

S850/3

**Subsidiary Information
and Communication**

Technology

Paper 3

2 hours

**Uganda Advanced Certificate of Education
SUBSIDIARY ICT
PRACTICAL**

Paper 3

2 hours

Instructions

- *This paper is made up to five equally weighted questions. Answer any **three** questions*
- *Any additional question(s) answered will not be marked*
- *Each candidate is provided with support files on the computers desktop in a folder called “**Support files 2016**”. Use these support files as appropriately asked in the question paper*
- *Each candidate must produce a hardcopy for each of their work to accompany the compact Disc*

P.T.O

Question 1 Word processing

Load a file called **BoHHari.RTF** and work out the following tasks

- a. Insert the words **Transportation & Technology** as a heading on the top of the text (0 1mark)
- b. Format the header to appear *embossed* and turn its color to red (0 1mark)
- c. Expand the *character spacing* of the heading by 10% (0 1mark)
- d. Apply a *paragraph boarder* on the second paragraph. The boarder should have a shadow effect on the right. (0 1mark)
- e. *Justify* all the work in the document (0 1mark)
- f. Change the bullets to numbers starting from 10 onwards (0 1mark)
- g. Adjust the *margins* of the document as follows top and bottom 3 cm, left and right,1cm (0 1mark)
- h. Create a hanging indent on paragraph one (0 1mark)
- i. *Color highlight* the last paragraph with any light color (0 1mark)
- j. Reference the word passengers with an *end note* with the details “**users of the transport means**” (0 1mark)
- k. The paragraph typed in capital letters should have an effect of strikethrough line (0 1mark)
- l. Import an image called **Sangaa.NPG** and wrap it tight in the last two paragraphs (0 1mark)
- m. Insert a water of an image called **Bendu.JEPG**. (0 1mark)
(These images are found in the support folder *image 2*)
- n. At the bottom of the document Insert a table of 40 columns and 20 rows with columns fixed at 0.8cm (0 1mark)
- o. Ensure that the whole table fits on its single page (0 1mark)
- p. Change the orientation of the page containing the table to landscape(0 1mark)
- q. Merge the cells in the first row of the table and type the word **WONDERS OF THE WORLD** (0 1mark)
- r. Print a copy of your work and save it to a CD (0 1mark)

Question 2 Spreadsheet

1. Using an appropriate spread sheet application load the file called **Washinga**
 - **NB the highlighted subjects are said to be compulsory for each student.**

In the following tasks you will format the spreadsheet information

2. Align the titles to turn at an angle of 60 degree up words in their respective cell. (0 2mark)
3. Copy the whole table on sheet 2 of the same workbook (0 1mark)
4. Rename the new sheet as **modified** (0 1mark)

The following tasks should be applied on the copied work

5. Using an appropriate functions, determine the following
 - Total marks obtained by each student to be placed in **column P** (0 1mark)
 - Average marks obtained in only the compulsory subjects. *To be placed in cell column Q* (0 1mark)
 - Count the number of students who sat for computer, commerce and Art as their optional subjects. *Place the result cell E23* (0 1mark)
 - The highest score obtained in chemistry. *Place the result in cell F23* (0 1mark)
 - Count if any of the students who did history got a value that was **greater** or **equal** to 82. *Place the value in cell G23* (0 2mark)
6. Round off all the average figure to only **1decimal** place (0 1mark)
7. Use the if function to grade the students basing on average column if the grading is as follows (02mark)

GRADING TABLE

Limits	Grading
0-60	FAIL
61-70	PASS
71-80	CREDIT
81-100	DISTINCTION

The result should be placed in **column R**

8. Sort the students record in descending according to their **total marks** order (0 1mark)
9. Insert a footer of you names and personal number on all the sheets (0 1mark)
10. Include all borders on the data table (0 1mark)

- 11. Change your page to landscape orientation (0 1mark)
- 12. Save the data in your names (0 1mark)
- 13. Print the work on only one sheet. (0 1mark)

Question 3: Database

- 1. Using an appropriate data base program load the file called *Haji*.
- 2. Open the database, and in Camda table **Design**, adjust the data types appropriately.(03Marks)
- 3. Inter the following details in the IDNo. Field in your data base from the first to the last person. (02Marks)

m001	m002	m003	m004	m005	m006	m007	m008	m009	m010
m011	m012	m013	m014	m015	m016	m017	m018	m019	m020

- 4. Delete the default **ID** field from the data base and make the **IDNo.** Field the New primary key field. (01mark)
- 5. Create a FORM with only the fields of **name, number in family and budget** allocation. Save the form as **Budgeted**. (01Mark)
 - Use a formula in the form above to determine how much a member in the family gets. If the amount is got by dividing the Budget allocation by the **Number of members** in the family. (02Marks)
- 6. Create a query including the fields of NAME SEX AND MARIEGE to select all those female citizens who are not married. Save the query as Status. (02Marks)
- 7. Make another query with only the concerned fields to display members living in semi-permanent houses but having the number of members in the family which is 12 and above. Save this query as **Permanent** (02Marks)
- 8. Produce a report showing all fields except the field of date of birth and Marriage status Save it as **Final report** (02Marks)
- 9. Insert a footer of your name on the report produced (02Marks)
- 10. Print your report making sure that it fits on an A4 size page (01Marks)
- 11. Save the data base file on your names on an external device (01Marks)

Question 4: Presentation

- a. By using a relevant software application programme, load the file called **Animola0998XXL.ppt**
- b. Insert more three slides as follow (03 marks)
 - i. Title slide
 - ii. Title and Two column/content slide
 - iii. Blank slide
- c. Move the title slide on top of the rest and in it type an appropriate title (02 marks)
- d. List four consumable domestic animals and four non-consumable domestic animals in the two column slide (02 marks)

The table below shows a list of wild animals with their heights and population in one forest. Use it to answer the questions following

Animal Name	Height (mm)	Rank	Population '000
Elephant	17	2	60
Zebra	12.5	3	123
Rhino	10	5	45
Lion	9.5	6	100
Hippopotamus	10	5	30
Giraffe	25	1	75
Chimpanzee	11	4	102

- e. Using a blank slide created and the table given above ,insert a smart art of a pyramid and show the ranking of these animals with the tallest being on the top most hierarchy (03 marks)
- f. Include speaker notes describing the pyramid on above slide (01 mark)

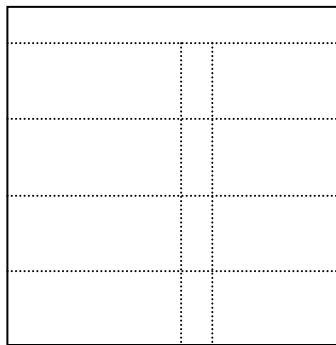
- g. Copy two different images from folder **image 1** folder and insert them **appropriately** on the title slide and slide 4 (02 marks)
- h. Adjust the measurements of the image inserted on slide one to 3" height and 4" width (02 marks)
- i. Apply appropriate transition effects on all slides to run after a single click (01 mark)
- j. Insert an updating date to all slides (01 mark)
- k. Identify the words Wild animals in slide the introduction slide and use it to Hyperlink the slide to the image folder (01 mark)
- l. Print and save the changes and transfer the work to a device (02 marks)

Question 5: Desktop Publishing

In this task you will develop and modify a food menu of a restaurant

- a. Using an appropriate programme, load a file called **MM33009Lnue.pub** from the support folder
- b. Adjust the dimensions of the page as follows
- c. Left margin and Right margin (01 mark)
- d. Top margin and Bottom margin (01 mark)
- e. Using Word Art, put the name of the restaurant of your choice (01 mark)
- f. Change the Word Art shape to **Triangle down** (01 mark)

By use of page guides, divide your page to appear as follows (02 marks)



- g. Develop a menu that should include the following information
 - Three types of foods (01 mark)
 - Three types of snacks (01 mark)
 - Three types of drinks (01 mark)
 - Three types of warm drinks (01 mark)

- h. First column for the item names (01 mark)
- i. Second column for their respective prices (01 mark)
- j. Change the page back ground to an appropriate color (01 mark)
- k. Insert part page borders (02 marks)
- l. Import images from the folder **image 3** and distribute evenly on the page(02 marks)
- m. Insert a footer of your name and random number (01 mark)
- n. Print and save the changes as your name (02 marks)

****END****