UGANDA INSTITUTE OF INFORMATION AND COMMUNICATIONS TECHNOLOGY
RECESS PROGRAMME END OF SEMESTER ONE EXAMINATIONS

ACADEMIC YEAR 2023/2024

DEPARTMENT: ICT

SEMESTER: ONE

PROGRAMME(S): DIPLOMA IN COMPUTER SCIENCE DCS, DEEE, DECE, DITB

YEAR OF STUDY: ONE

COURSE: FUNDAMENTALS OF ICT

COURSE CODE : IT111

DATE: TUESDAY 02TH , JULY 2024

TIME: 2:00 PM – 5:00 PM

DURATION: 3 HOURS

INSTRUCTIONS:

(i) This paper contains two Sections: A (40 marks) & B (60 marks).

(ii) Attempt ALL questions in Section A, and ONLY THREE questions in Section B.

(iii) All questions in Section B carry equal marks.

(iv) Answers to SECTION A must appear in the answer booklet provided to you. Answers to SECTION B should be saved on the desktop in a folder labeled YOUR SURNAME_REGNO e.g., ANDREW_2024/DEEE/DAY/100. Save ALL your work in the created folder.

(v) DO NOT write on this question paper.

SECTION A (40 MARKS)

Attempt **ALL** the Questions in this Section

1. In spreadsheets, Row 6 and Column D form a cell reference?
   A. 6D B. D6 C. 6:D D. D:6
2. ……is the best for creating, sorting and retrieving large volumes of related information.
   A. Microsoft word B. Database C. An e-mail D. A word file

3. A computer service that enables users to send or receive messages is called.
   A. Internet B. WWW C. Browsing D. E-mail

4. Identify one of the following that is an odd operation of database.
   A. Creating slides B. Creating a database structure
   C. Defining fields D. Calculating statistics for groups of records

5. You can use the mouse pointer to place the insertion point anywhere in the document when it has the shape of ……..
   A. →↗ B. ☝ C. | D. ↔
6. Which of the following are related to database programs?
   A. Procedures, slide view and record B. File, records, fields and type
   C. Record and answers D. Slides and data structures

7. A facility in a presentation that determines how a slide is removed from the screen and another is presented is known as;
   A. Animations B. Rotation C. Transition D. Slide show
8. In database, a field is;
   A. The way information is displayed B. A particular listing within a file
   B. The entire collection of data D. Each bit of information in a record

9. The back space key
   A. Deletes any letter towards the right
   B. Erases any character towards the left
   C. Moves the cursor to left without deleting any character
   D. Deletes a character at the cursor position
10. Databases perform the following functions
   A. Sorting of slides, retrieving and formatting
   B. Formatting, organizing and retrieving pictures
   C. Creating ,organizing and managing collection of related data
   D. Entering data, saving, retrieving and drawing graphics

11. Slides as an output are displayed using . . . . . software
   A. A word processing B. An internet explorer
   C. A spreadsheets D. A presentation

12. A . . . . . is a primary database structure.
    A. Table B. Report C. Form D. Query

13. A grid in a spreadsheet program where entries are made consists of
    A. rows, columns and diagonals B. columns and rows
    C. rows and diagonals D. columns and diagonals.
14. In a database, a collection of fields that contain data about a single activity or transaction is referred to as a
    A. File B. Table C. Record D. primary key

15. The contents of an entire text file can be referred to as a
    A. Document. B. Word processor C. Paragraph D. Page
16. What type of object is used to find answers to questions about the data in a database
    A. Macro B. Query C. Module D. Form

17. What is the meaning of the term range as used in spreadsheets?
    A. Intersection of rows and columns. B. A reference to a particular cell
    C. A group of adjacent cells. D. A collection of worksheets.

18. The basic use of a primary key in database is to
    A. Uniquely identify a record. B. Act as an alternative identifier.
    C. Sort records D. Modify a file structure.

19. The word processing tool that offers similar words or alternatives is called a . . . . . .
    A. Word checker. B. Thesaurus C. Word scanner D. Spell checker.

20. In . . . . . Software, a field is the entire column that contains similar data.
    A. Word processor B. Database. C. Spreadsheet. D. Presentation

21. Which of the following devices may help you continue using your computer when electricity is cut off
    A. Power regulator B. Control unit
    C. Uninterruptible power supply D. Transformer

22. The process of computing data entered in a database with a set of predefined rules or values to check if the data is acceptable is known as
    A. Browsing. B. Validating. C. Sorting D. Querying.

23. The slider sorter command is associated with……programs.
    A. Word processing B. Spreadsheets C. Presentation D. Database

24. This Key Uniquely Identifies Each Record
    A. Primary Key B. Key Record C. Unique Key D. Field Name

25. The error message that will appear in a cell when the formula used contains a function which is not recognized in spreadsheet is.....
    A. #### B. #VALUE! C. #NAME? D. #REF!

26. What method can you use to add a new table to your database?
    A) Use Design View to create a table B) Enter data directly by using a datasheet
    C) Both of above D)None of the above

27. In word processing, use of a …… enables a user to apply a desired font design to a selected text.
    A. Copy and paste. B. Format painter.
    C. Cut and paste. D. Cut and copy

28. A _____ enables you to view data from a table based on a specific criterion
    A. Form) B. Query C. Macro D. Report

29. Which one of the following statements is true about data values when they appear in a spreadsheet cell?
    A. They are dressed in inverted quotation marks in logical functions
    B. They usually left aligned by default
    C. They are usually followed by a comma
    D. They are usually right aligned in a cell by default

30. A presentation program is largely associated with:
    i) Slides. ii) Transitions. iii) Notes pages. iv) Field properties.
    v) Mail-merge.

    A. i, ii and iv only. B. ii, iii and v. C. i, ii and iii only. D. iv, i and v only.

31. A computer mouse is used to perform the following tasks:
    i. Moves the cursor on the screen.
    ii. Installs computer programs.
    iii. Carries out cold booting of a computer.
    iv. Selects icons on a graphical user interface.
    A. (i) and (ii). B. (ii) and (iii). C. (iii) and (iv). D. (i) and (iv).

32. A …… is an application whose work area is made up of rows and columns.
    A. word processing B. spreadsheet C. presentation D. database

33. The editing tool that enables the user to find words or phrases with similar meaning (synonyms) is
    A. auto complete. B. thesaurus. C. auto correct. D. find and replace.

34. One of the following measures can help one troubleshoot a flash disk which cannot be read by the computer:
    A. Close all the running programmes
    B. Encrypt the flash disk
    C. Format the flash disk
    D. Reinstall the operating system

35. In spreadsheets, rows and columns intersect to form?
    A. Cells
    B. Work area
    C. Cell pointer
    D. Cell area

36. …….is an address that does not change when a formula is copied to another location in spreadsheet.
    A. Absolute address
    B. Relative address
    C. Mixed address
    D. Formula address

37. Which of the following procedures can be used to open an existing document?
    A. Click the open button on the status bar
    B. Choose file open
    C. Double click the right column border on the worksheet frame
    D. Dragging the column border on the work sheet frame

38. Internet is defined as?
    A. Combination of nets inside each other
    B. Connection of a computer to a printer
    C. Source of knowledge
    D. Connection of computers within over long distances sharing resources.

39. Formatting in word processing refers to;
    A. Preparing a new floppy diskette for use
    B. Cleaning diskettes for storage
    C. Enhancing the appearance of text in a document
    D. Erasing all data on a diskette

40. Kapere was doing his computer final examination when his computers hang up. He lost everything he had been typing because he forgot to
    A. copy
    B. save
    C. cut
    D. paste

SECTION B (60 MARKS)

Attempt **ONLY THREE** Questions

Question 1

UGANDA VS RWANDA

GOALKEEPER Benjamin Ochan made four crucial saves as Uganda Cranes played out goalless draw against Rwanda's Amavubi Stars at Namboole on Saturday. In what was referred to as a curtain raiser to their CECAFA Senior Challenge Cup group C encounter due November 27, Ochan saved two goalmouth scrambles and stopped attempts by Meddie Kagere and Jaque Tuyisenge in the second half. Uganda looked more technical in their game approach compared to Rwanda especially in the first half with left winger Brian Majwega displaying ease on the ball.

But it was Majwega's tendency to hold on the ball and dribble longer than necessary that denied him if not the entire team a spectacular performance as the opponents often found an option.

In the Rwandan box, Joseph Mpande beat the entire defence but could only send his tame shot into the hands of goalkeeper Luc Ndayishimye. At one point Emma Okwi, who was the lead striker was forced to fall deep in search of the ball and drive it forward.

REGISTERED FOOT BALL ACADEMIES IN UGANDA			
NO	**NAME**		**CONTAC T**
1	Child Restoration Outreach	Mbale	0712873756,712034184
2	Edgars Youth Programme-Kampala.	kampala	0772408661
3	Destiny Soccer Academy-Luzira.	Luzira	07128838605

Required;

a) Use an appropriate Word Processing Software to reproduce the work as it appears.
Save it as Soccer+Registration number

(10 marks)

b) Copy and paste the typed work into a new page and use it to answer the questions below.

(i) Insert a water mark with the text “Cranes OYEE!” in the background. **(2 mark)**

(ii) Change the Font of the text to; font style Georgia and font size 13 **(2 marks)**

(iii) Bullet the list of players **(2 mark)**

(iv) Drop cap the first letter first paragraph **(2 mark)**

(v) Change the line spacing of the first paragraph to 1.5 **(2 mark)**

Question 2

Imagine you have been asked to give a talk about Fundamentals of Information Technology. You will need the following six slides: Introduction (1) Finding the right property (2) Purchasing (3), Moving in (4)Gardening (5) Conclusion (6)

Required;

a) Create an introductory first slide with the title of the talk, your name and a suitable picture. All the other slides should have a title taken from the above list. (**2 marks)**

b) On slide 2, add a bulleted list of different types of housing, e.g. bungalows, flats, semi-detached or detached houses, with a note about any pros and cons, e.g. no stairs, if this type of property is cheap or not, any gardens to maintain, the view, etc. **(2 marks)**

c) On slide 3, include the following data as a chart titled *Average Costs*: **(2 marks)**

Year	Solicitors	Surveyors	Banks
2005	840000	224000	1260000
2006	£ 440	£ 186	£ 680
2007	$ 578	$ 245	$ 890

d) On slide 4, add suitable drawings or pictures to illustrate the topic, and include relevantly worded text boxes or word Art objects, e.g. tiring, cups of tea, where’s the dog? New neighbours, etc. **(2 marks)**

e) On slide 5, bullet points about gardens – where to buy plants, digging a pond, keeping the front tidy, weeding, etc., with illustrations. **(2 marks)**

f) On slide 6, summarise the contents of the talk and perhaps wish your audience good luck. **(3 marks)**

g) On slide 2, use transition called Random Bars vertical, add effect of your choice and Automatically after five seconds (00:05) **(3 marks)**

h) Insert company name as your header, Date and slide number in the footer **(2 marks)**

i) Save it as ‘architecture’ inside the folder bearing your name and index number on the desktop. **(2 marks)**

Question 3

The information below was extracted from Mama Kevin Stationery (U) Ltd.

Item	Quantity Sold	Cost Price Per Item	Selling Price Per Item	Profit	Total Sales
Ream of Printing Paper	20	15000	16000		
Art Pencil	150	300	500		
Bic Pen	160	500	700		
Black Board Duster	100	1000	1400		
96 Pages Exercise book	40	400	450		
Metre Rule	200	500	800		
Mathematical Set	400	1300	2000		
			Total Profit		
				Grand Total Sales	
The 2nd Highest total sale					
The Lowest total Sale					

NB

- Goods once sold are not returnable
- Assume all goods were sold that day
- Payments are made at counter before moving out with the commodity

Required:

a) Enter the data into a spreadsheet application of your choice and save as 'MKSUL'. **(3 marks)**

b) Perform the following calculations **(8 marks)**
   - All profits made that day
   - Total sales for that day
   - Total profits made on that very day
   - Grand total sales

c) Add a column for Remarks between Total sales and Profits and use it to categorize items basing on quantity as follows; **(2 marks)**

Quantity	Remarks
201-400	The Best Selling Item
41-200	The Second Best Selling Item
21-40	Second Least Selling Item
0-20	The Least Selling Item

d) Add a column for position between Quantity sold and Cost Price to rank items in descending order. **(2 marks)**

e) Make all headings slant at angle of -20 degrees **(2 marks)**
f) Generate a column graph of profits against names with appropriate axis and title, save it as Kevin Pictorial **(2 marks)**
g) Save changes and print your work in a landscape orientation. **(1 mark)**

Question 4

As a new HR assistant at Hornby international university, you have discovered that employee information is stored using pen and paper. The university gives loans to support their staff, which they must repay every month. You have also recognised that calculating money given to employees after subtracting the loan payments at the end of the month is a time-consuming operation, so you have decided to develop a simple HR Data management system in Ms Access. The following information will assist you in completing the task:

The Table below shows employees' details of Hornby International University.

Emp No.	**Surname**	**Sex**	**Department**	**Salary**	**D.o.B**
BA01	Aduwo	F	Computing	620,000 Shs	17-06-36
BA02	Holowo	F	Business	510,000 Shs	06-08-77
BA03	Wapakabulo	M	Business	600,000 Shs	05-06-70
BA04	Nakumusana	F	Information	275,000 Shs	20-07-36
BA05	Komakech	M	Business	500,000 Shs	15-06-63
BA06	Mutebi	M	Administration	1,000,000 Shs	17-07-66
BA07	Ndaula	M	Administration	600,000 Shs	14-04-68

Required;

a) Design a suitable database to manage the above information and name the database **EMPLOYEE DATABASE**. **(1 mark)**
b) Create a table using Design view, and name it **EMPLOYEE TABLE**. **(3 marks)**
c) Create an Employee Form and enter the above records **(7 marks).**
d) Create a query displaying male employees who belong to the administration department. Save it as **ADMINISTRATION** **(2 marks).**
e) Create another query displaying all the fields of employees with salaries less than 300,000. Name it "**SALARYBELOW 300K**". **(1 mark)**

f) If an employee is given a bonus at the end of the year equivalent to three times their monthly salary. Calculate the money that each employee as bonus and name the query **BONUS**". **(2 marks)**

g) Create a query showing people who are male and belong to computing and name it **MALE** **(2 marks)**

h) Create a report using the Employee table, group the records by department, and Name it "**DEPARTMENTS REPORT**". **(2 marks)**