

Information and Communication Technology 3**0596****GENERAL CERTIFICATE OF EDUCATION BOARD****Technical and Vocational Education Examination****JUNE 2026****INTERMEDIATE LEVEL**

Specialty Name and Acronym	All Specialties
Subject Title	Information and Communication Technology
Paper No	Paper 3 Gr 1
Subject Code No	0596

Duration: One and a half Hours**INSTRUCTIONS TO CANDIDATES****Answer ALL Questions.*****You are reminded of the necessity for good English and orderly presentation in your answers.*****Turn Over**

INSTRUCTIONS

Task 1, Task 2 and Task 3 are based on softcopy materials found in a folder named Candidate folder saved on the desktop of your computer. The work of all the tasks should be saved in this Candidate folder. You may be instructed by the supervisor to rename your candidate folder.

TASK 1 : WORD PROCESSOR**(30 marks)**

Open task 1 from the candidate folder and do the following.

Change the heading of the document as follows:

1. Font face Arial black. (2 marks)
2. Font size to 18 points. (2 marks)
3. Centralize the heading. (3 marks)
4. Implement a double strike through on the heading. (5 marks)
5. On the body of the text, centralize all sub headings and underline them. (5 marks)
6. Change the body of the text to double line spacing. (5 marks)
7. Change paragraph 2 and 3 into three (3) columns and justify the columns. (6 marks)
8. Save the document and print page one (1) only. (2 marks)

TASK 2: SPREADSHEET**(40 marks)**

Open task 2 from the candidate folder and do the following.

1. In cell M3, calculate the total coefficients for the exams. (5 marks)
2. Calculate the total marks for the student EFUET CAMILLA in cell M4. (5 marks)
3. Use auto-fill feature to determine the total marks for the other students. (3 marks)
4. Determine the average for the student EFUET CAMILLA in cell N4. (5 marks)
5. Use the auto-fill feature to determine the average for the other students. (2 marks)
6. In cell N64, determine the class average of the class. (5 marks)
7. Format the cells containing the average to 2 decimal places. (5 marks)
8. Format the document such that the subject titles should appear on all the printed page. (5 marks)
9. Add gridlines and save your work. (3 marks)
10. Print page 2 only. (2 marks)

TASK 3: DATABASE**(30 marks)**

Carefully study the database in the candidate folder and perform the following tasks.

1. In datasheet view, format the table with the font face Arial Black. (5 marks)
2. Format the date of birth to short date. (5 marks)
3. In data sheet view, adjust the column widths so that all the field names can be clearly seen. (5 marks)
4. Create a query to display the information of all the males from the table and save it as Male. (5 marks)
5. In data sheet view, sort your query in descending order of student's name and save the changes. (5 marks)
6. Change the query orientation to landscape. (3 marks)
7. Print a copy of your query. (2 marks)