UGANDA BUSINESS AND TECHNICAL EXAMINATIONS BOARD

Business and Humanities Certificate Examinations

NOV-DEC SERIES

PROGRAMME

CICT, CLIS, CBMS

PAPER NAME

ADVANCED COMPUTER SKILLS

(PRACTICAL)

PAPER CODE

CICT215

YEAR II, SEMESTER I

3 HOURS

FRIDAY, 13TH DECEMBER, 2019

INSTRUCTIONS TO CANDIDATES

1. *This paper consists of **three** compulsory questions.*
2. *Create a folder on a desktop in your Name and Registration Number where you will save all your work.*
3. *Transfer all the work saved in a folder to a new blank Compact Disk (CD) at the end of the examination.*
4. *Internet and Software Help wizards are not allowed.*
5. ***Do not** write on this question paper.*
6. ***Do not** move out of the examination room with this question paper unless you are told to do so.*

© 2019 Uganda Business and Technical Examinations Board

Question One

Given the text below, study it and answer the questions that follow.

Required:

(a) Load word processor program and type the text below as it appears. (10 marks)

Backup & Recovery Utilities

Virtually every computer veteran will warn you that, sooner or later, you will lose some critical files. This could happen due to a power outage (if the file you are working on has not yet been saved), a hardware failure (such as if your computer or hard drive stops functioning), a major disaster (such as fire that destroys your computer), or a user error (such as accidentally deleting or overwriting a file).

Creating a backup means making a duplicate copy of important files so that when a problem occurs, you can restore those files using the backup copy to avoid data loss.

(b) Copy the text to a new page and apply the following formatting. (02 marks)

(c) Center align the heading, double underline it and bold it. (04 marks)

(d) Insert a page number at the top left position. (02 marks)

(e) Justify the text alignment in the paragraph. (02 marks)

(f) Insert a WordArt of the word "Computer Security" at the bottom of your text. (04 marks)

(g) Change the font style of the text body to century gothic and font size 14. (02 marks)

(h) Apply an Art page border of your choice to the page. (02 marks)

(i) Apply a watermark of the name of your institution. (02 marks)

(j) Apply a header of your name and a footer of your registration number. (04 marks)

(k) Highlight the word computer in the text. (04 marks)

(l) Save your work as your name in your folder (02 marks)

Question Two

A business man wants to automate his system of stock management and he has asked you to demonstrate to him how to use excel to perform computations. The table below shows a sample of the stock records, use it to answer questions that follow.

S/N	Item	Units Sold	Unit Selling Price
1	Soda Drinks	50	2000
2	Sugar	100	3000
3	Water	50	1000
4	Bread	10	5000
5	Cooking Oil	20	5000
6	Soap	24	3000
7	Rice	50	4000

Table 1: Sample items sold

Required:

(a) Load MS Excel and capture the records in the above table. (04 marks)

(b) Rename the sheet to "Samples". (02 marks)

(c) Assuming the profit of each item sold in 5% of unit selling price, using cell reference and formulas calculate the unit cost of each item. (04 marks)

(d) Using excel functions determine;

  (i) Total revenue raised from all items. (05 marks)

  (ii) Total revenue raised if items were sold at 2% loss of unit cost. (05 marks)

(e) Give a suitable title to the table, merge and center across the columns. (02 marks)

(f) Apply cell borders to all you work. (02 marks)

(g) Represent items sold and unit cost in a pie- chart. (04 marks)

(h) Save your work as your name and registration number in your folder. (02 marks)

Question Three

Assuming you have been requested to prepare your CV in a PowerPoint presentation, use the guidelines below and prepare a presentation about yourself.

Required:

(a) Make a **six** slide presentation to enhance your show. (12 marks)

SLIDE 1 –Title Slide

This slide will have your names and registration number only.

SLIDE II – Introduction. This slide will introduce the key areas which you will present in each of the slides below.

NB: The rest of the slides will have the information as specified below.

1) Bio Data (Gender, Birthdate, Address, Religion and Marital Status).
2) Education background (This should be in a table format).
3) Future plans.
4) Best moments.

(b) Change the font face of the titles to century gothic. (02 marks)

(c) Apply a two color gradient background to all your slides. (02 marks)

(d) Apply a transition that is different for each slide. (04 marks)

(e) Apply animation for all the texts in your presentation. (02 marks)

(f) Insert your registration number as a footer on each slide. (04 marks)

(g) Save your work as your name in your folder. (02 marks)

(h) Print a handout of three slides per each page. (02 marks)

END