

840/2
INFORMATION AND
COMMUNICATIONS
TECHNOLOGY (ICT)
PAPER 2
(Practical)
2025
2½ hours



KABS ICT RESOURCES CENTER LTD

Uganda Certificate of Education

INFORMATION AND COMMUNICATIONS TECHNOLOGY

Paper 2
(Practical)

2 hour 30 minutes

INSTRUCTIONS TO CANDIDATES:

*This paper consists of **two** examination items.*

*Answer **both** items in this paper.*

*You are provided with support files in the folder **ITEMS Support Files** on the computer desktop. Use the support files where applicable to supplement the items.*

*You are provided with a **new blank Compact Disc (CD)**.*

*Use a **permanent marker** to write your name, random number and personal number on your CD.*

*You should continually **save** your work.*

*You **must** produce a **hard copy** for each of your work to accompany a **soft copy** on the Compact Disc (CD).*

EOC 4: Manipulates data using different application programs

ELEMENT OF CONSTRUCT IV - (ITEM - 1 Paper 2): Manipulating data using different application programs

T4 -Word processing I & II

- ✓ a. uses the word processor interface.
- ✓ b. uses a word processing software to create, format, edit and print a document.
- ✓ c. uses advanced tools and features of a word processor to format and edit documents.

T5 - Spreadsheet I &II

- ✓ a. uses spreadsheet functions to manipulate data and print it,
- ✓ b. uses charts to represent data,

- ✓ c. uses advanced tools and features of a spreadsheet to process and present data.

T6 - Presentation

- ✓ a. uses the presentation application functions and tools to prepare interactive presentations.
- ✓ b. delivers a presentation to an audience.

T12 -Database Management System (DBMS)

- ✓ b) uses tools and features of a DBMS to manipulate data.

EOC 4: Manipulates data using different application programs

ITEM 1 | SCENARIO 1

In a small town, a local charity organization called "**Help Hands Foundation**" has been managing donations and distributions manually. The secretary of the organization maintains a large ledger book to record donations from benefactors and the distributions to beneficiaries. Recently, some donors have expressed concerns about the transparency and accuracy of the records.

Additionally, during the last meeting, a new volunteer suggested digitizing the records for better efficiency and reliability. The organization welcomed the idea, but most of the members are not familiar with using computers. The records from the ledger book have been transcribed and provided in the support file **HELP_HANDS.docx**, and an example thank-you letter to donors is available in the file **THANKS.docx**.

Task

- (a) Create an electronic database of the records and use it to generate a report showing the total donations received over the past year.
- (b) Generate a list of beneficiaries who received donations and prepare a personalized thank-you letter for each donor.

ITEM 1 | SCENARIO 2

In Kampala, a community-focused organization called Uganda Digital Skills Foundation (UDSF) has been dedicated to training Ugandans in ICT health and safety for the past eight years. Recently, Uganda Digital Skills Foundation was invited by Ubuntu Tech Academy, a growing tech company, to conduct a five-day ICT health and safety training for its team.

This training, aimed at equipping employees with best practices for a safe digital workspace, successfully covered key areas relevant to the tech industry.

During the program, each of the 10 participants from Ubuntu Tech Academy received a daily allowance of 20,000 Uganda shillings. In recognition of their performance, certificates of excellence were awarded to the three most outstanding trainees.

Task

Using the support files provided, Prepare a report on this training program and send it to the Training Manager. You are required to include all relevant documentation and summaries of the training outcomes.

ITEM 1 | SCENARIO 3

A youth development association, Bright Future Youth Group, was established to provide financial literacy and small business funding to young entrepreneurs. The group treasurer currently records members' contributions and loan disbursements manually. However, as membership grows, it has become difficult to efficiently manage records, leading to delays in generating financial reports and inconsistencies in loan repayment tracking.

A new member suggested automating the system for better financial record management. The treasurer has extracted the records into a file called **BFY_GROUP_RECORDS.xlsx**, and a loan reminder template is available in **LOAN_ALERT.docx**.

Task

Using the support files provided:

- (a) Create an electronic version of the records and use it to produce a visual summary of members' savings and loan disbursements.
 - (b) Generate a list of members with outstanding loan balances and prepare a personalized loan reminder for each member.
-

ITEM 1 | SCENARIO 4

In a certain neighborhood, a women's self-help group called **Twegatte Savings Group** was established to promote savings and loans among its members. The group treasurer records all transactions in a manual ledger, but as the group grows, it has become difficult to manage the records efficiently. Some members have raised concerns about delays in getting financial reports and inconsistencies in the loan repayment calculations.

A new member suggested automating the system for better management of records. The treasurer extracted the records into a file called **TWEGATTE_SAVINGS.docx**, and the group has also provided a template for loan reminders in the file **LOAN_REMINDER.docx**.

Task

- (a) Create an electronic version of the records and use it to produce a visual summary of members' savings contributions.
- (b) Generate a list of members who have outstanding loan balances and prepare a loan reminder for each member.

EOC 5: Uses Publishing software to design, produce and publish publications and websites.

ELEMENT OF CONSTRUCT V - (ITEM - 2 Paper 2): Using Publishing software to design, produce and publish publications and websites.

a) T11– Electronic Publications

- ✓ **b.** uses the electronic publishing application features to prepare a publication.

b) T13 –WEB DESIGN

- ✓ **b.** creates a website.

EOC 5: Uses Publishing software to design, produce and publish publications and websites.

ITEM 2 | SCENARIO 1

Kisakye Charles General Hardware is a fast-growing hardware business in Mubende Town and it has customers from different parts of the country. Currently the hardware advertises in some newspapers, banners and posters its new products and stock.

The administration wishes to put this on another level by using more ICTs to interact effectively with the public on all that happens at the hardware shop including staff information, showroom, and active queries page where customers can provide feedback from.

Task:

Help the administration to achieve this goal by designing an Online platform. A support folder called **hardware** has been provided containing some files to help you achieve this on behalf of the management.

ITEM 2 | SCENARIO 2

Kano Coffee Farmers' Association is a leading coffee processing business in Kabale District, with suppliers from various parts of the region. The management wants to create a publication that showcases coffee products, prices, market trends, and supplier profiles. The publication will be shared via email, the company's website and others will receive hard copies. The management has limited knowledge regarding publications.

They have approached you for help.

Task:

Help the management to create this offline digital publication document. A support folder called '**coffee**' has been provided, containing files to assist you in this task.

ITEM 2 | SCENARIO 3

A public hospital in your district is facing challenges in effectively engaging with patients and the surrounding community. The management wants to adopt ICT-based solutions to share information about available services such as medical treatments, vaccination drives, health talks, and wellness programs. They also want to create a way for the public to ask questions, submit feedback, and access regular updates. In addition, the hospital plans to simplify the registration process by offering a digital form for new patients to sign up remotely.

You have been assigned to help demonstrate how this can be done using ICT. A support folder called *My_Hospital* has been provided containing some files which may be used.

Task:

Develop an online platform that illustrates to the management, how to address the concerns of the hospital.
