

S850/2
Subsidiary ICT
PRACTICAL
Paper 3
Nov./Dec.2022

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) will **not** be marked*

*Each candidate is provided with support files in the folder **UNEBC 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 our CD.*

*Candidates should continuous **save** their work.*

*Each candidate must produce a **hard copy** for each question answered to accompany the **Compact Disc (CD)**.*

Answer any **three** questions in this paper

1. (a) Using a word processing software of your choice, open the file **Speech** and save it as **your name and personal number**. (02 marks)
- (b) Change the following formats of the document:
- (i) Font size. (01 mark)
- (ii) Paragraph alignment. (01 mark)
- (iii) Line spacing. (01 mark)
- (c) Apply a first line indent to the document. (02 marks)
- (d) Apply a light background colour of your choice to the document. (01 mark)
- (e) Insert a *Drop cap* on any paragraph of the document. (02 marks)
- (f) Use a *text box* to add a suitable title for the document. (02 marks)
- (g) Insert a *Watermark* of your choice in the document. (02 marks)
- (h) Add to the document an appropriate picture from the **IMAGE** folder. (02 marks)
- (i) Attach a suitable Footnote to the word audience. (02 marks)
- (j) Insert a footer of your **name**. (01 mark)
- (k) Save and print the document. (01 mark)
2. (a) Using any database software, create a database and save it as your **name and personal number**. (02 marks)
- (b) Use the data in the file **Library.xls** create a table with appropriate data types. Name the table **Student Borrowing**. (06 marks)
- (c) Create a form that will be used to enter more records to the table **Student Borrowing**. Name the form **Data Entry Form**. (03 marks)
- (d) Design a query that will display details of students in S.3 who have borrowed books. Name it **S3 borrowers Query**. (04 marks)
- (e) (i) Create a report for students of S.3 who have borrowed books. Name it **S.3 borrowers Report**. (03 marks)

- (ii) Insert in the report a suitable picture from the **IMAGE** folder to represent a logo for the school library. (01 mark)
- (f) Print all your work. (01 mark)
3. Using any publishing software, design a certificate for a student who completed an ICT course from a training institutions.
- (a) Use a blank publication of A4 portrait to design the certificate of completion and save it as **your name and personal number**. (02 marks)
- (b) Adjust the paper size using the following dimensions: width 8.4 inches and height 11.8 inches. (02 marks)
- (c) Adjust the top and bottom margins to 0.3 inches. (01 mark)
- (d) Adjust the left and right margins to 0.3 inches. (01 mark)
- (e) Insert an appropriate logo provided in the **IMAGE** folder. (02 marks)
- (f) Include a suitable name for the training institution. Use a font type of and size of your choice. (02 marks)
- (g) Add an appropriate title on the certificate. Format it using a *Word Art*. (02 marks)
- (h) Copy the text from **ICT CERT** and paste it on the certificate. (02 marks)
- (i) Insert an appropriate picture from the **IMAGE** folder and order it behind text. (02 marks)
- (j) Insert an attractive border to your certificate. (01 mark)
- (k) Include a background colour of your choice. (01 mark)
- (l) Type your **name and personal number** in the footer. (01 mark)
- (m) Save and print the certificate. (01 mark)

4. (a) Using spreadsheet software, enter the given data in a worksheet. Save it as **your name and personal number**. (05 marks)

EMPLOYEE NAME	SEX	BASIC PAY	TRANSPORT ALLOWANCE	LUNCH ALLOWANCE
Ogwal John	M	50,000	7,000	2,888
Tushabare Ritah	F	45,000	5,000	2,000
Naggayi Petrina	F	40,000	5,000	2,888
Kibirige Rodney	M	45,000	6,500	2,888
Okoth Isaac	M	45,000	7,000	2,000
Samira Harfat	M	34,000	5,000	1,004
Logose James	M	45,000	7,000	2,000
Adong Kevin	F	40,000	50,000	2,000

- (b) Add a suitable title for the table. (01 mark)

(c) Given that;

- Tax is 10% of the **Basic Pay**.
- Gross Pay is the overall amount of money each employees earns.
- NSSF is 5% of the **Basic Pay**.
- Netpay is Gross Pay less NSSF and Tax.

Use an appropriate formula/function to compute the;

- (i) Tax deducted. (02 marks)
- (ii) NSSF. (02 marks)
- (iii) Gross Pay for each employee. (02 marks)
- (iv) Net Pay. (02 marks)
- (d) (i) Draw a column chart to represent the employees' Gross Pay. (02 marks)
- (ii) Include a title for the chart. (02 marks)
- (e) Format **Net Pay** to UGX currency symbol. (01 mark)
- (f) Insert your **name and personal number** as a header. (01 mark)

(g) Save and print your work. (01 mark)

5. You have been selected to address the youth on the topic Responsible Living.

(a) Using a suitable presentation software, prepare a **five-slide** presentation with the following given in parts (i) to (v).

(i) **Slide one:** Title and the presenters' name. (02 marks)

(ii) **Slide two:** The meaning of *Responsible Living*. (02 marks)

(iii) **Slide three:** A two column slide showing the dangers of reckless living. (03 marks)

(iv) **Slide four:** Benefits of responsible living including speaker notes. (03 marks)

(v) **Slide five:** Conclusion. (02 marks)

(b) Add relevant pictures from the **IMAGE** folder to your slides. (02 marks)

(c) Apply the transition effects to the presentation. (01 mark)

(d) Insert a blank slide between the first and the second slides and hide the slide not to display while presenting. (02 marks)

(e) Insert slide numbers on each slide. (01 mark)

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

(g) Print your presentation. (01 mark)