

S850/3
Subsidiary Information
and communication
Technology (ICT)
(PRACTICAL)
Paper 3
Nov./Dec. 2023
2 hours



UGANDA NATIONAL EXAMINATIONS BOARD
Uganda Advanced Certificate of Education

SUBSIDIARY ICT
(PRACTICAL)

Paper 3

2 hours

INSTRUCTIONS TO CANDIDATES:

This paper consists of five equally weighted questions.

Answer any three questions.

*Any additional question(s) answered will **not** be marked.*

*You are provided with support files in the folder **UNEBC Support Files** on the Computer Desktop. Use the support files, where applicable, to supplement the questions.*

You are provided with a new blank Compact Disc (CD).

You should continually save your work.

*You **must** produce a hard copy for each of your work to accompany the soft copy on the Compact Disc (CD).*

Answer any three questions in this paper.

1.
 - (a) Using a word processor application, open the file called **Wetlands** and save it as your **name** and **personal number**. (02 marks)
 - (b) Capitalise each word in the subtitle that is in the brackets. (01mark)
 - (c) Double underline the subtitle. (01mark)
 - (d) Drop Cap in the second paragraph. (01mark)
 - (e) Apply double line spacing on the second last paragraph but maintain a single page. (02 marks)
 - (f) Substitute the *Watermark* with your name. (02 marks)
 - (g) Change the bullets to any Numbered style. (01 mark)
 - (h) Sort the bulleted list in descending order. (01 mark)
 - (i) Replace all the words organisms in the document with the word creatures. (02 marks)
 - (j) Format the last paragraph of the document to italics. (01mark)
 - (k) Import one of the pictures from the folder **IMAGES** and insert it in the document. Format it to wrap through text. (03 marks)
 - (l) Set the page margins as 1.2" right and 1.3" left. (02 marks)
 - (m) Save and print your work. (01 mark)

2.
 - (a) Using a spreadsheet application, open the file **Payroll** and save it as your **name** and **personal number**. (02 marks)
 - (b) Insert a suitable heading for the data and format it with font size 17. (02 marks)

Use formulas in parts (c) to (e).

- (c) Use absolute cell referencing to compute NSSF which is 6% of the GROSS PAY. (02 marks)
 - (d) Compute NET PAY which is GROSS PAY less NSSF. (02 marks)
 - (e) Compute the highest NET PAY. (02 marks)

- (f) Arrange the payroll in ascending order according to SURNAME. (01 mark)
- (g) (i) Draw a pie-chart to represent the name and net pay. Add a relevant title. (03 marks)
- (ii) Move the pie-chart to its own sheet and name the sheet **Payroll Chart**. (01 mark)
- (h) Format all figures with a UGX symbol. (02 marks)
- (i) Set the page orientation to landscape. (01 mark)
- (j) Add a footer as your **name** and **personal number**. (01 mark)
- (k) Save and print you work. (01 mark)
3. (a) Create a five-slide presentation using the information provided in the file **Sports** as follows:
- (i) **Title slide:** Type the title **Importance of sports in schools** and also add your name and role on the sports committee as a subtitle for the slide. (02 marks)
- (ii) **Slide II:** Enter the **Benefits of sports**. (02 marks)
- (iii) **Slide III:** Enter the **Sports Events**. (02 marks)
- (iv) **Slide IV:** Enter the table showing results of the previous Inter-House Competition. (02 marks)
- (v) **Slide V:** Use the results of the Inter-House to draw a labelled column chart. (04 marks)
- (b) Use the *Master Slide* to insert any two appropriate pictures from the **IMAGE** folder in the slides. (02 marks)
- (c) In the footer section, insert your **personal number** in the right corner and **automatic date and time** to the left. (02 marks)
- (d) Apply animations and transitions to the slides. (02 marks)
- (e) Save and print your presentation as a handout. (02 marks)

4. You are required to computerise all patients' records in a clinic.

- (a) Using a database application, create a database file and save it as your name and personal number. (02 marks)
- (b) Create a table in *Design View* using the guidelines below. Save it as **Patients Bio-Data**. (04 marks)

| Field Name | Properties of the Field Name |
|-------------|---|
| Name | This field must accept not more than 25 characters. |
| Patient_ID | e.g. DCC-001; It is a unique number for each patient. |
| Date_Birth | Will have dates written like this 22-Apr-95 . |
| SEX | Must allow only 1 character i.e. F or M. |
| Diagnosis | This field must accept not more than 20 characters. |
| Follow-up | This field will have only 2 pre-defined entries i.e. In-Patient OR Out-Patient . |
| Medic_Cover | This will be a logic (YES/NO) field with YES where the patient is Under medical cover and NO where the patient is private. |

- (c) (i) Create a form for the **Patients Bio-Data** table. Save it as **Patients Bio-Form**. (02 marks)
- (ii) Include a suitable heading on the form. (01 mark)
- (iii) Enter the records shown in the table below using the **Patients Bio-Form**. (04 marks)

| Name | Patient_ID | Date_Birth | Sex | Diagnosis | Follow-up | Medic_Cover |
|------------------|------------|------------|-----|-----------|-------------|-------------|
| Kamoga Moses | DCC-001 | 22/06/98 | M | Malaria | In-Patient | Yes |
| Ggayira Quraish | DCC-004 | 02/09/88 | M | Typhoid | Out-Patient | No |
| Okrut Charles | DCC-013 | 09/06/97 | F | TB | Out-Patient | Yes |
| Tumwine Sarah | DCC-002 | 12/05/13 | F | Measles | In-Patient | Yes |
| Kemirembe Hamidu | DCC-022 | 05/11/98 | F | Malaria | Out-Patient | No |
| Sango Dennis | DCC-009 | 13/06/10 | M | TB | In-Patient | No |
| Wange Gilbert | DCC-008 | 12/12/12 | M | Ulcers | Out-Patient | Yes |

- (d) Create a query for all Out-Patients who paid through Medical Cover. Show only **Name, Sex, Diagnosis** and **Medic_cover** and save it as **Medical Cover**. (02 marks)
- (e)
 - (i) Create a report for the **Patients Bio-Data** and save it as **Patients Bio-Report**. (01 mark)
 - (ii) Group records by **Medic_Cover**. (02 marks)
 - (iii) Include a *page footer* of your **name** and **personal number**. (01 mark)
- (f) Print all your work. (01 mark)

- 5.
- (a) Using a publishing software, design a calendar for any **one** month of any year, for an Agricultural Firm. Include on the calendar, the contact(s) of the firm. (06 marks)
 - (b) Apply *Word Art* for the name of the month and the year. (02 marks)
 - (c) Insert a relevant *Clip Art* and send it behind the text of the month and the year. (03 marks)
 - (d) Set the colour of the column for Sunday different from that of the other days. (02 marks)
 - (e) Include shapes and text boxes to make the calendar attractive. (03 marks)
 - (f) Apply an attractive background on the calendar. (02 marks)
 - (g) Save your work as your **name** and **personal number**. (01 mark)
 - (h) Print out your work. (01 mark)