**S850/2**

**SUBSIDIARY INFORMATION AND COMMUNICATION TECHNOLOGY**

**(Practical Paper)**

**Paper 2**

**TUESDAY, 13th August 2019 (Morning)**

**2 hours**

ACHOLI SECONDARY SCHOOLS EXAMINATIONS COMMITTEE

*Uganda Advanced Certificate of Education*

Joint Mock Examinations, 2019

SUBSIDIARY INFORMATION AND COMMUNICATION TECHNOLOGY

(Practical Paper)

Paper 2

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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 a* ***blank compact disc – rewritable*** *(CD-RW) or a flash disk.*
* *Candidates should continuously save their work.*
* *Each candidate* ***must*** *produce a* ***hard copy*** *for each of their work to accompany the compact disc or flash disk.*
* *Software* ***help wizard* must *not be used.***

# **Question 1:**

1. Load the file **‘tips.doc’.** (01 mark)
2. Adjust page margin stops to: Top 1.5 cm, Bottom 1.3 cm, left 1.5 cm and right 1.5 cm. use an A4 paper size with a portrait paper orientation. (01 mark)

(c) Copy your work and paste it on page two of your document. (01 mark)

(d) Centre the heading; apply an uppercase format, bold, underline and font size 20 and 13.5 for the rest of the work. (03 marks)

(e) Format the whole document with double line spacing**.** (02 marks)

(f) Drop cap every first letter in each paragraph; allow a drop to three lines. Change the drop caps to font color Red. (02 marks)

1. Apply a red page boarder around your work only on page two. (02 marks)
2. Apply page numbers at the bottom in the format of ‘1,2,…’in your document. (02 marks)
3. Insert a water mark ‘ASSEC 2019’ in a faint red pigment. (02 marks)
4. Insert footer, your name and personal number on even pages (02 marks)
5. Save ***examinations and*** print your work. (02 marks)

# **Question 2:**

1. Copy a file named ‘SALARY.doc’ and populate it in the excel programme (01 mark)
2. Add new column titles for cells D1,’Transport’, cells E1’Meals’ ,cells F1’ Bonus, cells G1’ Gross’ and cells H1 ‘ Net pay’. (02 marks)
3. Insert new column between employee name and basic salary for department and use either IF or LOOKUP function to assign departments using the information below. (02 marks)

|  |  |
| --- | --- |
| 100,000 – 300,000 | Security |
| 301,000 – 600,000 | Accounts |
| 601,000 – 900,000 | Managers |

* **Bonus is calculated as 20% of the basic salary.**
* Transport is calculated as 27% of Basic Salary.
* Meals allowances are 42% of Basic Salary.
* Net Pay is calculated by subtracting PAYE from Gross.
1. Determine the ***Gross Pay*** for each employee which is the sum of all allowances and Basic Salary. (02 marks)
2. Add a column after gross for PAYE and calculate PAYE which is 13% of the employee’s gross pay. (02 marks)
3. Insert a title: TESLA MOTORS LIMITED. it should be in font size 18.5, color red. Increase the row 1 height to 30. (02 marks)
4. Add thousand separators (,) in all your work. (01 mark)
5. Create a labelled doughnut chart showing basic salary for each employee. Place your chart on a fresh sheet. (03 marks)
6. Use the COUNTIF function to get how many employees earn 600000 and above of their Basic Salary (02 marks)
7. Insert your full names and personal number to the left and right header section of the worksheet. (01 mark)
8. Save your work as Original and print. (02 marks)

# **Question 3:**

The Health Prefect has appointed you as a health educator in your PIASCY group and you are required to give a talk on the topic, “ABSTINENCE” – as the

best way of preventing HIV/AIDS” You are therefore required to:

Design 5 slides as follows:

1. Title Slide1: Should have the Topic, Your Name and (an Automatic) Date of Talk.

 (02 marks)

1. Use title and content on Slide 2: Introduction to the topic and Definition of “Abstinence”

 (02 marks)

1. Use title and content on Slide 3: Four principles that adolescents can use to stay abstinent.

 (02 marks)

1. Use title and content on Slide 4: Consequences of Sexual Activity. (02 marks)
2. Use title and content on Slide 5: Conclusion. (02 marks)
3. Use uniform text entry animations and slide transitions. (02 marks)
4. Rehearse time your presentation with an appropriate timing of your choice. . .

 (02 marks)

1. Loop your slides until escape is pressed (01 mark)
2. Include Slide Numbers on all slides excluding the title slide. (02 marks)
3. Apply a background color for each slide (01 mark)
4. Save your presentation as Abstinence Talk.ppt (01 mark)
5. Print your work as hand out (01 mark)

# **Question 4:**

Health unit A, I have kept their information in my computer using a data base programme. Import the file ‘support 4’ and populate it on to your data base application. (02 marks)

(a) Create a database called Medical details. (02 marks)

(b) Design a table with appropriate data types in design view called Patients (05 marks)

(d) Create a query to display all the details of patients who come from either Jinja or Busia.

Save it as Eastern patients. (02 marks)

(e) Create a query to display all the details of the patients who were not diagnosed with malaria. Save it as No Malaria. (02 marks)

(f) If the Government pays 40% of the treatment fee for all patients, create a query to calculate discounted fee. Put only F name, DoB,-Diagnosis and Treat fee on the display. Save it as discounted fee. (03 marks)

(g) Create a report to display the information in the discounted fee query. (01 mark)

(h) Create a form from discounted fee query showing all details and save it as Patients' form. (01 mark)

(i) Print all your work. (01 mark)

# **Question 5:**

In the space place six (6) identical business cards with the following details. (06 marks)

You are advised to use appropriate formatting and positioning of the details below to make it fit the space created (03 marks)

* Insert a clip art (03 marks)
* Insert company name as ACHOLI SECONDARY SCHOOLS EXAMINATION (03 marks)
* PHONE: 07720000000 (01 mark)
* Address: P.O.BOX 111, Acholi (01 mark)
* Email: assec@gmail.com (01 mark)
1. Save and Print a copy of your publication. (02 marks)

*The End.*