

S850/3

**Subsidiary Information
and Communication**

**Technology (ICT)
(PRACTICAL)**

Paper 3

Nov. /Dec. 2020

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)**.*

*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 **Diet** and save it as your name and personal number. (02 marks)
- (b) Copy the document to page two. (01 mark)
- (c) Add a suitable heading for the document. Double underline it and format it to font size 17.5. (03 marks)
- (d) Insert a two-line *Drop Cap* on the first paragraph. (02 marks)
- (e) Convert paragraph two to two columns with a line separator. (02 marks)
- (f) Use a bulleted list for the major causes of overweight in paragraph three. (02 marks)
- (g) Insert page numbers in any format other than '1, 2, 3 ...' (02 marks)
- (h) Add an appropriate image as a *Watermark*. (02 marks)
- (i) Set all page margins to 1.4 inches. (01 mark)
- (j) Add a header as the current date and time. (02 marks)
- (k) Save and print your work. (01 mark)
2. (a) Using a spreadsheet application, open the file **Day book** and save it as your name and personal number. (02 marks)
- (b) Add the column headings; **Gross Pay, Revenue Tax, Net pay and Employee Rank**. (01 mark)

For parts (c)-(f), use appropriate formulas to determine:

- (c) **Gross Pay** which is the summation of basic pay and allowances. (02 marks)
- (d) **Revenue Tax** (Revenue tax is 10% of basic pay). (02 marks)
- (e) **Net Pay** which is gross pay minus revenue tax. (02 marks)
- (f) **Employee Rank** based on the **Basic Pay**. (03 marks)

- (g) Insert a suitable title for the data centered across the table. (02 marks)
- (h) Add All Borders to the cells containing the data. (01 mark)
- (i) Draw a pie-chart showing **Revenue Tax** for the employees. Add a suitable heading for the chart. (03 marks)
- (j) Insert your name and personal number as a footer. (01 mark)
- (k) Save and print your work. (01 mark)

3. Using a presentation software, create a four-slide presentation as follows:

- (a) On the title slide:
 - (i) Give the title as **Computer System**. (01mark)
 - (ii) Type your name as the presenter. (01mark)
 - (iii) Put animations to the title. (01mark)
 - (iv) Insert an appropriate *Clip Art* of your choice. (01mark)

*Open the file called **Additional** and use it as specified below.*

- (b) On the second slide:
 - (i) Copy and paste PART ONE from **additional**. (02 marks)
 - (ii) Add an appropriate title. (02 marks)
- (c) On the third slide:
 - (i) Copy and paste PART TWO from **additional**. (02 marks)
 - (ii) Give an appropriate title to the slide. (01mark)
 - (iii) Align the slide contents to the right. (01mark)
 - (iv) Insert a suitable picture from the **Image** folder and order it behind the text. (02marks)
- (d) On the fourth slide, make a conclusion of the presentation. (02marks)
- (e) Change all the titles to uppercase and align them left. (02marks)

(f) Save your presentation as your name and personal number. (01mark)

(g) Print all your slides on one page. (01mark)

4. The tables below shows bio-data of couples who are planning to wed at a church in Uganda.

HUSBANDS TABLE

HUSID	HUS NAME	DATE OF BIRTH	HUS DISTRICT	AMOUNT
HUS001	KIGUNDU FRANK	02/7/1974	ENTEBBE	50000
HUS002	OMUUT EMMANUEL	18/7/1980	PALLISA	70000
HUS003	KIRYA MARTIN	19/19/1949	BUDAKA	90000
HUS004	ODONG ROBERT	5/8/1960	PALLISA	60000
HUS005	ISABIRYE ENOCK	11/3/1956	JINJA	40000

WIVES TABLE

WIVID	HUSID	WI NAME	DATE OF BIRTH	WI DISTRICT	CONTRIBUTION
W001	HUS005	NABWIRE ROSE	19/5/1956	BUSIA	
W002	HUS003	ARACH HILDA	14/2/1979	GULU	
W003	HUS004	ACEN CHRISTINE	24/11/1988	OYAM	
W004	HUS002	KATAIKE ALICE	26/1/1955	JINJA	
W005	HUS001	NAMULI SARAH	5/4/1986	MASAKA	

(a) Using appropriate software, create a database and save it as **your name** and **personal number**. (01 mark)

(b) Design two tables, HUSBANDS TABLE and WIVES TABLE for the given data. Use appropriate data types. (06 marks)

(c) Populate the two tables with the data given. (04 marks)

(d) Create a *one-to-one* relationship between the two tables. (02 marks)

(e) Create a query displaying the following fields: HUSID, HUS NAME, AMOUNT, WIVID and CONTRIBUTION. Compute CONTRIBUTION which is 10% of the AMOUNT. Save the query as **Contribute**. (04 marks)

(f) Create a report for the **Contribute** query and save it as **Contribute Report**. (02 marks)

(g) Print all your work. (01 mark)

5. (a) Using a publication software, design a card of appreciation to an employee for special services rendered to an institution as follows: (04 marks)
- (i) Create a blank page.
 - (ii) Change the page to landscape orientation.
 - (iii) Set the dimensions to 8" by 8".
 - (iv) Set all margins to 1.1".
- (b) Insert the relevant text in the card. (04 marks)
- (c) Apply Boarder Art of your choice around the card. (02 marks)
- (d) Enhance your card with appropriate background, colour and text fonts. (03 marks)
- (e) Insert on the card a logo of your choice. (03 marks)
- (f) Type your name in a coloured font as the person to be appreciated. (02 marks)
- (g) Save your card as your name and personal number. (01 mark)
- (h) Print your card. (01 mark)