

S850/2
Subsidiary ICT
2 HOURS
2022



MATIGO MOCK EXAMINATIONS 2022
UGANDA ADVANCED CERTIFICATE OF EDUCATION
SUBSIDIARY ICT PAPER 2
PRACTICAL

Duration: 2 hours

INSTRUCTIONS TO CANDIDATES:

Attempt **any three questions**.

All your work must be in a folder bearing your temporary personal identification number provided.

Check for a support file in shared documents under my computer.

A password is to be availed to you on your question paper.

Copy and paste the necessary information required to attempt the 3 numbers of your choice to their respective applications.

Transfer all your work to a compact disc rewritable (**CD-RW**) well labeled with your TPIN using a permanent soft mark.

Attach a **hard copy** of all your work.

1. WORD PROCESSING

Use the above auto shapes in the support file to typeset the following dispatch note as it appears and save it as your **dispatch note –main document**.

KIRA SWEET BREAD CUSTOMERS DISPATCH NOTE

KIRA SWEET BREAD (U) LTD

P.O.BOX 224

WAKISO DISTRICT

TEL: 0772944822/0702944822

Dealers in Bread, Donats, Bans and cakes.

TO:

KYABAWAMPI STORES

P.O.BOX 8432

KIREKA.

**DISPATC
H NOTE**

The following items have been packed and dispatched to your business as per your order No. 156.

Nº	ITEM	QTY	UNIT COST	AMOUNT	APPROVED
1	Yellow Bread	100	1500		
2	Brown Bread	250	1200		
3	Bans	500	100		
TOTAL					

Sign:

MUKASA IBRAHIM

SALES MANAGER

a) Centre align the items to be dispatched in the table above.

- b) Use formulae in Ms Word to generate the total sum of Quantity, unit cost and amount of items dispatched.
- c) Change the dispatch note heading font to maiandra GD font face with a font size 16.5 engraved.
- d) Insert an appropriate clip art at the top left corner of this note from the collection provided.
- e) Insert footer as your **first name –mmm 2016**
- f) Format the outside boarder of your work to have a 3 line boarder of 6 pt weight.
- g) Insert a red color page boarder on the entire dispatch note.
- h) Address this dispatch note to different traders including the one in the dispatch note above. The details of the other traders are availed to you in the support file.

2. SPREAD SHEET

Given the information in the worksheet provided in the support file and additional information below answer the corresponding questions.

Additional information:

- Gross Salary is equal to Basic pay Plus Allowances
 - Net pay is equal to Gross Salary Minus Tax
- i. Use functions to calculate the Gross Salary, Tax and Net pay
 - ii. Sort the records so that the names are in ascending order.
 - iii. Rank the employees basing on their Net pay so that the most highly paid is ranked 1.
 - iv. Insert a column between Net pay and Rank, name it **STATUS** then use a VLOOKUP function which assigns employees whose Net pay is less than 500000 as “ABOVE Poverty Line” and the rest as “Below Poverty Line”.
 - v. Draw a column chart to portray net pay for these employees.
 - vi. Make use of the count if function to establish how many are bove poverty line.
 - vii. Insert a header and footer as your Temporary Personal Identification number.
 - viii. Format all calculated values to be with, 000 separators and adjust them to 1 decimal place.
 - ix. Apply conditional formatting for employees whose basic pay is above 600,000/= to be highlighted with a green color.
 - x. Apply text wrap to gross pay and Net pay column headings.
 - xi. Apply all borders and page orientation landscape.

- xii. Print a copy of your work.
- xiii. Save your work as XYZ.

3. PRESENTATION SOFTWARE

Make use of information availed in the support file related to designing of presentation and answer the questions below:

- a) Insert a **title** slide for the presentation, with direct links to all the slides.
- b) Make use of word art in the title section of the title slide.
- c) Use the back, next and home action buttons to link one slide to another.

d) Use a different color scheme for each slide in your presentation.

- e) Add one relevant graphics at the top right hand side of each slide.
- f) Apply minimal transition and animation effects.
- g) Insert slide numbers, and change the presentation to fit on a 16:9 on screen show
- h) Insert a 5th slide having a table with imaginary list of items that were produced by members in the club with a column of imaginary values for quantities.
- i) Insert a column graph showing items against quantities produced on the 6th slide.
- j) Insert an organizational chart for the management committee for a viable project you intend to open up during your vacation on the 7th slide.
- k) Insert a conclusion slide for your presentation.
- l) Insert footer and a header of your temporary personal identification number.
- m) Print your presentation fitting on one A4 standard paper size.

4. DATA BASE

Look for activity table and clients table in the support file to provide you with necessary information about a small home business in Kampala.

Study the tables carefully to answer the questions below:

You are required to:

- (i) Create a database called '**Side business**' and use it for the following activities
- (ii) Create the activity table and import its content from the support file provided assign it an appropriate primary key and data types.
- (iii) Activity ID no. and product id no. should be generated using an input mask.
- (iv) Activity date should be formatted to long date format.

- (v) Create the client's table with appropriate design and import its content from the support file. Use the lookup wizard for the gender field.
- (vi) Create a one-to-one relationship between the client's table and activities table
- (vii) Create a query for all those clients whose locations begin with 'N'. The query should have the following fields; Client Names, client phone, Client Location and Qty Bought. Name it '**Product Query**' NB: (Total Amount is a product of "**Price**" and "**Qty Bought**")
- (viii) Create a calculated query to return the total amount value in the activity table. Save it as "**Activity Calculated Query**".
- (ix) Create another query to pick out all those activities that took place after 22nd January 2013. Save it as "**Supplementary**".
- (x) Create a report of the calculated query, and save it as "**Activity report**".
- (xi) Insert a footer as your **temporary personal identification number-clients**

5. DESKTOP PUBLISHING

Using a desktop publishing application of your choice, you are required to design a **flier** about the KABAKAS' birthday run as part of function to be conducted in celebration of his birthday for 62 years of age. This year's marathon is dubbed, "Run to reduce fistula", and its proceeds will be used to install piped water in Kawempe health centre IV. The marathon will take place on 13 September 2016.

The following are the specifications of the flier:

- a) Flier size 10cm x 28 cm, paper size A4.
- b) Should print two fliers per paper, with a horizontal gap of 0.5cm.
- c) A top margin of 0.9cm and a side margin of 0.25cm.
- d) Add a simple and suitable design layout.
- e) Design and Insert the Shield as an identity symbol for Buganda.
- f) Use text boxes to add the details such as the Title, Theme, Entry fees, Date, Starting location, End location, Telephone Contact of organizer and email. T shirts will be provided to all participants.
- g) Use at most three colors in your publication.
- h) Add your name as header and print your work.
- i) Insert an appropriate graphics behind text.
- j) Save your work as "**Kabakas' birthday run 2016**"
- k) Use appropriate graphics from the support file.

END