# UGANDA BUSINESS AND TECHNICAL EXAMINATIONS BOARD

## Business and Humanities Certificate Examinations

**APRIL-MAY 2023 SERIES**

**PROGRAMME**

NATIONAL CERTIFICATE IN INFORMATION AND COMMUNICATION TECHNOLOGY

**PAPER NAME**

MS OFFICE APPLICATION
(PRACTICAL)

**PAPER CODE**

NCIT112

YEAR I, SEMESTER I

**2½ HOURS**

**FRIDAY, 5TH MAY, 2023**

**INSTRUCTIONS TO CANDIDATES**

1. *This paper consists of **two** sections **A** and **B**.*
2. *Section **A** consists of **two** compulsory questions and carries **70** marks.*
3. *Section **B** consists of **two** questions. Answer **one** question from this section.*
4. *Create a folder on a desktop in your name and registration number where you will save all your work.*
5. *Transfer all the work saved in a folder to a new blank compact disk (CD) at the end of the examination.*
6. *Print out a hardcopy of your work.*
7. *Internet and software help wizards are **not** allowed.*
8. ***Do not** write on this question paper.*
9. ***Do not** move out of the examination room with this question paper.*

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## SECTION A-(70 MARKS)

**Answer ALL questions from this section**

**Question One:**

Your instructor has assigned you with a task to type the following text as notes for your class lecture. Use the text to answer the questions below it.

### ICT as a Tool for Teaching and Learning

The term ICT stands for Information and Communication Technology and is defined as a "Diverse set of Technological tools and resources used to communicate, create, disseminate, store and manage information". ICT has become a very important part of educational delivery and management processes. ICT largely facilitates the acquisition and absorption of knowledge, hence can provide extraordinary opportunities to developing countries for enhancing their educational systems particularly for the underprivileged consistency and thereby raising the level of quality of life of their people.

**Required:**

| | | |
|---|---|---|
| (a) | Load Ms. Word and type the above text as it appears. | (06 marks) |
| (b) | Copy and Paste the document to new page. | (02 marks) |
| (c) | Justify the copied text. | (02 marks) |
| (d) | Change the heading to Uppercase, Bold and Font size "16". | (03 marks) |
| (e) | Apply a 6pt border around the text. | (02 marks) |
| (f) | Create a two line **Drop Cap** on the first letter of the paragraph. | (02 marks) |
| (g) | Insert a **WordArt** of your surname at the end of your document. | (02 marks) |
| (h) | Use "Double Line" spacing on the text of the document. | (02 marks) |
| (i) | Insert a **Watermark** of your name in the document. | (04 marks) |
| (j) | Insert Page Numbers at the bottom of page with format Page x of y. | (04 marks) |
| (k) | Add a **ClipArt** of a computer behind wrapped behind text. | (02 marks) |
| (l) | Save you work as your name in the folder you created on the desktop. | (02 marks) |
| (m) | Print a hard copy of your work. | (02 marks) |

**Question Two**

The table below shows examination results of Year 1 ICT Application marks. Study it and answer the questions that follow.

**Table 1**

| S/N | STUDENT NAME | AGE | TEST 1 (x/40) | TEST 2 (x/60) | FINAL MARK |
|---|---|---|---|---|---|
| 1 | Godfrey | 18 | 36 | 57 | |
| 2 | Keneddy | 20 | 35 | 50 | |
| 3 | Alex | 17 | 30 | 55 | |
| 4 | Jalia | 25 | 20 | 60 | |
| 5 | Martha | 16 | 34 | 60 | |
| 6 | William | 17 | 23 | 51 | |
| 7 | Gloria | 18 | 28 | 55 | |
| 8 | Musa | 21 | 32 | 50 | |

***Additional information:***

*1. Final mark is the summation of Test 1 and Test 2*

**Required:**

(a) Load a Spreadsheet and type data as it appears in **Table 1.** (08 marks)

(b) Insert a row above row 1, Merge columns "1 to 6", type in "STUDENTS' PERFORMANCE" and fill the title row with yellow color. (05 marks)

(c) By use of Excel formulae and functions, compute the;

(i) "Final mark" for every student. (03 marks)

(ii) Youngest student. (03 marks)

(d) (i) Plot a bar graph of the "STUDENT NAME" against the "FINAL MARK". (06 marks)

(i) Add a chart title as "STUDENT PERFORMANCE". (02 marks)

(ii) Add axis titles (02 marks)

(e) Insert a customized **Header** Font "16" of your name and registration number in your worksheet. (02 marks)

(f) Save your work as your name in your folder created on the desktop. (02 marks)

(g) Print a hardcopy of your work. (02 marks)

## SECTION B- (30 MARKS)

**Answer only one question from this section.**

**Question Three**

Design a presentation for a local Non-Government Organization about Enhancing Modern Farming.

**Slide 1:** **Topic** : Modern Farming

**Presenter** : Student's Name

**Slide 2:** **Introduction:**

**Modern Farming**

- Use of modern farming systems to increase productivity of crop and animal production

**Slide 3:** **Method of Modern Farming**

- Mechanized equipment and tools
- High yield seeds
- Soil treatment

**Slide 4:** **Improvement of Modern Farming**

- Community trainings and sensitizations
- NGO/Government support programs
- Market Search
- Research

**Slide 5:** **End of Presentation**

(a) Load a PowerPoint application and design a 5-Slide Presentation. (10 marks)

(b) (i) Format the master slide Title with Font size "36", style 'Arial' and in Color "Blue". (04 marks)

(ii) Insert an appropriate **ClipArt** at the top right corner of the slide. (03 marks)

(c) Insert a **Header** of your Registration Number. (03 marks)

(d) Insert an Automatic Date and Time on all your slides. (02 marks)

(e) Apply **Transition** of "Orbit" and **Animation** of "Fade" on all your slides. (04 marks)

(f) Save your presentation as your names in your folder created on the desktop. (02 marks)

(g) Print all your slides on one page. (02 marks)

## Question Four

**Table 2** shows some of the participants in an ICT Youth Conference in Western Uganda.

**Table 2**

| IdNo | NAME | SEX | DOB | DEPARTMENT | ADDRESS |
|---|---|---|---|---|---|
| K001 | David | M | 2-Mar-98 | Education | Arua |
| K002 | Betty | F | 15-Feb-00 | Insurance | Gulu |
| K003 | Peter | M | 6-May-96 | Banking | Mbarara |
| K004 | Grace | F | 13-Aug-97 | Insurance | Kampala |
| K005 | Kevin | M | 1-Jan-99 | Banking | Kampala |

(a) Load Ms Access and create a database and name it as "ICTConference". (02 marks)

(b) Design a Table with appropriate Primary keys and data types and name it as "ICTYouth_Table". (06 marks)

(c) Create a Data Entry Form named as "Youth_Form" and use it to populate the data above. (04 marks)

(d) Generate the following Queries to filter out;

(i) Female youths in the Insurance department and save it as "Female_Query". (04 marks)

(ii) All youths excluding those from Insurance department and save it as "BankDept_Query". (04 marks)

(iii) Youths from Kampala and save it as "KplYouth_Query". (02 marks)

(e) Generate a Report from the "ICTYouth_Table" and save it as "ICTYouth_Report" (04 marks)

(f) Save your database as your registration number in your folder created on the desktop. (02 marks)

(g) Print your generated ICTYouth_Report. (02 marks)

**END**