S850/2
SUBSIDIARY ICT
PRACTICAL
Paper 2
2024

2 hours

ONLINE FACILITATION PAPER

Uganda Advanced Certificate of Education

SUBSIDIARY ICT

(PRACTICAL)

Paper 2

2 hours

INSTRUCTION TO CANDIDATES:

i.   *This paper is made up of* **five** *equally weighed questions.*

ii. *Attempt any* **three** *questions.*

iii. *Any additional question (s) answered will* **not** *be marked.*

iv. *Each candidate is provided with support files in the folder* ***Support files S850_2*** *on the desktop. Use the support files where applicable to supplement the questions.*

v.   *Each candidate is provided with a* **new blank Compact Disc (CD)**. *You are required to save your work on a CD*

vi. *Candidates are advised to continuously* **save** *their work.*

vii. *Each candidate must produce a* **hard copy** *for each of their work to accompany the* **Compact Disc (CD).**

1. Using a word processor application, load the file **dropout.doc** in the folder *Support files S850_2* and save it as your name and personal number. 01 mark

   (a)   Apply a suitable title to the document 01 mark

   (b)   Set a drop cap to the first paragraph 01 mark

   (c)   Justify the second last paragraph 01 mark

   (d)   Highlight the third paragraph with light color. 01 mark

   (e)   Change paragraph 2 into three columns with a line between the columns 02 marks

   (f)   Set the margin to top - 0.9", bottom - 0.7", left and right - 1.5" 02 marks

   (g)   Insert a relevant image wrapped through any paragraph 02 marks

   (h)   Change the font style of the text to any of your choice, size 13. 02 marks

   (i)   Bold all the sub headings 01 mark

   (j)   Put a 4.5pt line border on your page 02 marks

   (k)   Insert a header of your name and personal number 01 mark

   (l)   Include a page number whose format is alphabetical letters. 02 marks

   (m)   Print your work 01 mark

2. Using a spreadsheet application of your choice, load a file **payroll.xls** from the support files folder, and save it in your folder as your name and personal number. 01 mark

   i.   Insert a title "JUNE 2024 PAYROLL" 02 marks

   ii.   Use absolute cell referencing to calculate the allowances as percentages of basic income 02 marks

   iii.   Determine the gross income as a summation of allowances and basic income 01 mark

   iv.   Use appropriate formulae to calculate the deductions as percentages of the gross income. 02 marks

   v.   Use a formula to determine the total deductions 01 mark

   vi.   Determine the net income of the employees as a difference between the gross pay and the total deductions and the gross income. 02 marks

   vii.   Set all the figures to have a Ugx currency prefix 02 marks

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viii.	Change the font color of the titles						01 mark
ix.	Set all borders around your work						02 marks
x.	Set the page layout to landscape						01 mark
xi.	Rename the worksheet to 'payroll', fill the tab with green color						02 marks
xii.	Print your work on one page						01 mark

3. The table below gives information on some staff members of a sports academiy called "SCOU SPORTS ACADEMY"

First Name	Surname	Sex	Title	Id. No.	Department	Salary (Ugx)	Date of birth
Jane	Birungi	F	Admin	SC001	Management	730000	18/06/1937
Harriet	Kabaganyizi	F	Worker	SC002	Kitchen	630000	05/08/1978
Daniel	Byaruhanga	M	Worker	SC003	Field	700000	05/06/1972
Beatrice	Atugonza	F	Secretary	SC004	Research	3850000	19/06/1988
Fred	Maniragaba	M	Director	SC005	Management	1200000	18/08/1967

a) You are required to design a suitable electronic database to manage the above information, save the Database as your name and personal number.   02 marks

b) Design the above table, and save it as EMPLOYEE TABLE, with appropriate data types, and primary key.   04 marks

c) Create a form called Employee entry form and use it to enter the above records. It should have a title, and a logo. Use academy.png from the support files as the logo
03 marks

d) Create a new field in the form that calculates employees' age.   02 marks

e) Create a query to filter out only employees from the department of management and their sur name begins with letter B. Save it as MANAGEMENT DEPARTMENT.   02 marks

ii) Create another query displaying all the fields of employees with salary less than 300,000. Name it less than 300000.   02 marks

v) The academy's retirement age is 55 years. Create a query to filter out the employees whose ages are above 55 years. Name it "RETIREMENT AGE".
02 marks

vi) Create a report using the employee table and group the records by department and name it "Report by Department"   02 marks

vii) Print your work.   01 mark

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4. Using any desktop publication software of your choice, design 10 identical business cards of a bakery worker on an A4 paper, save it as your name and personal number.
02 marks

i.   Set the card to 3.5" by 2"   02 marks
ii.   Set the paper to: Side margin = 0.5", top margin = 0.3", Horizontal and vertical gaps to 0.2"   02 marks
iii. The card should have the following information: 05 marks
      a. Company name: Sserinya bakery
      b. Card owner: Your name
      c. Position: Director
      d. Contacts: Your address and contacts
      e. Products: cakes, bread, doughnuts, cookies, snacks
iv.   Insert an image from the support files to be set behind your text.   03 marks
v.   Insert a logo of the bakery. Use any photo from the support files. 02 marks
vi.   Insert any shape around any corner, resize it and change its color from blue.
02 marks
vii. Insert your name and personal number in the footer   01 mark
viii. Print your work   01 mark

5. The counselling department of your school has asked you to prepare a five-slide presentation about counselling to be presented to your peers. Save it as your name and personal number.   01 mark
      a. Create slides with the following information:
         i.   Slide One – Title: Counselling Department, include your name as the presenter.   02 marks
         ii.   Slide Two – Services offered by the department.   02 marks
         iii. Slide Three – Causes of drug abuse in schools.   02 marks
         iv.   Slide Four – How to control drug abuse in schools.   02 marks
         v.   Slide Five – Conclusion.   02 marks
         vi.

   Instructions:
a) Include different slide backgrounds for each slide in your presentation.   02 marks
b) Insert any two relevant photos from the support files folder, to any two slides 02 marks
c) Add slide numbers in the middle of each slide.   01 mark
d) Add transitions and animations in your presentation.   02 marks
e) Add header your name and personal number in the footer   01 mark
f) Print a copy of your work in handout mode.   01 mark

END

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