



UGANDA BUSINESS AND TECHNICAL EXAMINATIONS BOARD

Business and Humanities Certificate Examinations

NOV-DEC SERIES

PROGRAMME

CERTIFICATE IN INFORMATION AND COMMUNICATIONS TECHNOLOGY

PAPER NAME

COMPUTER BASICS I (THEORY AND PRACTICAL)

PAPER CODE

CICT115

YEAR I, SEMESTER I

2½ HOURS

FRIDAY, 13TH DECEMBER, 2019

INSTRUCTIONS TO CANDIDATES

1. This paper consists of **two** sections **A** and **B**.
2. Section **A** consists of **one** question and carries **20** marks.
3. Section **B** consists of **two** practical questions, each carrying **40** marks.
4. Create a folder in your name and registration number on the desktop where you shall save your work for section **B**.
5. Transfer all your work in the folder to a new blank compact disk (CD) labelled with our name and registration number.
6. All answers to each question should begin on a fresh page.
7. All answers and rough work should be done in the official answer booklet provided.
8. **Do not** write on the question paper.
9. Read other instructions on the answer booklet.

SECTION A – (20 MARKS)

Answer all questions in this section.

Question One

- (a) Define a **computer system**. (02 marks)
- (b) Give **two** advantages of using computers in today's world (02 marks)
- (c) State **four** areas in our societies where computers have been used to transform lives. (04 marks)
- (d) Explain the term **booting** as used in computing. (02 marks)
- (e) Differentiate between **system unit** and **CPU**. (02 marks)
- (f) State **two** characteristics of a good software program. (02 marks)
- (g) Define a **utility program** as applied in computing. (02 marks)
- (h) Outline **two** simple steps of how you can electronically send a copy of your academic certificate to your brother who lives in UK. (02 marks)
- (i) Identify **two** challenges faced by computer users today. (02 marks)

SECTION B – (80 MARKS)

Answer all questions in this section.

WORD PROCESSING (40 MARKS)

Question Two

- (a) Using Microsoft Office Word prepare the information below as it is. Use shapes and arrows to draw the chart. (08 marks)

Okoth is a first year student of Uganda Institute of Information and Communications Technology (UICT). He is pursuing a Diploma in Information Technology for Science (ITS). He is currently studying five course units as shown below:

Computer Programming I
Workshop Practice II
Database Design I
E-Commerce
Computer Hardware I

In one of his Computer Programming lectures, Okoth was asked to come up with an algorithm for the expression, $Y = X^3 - 2X + 4$. He therefore came up with the following flow chart.

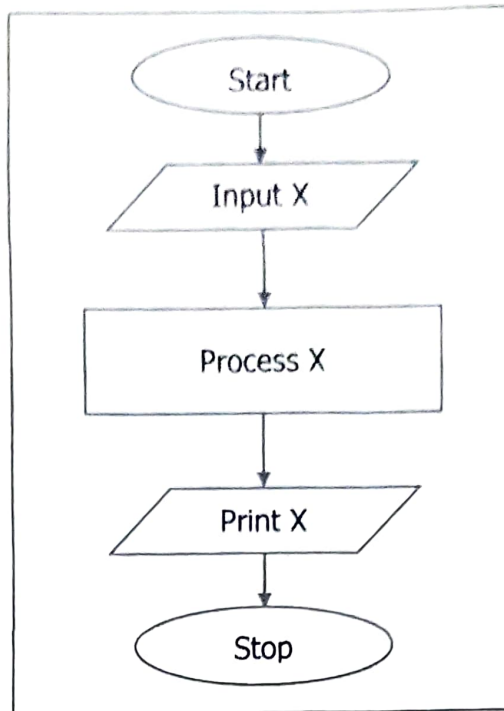


Figure 1: Flow Chart

Required:

- (b) Save your document to your folder as **COURSE UNIT**. (02 marks)
- (c) Copy the above document and paste it on a new page. (02 marks)
- (d) Apply appropriate numbering to the five course units. (02 marks)
- (e) Insert a Drop cap in the first paragraph. (02 marks)
- (f) Give your document a title "FLOW CHARTS" and give the title the following settings:
 - (i) Bold the title. (02 marks)
 - (ii) Font size: 18. (02 marks)
 - (iii) Font type: Microsoft sans Serif. (02 marks)
 - (iv) Font color: Red. (02 marks)
- (g) Apply a highlight yellow colour to the word E-Commerce. (02 marks)
- (h) Place a text watermark on the document with words "**ALGORITHM**". (02 marks)
- (i) Add a header to your document as your name and registration number. (02 marks)
- (j) Change the page margins to the following: Top – 1.25", Bottom – 1.25", Left – 1.1", Right – 1.1". (04 marks)
- (k) Give the document an appropriate page number. (02 marks)
- (l) Set the background colour of the document to light blue. (02 marks)
- (m) Change the paper orientation to 'Landscape' and save changes. (02 marks)

SPREADSHEETS – (40 MARKS)

Question Three

XYZ enterprises pays its employees Basic Salary as shown in the *Table 1*.

EMPLOYEE NAME	BASIC PAY	ALLOWANCES		GROSS PAY	DEDUCTIONS		NET PAY
		TRANSPORT (10%)	MEDICAL (15%)		PAYE (30%)	NSSF (5%)	
Onyait Peter	200,000						
Dedeya Catherine	400,000						
Muhwezi Justus	350,000						
Masaba Andrew	510,000						
Odongtoo Godfrey	470,000						

Table 1: XYZ Enterprises Payroll

- (a) Enter the above data using Microsoft Excel. (05 marks)
- (b) Save your work in your folder as **PAYROLL**. (02 marks)
- (c) Copy the data on a new worksheet and rename it as "**INCOME**". (04 marks)
- (d) Using Employee name, sort the above data in Ascending Order. (02 marks)
- (e) Create a thick box border around the table. (02 marks)
- (f) Using Basic Pay as a basis and formulas, compute the following:
 - (i) The lowest pay. (02 marks)
 - (ii) The highest pay. (02 marks)
 - (iii) The median pay. (02 marks)
 - (iv) Average pay. (02 marks)
 - (v) Allowances for each employee. (04 marks)
- (g) Create a new column of Gross Pay and compute the Gross Pay for each employee. (02 marks)
(Hint: Gross Pay = Basic Pay + Allowances).
- (h) Compute the deductions for each employee based on Gross Pay. (04 marks)
- (i) Compute the Net Pay for each employee. **(Hint: Net Pay = Gross Pay - Deductions).** (02 marks)
- (j) Create a pie-chart for the Employee name and Net Pay. (05 marks)

END