

**DICT LEVEL I**  
**COMPUTER APPLICATIONS PRACTICAL I**

**TUESDAY: 22 May 2018.**

**Time Allowed: 3 hours.**

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

**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 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**

Create a word processor document called "Question One".

Use "Question One" document to save solutions to questions below:

- (a) List three disadvantages of using software from the "cloud" environment. (3 marks)
- (b) Explain the term "pasteboard" in context of presentation application. (2 marks)
- (c) Jane Ayira has used mail merge successfully many times. However, her attempt to email merge failed.  
Outline four limitations of email merging. (4 marks)
- (d) Describe the following types of application software:
  - (i) Open office. (2 marks)
  - (ii) Mobile applications. (2 marks)
- (e) Describe the effect of saving a presentation in a PDF format. (2 marks)

Save and print Question One document.

**(Total: 15 marks)**

**QUESTION TWO**

Create a word processor document named "Question Two" and use it to key in and save answers to the questions below:

- (a) Define the term "cooperative multitasking". (2 marks)
- (b) List three parts of a computer mouse. (3 marks)

- (c) Outline two types of slide layouts in a presentation package. (2 marks)
- (d) List three theme settings in a presentation package. (3 marks)
- (e) State two services that an operating system provides as a user/computer interface. (2 marks)
- (f) Highlight three considerations that need to be defined prior to initiating the installation process of an application package. (3 marks)

Save and print Question Two document.

(Total: 15 marks)

### QUESTION THREE

Use a word processor to create a document called "Question Three".

Use Question Three document to key in solutions to questions (a) to (i) below:

- (a) Organise your computer's Windows Explorer to include a preview pane. Capture a screenshot showing this pane. (2 marks)
- (b) Capture a screenshot showing icons available in the control panel. (2 marks)
- (c) Change the following details of the word document created in question three document:
- Title : Question Three
- Subject : CA practical
- Author : Mimi
- Capture a screenshot showing the above details. (3 marks)
- (d) Customise your computer's start menu to display six recent programs. Capture a screenshot showing how this is done. (3 marks)
- (e) Change your computer settings to show:
- Long date format.
  - Long time format.
  - First day of the week to be Sunday.
- Capture a screenshot showing how all these tasks are done. (3 marks)
- (f) Capture a screenshot showing all the programs that are installed in your computer. (3 marks)
- (g) Capture a screenshot showing all the themes available in your computer display. (3 marks)
- (h) Capture a screenshot showing all the devices connected to your computer by type. (2 marks)
- (i) Capture appropriate screenshots that will enable you to see your keyboard hardware properties. (4 marks)

Save and print Question Three document.

(Total: 25 marks)

### QUESTION FOUR

Using a word processing program, create a document and save it as Question Four.

Use Question Four document to save solutions to question Four (a) to (e) below:

- (a) Create a document as shown below:

# Clean water company

THIS FORM NOT FOR SALE

www.masomomosingi.com  
CLEAN WATER

## ENQUIRY FOR SUPPLY OF WATER

Date:

Customer Application Number:

### 1. TYPE OF APPLICATION - Tick where applicable

New

Temporary

Commercial

No. of pipes required

No. of meters required

### 2. APPLICANT'S DATA

Surname:

First Name:

Middle Name:

ID/Passport No.:

County of Residence:

Town of Residence:

Mobile Tel No.:

Office Tel No.:

### 3. SUPPLY LOCATION DATA

County:

District:

Division:

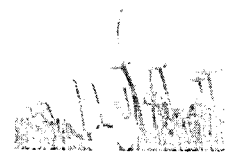
Sub-Location:

Street:

Estate:

### CUSTOMER CHECKLIST: Please attach the following documents when submitting this form

- Copy of National Identity Card
- Copy of PIN Certificate
- Plot allotment letter
- Scaled site plan



(8 marks)

(b) Configure your word processor program as follows:

- Language - French (Cameroon).
- Measurements in units of centimeters.
- Default font to Bell MT

Capture and save screenshots showing how you have performed the above tasks

(3 marks)

(c) Create a style named DICT with the following properties

- Font - Monotype Corsiva
- Line spacing - Double
- Font colour - Red

Capture and save a screenshot to demonstrate how you have performed the above task

(4 marks)

(d) Using APA sixth edition referencing style, generate a bibliography with the following properties

- Type of source - Book
- Author - Stallings William
- Title - Operating Systems Internals and Design Principles
- Year - 2013
- Publisher - Pearson Education Limited

(4 marks)

(e) Using an appropriate tool, configure the word processor to allow printing of an envelope with the following specifications:

- Envelope size : 16.25 Centimeter (Width) by 8.0 Centimeter (Height)
- Delivery address : ABC Limited  
P. O Box 00041-00100  
Nairobi, Kenya
- Return address : kasneb Towers, Hospital Road, Upper Hill  
P. O Box 41362-00100  
Nairobi, Kenya

Capture and save screenshots to demonstrate how you have performed the above task. (6 marks)

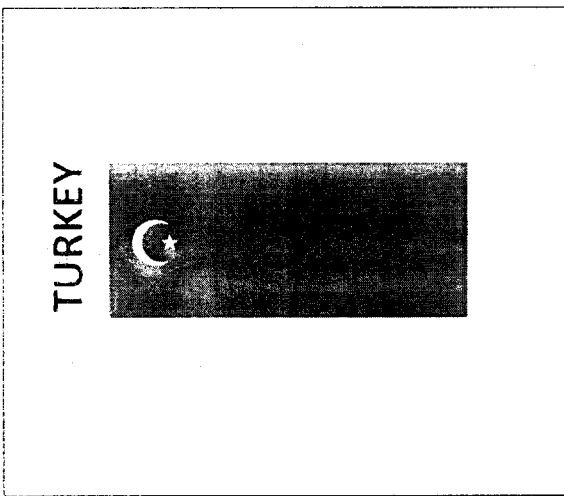
Save Question Four document and print on both sides of A4 paper(s).

(Total: 25 marks)

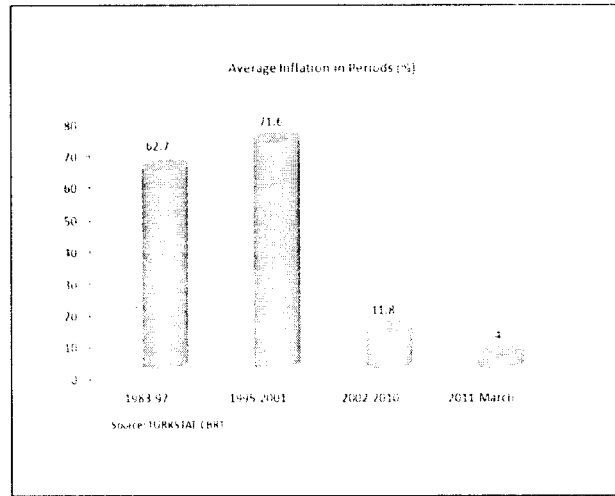
**QUESTION FIVE**

(a) Using a presentation program, create a presentation called "Question Five" with slides as shown below:

Slide 1



Slide 2



Slide 3

**GEOGRAPHICAL ADVANTAGES OF TURKEY**

- ✓ Area of 785 347km<sup>2</sup>
- ✓ 8 485 km of coastline, surrounded by sea on *three* sides by the Black Sea to the north, the Mediterranean to the south and Aegean sea to the west
- ✓ A unique geographical location as a gateway to European, Middle Eastern, North African and Central Asian markets
- ✓ In four hours of flight from Istanbul, one can reach more than 50 countries and a quarter of the world population
- ✓ A political and economic attraction center for the neighbouring geographies, with its strategic location.

Slide 4

**BILATERAL TRADE WITH THE NEIGHBOURING COUNTRIES**  
(Global Downturn Period - Billion \$)

	2008	2009	2010
➤ Greece	3.58	2.76	3
➤ Bulgaria	4	2.5	3.2
➤ Georgia	1.52	1.05	1
➤ Azerbaijan	2.6	2.15	2.11
➤ Iraq	15.2	6	7.4
➤ Syria	1.75	1.75	2.52

(16 marks)

(b) Apply an animation of your choice on slide 3 in question 5 (a) above.

(2 marks)

(c) Save "Question Five" presentation as a PowerPoint Show and print on one A4 paper.

(2 marks)

(Total: 20 marks)