

S850/2
SUBSIDIARY ICT
(PRACTICAL)
Paper 2
Jul. /Aug. 2022
2 hours



WAKISO – KAMPALA TEACHERS' ASSOCIATION (WAKATA)
UGANDA ADVANCED CERIFICATE OF EDUCATION
SUBSIDIARY ICT
(PRACTICAL)
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INSTRUCTIONS TO CANDIDATES:

This paper is made up of five equally weighted questions.

*Answer any **three** questions.*

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

*Each candidate is provided with support files in the folder **Wakata Mocks ICT P.2 Support Files 2022** on the computer desktop. Use the support files where applicable to supplement the question.*

*Each candidate is provided with a new **blank Compact Disc (CD)**.*

*Candidates should continuously **save** their work.*

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



Question one: Word Processing

- (a) Using word processing software of your choice, load a text file “WHO is bringing the world. rtf” and save it as your name and personal number in a document format (01 mark)
- (b) Create a new line at the top of the document and insert a picture corona virus (01 mark)
- (c) Text wrap the image to through and resize it to 45% height and 80% width (02 marks)
- (d) Move the image to the extreme top of the page (01 mark)
- (e) Add a title “Global research on coronavirus disease (COVID-19)” to appear on top of the image (01 mark)
- (f) Format the title as follows, set font type to Calibri, font size to 28, font color to white with a sky blue background (02 marks)
- (g) Set the rest of the text to Times New Roman, font Size 13 and the sub title “**Global research database**” to size 18 (02 marks)
- (h) Justify the entire text and leave the line “Search COVID-19 Database” and “News/Updates/Help” center aligned. (01 mark)
- (i) Create links on phrase below to link to the different web page of the WHO website (04 marks)

Phrase in the Article	Website
R&D Blueprint	https://www.who.int/teams/blueprint/covid-19
Search COVID-19 Database	https://search.bvsalud.org/global-literature-on-novel-coronavirus-2019-ncov/
News/Updates/Help	https://www.who.int/publications/m/item/quick-search-guide-who-covid-19-database
email	mailto:Library@who.int

- (j) Insert a drop cap on the first paragraph of the article. It should be 2 lines drop and 0.5cm from the text. (01 mark)
- (k) Format the disclaimer in the article to 3 columns with lines in between. (01 mark)
- (l) Insert the WHO logo as a footer of your article. Format it such that it does not cause distortion and overlapping of the previously formatted text. (01 mark)
- (m) Insert page numbers of your choice (01 mark)

Question Two: Electronic Spreadsheet

- (a) Using a spreadsheet program of your choice, load a file called Panda EST.csv from the support file folder and save it as Panda_ your Name in excel format. (01 mark)
- (b) Format the saved file to appear exactly like the snipped image in Panda_Snip.png (05 marks)
- (c) Set the column widths as follows: Column A: 8, Column B: 14, Columns C & D: 15, Columns E & F: 14. (02 marks)
- (d) Enter the formula to find COMMISSION for the first employee. The commission rate is 2% of sales, **COMMISSION = SALES * 2%**. Copy the formula to the remaining employees. (02 marks)
- (e) Enter the formula to find TOTAL SALARY for the first employee where: **TOTAL SALARY = SALARY + COMMISSION**. Copy the formula to the remaining employees. (02 marks)

- (f) Enter formula to find **TOTALS, AVERAGE, HIGHEST, LOWEST, and COUNT** values.
Copy the formula to each column. (04 marks)
- (g) Format numeric data to include commas and two decimal places. (01 mark)
- (h) Align all column title labels horizontally and vertically at the center. (01 mark)
- (i) Create a Header that includes your name in the left section, page number in the center section, and your ID number in the right section. (01 mark)
- (j) Create footer with DATE in the left section and TIME in the right section. (01 mark)

Question Three: Data Base

- (a) Using a database management program of your choice, load a file called **J9Sales.acddb** from the support file folder and save it as **J9Sales_ your Name**. (01 mark)
- (b) Assign the following data types to the fields (03 marks)

Field Name	Data Type
Staff	Text
Date	Date
Booking	Text
Week	Numeric / Integer
Price	Numeric / Currency / 2 decimal places
Number	Numeric / Integer
Tour	Boolean / Logical

- (c) Create a form with all fields and use it to add the data below in the database.

(06 marks)

Staff	Date	Booking	Week	Price	Number	Tour
JP	29-Mar-2009	ALMGPL	37	£399.00	2	Yes
FD	29-Mar-2009	ALMGLP	37	£399.00	2	No
JP	31-Mar-2009	ALMGPL	37	£399.00	6	No

- (d) Produce a report which:

(10 marks)

- has a page orientation of portrait
- fits on a single page wide
- contains a new field called Income which is calculated at run-time. This field will be calculated by Price multiplied by Number
- has the Income field formatted as currency with 2 decimal places
- shows only the records where the Week is 37
- shows only the fields Staff, Date, Booking, Price, Number and Income
- shows this data and the field names in full
- sorts the data into ascending order of Date (with 01/01/2009 at the top)
- includes the heading Week 37 Sales at the top of the page
- calculates the total value of the Income field and displays this at the end of the report under the Income field values, formatted as currency with 2 decimal places
- has the label Total Income to the left of the total the value of the Income field
- has your name, candidate number and Centre number on the left at the foot of each page.
- Save and print this report.

Question Four: Presentation

- (a) Assuming you a counselor and invited to talk about domestic violence, prepare a six slide presentation about the above topic and save it as **Domestic violence_ your Name** (02 marks)
- (b) Important Sub topics to include in your presentation may include but not limited to: (12 marks)
- Introduction & definition of the topic
 - Causes of Domestic violence
 - Effects of Domestic violence
 - How we can control Domestic violence
 - Victims of Domestic violence
- (c) Come up with sample tabulated data to show how Women, Men, Children, Neighbors and Relatives are affected by Domestic violence. (02 marks)
- (d) Use Chart to represent the data in (c) above. (02 marks)
- (e) Apply relevant designs, transitions and animations in your presentation (02 marks)

Question Five: Desktop Publishing

- (a) Using desktop publishing software, design a certificate of merit to look exactly like the certificate image "**Malcom Sports Academy.jpg**" in support file folder. (10 marks)
- (b) Change the background and boundary colors to colors of your choice (02 marks)
- (c) Replace Name of Recipient with your Name, and format it with Red color and font size 26 points (02 marks)
- (d) Design a logo for Malcom Sports Academy and replace it with the Organization logo in the image provided. (04 marks)
- (e) Save the certificate as **Malcom Cert_ your name.** (01 mark)
- (f) Print your work (01 mark)

END

