S850/2
Subsidiary ICT
PRACTICAL
Paper 2
June.2023
2 hours

Uganda Advanced Certificate of Education

SUBSIDIARY ICT

(PRACTICAL)

Paper 2

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 **Support Files** *on the Computer Desktop. Use the support files where applicable to supplement the questions.*

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

Each candidate must produce a **hard copy** *for each question answered to accompany the* **Soft Copy**.

Answer any **three** *questions in this paper*

1. Create an MS document name BEYOND, in your folder on the desktop.

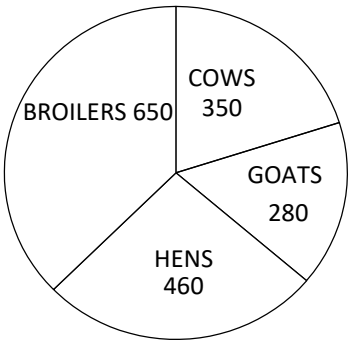
(a) Insert page numbers at the bottom center of the document, and your name on the bottom left. ***(01 mark)***

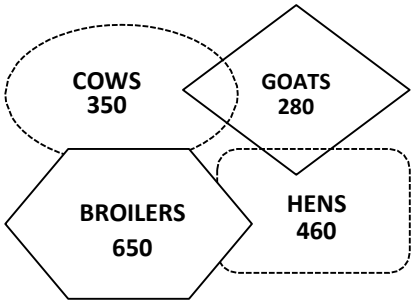
The following is info about the number of Farmer Magiri's animals:

Goats – 350, Cows – 280, Sheep – 460, Broilers – 650

(b) Represent the data in different graphical formats: (e.g. tabular, pie chart, shapes, word art, text box, smart art). Place each object on a different page. ***(09 marks)***

MAGIRI'S ANIMALS	
Animals	**Quantity**
COWS	350
GOATS	280
HENS	460
BROILERS	650





(c) Put appropriate captions/labels on each shape ***(01 mark)***

(d) On page three, below the shapes/smart art, type your name, and insert your email address or Facebook page as a hyperlink and change text direction in the table to vertical. ***(03 marks)***

(e) Change the paper size to A4, and landscape orientation ***(02 marks)***

(f) In the table explore inserting formulas, sorting, changing text direction. ***(02 marks)***

(g) Insert any equation and a symbolical formula of your choice. ***(02 Marks)***

2. The Table below shows employees' details of Hornby International University.

Emp No	**Surname**	**Sex**	**Department**	**Salary**	**D-O-B**
BA01	Aduwo	F	Computing	620,000 Shs	17-06-1936
BA02	Holowo	F	Business	510,000 Shs	06-08-1977
BA03	Wapakabulo	M	Business	600,000 Shs	05-06-1970
BA04	Nakumusana	F	Information	275,000 Shs	20-07-1936
BA05	Komakech	M	Business	500,000 Shs	15-06-1963
BA06	Mutebi	M	Administration	1,000,000 Shs	17-07-1966
BA07	Ndaula	M	Administration	600,000 Shs	14-04-1968

Note:

- Emp No. Represents Employee Number, which should be automatically the format of "BA01".
- D.O.B represents Date of Birth
- Salary should have a suffix Shs

The Table below shows employees number and their respective loan payments.

LOAN ID	Emp No.	Payments
1	BA01	25000
2	BA02	15000
3	BA03	45000
4	BA04	40000
5	BA05	20000
6	BA06	150000
7	BA07	35000

a) You are required to design a suitable database to manage the above information and name the database **Employee Database**. ***(01 mark)***

b) Create a table using Design view, to enter the records and name it **Employee Table**. ***(05 marks)***

c) Create an Employee Tabular Form from the above table and name it Employee Form. ***(02 marks)***

d) Create a new table, **Employee Loan Payments,** and enter the second Table's data. ***(03 marks)***

e) Create a one-to-one relationship between the two tables. ***(01 mark)***

f) Create a query displaying male employees who belong to the administration department. Save it as **Administration** ***(01 mark)***

g) Create another query displaying all the fields of employees with salaries less than 300,000. Name it "**Salary Below 300k**". ***(02 marks)***

h) Using a query, calculate the **Age** of each member, and money that each employee remained with after loan payment and call it "**Salary_Got**". ***(03 marks)***

i) Create a report using the Employee table, **group** the records by department, and Name it "**Departments Report**". ***(02 marks)***

3. Using a suitable software package, Load the file **jinjaorangejuice**.xls that has been created to calculate the profit or loss on sales at **Jinja Orange Juice Stall** during a six-day period

(i) Using absolute and relative cell references, type a formula in cell D6 to calculate the total cost for Monday which is a cups made. Copy it cells D7 to D11 for Tuesday to Saturday. ***(02 marks)***

(ii) Using absolute and relative cell references, type a formula in cell E6 to calculate the Day's Sales for Monday, as a product of the selling price and the number of Orange Juice cups sold. Copy it to cells E7 to E11 for Tuesday to Saturday. ***(02 marks)***

(iii) In cell F6 to F11, calculate the profit/loss by subtracting the Total Cost from the Day's Sales. ***(01 mark)***

(iv) Format all currencies to have the **'UGX'** symbol before the vale. ***(02 marks)***

(v) Use a function to compute the **GRAND TOTALS** in row 14. ***(02 marks)***

(vi) Merge cells A1:F1 both horizontally and vertically make the title in font size 22, bolded in blue colour. ***(02 marks)***

(vii) Fill your title with a green background colour ***(01 mark)***

(viii) Create a combined column-line combo chart with column chart representing the number of orange juice cups made and line graph showing trend of profits / loss on the secondary vertical axis. Locate it on its own new sheet. ***(04 marks)***

(ix) In cell F3, calculate the second highest profit made. ***(01 mark)***

(x) Shade the Grand totals with an orange background color. ***(01 mark)***

(xi) Show all the formulas used on sheet three. ***(01 mark)***

(xii) Add your name as footer and print your work. ***(01 mark)***

4. Open a file saved "**Roadaccidents"** and carry out the following instructions.

(a) Using a **slide master**, format your presentation to have:

i) All headings to appear in Stencil font style. ***(01 mark)***

ii) Font size is 30. ***(01 mark)***

iii) Font colour is red. ***(01 mark)***

iv) Slide background colour is light green. ***(01 mark)***

v) An 8PT horizontal line across the heading and sub-heading. ***(01 mark)***

vi) Animation for headings is bounce and rest of the work is flip. ***(01 mark)***

vii) Slide transition is random vertical bars. ***(01 mark)***

Apply to all slides this effect.

(b) In slide one; add your name and index number in the sub title section. ***(01 mark)***

(c) Insert a clip **motor.png** between the heading and your name. ***(01 mark)***

(d) Apply a **grow and turn** animation on the clip you have just inserted. ***(01 mark)***

(e) Use the details in slide 4 to create a column graph in slide five. ***(04 marks)***

Your chart should have a title, x and y axes labels.

(f) Convert the columns for 2000 to line graph. ***(02 marks)***

(g) Add title and data labels in your chart. ***(01 mark)***

(h) Add speaker note ***Data in this graph is not accurate*** in the last slide to hold. ***(01 mark)***

(i) Save your work as **accidentsedited**. ***(01 mark)***

(j) Print all your work on one A4 paper size. ***(01 mark)***

5. Use Desktop publishing software to prepare a brochure for **JK Computer Center** with the following details.

   Company Name: JK Computer Center

   Motto: Computer skills for better standards.

   Location: Seventh Street, Jinja Road

   Address: P.O Box 23, Kampala

   Telephone Contact: 0773458098, 0712070797, 0707587473

   E-mail Address: jkcomputercenter@yahoo.com

   Website: http://www.jkcomputer

Introduction: JK Computer Center is a home of computer services and accessories. We have customer centered service providers. Please come and enjoy our excellent services.

Services offered: Internet services, Printing, Photocopying, Scanning, Binding, Mobile Money, Computer and phone repair, Computer and phone accessories, Airtime selling, Telecommunications services, Report writing, Typing and Computer lessons.

(a) Divide each page into three panels. ***(03 marks)***

(b) Enter the given details in suitable panels. ***(08 marks)***

(c) Use appropriate images, fonts and background in the brochure. ***(06 marks)***

(d) Add your name and personal number as footer. ***(01 mark)***

(e) Save your brochure as your name and personal number. ***(01 mark)***

(f) Print your work. ***(01 mark)***