

**CAMEROON GENERAL CERTIFICATE OF EDUCATION BOARD**

**TECHNICAL AND VOCATIONAL EDUCATION EXAMINATION**

**JUNE XXXX**

**INTERMEDIATE LEVEL**

Subject Title	<b>Information and Communication Technology</b>
Paper No	<b>Paper 3 – Practical</b>
Subject Code No	<b>0596</b>

**Group 1**

**Two and a Half Hours**



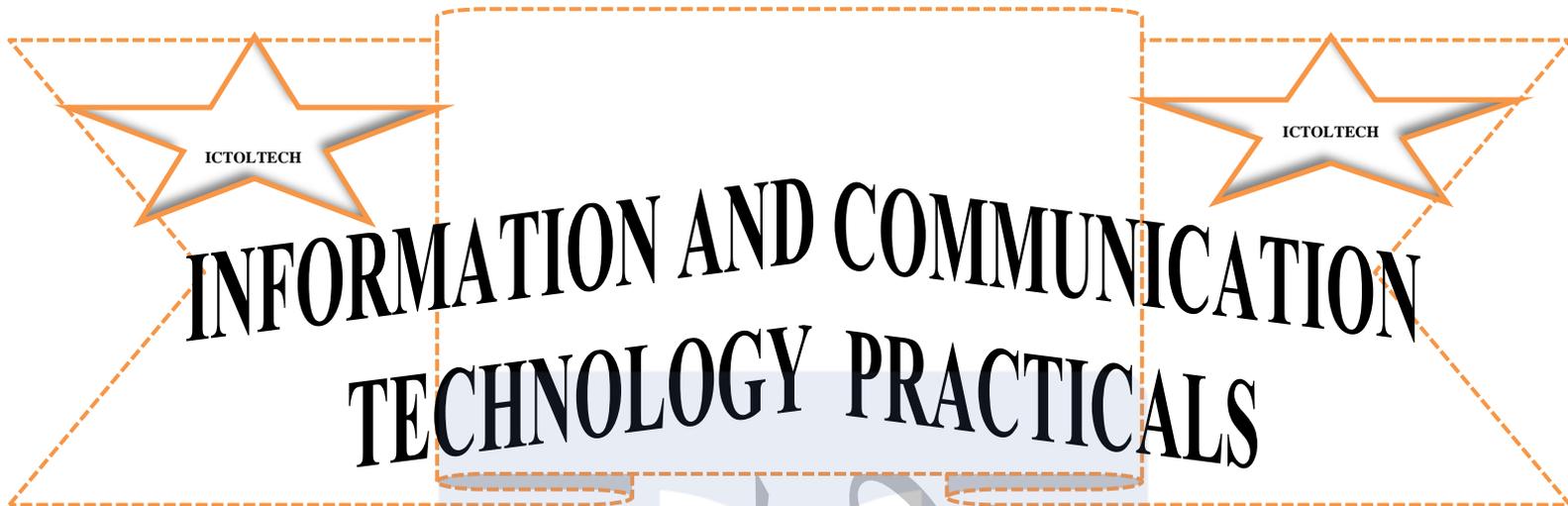
**Answer ALL Questions.**

**You are reminded of the necessity for good English and orderly presentation in your answers.**

*Turn Over*

**Task I 26 Marks.**

- a) Reproduce the diagram below and print a copy . 10 Marks  
b) The phrase “INFORMATION AND COMMUNICATION TECHNOLOGY PRACTICALS” is in Word Art, font size 24pts. 16 Marks



**Task II. 30 Marks**

Open **Task II (Spreadsheet)** from the candidate folder and answer the following questions:

- i) In cell **F4**, use a spread sheet formula to calculate the **Gross Pay** for Romeo Foncham. 4 Marks  
( NB: **Gross Pay = salary + Rents Allowance**)
- ii) Use the **auto fill** feature in spread sheet to generate the **Gross Pay** for each teacher. 4 Marks
- iii) In cell **G4**, use a spread sheet formula to calculate Tax deductions for Romeo Foncham. 4 Marks  
(NB: **Tax deduction= Salary x 5%**)
- iv) Use the **auto fill** feature in spread sheet to generate the **Tax deductions** for each teacher 4Marks
- v) Centralize the data in **column F**, Horizontally and Vertically. 4 Marks
- vi) Change the font size of the names in columns B to 20pts and wrap the text. 4 Marks
- vii) Delete roll 1 of the table i.e the title of the table. 4 Marks
- viii) Save your work and print page 2 only. 2 Marks

**Task III. 30 marks**

Open **Task III** from the candidate folder and answer the following questions::

- i) Sort the irregularities table in **ascending order** of names. (A-Z) 10 Marks
- ii) Generate a Tabular Report of the irregularities table and save as Report 18 Marks
- iii) Save your work and Print page 2 of your Report. 2 Marks