

**JINJA JOINT EXAMINATIONS BOARD**  
**UGANDA ADVANCED CERTIFICATE OF EDUCATION**  
**SUBSIDIARY ICT**  
S850/3  
**PRACTICAL PAPER**  
2 Hours

**INSTRUCTIONS TO CANDIDATES:**

- a). *You are provided with a folder saved as **SUPPORT-P3** where you will find necessary files for the examinations.*
- b). *Each candidate is provided with a new **Compact Disc ROM** where all the work shall be stored.*
- c). *Each candidate has a printer connected to his / her computer.*
- d). *Each candidate is provided with blank printing papers of A4 size.*
- e). *Attempt only **three** questions in this paper.*
- f). *Use of self help wizard and templates are not allowed.*

1. Open a file saved as **monitor** and carry out the following instructions.

- a. Copy the work to page 3 of your document. (01 mark)
- b. Change page margin settings to gutter 1.3 cm. (01 mark)
- c. Add a top gutter in page 3. (01 mark)
- d. In page 3, centre the heading. (01 mark)
- e. Single underline the heading. (01 mark)
- f. Bold the heading. (01 mark)
- g. Apply an outline font effect on your heading. (01 mark)
- h. Change the font size to 30. (01 mark)
- i. The rest of the work in page 3 should have font size 12.5. (01 mark)
- j. Change the work to font style Bookman Old Style. (01 mark)
- k. Convert the work into three columns. (01 mark)
- l. Drop cap each first letter in each paragraph. (01 mark)
- m. Change the drop capped character to colour red. (01 mark)
- n. Insert bottom page numbers in the format (1) for page 1 and (a) for page 3. (01 mark)
- o. In paragraph three, double strike through your work. (01 mark)
- p. Insert a header of your name in page 3 only. (01 mark)
- q. Change page 2 only to landscape page orientation. (01 mark)
- r. Apply a text boarder in your heading in page 3. (01 mark)
- s. Save your work using your name and personal number. (01 mark)
- t. Print page 1 and 3 only in your document. (01 mark)

2. Open a file saved as **payment** and carry out the following instructions.

- a. Copy the work to sheet2. (01 mark)
- b. Rename sheet 1 to ALL, sheet 2 - COMPUTED and sheet 3 CHART (01 mark)
- c. Using an appropriate function, determine Basic Pay for each worker using wage structure below: (01 mark)

Department	A	B	C
Amount	1,000,000	500,000	250,000

- d. Using percentages given in the spreadsheet, determine allowances meant for each worker in respect to:
  - Housing. (01 mark)
  - Transport. (01 mark)
  - Meals. (01 mark)

- e. Determine gross pay earned by each worker which is obtained as a summation of all the allowance and basic pay. (01 mark)
- f. Using a suitable function, count the number of workers in each department. (01 mark)
- g. In cell D51, determine the total number of workers in the company. (01 mark)
- h. In cell G48 to G50, obtain the values for:
  - Highest. (01 mark)
  - Lowest. (01 mark)
  - Modal gross pay. (01 mark)
- i. Using cell range C48 to D50, plot a **pie chart**. (01 mark)
- j. Move your chart to sheet chart. (01 mark)
- k. Add a descriptive title onto your **CHART**. (01 mark)
- l. Insert a footer of your name in sheet 2. (01 mark)
- m. Change all columnar headings to 45<sup>o</sup> (01 mark)
- n. Apply a nice looking boarder around your work. (01 mark)
- o. Save your work as payment2016. (01 mark)
- p. Print all your work. (01 mark)

3. Design a database saved as **dormitories** and carry out the following instructions. (02 marks)

Table 1: Basic Dormitory information

STUDENTID	STUDENT NAME	DORMITORY	HOUSE FUND	DORMID
DORM/001	Kazibwe Isaac	Nabikamba	✓	001
DORM/020	Mudhobole Isam	Hannington		002
DORM/100	Longido Moses	Coates	✓	003
DORM/200	Lubega Victor	Willis		004
DORM/032	Musonso Ivan	Willis	✓	005
DORM/030	Ikendi Daniel	Coates	✓	006
DORM/123	Mutaka Nathan	Hannington	✓	007

Table 2: Other information

DORMID	STATUS	SECTION
001	O level	Eastern
002	A level	Western
003	O level	Eastern
004	A level	Western
005	O level	Eastern
006	O level	Eastern

007	A level	Eastern
-----	---------	---------

**Instructions:**

- a. Design the two tables and save each using table name given. (04 marks)
  - b. Create a one - to - many table relationship. (02 marks)
  - c. Using data in the two tables, return a list of students given that
    - i. Status is **A level** and section is **Western**. Save the query as **asection**. (03 marks)
    - ii. Tick in table means that house fund was paid. Return a list of students that have cleared house fund and status is O level. Save the query as **fundolevel**. (03 marks)
    - iii. second name begin with letter I. save the query as **letteri**. (03 marks)
  - d. Design a report using details in the query saved as asection. Save the work as **section**. (02 marks)
  - e. Print all your work. (01 mark)
4. Load a file saved as **careers day** and carry out the following instructions.
- a. Open a master slide and perform the following tasks:
    - Master title style font size is 38. (01 mark)
    - Master title style font colour is red. (01 mark)
    - Mater title style animation is bounce upon entrance. (01 mark)
    - Master text style is font 28. (01 mark)
    - Master text style font name is Veranda. (01 mark)
    - Set timing to 10 seconds. (01 mark)
    - Adjust slide transition effect to stripe and bar. (01 mark)
    - Set background colour to light blue. (01 mark)
    - Apply effects to above to your presentation. (01 mark)
  - b. Add your name as a presenter in the first slide. (01 mark)
  - c. Insert a clip art saved as **careers** between the main heading and your name. (01 mark)
  - d. Insert a new slide after slide 4. (01 mark)
  - e. In this slide, create a **pie chart** using information in sheet 4. (01 mark)
  - f. Add a descriptive title in slide 5. (01 mark)
  - g. Include a header of your name. (01 mark)
  - h. Include a footer of your personal number. (01 mark)
  - i. Add speaker notes in slide 5: **The graph is not to scale**. (01 mark)

- j. Print slide 1 to 4 work on one single A4 paper size. (01 mark)
- k. Print work in slide 5 as a notes page. (01 mark)
- l. Save your work as careers2016. (01 mark)

5. Open a file saved as **layout** and carry out the following instructions.

- a. Import work from a document saved as **layout.doc**. (01 mark)
- b. Adjust page orientation to landscape. (01 mark)
- c. Make sure that your paper size is A4. (01 mark)
- d. Change measurement units to centimetres. (01 mark)
- e. Change the text box given to you in the dimensions of 12cm width and 17 cm height. (01 mark)
- f. Let this text box sit on the left, top and bottom blue boundary (margin indicator). (01 mark)
- g. Create one blank text box with dimensions 12 cm width and 17 cm height on the right hand side of the publication page. (01 mark)
- h. Create a **text box link** that part of the text spills over to text box 2 you have just inserted. (01 mark)
- i. You must leave 1.6 cm width of space between the two text boxes. (01 mark)
- j. Insert layout grid both horizontal and vertical in your work. (01 mark)
- k. Change font size for all the work to 12.5. (01 mark)
- l. Insert a **picture** saved as chair at the bottom of text box 1. (01 mark)
- m. Activate a tight text wrap feature on the picture. (01 mark)
- n. Change font colour of the heading to green. (01 mark)
- o. Insert a header of your name. (01 mark)
- p. Insert page number in the footer section well centred. (01 mark)
- q. Add a 30% tint of accent 2 of any colour in the publication. (01 mark)
- r. Change line spacing to 1.25sp in text box 2. (01 mark)
- s. Save your work as your name and personal number. (01 mark)
- t. Print a copy of this work. (01 mark)

**End**