

KASNEB

DICT LEVEL I

COMPUTER APPLICATIONS PRACTICAL I

TUESDAY: 24 May 2016.

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

Using a word processing program, create a new document and save it as "Question One".

Use "Question One" document to key in and save the solutions to question one (a) to (d).

- (a)
 - (i) Define the term "bootstrapping" as used in computer technology. (2 marks)
 - (ii) State two functions of the basic input/output system (BIOS). (2 marks)
- (b) Outline the procedure for creating a bootable universal serial bus (USB) flash drive. (4 marks)
- (c) Highlight three disadvantages of windows, icons, menus, pointer (WIMP) in the context of operating systems. (3 marks)
- (d)
 - (i) Define the term "beep" as used in computing. (2 marks)
 - (ii) State two ways of ending a non-responding computer task. (2 marks)

Save "Question One" document and print.

(Total: 15 marks)

QUESTION TWO

Using a word processing program, create a new document and save it as "Question Two".

Use "Question Two" document to key in and save the solutions to questions two (a) to (d).

- (a) Outline the procedure for shutting down a computer installed with Windows 8. (3 marks)
- (b) Highlight three best practices to apply when using a mouse to prevent possible health related problems. (3 marks)
- (c) Distinguish between "editing" and "proofreading" as used in word processing applications. (4 marks)

(d) Explain the significance of the following concepts as used in presentation programs:

- (i) Rotate handle. (1 mark)
- (ii) Lock aspect ratio. (2 marks)
- (iii) Speakers notes. (2 marks)

Save "Question Two" document and print.

(Total: 15 marks)

QUESTION THREE

Use the content below to create a presentation document as instructed in question three (a), (b) and (c) below:

EDUCATION FOR LIFE

Education is a fundamental aspect of the rational human being, perhaps even a basic need. Education begins when one is born and continues to old age. However, there are four basic levels of education that can be distinctly determined:

1. Foundation Education: This begins around the ages of two to four years. Education at this level is characterised by social interaction among children through play. The individual also learns basic reading and writing skills. Character, social aspects and any mental and physical defects can be determined at this level.
2. Primary Education: This occurs between five and fourteen years. The first three years are used to perfect reading and writing skills, after which the individual is exposed to a variety of academic subjects. Physical development occurs during this time and the individual's character and academic potential becomes more evident.
3. Secondary Education: This occurs between thirteen and nineteen years, commonly called the teenage. Physical developmental changes are rapid and the individual learns a lot about his body. Individuals at this level learn subjects from the previous level at an advanced stage. Individuals also learn from each other and peer influence is common.
4. Tertiary Education: This occurs after the secondary education and continues throughout life depending on one's ambition levels as the length may vary.
It is important that one makes the best of these levels, especially the later two. This can be done by identifying what one wants to achieve in life during the earlier levels, and then working hard to accomplish this dream.

Required:

(a) Create a master slide and format it as follows:

- (i) To use font-size 38 and Garamond red font for the title. (2 marks)
- (ii) Insert slide number and title. (2 marks)

(b) Create an 8-slide presentation using the content given above to contain the title, introduction, education levels, main content and summary. (8 marks)

(c) The "Education Levels" slide should contain an action button for each level that moves to the respective slides containing accompanying content, and a button to move to the summary slide. Each level slide should have a "Back" button to return to the Education Levels slide. (8 marks)

Save your presentation as "Education" and print slides on one A4 sized paper.

(Total: 20 marks)

QUESTION FOUR

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

Use "Question Four" document to save solutions to question four (a) to (g).

- (a) (i) Capture and save a framed screenshot displaying the task manager. (2 marks)
- (ii) Using the task manager, display all running processes from all users. Capture and save a framed screenshot of the "task manager". (3 marks)
- (b) Configure your system to have a selective system startup, load system services and load startup items. Capture and save a framed screenshot showing above details. (4 marks)

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- (c) (i) Using the "Run" option, load the command prompt window.
Capture and save a framed screenshot of the run dialog box before loading command prompt window. (2 marks)
- (ii) Configure your command prompt window to have a yellow background colour.
Capture a framed screenshot displaying the command used to perform the above task. (2 marks)
- (d) Change your computer's name to "Compme" and its description to "Computer applications May 2016".
Capture and save a screenshot showing the changes made. (2 marks)
- (e) Capture and save a screenshot showing all the hardware devices that are managed by your computer. (3 marks)
- (f) Create a folder named "CA 2016" in your local drive and create a shortcut for it on the desktop.
Capture and save a screenshot of the desktop showing the created shortcut. (4 marks)
- (g) Capture and save a screenshot showing your computer's hard disk available and used spaces. (3 marks)

Save "Question Four" document and print.

(Total: 25 marks)

QUESTION FIVE

Create a word processing document and save it as "Question Five".

Use "Question Five" document to save solutions to question five (a) to (d).

- (a) Create a letterhead for ABC University with the following specifications:
- (i) University name to be in "Times New Roman" font and font size 20. (2 marks)
- (ii) Insert a picture of your choice with dimension of 1 inch by 1 inch as a watermark. (2 marks)
- (iii) Create a macro to display system date and time on the page footer.
Display the content of the macro, save and print. (3 marks)
- (iv) Use the data given below to perform the tasks that follow:

Marks	Distribution
0 - 10	25
11 - 20	25
21 - 40	20
41 - 60	20
61 - 80	30
80 and Above	<u>30</u>
	<u>150</u>

Required:

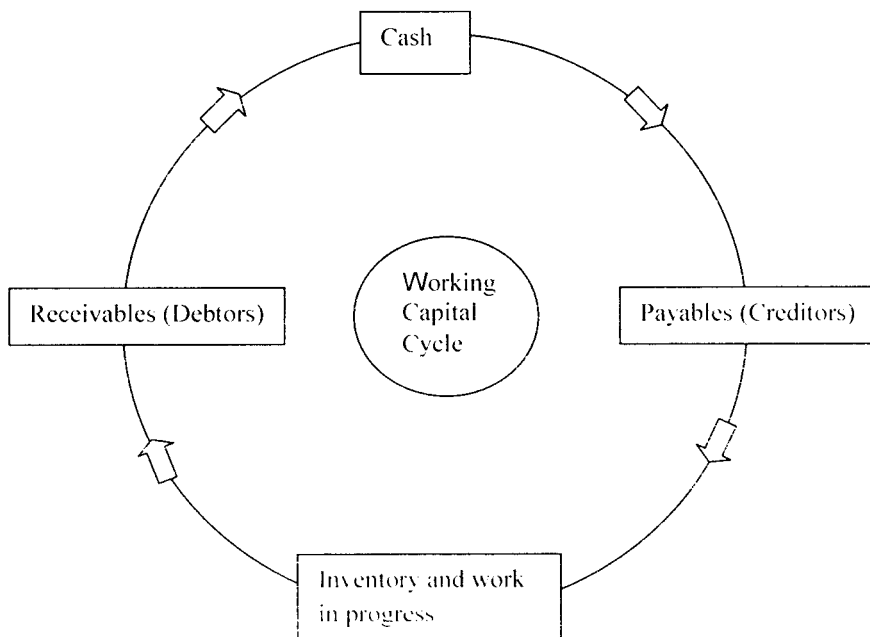
Design a bar graph with the title "Population graph". (4 marks)

(b) Create the document as shown below:

XYZ LTD.			COST CODE	UNIT CODE	TAX CODE
PROFOMA INVOICE:					
CUSTOMER NAME:		BOX.....	DATE:.....		
.....		CODE.....			
NO.	DETAILS	QUANTITY	AMT @ SH.	TOTAL	TAX
TOTALS					

(6 marks)

(c) Create the diagram as shown below:



(4 marks)

(d) Prepare the document as shown below:

FEBRUARY 2016

M	T	W	T	F	S	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29						

Save "Question Five" document and print.

(1 marks)
(Total: 25 marks)