

S850/3  
Subsidiary ICT  
Practical Paper 3  
2016

SUBSIDIARY ICT EXAMINATIONS 2016  
Uganda Advanced Certificate of Education  
PAPER 3  
PRACTICAL  
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

**Question 1 Word processing**

*In this activity, you will deal with document and text formatting*

- a) Using an appropriate application, load a file named **Ethics257881** from a folder called **Campree**
- b) Format the heading to appear '**engraved**' *(01 marks)*
- c) Put a color highlight to the first two lines of paragraph 2 in the document *(01 mark)*
- d) On the third paragraph, insert a left Indent measuring 0.5 inches *(01 mark)*
- e) Drop cap on paragraph 1 leaving five lines *(01 mark)*
- f) Format paragraph 2 to double line spacing *(01 mark)*
- g) Adjust the top and bottom page margin on your document to 0.7 inches *(01 mark)*
- h) Insert a footer of your names in full *(01 mark)*
- i) Insert a picture named **dood** from your support folder as a water mark *(0 1 mark)*
- j) Format the last paragraph with text boarders *(0 1 mark)*

*In the following tasks, you will deal with images in text*

- k) Move an image called Typist from the image folder to the top left corner of paragraph 2 *(0 1 mark)*
- l) Flip the moved image horizontally *(01 mark)*
- m) Adjust the Brightness of the image to 80° *(01 mark)*
- n) Now Wrap the image behind text *(01 mark)*

*In the following activity you will deal with table formatting and editing*

Name	Rate	% threat	Comment
Privacy	High	70	Serious measure to be take on the high rates
Global ICT	Moderate	60	
Creation of documents	Low	20	
Prevention of fraud	Low	10	

- o) Fill the first row of this table with a black background color *(01 mark)*
- p) Change the text direction of the text in the first row vertically upwards *(01 mark)*
- q) Format the table outside boarder to double line *(01 mark)*
- r) Merge all the cells in the column on the right *(01 mark)*
- s) Adjust the whole table to **Preferred cell width** of 2 inches *(01 mark)*
- t) Print and save changes and transfer your work to an external storage media. *(02 marks)*

## Question 2: Spreadsheets

- a. Using a relevant office application software, open a file called **Stray35009.xls** from a sub-folder called **Drapota** found in the support files folder on your desktop.

*Open the file and execute the following tasks*

- a. Insert an appropriate title above the data table (01 mark)  
b. Merge cells in the row containing the title and center align it (01 mark)  
c. Change the table border color to an appropriate color of your choice (01 mark)  
d. Format the values in the basic pay column with units UGX (01 mark)  
e. Copy all the data and paste it in sheet two (01 mark)  
f. Rename sheet two as **Adjusta** (01 mark)

*In this section you will use the copy in sheet two*

- g. Set all the values in column H(Basic pay) to 2 decimal places (01 mark)  
h. Freeze the top row (01 mark)  
i. The following computations are made for each employee basing the basic pay  
**Deductions;**
  - PAYE charged at 25%**Allowances;**
  - Housing allowance given at 15%
  - Transport allowance given 30,000 each

j. Use a formula to determine the following values for each employee (01 mark)
  - Housing allowance (01 mark)
  - PAYE (01 mark)

k. If the Net pay is arrived at as Basic pay plus allowances minus deductions. Determine the Net pay (01 mark)  
l. In cell H20 use a function to establish the number of employees who get a Net pay of shs 50,000 and above. (01 mark)  
m. In cell K20 determine the total amount of PAYE collected from the employees. (01 mark)

*In the following section you will deal with charts using the copy on sheet two*

- n. Create a bar chart including the Names, PAYE and Net pay for employees (04 mark)  
o. Make the chart clear of gridlines (01 mark)  
p. Print and save changes and transfer the work to an external device (02 mark)

**Question 3: Presentation**

- a. By using a relevant software application program, load the file called **Animola0998xppt** from the sub-folder **Grazenked** in the support file folder on the desktop.
- 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 the image 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)

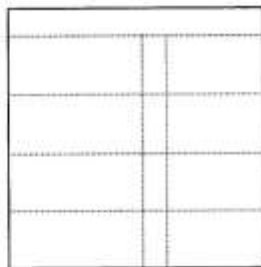
- j. Insert an updating date to all slides (01 mark)
- k. Identify the words Wild animals in the introduction slide and use it to Hyperlink the slide to the image folder (01 mark)
- l. Print and save the changes and transfer the work to a device (02 marks)

### Question 3: 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 files folder **Grootaxell**
- 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 (01 mark)
  - 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 boarders (02 marks)

- l. Import images from the folder named Foods and distribute evenly on the page (02 mks)  
 m. Insert a footer of your name and random number (01 mark)  
 n. Print and save the changes as your name (02 marks)

### Question 5: Data bases

Using any database management system load file called 20xxxCoMpaNy.rtf and use it to answer the following questions. Any changes made should be saved.

- i. Open up table call *suplaya* in design view and adjust the data types appropriate (02 marks)  
 ii. To save time in data entry, you will apply a lookup wizard to feed data in the unit filed (01 mark)  
 iii. Change the default primary key field to the most appropriate field (01 mark)  
 iv. Change the date format in table properties to *medium date* (01 mark)  
 v. The currency field should be formatted to indicate *SHS* as units (01 mark)  
 vi. Create a tabula from that includes all the field that can be used to add more information in the table. Save it as *entry* (01 mark)  
 vii. If all suppliers offered a general discount of 0.2% use a form above to determine how much discount the company enjoyed from each supplier (02 marks)  
 viii. Change the background color of your form to a brighter color (01 mark)  
 ix. Insert a harder on the page of the form (01 mark)  
 x. Create a query with only the fields of SUPNAME and PRODCAT to filter those who supplied meals, stationery or text books save it as *power* (02 marks)  
 xi. Create another query that will filter suppliers who supplied items in during 1998 and after 2014. save it as *yearly* (02 marks)  
 xii. Create one other query with the fields of SUPNAME and COST to display those suppliers whose items were not valued and their names start with letter **K** save it as *Valueless* (02 marks)  
 xiii. Create a general report with the supplier names sorted in ascending order with a header of your name and number. Save it as *genrepo* (02 marks)  
 xiv. Print the genrepo on a landscape page orientation (01 mark)

END