UGANDA BUSINESS AND TECHNICAL EXAMINATIONS BOARD

Business and Humanities Certificate Examinations

NOV-DEC 2023 SERIES

PROGRAMME

NATIONAL CERTIFICATE IN INFORMATION AND COMMUNICATION TECHNOLOGY

PAPER NAME

MS OFFICE APPLICATION

PAPER CODE

NCIT112

YEAR I, SEMESTER I

2½ HOURS

THURSDAY, 7TH DECEMBER, 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. ***Do not** write on this question paper.*
8. ***Do not** move out of the examination room with this question paper unless you are told to do so.*

© 2023 Uganda Business and Technical Examinations Board.

SECTION A - (70 MARKS)

Answer all questions in this section

Question One

(a) Load an MS office application and type the text below as it appears. (05 marks)

COMPONENTS OF THE MOTHERBOARD

The motherboard is the foundation on which a PC is built. It provides the interconnecting circuitry through which the primary components of the motherboard receive their power and pass control signals, data, addresses, and instructions to each other.

In short, with a microprocessor installed on the motherboard, it is essentially the computer. The following are the parts of the motherboard.

- **CPU slot and socket:** The CPU mounts to the motherboard through either a slot or socket mounting. See Chapter 3 for information on CPU mountings.
- **Chipset:** Many of the circuit and CPU level functions are contained in the chipset.
- **Memory sockets:** Depending on the age of the PC, it's memory is mounted on the motherboard as individual memory chips that fit into separate DIP (dual inline packaging) sockets or as memory modules, such as a SIMM (single inline memory module) or a DIMM (dual inline memory module), that snap into edge connector mountings.
- **BIOS ROM:** the BIOS (Basic input/output System) is stored as firmware on a read-only memory (ROM) chip. The BIOS is used to start the PC up when the power is turned on and provides a link for the CPU to the PC's peripheral devices.

Required:

(b) Copy your work paste it on page two. (02 marks)

(c) Change the Font type of paragraph two to "Britannic bold". (04 marks)

(d) Apply left columns with a line between in paragraph one and Font size "13". (04 marks)

(e) Apply "light green" as Font color on page two. (02 marks)

(f) Apply **Watermark** as "your Registration Number". (02 marks)

(g) Insert a Shadow dotted page Border to the entire document. (03 marks)

(h) Create page numbers with a format of **X** and **Y**. (04 marks)

(i) Adjust page margins to 1.2 on all sides. (02 marks)

(j) Set automatic date and time. (03 marks)

(k) Save your work as your name in the folder you created. (02 marks)

(l) Print a copy of your work. (02 marks)

Question Two

You have been given a job as a newspaper seller as your first job after completing your course. Below is an extract of your paper sales of happy magazine. Use it to answer the questions that follow.

Additional information

1. The sales on Sunday declined by 30% of those on Saturday.

HAPPY MAGAZINE WEEKLY SALES

AGENT	MON	TUE	WED	THUR	FRI	SAT	SUN	Total Sales
Taxi Park	25,000	54,000	54,000	45,000	54,010	65,000		
Lore park supermarket	65,040	68,040	9,600	65,000	65,000	54,600		
Lugogo mall	65,400	43,000	53,000	41,000	40,700	52,110		
Acacia Mall	18,532	25,000	29,000	24,800	35,000	19,500		
Kampala Road	25,900	35000	34,580	19,523	25,400	23,610		
Highest sales								
Lowest sales								

Required:

(a) Enter the above data using any spreadsheet application of your choice. (05 marks)

(b) Use appropriate functions and formulae to determine the;

(i) Sunday Sales (04 marks)

(ii) Total sales (02 marks)

(iii) Highest sales from Monday to Sunday (02 marks)

(iv) Lowest sales from Monday to Sunday (02 marks)

(c) Format your figures to have a suffix UGX to two decimal place values. (03 marks)

(d) Use a Function to return a comment "Good sales" for sales exceeding a total of 20,000 and "Bad sales" for sales below 20,000. (04 marks)

(e) Draw a doughnut chart with relevant titles to represent the sales made for each day. (05 marks)

(f) Insert **Header** as your name and **Footer** as your Institution name respectively. (04 marks)

(g) Save workbook as your name in the folder you created. (02 marks)

(h) Print a copy of your work. (02 marks)

SECTION B - (30 MARKS)

Answer one question from this section.

Question Three

You have been selected as the best student among those doing your course, and tasked to present about the specific beauty contained in your course after graduation.

Required:

(a) Prepare a five slide PowerPoint presentation on the topic, "Certificate in Science and Technology". (10 marks)

I. Slide 1: title as; **Certificate in Science and Technology**

- Your name as a presenter
- Year of study/ semester
- Personal registration number

II. Slide 2: **Course units covered**

- Computer literacy
- Computer Graphics
- Computer programing
- Mathematics
- Physics
- Computer hardware maintenance

III. Slide 3: **Opportunities after study**

Computer programmers

Computer / phone repair

Network administrators

Computer lab technicians

System analysists

IV. Slide 4: **Challenges faced as a student**

- Give four challenges based on your personal experience.

V. Slide 5: **Conclusion.**

- Thank the audience and institution for choosing you as a presenter for the wonderful topic.

(b) Insert **Footer** as your name and registration number. (02 marks)

(c) Insert today's **fixed date**. (02 marks)

(d) Format all text in your slides to Font color "blue", Font size "28", Font type "Garamond". (04 marks)

(e) Use a "texture" background on all your slides. (02 marks)

(f) Apply "Fly In" **Animation** effects on the heading of your slides and "Bounce" Animation effects of slow speed on the contents of all your slides. (04 marks)

(g) Set "slide" **Transition** to automatically after 10 seconds for all your slides. (04 marks)

(h) Save your presentation as your name and registration number in a folder created on the desktop. Print a copy of your work. (02 marks)

Question Four

The database manager of Mek Institute of Business and Technology provided you with the following details. Use it to carefully attempt the following questions.

Table: Results

RegID	Name	Sex	Age	Ethics	Data	ICT	Math
R001	Joy	F	17	50	65	70	69
R002	Agnes	F	19	59	74	65	69
R003	John	M	18	60	57	69	70
R004	Kasim	M	20	67	59	79	69
R005	Lonah	F	21	90	40	86	69
R006	Musa	M	22	75	66	74	75

Required

(a) Create a **Database** called "MEK". (02 marks)

(b) Create the **Table** above with appropriate data types and primary key. (04 marks)

(c) Create a **Form** called "EntryForm" and enter the above records. (06 marks)

(d) Create a **Query** that displays;

(i) All the fields in the above table to filter out only students who are females. Save it as "Females". (04 marks)

(ii) Students with ages 20 and above. Name it "Aged20Plus". (05 marks)

(iii) Only Students whose math marks are between 70 and 90. Name it as "MathQuery". (05 marks)

(e) Create a Report showing RegID, Name, Age and Sex. Name it "Simple_Report". (04 marks)

END