



CICT PART I SECTION I

COMPUTER APPLICATIONS - PRACTICAL

MONDAY: 21 May 2018.

Time Allowed: 3 hours.

Answer ALL questions. Marks allocated to each question are shown at the end of the question.

Ensure that you are provided with a computer, a flash disk and printing materials.

Additional instructions:

- 1. Save all your work in the flash disk provided and in a folder bearing your registration number.**
- 2. Work on each question should be saved in the subfolder contained in the folder created in number 1 above. The name of the subfolder should correspond to the question number.**
- 3. Your registration number MUST appear as a header on every printout containing your answers.**
- 4. You must indicate the number of the question answered on the header created in number 3 above.**

Note: The information in numbers 1-4 above must be computer generated.

At the end of the examination duration, you should hand in to the invigilator(s):

- (a) The flash disk containing your work.**
- (b) All printed work.**
- (c) All unused printing paper(s).**

QUESTION ONE

Using a word processor create a new document and save it as "Question One". Use Question One document to key in and save solutions to questions one (a) to (c) below:

- (a) Highlight two types of references that could be inserted in a word processing document. (2 marks)**
- (b) Differentiate between monospaced font and proportional font. (2 marks)**
- (c) Explain the following terms as used in word processing:**
 - (i) Float over text. (1 mark)**
 - (ii) Hard return. (1 mark)**

(d) On Question One document, add the following:

Sydney

New South Wales, Australia

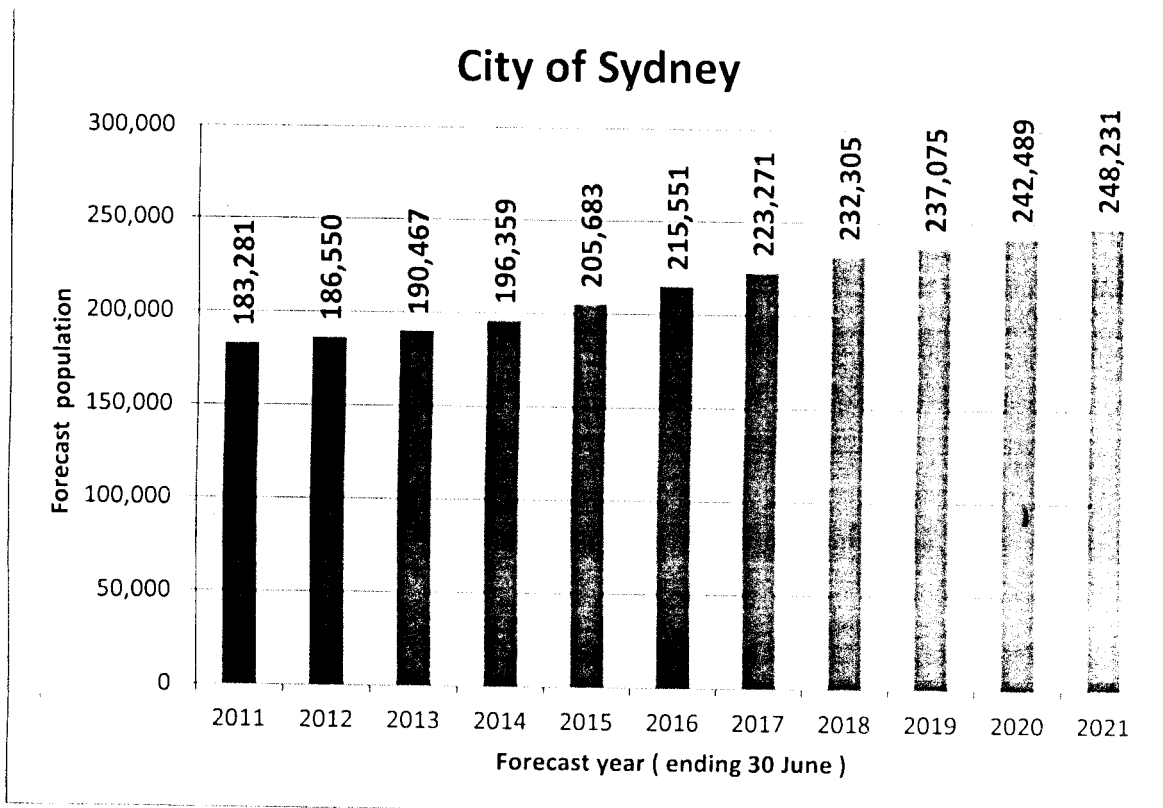
Written By: *John Douglas Pringle*

S ydney city, capital of the state of New South Wales, Australia. Located on Australia's Southeastern coast, Sydney is the country's largest city and with



its magnificent harbour and strategic position, is one of the most important ports in the South Pacific. In the early 19th Century, when it was still a small convict settlement and the first settlers had barely penetrated the interior, it had already established trade with the Pacific Islands, India, China, South Africa, and the Americas.

Forecast population for years 2018 – 2021 based on years 2011 – 2017 population



Population and household forecasts, 2018 to 2021.

(12 marks)

(e) Capture a screenshot to demonstrate how you could convert Question One document to pdf while on word processor program.

Note: Do not complete the process of converting to pdf.

(2 marks)

Save and print Question One document.

(Total: 20 marks)

QUESTION TWO

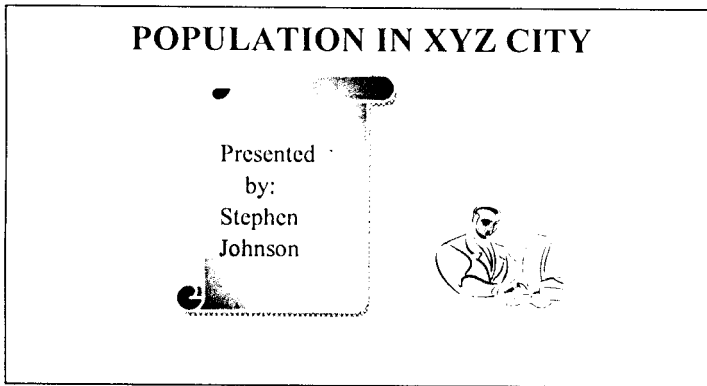
Using a word processor, create a new document and save it as "Question Two". Use Question Two document to key in and save solutions to question two (a) and (b) below:

- (a) Differentiate between "slide layout" and "cascade" in context of presentation application. (2 marks)
- (b) Outline two benefits of using "macros" in a presentation application. (2 marks)

Save and print Question Two document.

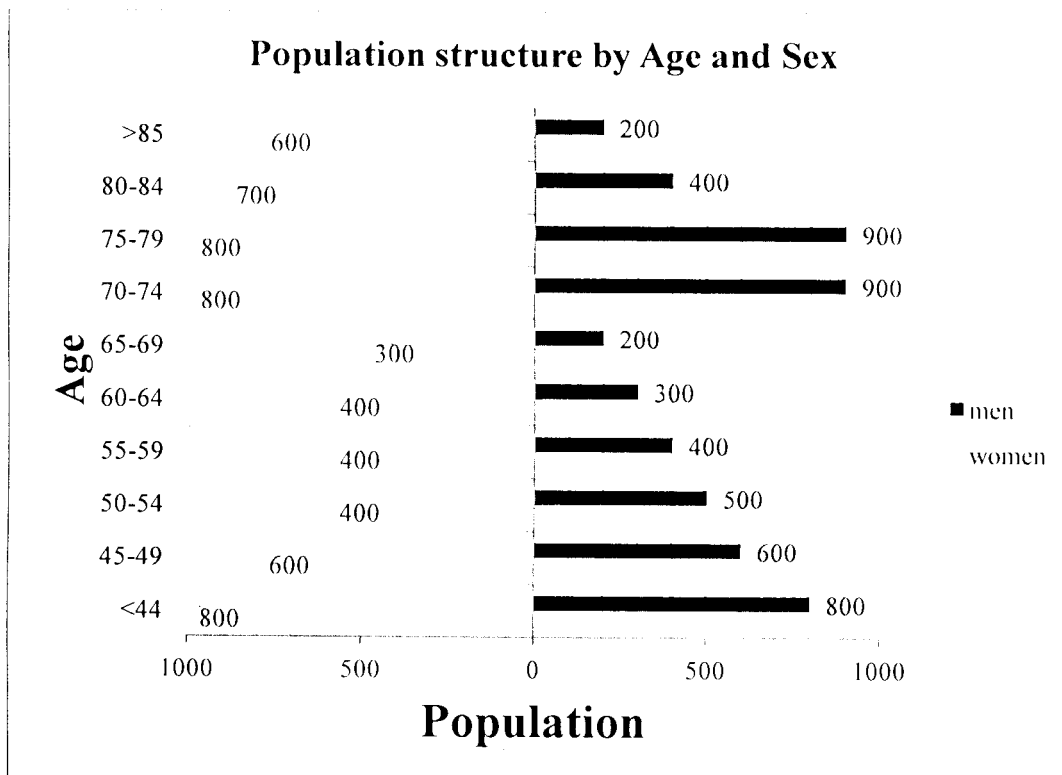
- (c) Using a presentation program, create a presentation called "population" containing slides as shown in (i) and (ii) below:

(i)



(4 marks)

(ii)



(10 marks)

- (iii) Apply animation of your choice on the title of the first slide. (2 marks)

Save "population" presentation and print the slides on an A4 sized paper.

(Total: 20 marks)

QUESTION THREE

Create a word processor document called "Question Three" and use it to key in and save solutions to questions (a) to (c) below:

- (a) Highlight two uses of layers in desktop publishing. (2 marks)
- (b) In relation to desktop publishing, explain the term "nudging". (2 marks)
- (c) List two components of a newsletter prepared using a desktop publishing application. (2 marks)

Save and print Question Three document.

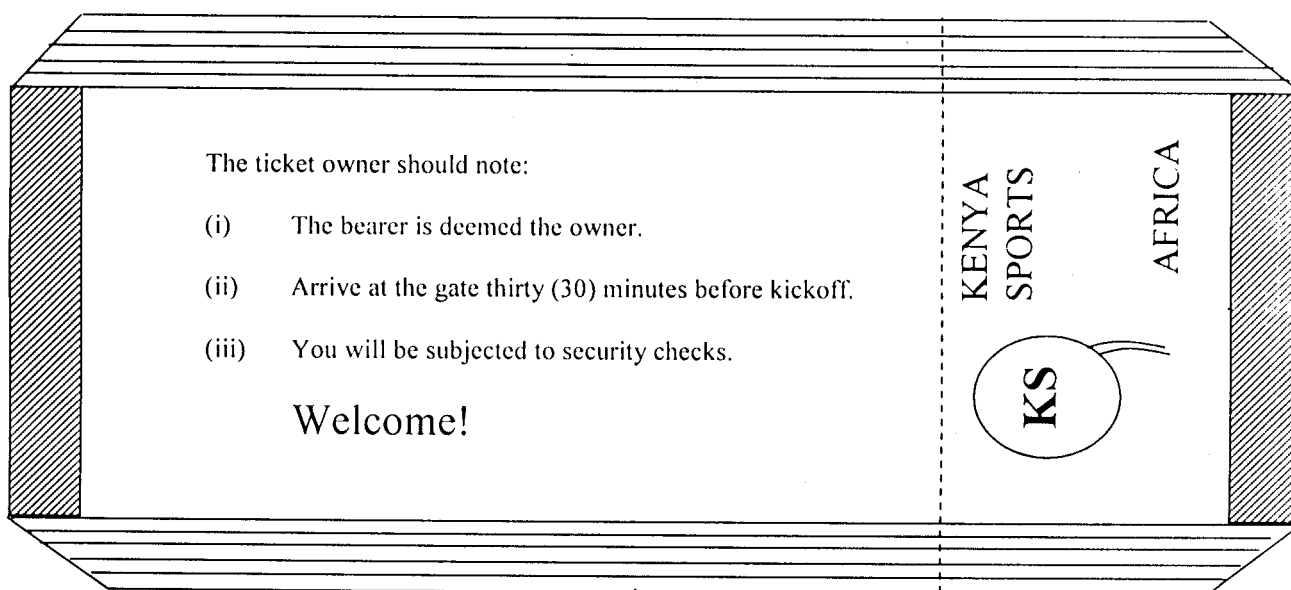
- (d) Using a desktop publishing application, create a publication named "Tickets".

In "Tickets" publication, design the following stadium entry ticket so that two (2) tickets occupy an A4 sized paper.

Front page



Back page



(14 marks)

Print the entry ticket on an A4 sized paper.

(Total: 20 marks)

QUESTION FOUR

Create a word document and name it "Question Four". In Question Four document, type and save solutions for questions (a) to (b) below:

- (a) Explain the use of "gridlines" in spreadsheet applications. (2 marks)
- (b) Distinguish between "VLookup" function and "HLookup" function in the context of spreadsheets. (4 marks)

Save and print Question Four document.

- (c) (i) Using a spreadsheet application, create a workbook named "Farmer" containing the data in the table below:

	A	B	C	D
1	Crop	Amount (Sh.)	Remark	Amount (\$)
2	Beans	150		
3	Maize	300		
4	Cashewnuts	850		
5	Carrots	1040		

(2 marks)

- (ii) Use an appropriate function to complete the "Remark" column in the spreadsheet created in (c) (i) above. Use the criteria given below:

Amount	Remark
Less than 201	Not viable
Less than 1000	Moderate
Greater than or equal to 1000	Viable

(3 marks)

- (iii) Calculate the values in "Amount (\$)" column based on Column B details. One dollar is equivalent to Kenya Shillings 103. (2 marks)

- (iv) Insert a pie chart based on "crop" and "amount (Sh.)" columns with the following characteristics:

- Chart title - XYZ farmers.
- Data labels in percentage.
- Legend positioned at the bottom.

(4 marks)

- (d) On sheet 2 of "Farmer" workbook, demonstrate using a simple example, the purpose of transpose feature in a spreadsheet application. (3 marks)

Save "Farmer" workbook and print the worksheets.

(Total: 20 marks)

QUESTION FIVE

On a word processor document named "Question Five", key in solutions to questions (a) to (c) below:

- (a) Outline two reasons why you would prefer designing an inventory file using a database application instead of a spreadsheet application. (2 marks)
- (b) Describe two tasks that might not be done after enforcing referential integrity in a database application. (2 marks)
- (c) Differentiate between a "bound control" and "unbound control" in the context of database application. (2 marks)

Save and print "Question Five" document.

- (d) ABC Kindergarten has contracted you to develop a simple database application to manage part of its examination process. The school teaches three subjects namely; French, Mathematics and Science. All pupils take the three subjects.

At the end of the term, the class teacher inputs the raw marks. The application then computes the average mark for each pupil. An individual report card is also generated with a remark section based on the following grading system:

Average mark	Remark
90 -100	Excellent
70-89	Good
50-69	Average
Below 50	Below Average

A sample extract of raw marks for two pupils is as shown below:


Subject: French		
Registration Number	Student Name	Marks
33	Veronicah Johnson	90
34	John Newton	85

Subject: Mathematics		
Registration Number	Student Name	Marks
33	Veronicah Johnson	95
34	John Newton	80

Subject: Science		
Registration Number	Student Name	Marks
33	Veronicah Johnson	90
34	John Newton	92

Required:

- (i) Analyse the extract marks details and create a database called "ABC Kindergarten" with relevant objects. (4 marks)
- (ii) Populate "ABC Kindergarten" database with the sample extract marks provided. (2 marks)
- (iii) Design a report card with the layout as shown below:

ABC KINDERGARTEN P.O BOX 8888-00100 Nairobi			
Report Card			
Reg No	Student name	Subject	Marks
33	Veronicah Johnson	Science	90
		Mathematics	95
		French	90
		Average Marks	91.6666666667
		Teachers Remark	Excellent
		Printed on:	Monday, May 21, 2018

Save the report as "Pupil result" and print.

(8 marks)
(Total: 20 marks)