

# UNEB UACE SUBSIDIARY ICT 2018

## PAPER 1

*Answer all questions in this paper*

1. a) List three major specifications one would consider when buying a laptop computer  
b) Illustrate the information processing cycle.
2. a) Distinguish between cold booting and warm booting.  
b) Give three circumstances under which a computer can be warm booted
3. What is information and Communication Technology (ICT)?  
b) Outline any three measures that can be taken to prevent environmental degradation through the use of ICT.
- 4a) Give two reasons why file management is important in a computer system  
b) List three operations which can be performed on a file.
5. a) Explain the term troubleshooting as used in computers  
b) State three ways in which one can troubleshoot a computer that has failed to start.
6. a) Define an input device  
b) Name two basic input devices associated with common desktop computers  
c) Identify an input device for each of the following data:
  - i) Sound
  - ii) Images
- 7a) Outline any three functions of an operating system.  
b) Name any two operating system software
8. Ali has a DVD full of data and would like to transfer the data to CDs. The capacity of the DVD is 4.7GB and each CD is 700MB. Calculate the number of CD's he would need to transfer all his data.
- 9.a) Define the term Tailor – made software  
b) Outline nay four qualities of good application software
10. a) Write the following computer abbreviations in full;
  - i) CPU
  - ii) ALU  
b) State the role of each of the following CPU components:
  - i) Bus
  - ii) Control Unit
  - iii) Registers
11. a) Distinguish between utilities and application software  
b) Give three examples of utility programs
12. Explain the following as applied to Internet:
  - a) Hotspot
  - b) Internet Service Provider
  - c) Search Engine

13. Give five symptoms of a computer infected by a virus
14. a) Give two reasons to justify ownership of institutional websites
- b) i) What is a web browser?
- ii) Under what circumstances can someone use a Uniform Resource Locator (URL) in a web browser?
15. Give any five advantages of using automation in an industry
16. a) Define data communication
- b) State any four requirements for setting up a computer network
17. For questions (a) – (e), fill in the missing words from the list below:
- |             |           |
|-------------|-----------|
| Formula bar | Worksheet |
| Active cell | Workbook  |
| Cell        | Column    |
- a) The..... is the intersection of a column and a row.
- b) The content of a current cell is also displayed in the.....
- c) The ..... is one with a thicker boundary and is the insertion point in a spreadsheet.
- d) The cell address of the current cell is displayed in the.....
- e) A spreadsheet file is referred to as.....
18. a) Give three disadvantages of electronic communication.
- b) Name any two manual communication methods
19. a) Give two situations under which electronic presentations would be used.
- b) State three advantages of using electronic presentations over the traditional chalk and talk
- 20 a) Differentiate between intranet and extranet
- b) Define a Local Area Network (LAN).
- c) Suggest an area network which is restricted to connecting users in a city.
- END**

## **PAPER 2 : PRACTICAL**

*Answer any three questions in this paper*

1. a) Access the file IntrodWP.rtf and save it as your name and personal number.
- b) Set the margins as: Top 1", Bottom 1" Left 1" and Right 1".
- c) Format text to font size 12 and apply double line spacing.
- d) Apply a Drop Cap on the first paragraph
- e) i) Make a bulleted list from the data in the second paragraph.
- ii) Split the list into two columns
- f) Insert an appropriate heading for the text.
- g) Draw a 4½ point colored line below the heading.

h) Insert a picture from folder Image 1 and send it behind text.

j) Save a print your work.

2. The following students sat for their term two examinations in Mathematics (mat), Computer Studies (comp) and Commerce (com), and obtained the following marks:

*John* scored 40 in mat, 20 in comp and 50 in com. *Mary* scored 90 in mat, 60 in comp and 30 in com. *Tania* scored 70 in mat, 65 in comp and 90 in com. *Samuel* scored 55 in mat, 40 in comp and 80 in com. *Paul* scored 50 in mat, 20 in comp and 35 in com. *Albert* scored 50 in mat, 60 in comp and 50 in com. *Cissy* scored 60 in mat, 70 in comp and 50 in com. *Merseyi* scored 20 in mat, 90 in comp and 77 in com. *Muzamil* scored 80 in mat, 69 in comp and 50 in com while *Timothy* scored 30 in mat, 60 in comp and 57 in com.

a) Enter the given data in a spreadsheet using appropriate column headings and a table title. Save your work as your name and personal number.

b) Use a formula in column *E* to compute the average score for each student and name it AVERAGE MARK.

c) Sort the data in descending order based on column *E*.

d) Incline the column headings to an angle of  $45^{\circ}$

e) i) Create a column graph for the students' marks in the three subjects. label your graph appropriately.

ii) Move the graph to a new sheet and rename it as **Students' Marks**.

f) Use an appropriate formula in column *F* to grade the students with the criteria below:  
EXCELLENT for all students with an average mark of 70 and above;  
PASS for those with a n average mark below 50.

g) Apply all *borders* on the data.

h) Save and print all your work.

3. Use presentation software to design a five-slide presentation on Safe Water Management.

a) The slides should include:

i) Slide I: Title and introduction

ii) Slide II: Sources of water

iii) Slide III: Ways of making water safe for drinking

iv) Slide IV: Water-borne diseases

v) Slide V: Conclusion

b) Insert appropriate pictures from the folder Images 2 on your slides

c) Set the date to update automatically

d) Set a transition of 10 seconds for all the slides

e) Insert your name and slide number as a footer

f) Save the presentation as your name and personal number

g) Print your slides as a handout on one page.

4. a) Using any database management system of your choice, create a database to handle patients' data. Save it as your name and personal number.

b) Open a file called **Patients.xlsx**, copy that data and use it to create a database table called **OPD table**.

c) Apply the most appropriate data types to the fields in **OPD table**

d) Apply a *primary key* on an appropriate field.

e) Use a *Lookup Wizard* for the SEX field and fill in *Male* and *Female*

f) Sort the data in the table in descending order of AMOUNT PAID

- g) Create a form called **Patient's Form** containing all the fields in **OPD** table.
  - h) On this form, create a new field called **NEW AMOUNT PAID** if **AMOUNT PAID** is increased by 10%
  - i) Create a query called **Aged patients** showing patients born before 1900.
  - j) Create another query called **Typhoid bush** showing patients with Typhoid and come from Bushenyi district
  - k) Create a report showing patients born before 1990. Call it **Aged Report**,
  - l) Insert a footer as your name and current date in the report.
  - m) Print all your work.
5. Use Desktop publishing software to prepare a brochure for **JK computer Center** with the following details:

<b>Company Name:</b>	JK Computer Center
<b>Motto:</b>	Computer skills for better standards
<b>Location:</b>	Seventh Street, Jinja Road
<b>Address:</b>	P.O. Box 23, Kampala
<b>Telephone Contact:</b>	0773458098, 0712070797, 0707587473
<b>Email Address:</b>	This email address is being protected from spambots. You need JavaScript enabled to view it.
<b>Website:</b>	http://www.jkcomputer

**Introduction:** JK Computer Center is a home of computer services and accessories. We have customer centered service providers. Please come and enjoy our excellent services.

**Services offered:** Internet services, Printing, Photocopying, Scanning, Binding, Mobile Money, Computer and phone repair, Computer and phone accessories, Airtime selling, Telecommunications services, Report writing, Typing and Computer lessons.

- a) Divide each page into three panels
- b) Enter the given details in suitable panels
- c) Use appropriate images, fonts and background in the brochure
- d) Add your names and personal number as a footer
- e) Save your brochure as your name and personal number
- f) Print your work.

## PAPER 3 : PRACTICAL

*Answer any three questions in this paper*

- 1. a) Using a word processor application, load the file **mercedes.rtf**
- b) Save the file as your name and personal number.
- c) Cut the last sentence of the text and paste it as a centered heading
- d) Double underline the heading
- e) Arrange your work in three columns except the heading
- f) Insert at the beginning of the first column the image **Mercedes.jpg** and apply a *tight text wrapping*

- g) Resize the picture to 1.12” height and 2.0” width
  - h) Apply double line space and a *justify alignment* to your work
  - i) Insert a suitable word of your choice as a watermark
  - j) Apply a 6pt page border of any color around your work.
  - k) Insert your name, personal number and an automatic date as a footer
  - l) Save and print your work
2. a) Using spreadsheet software of your choice, open the file **overtime.xls** and save it as your name and personal number.
- b) Format the DATE column to display the date in this format 3-feb-2015
  - c) i) Insert in cell E2 the column name REGULAR WAGE
  - ii) Compute in column E the wages earned for regular hours at a rate of Sh. 3100 per hour
  - d) i) Insert in cell F2 the column name OVERTIME WAGE
  - ii) Compute in column F the wages earned for overtime hours at a rate of Sh.3300 per hour.
  - e) Compute in column G the total wage earned by the laborers. Name the column GROSS
  - f) In column H, compute the income tax that is 17% of gross. Name the column TAX
  - g) Compute the net pay of each laborer
  - h) Revise the title to include the computed information.
  - i) Use a column chart to illustrate each laborer’s regular and overtime wages.
  - j) Apply all borders to your data
  - k) Save and print your work

3. The table below gives information about some students in XY Secondary School.

Reg. No.	Names	Class	Age	Sex	House
001	Gadibe G.	S5	18	M	Nasser
002	Nabakiibi J.	S1	13	F	Kenyatta
003	Bbaale B.	S2	15	M	Mandela
004	Dungu W.	S3	16	M	Lubega
005	Agwang F.	S1	14	F	Mwanga
006	Opeta T.	S3	16	M	Mandela
007	Kapere R.	S5	19	M	Mwanga
008	Cossy K.	S5	20	M	Kenyatta
009	Mpuuta V.	S3	18	M	Kenyatta
010	Nampa T.	S1	12	F	Lubega

- a) Create a database and save it as your name
  - b) Design a table with appropriate data types and enter the given data. Name it as **Registration Table**
  - c) Design a query to extract all male students above 18years of age and name it **Mature**.
  - d) Create a form which will display records in the table. Name it **Registration Form**
  - e) Create a report to display students’ details with the names arranged in alphabetical order. Name it **Registration Report**.
  - f) Print all your work
4. a) Prepare a four-slide presentation about a hotel business as follows:

<b>i) Slide One:</b>	Hotel name in <i>Word Art</i> format, the hotel address and an image.
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ii) Slide Two:	Use bullets to outline the services offered
iii) Slide Three:	Use a table to show the hotel menu fo Breakfast and Lunch
iv) Slide Four:	Use images or test to represent various drinks and stars or banners to display prices of the drinks

b) Add your name and personal number as a header to all slides

c) Save your work as your name and personal number

d) Print all the slides on one page

5. a) Using a publishing software, design a certificate of merit to be awarded to participants in a debating competition. The motion of the debate is **The Teaching of ICT has brought more positive effects than negative effects**. Save your work as you name and personal number.

b) Set the dimensions of the certificate to width 11 inches and height 8.5 inches

c) Provide an appropriate title and apply *Word Art* in the title

d) i) Use relevant content of a certificate and also include the motion of the debate.

ii) Include your name as the recipient of the certificate

e) Insert any logo from the folder **Images**

f) Use a suitable background for your certificate

g) Apply a border to enclose your certificate

h) Save and print your certificate as your name.

END