watermark* of your choice in the document. (02 marks)
 - (i) Insert current date and time as the header. (02 marks)
 - (j) Save and print you work. (01 mark)

2. A community ICT skills workshop was organized by LUBABU Secondary School. Certificates of Completion are to be awarded to participants who attended the workshop for two weeks.
Using a publishing software, you are required to design the certificate of completion.
 - (a) Create a layout for the Certificate and save it as your name and personal number. (03 marks)
 - (b) Open the file **Document** and insert the text appropriately in your layout. (06 marks)
 - (c) Insert appropriately any picture as a logo from the **Image**. (03 marks)
 - (d) Use relevant signatories for your certificate, period of the workshop and venue. Place them in appropriate locations. (03 marks)
 - (e) Create three page border lines of 12 points each, with three different colours. (02 marks)
 - (f) Insert your name and personal number in the page footer. (02 marks)
 - (g) Save and print your publication. (01 mark)

3. (a) Using a database software, load the file **Test** and save it as your name and personal number. (02 marks)
 - (b) Change the data type of TEST ONE/30 and TEST TWO/70 to *Number*. (02 marks)
 - (c) Modify the fields TEST ONE/30 and TEST TWO/70 as follows:
 - (i) Add a validation rule to limit the user from entering marks beyond 30 and 70 respectively. (02 marks)
 - (ii) Enter the validation text for both fields as "Beyond Maximum". (02 marks)
 - (iii) Add appropriate descriptions for the two fields. (02 marks)
 - (d) Create queries to display the following:
 - (i) Male students. Save it as **MALE**. (02 marks)
 - (ii) Total marks for each student. Save it as **TOTAL**. (02 marks)
 - (iii) Age of the students. Save it as **AGE**. (02 marks)
 - (e) Generate a report to display FIRST NAME, SECOND NAME, GENDER, TEST ONE/30, TEST TWO/70 and TOTAL. Save it as **TEST REPORT**. (02 marks)
 - (f) Save and print your work. (02 marks)
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4. (a) Using a Presentation Software, design a five-slide presentation about corruption as follows:
 - (i) **Slide One:** A suitable title and your name. (02 marks)
 - (ii) **Slide Two:** Definition of corruption. (01 mark)
 - (iii) **Slide three:** A bulleted list of forms of corruption. (03 marks)
 - (iv) **Slide Four:** Ways of regulating corruption presented in two columns. (03 marks)
 - (v) **Slide Five:** Conclusion. (01 mark)
 - (b) Insert appropriate images in your slides. (02 marks)
 - (c) Insert your name and personal number as a footer to all slides. (01 mark)
 - (d) Apply slide transitions and animations of your choice. (02 marks)
 - (e) Apply a two-colour background to all the slides. (01 mark)
 - (f) Set the slides to run automatically every 5 seconds. (01 mark)
 - (g) Insert automatic date and time on all the slides. (01mark)

- (h) Save the presentation as your name and personal number. (01 mark)
 (i) Print your slides as a handout. (01 mark)

5. The worksheet below shows a payroll of M & C Enterprises for the month of January, 2016.

Q18									
	A	B	C	D	E	F	G	H	I
1	M& C ENTERPRISES' END OF JANUARY EMPLOYEE PAYROLL								
2	COMPUTER NUMBER	EMPLOYEE NAME	SEX	AGE	BASIC SALARY	WELFARE ALLOWANCE	GROSS PAY	PAYE	NET PAY
3	U004	ABAHO CRESCENT	M	26	580,000	120,000			
4	U003	ASHIMWE HENRY	M	43	360,000	120,000			
5	U001	AYEBARE GRACE	F	34	450,000	120,000			
6	U005	NAGENDO MARIA	F	54	250,000	120,000			
7	U002	NAYIGA CLAIRE	F	56	500,000	120,000			
8	U006	TWINE KELLY	M	34	650,000	120,000			
9									

- (a) Using an appropriate spreadsheet application, enter the given data and save it as your name and personal number. (06 marks)

In parts (b) – (d), use suitable formulas /functions to compute:

- (b) **GROSS PAY** which is the summation of **BASIC SALARY** and **WELFARE ALLOWANCE**. (02 marks)
 (c) **PAYE** which is 20% of the **GROSS PAY**. (02 marks)
 (d) **NET PAY** which is Gross pay minus PAYE. (02 marks)
 (e) Represent Employees with their respective Net pay on a column graph. Place the graph on a separate sheet and rename the worksheet as GRAPH. (04 marks)
 (f) Format all the payments with a UGX currency symbol. (02 marks)
 (g) Add your name and personal number as a header. (01 mark)
 (h) Save and print all your work. (01 mark)