



UGANDA BUSINESS AND TECHNICAL EXAMINATIONS BOARD
Business and Humanities Certificate Examinations

MAY-JUNE 2020 SERIES

PROGRAMME

NCSWSA, NCHRM, NCPAM, NCCF, NCAF, NCBA, NCPLM, NCHIC, NCTHM,
NCSOM, NCRIM, NCLIS, NCCM, NCJM, NCGC, NCHC, NCCB, NCSM, NCRM, CJS,
CPA, CRM, CSM, CSW, CGC, CAF, CBA, CBS, CCF, CCE, CLS

PAPER NAME

COMPUTER APPLICATIONS (PRACTICAL)

PAPER CODE

NCCA124/CIT1202

YEAR I, SEMESTER II

2 HOURS

THURSDAY, 22ND APRIL, 2021

INSTRUCTIONS TO CANDIDATES

1. This paper consists of **four** questions, each carrying **50 marks**.
2. A candidate is required to answer **only two** questions.
3. Create a folder on a desktop in your Name and Registration Number where you will save all your work.
4. Transfer all the work saved in a folder to a new blank Compact Disk (**CD**) at the end of the examination.
5. Internet and Software Help wizards are **not** allowed.
6. **Do not** write on this question paper.
7. **Do not** move out of the examination room with this question paper unless you are told to do so.

MICROSOFT WORD

Question One

- (a) Load a word processing program and typeset the text below as it appears. (15 marks)

PROFESSIONALISM IN IT

Information technology today is one of the best areas that people have decided to

professionalize. Just like any other science, it's said to have its difficulties to the learners in tertiary institutions that offer its training.

Institution's training IT professionalism have specified a number of areas through which one can specialize in after taking a course for a particular period of time.

Areas of specialty in IT include;

- ❖ Database managers
- ❖ *IT technicians*
- ❖ Programmers
- ❖ *Software engineers*
- ❖ System administrators
- ❖ ***Teaching professionals***

Required:

- | | |
|---|------------|
| (b) Save the file as "ICT Professionals" in your folder. | (02 marks) |
| (c) Change the page background to texture of your choice. | (06 marks) |
| (d) Apply a suitable page border of your choice to the whole document. | (04 marks) |
| (e) Insert a page number in the format of "page X of Y". | (04 marks) |
| (f) Apply a watermark of your name and registration number. | (04 marks) |
| (g) Insert a table of six rows and two columns after the bulleted list. | (02 marks) |
| (h) Copy the "areas of specialty" to the table and number them. | (04 marks) |
| (i) Set the table to have red color thick outer borders. | (04 marks) |
| (j) Insert a cover page and type your name and course on it. | (03 marks) |
| (k) Save your work in a PDF format in your folder. | (02 marks) |

SPREADSHEET

Question Two

Your institution wants to improve the condition of the computer laboratory. You have been given the following accessories and their unit cost to prepare a total cost of all the items.

ITEMS	QUANTITY	UNIT COST	AMOUNT
Mouse	17	25,000	
Keyboard	9	30,000	
RAM chips 2GB	6	60,000	
Monitors 17 inches	2	220,000	
Data cables	9	15,000	
Power supply	2	50,000	

Table 1: Computer Accessories

- (a) Prepare the information on **table 1** using spreadsheets. (10 marks)
- (b) Use appropriate formulas to;
 - (i) Calculate the **amount** for every item. (04 marks)
 - (ii) Compute the **sub-total cost** for all the items. (02 marks)
- (c) Assuming a VAT was charged on the total cost of all items at rate of **18%**, determine the **grand total cost** of all the items using excel formula. (08 marks)
- (d) Insert a row above the data and insert a suitable heading, bold, text colour red, merge and center. (08 marks)
- (e) Prepare a **pie-chart** of items against total cost. (05 marks)
- (f) Insert a pie-chart in **3D** and copy it to a new sheet. (03 marks)
- (g) Bold all the headers of the data and change their text colour to blue. (04 marks)
- (h) Insert your name as a header and your registration number as a footer. (04 marks)
- (i) Save the work as your name and registration number in your folder. (02 marks)

POWERPOINT

Question Three

Assuming you have been invited to give a presentation about the dangers of malaria.

(a) Make a **five** slide presentation to enhance your show. (10 marks)

SLIDE 1 –Malaria danger

- Name of the presenter
- Registration number
- Name of your college

SLIDE II – Causes of malaria

- Stagnant water around
- Bushy places around our houses
- Sleeping without mosquito nets.

SLIDE III- Danger of malaria

- Dehydration
- Death

SLIDE IV – Possible Solution of malaria prevention

- Sleep under a treated mosquito net
- Clear the bush a round your house.
- Clear all sources of stagnant water

SLIDE V – END

- Thank you for listening

- (b) Change the font style of the title slides to comic sans MS, center, bold and font size 16. (04 marks)
- (c) On slide II, change the bullets to roman numbers and text to italic. (04 marks)
- (d) Insert an appropriate ClipArt on each slide. (04 marks)
- (e) Apply a two colour gradient background to all your slides. (04 marks)
- (f) Apply a transition that is different for each slide. (04 marks)
- (g) Apply animations to all the texts in your presentation. (04 marks)
- (h) Insert a fixed date of the examination in all headers of the slides. (04 marks)
- (i) Insert a comment on the last slide with a phrase "to be continued". (04 marks)
- (j) Take a **screen shot** of your desktop and add the image on a new slide. (04 marks)
- (k) Apply a footer of your name and registration number. (02 marks)
- (l) Save your work as your name in a folder you created on the desktop and print a copy. (02 marks)

DATABASE (MICROSOFT ACCESS)

Question Four

Kampala Vocational Training Institute (**KVTI**) has realized that the number of their trainees is rapidly increasing and it has become hard for the administrators to manage the information about these trainees manually. You are required to help them design a simple database that can help to handle their information.

- (a) Create a database for the institution and name it **KVTI_DB**. (02 marks)
- (b) Create a table named **KVTI_table** with an appropriate primary key. (08 marks)

Student ID	F Name	LName	District	Gender	Course	Tuition
B001	Harriet	Akello	Kamuli	Female	NCIT	900000
B002	Sandra	Kisakye	Lira	Female	NCAF	800000
B003	Joy	Akoth	Gulu	Female	NCHIC	950000
B004	John	Opio	Kamuli	Male	NCAF	800000
B005	Alex	Akoniki	Kamuli	Male	NCIT	900000
B006	Andrew	Okello	Gulu	Male	NCIT	90000
B007	Michael	Okumu	Kampala	Male	NCHIC	950000

- (c) Create a **form** called "**Student form**" and use it to capture the information in the table above. (10 marks)
- (d) Create a **query** to show students from Kamuli district, name it **Kamuli**. (05 marks)
- (e) Create a **query** to display student that pay tuition that is more than 800000. Name it "**ClassA**". (05 marks)
- (f) Given that students pay library fees (10% of Tuition), create a **query** that will compute library fees for every student. Name it "**Libfee**". (06 marks)
- (g) Generate a **report** from "**ClassA**" and name it "**ClassAreport**". (05 marks)
- (h) Generate a **report** with the data given in the table, name it "**All**". (05 marks)
- (i) Printout only the **reports** and save your database in the folder created on the desktop. (04 marks)

END