

KASNEB

DICT LEVEL III

COMPUTER APPLICATIONS PRACTICAL II

PILOT PAPER

September 2015.

Time Allowed: 3 hours.

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

QUESTION ONE

- (a) You have been employed to work as a user support in the finance department in an organisation. State the steps you would follow to help the users with the following technical problems when using excel spreadsheet:
- (i) Every time the user tries to format a cell with currency, it displays the dollar sign instead of KSH. (2 marks)
 - (ii) A user wants to copy the contents of a worksheet with formulas to another worksheet without transferring the formulas to the destination worksheet. (2 marks)
- (b) Explain three application areas of spreadsheets. (6 marks)
- (c) Give the meaning of the following acronyms:
- (i) WYSIWYG. (2 marks)
 - (ii) CMYK. (2 marks)
- (d) List two features present in desktop publishers that make them preferred over Ms Word. (1 mark)

(Total: 15 marks)

QUESTION TWO

- (a) (i) Explain three types of relationships as used in query design. (6 marks)
- (ii) Illustrate with diagrams the types of relationships discussed in a (i) above. (3 marks)
- (iii) Construct an input mask for a short date as used in table design properties. (1 mark)
- (b) (i) List two page elements of a master page as used in DTP. (2 marks)
- (ii) Illustrate “kerning” as used in DTP. (2 marks)
- (iii) State two non-printable guides used in Desktop publishing. (1 mark)

(Total: 15 marks)

QUESTION THREE

Tarino Sacco payroll manager has given you the dataset below for analysis:

	A	B	C	D	E
1	Name	Gross Pay (Sh.)	Dept.	Job Group	Gender
2	Ken	159,000	ICT	Q	Male
3	Ted	156,000	HRM	Q	Male
4	Linda	153,000	Production	R	Female
5	Paul	150,000	HRM	R	Male
6	Ruth	147,000	ICT	N	Female
7	Rose	144,000	Production	N	Female
8	Amos	141,000	Accounts	J	Male
9	Lilian	138,000	Accounts	J	Female
10	Antony	135,000	ICT	J	Male
11	Oluoch	132,000	HRM	H	Male

- (a) Create the workbook named Tarino Sacco in a worksheet called payroll using a spreadsheet application and answer the questions that follow. Save changes after every task. (3 marks)

- (i) Validate the gross pay column such that it accepts values between 100,000 and 500,000. Use cell B6 and enter mark 23,000 to test the validation with an error message "Gross pay must be between 100,000 and 500,000". (3 marks)
- (ii) Create a label "Number of Staff" in cell A12. In cell B12 write a formula that will calculate the number of staff in the organisation using a relevant function. (2 marks)
- (iii) Create a label "Number of ICT-staff" in cell A13. In cell B13 write a formula that will return the number of staff in ICT department. (2 marks)
- (iv) Add a label "ICT staff total pay" in cell A14. Create a formula in cell B14 that will display the total amount paid to the ICT staff using a relevant function. (2 marks)
- (v) Enter the values 10% and 5% in the cells B15 and B16 respectively. The organisation intends to increase the employees gross pay by 10% for all the employees either in job group Q or R while the rest get an increment of 5%. Add a column after gender and label it New Pay. Write a formula in cell F2 and autofill it. (4 marks)
- (vi) Create a pivotTable showing the totals paid to each department and grand total in a new worksheet renamed pivot Table based on the new pay. (3 marks)
- (vii) Display the formulas in the worksheet payroll and print in landscape orientation fitting in one page. (1 mark)
- (b) In the same workbook in (a) above, type the data shown below in a sheet called graph:

	A	B
1	X	Y
2	15	
3	14	
4	13	
5	12	
6	11	
7	10	
8	9	
9	9	
10	9	
11	10	
12	11	
13	12	
14	13	
15	14	
16	15	

Required:

- (i) In cell B2, create a formula to calculate the cube of A2 and outfill the result to the last row in B 16. (2 marks)
- (ii) Using variable y, create a line graph, save and print it. (3 marks)

(Total: 25 marks)

QUESTION FOUR

Study the table below and answer the questions that follow:

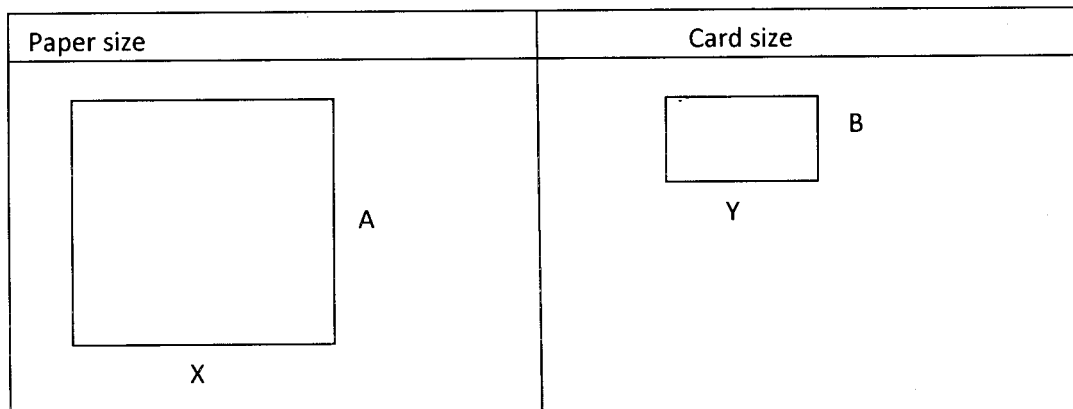
Empid	FirstName	SecondName	Region	Sales
P534	Ken	Omolo	A	112,000
P501	Andrew	Kimani	B	400,000
P201	Fatuma	Abubakar	A	250,000
P301	Omari	Juma	B	108,000
P135	Peris	Kanini	C	0
P233	Teddy	Paul	A	485000

- (a) In a database called dbsales, create a table salesforce with the following constraints.
- (i) Set a primary key for field empid, setting it to appear as employeeID in reports, forms and queries. Capture the screenshot in design mode and save it in a wordprocessing document named Salesforce and save. (3 marks)

- (ii) Format the field sales to KSH with two decimal places. Capture the screenshot showing design view in the salesforce document and save it. (3 marks)
- (b) (i) Design a form with a header XYZ Kenya Ltd. and a footer showing your registration number. Capture the design in the salesforce document. (3 marks)
- (ii) Populate the table through the form created in (b) (i) using the records provided above. (2 marks)
- (c) (i) Design a query named qrycommission that will display FirstName, region, sales and calculate field commission, given that the commission is 10% of sales sorted in descending order by commission. Capture the screenshot of the design view in the salesforce document and save. (5 marks)
- (ii) Print the results of qrycommission. (1 mark)
- (d) (i) Create a query named qrysubtotals that will display total amount of sales from each region. Capture the screenshot of the query design in the document salesforce. (3 marks)
- (ii) Print the query results in a datasheet view. (1 mark)
- (iii) Create a query named qrydelete to delete all records whose sales is less than or equal to 100,000. Do not run the query. Capture the design in the document salesforce and save. (3 marks)
- (iv) Print the document salesforce. (1 mark)
- (Total: 25 marks)**

QUESTION FIVE

- (a) A client has hired you to design job cards for his 200 staff. You are also provided with embossed paper size of 8.5" by 11". The required card size is 5" x 3". Study the diagram below to guide you to design the cards answering the following questions:



Given,

$$A = 11 \quad B = 3 \quad X = 8.5 \quad Y = 5$$

- (i) Determine the maximum number of cards per sheet given the formula:
 $A/B = N$. Round off downwards. (2 marks)
- (ii) Calculate the margins given the formulas:
 Left and right Margins = $(X - Y)/2$ (2 marks)
 Top and bottom margins = $A - (N * B)/2$ (2 marks)
- (iii) Design the card using the measurements in (i) and (ii). Capture the screenshot showing the ruler and margin guides in a document called jobcards, save and print. Save design as clientsjob. (4 marks)

- (b) Using the card design layout provided below and sample data source, create and print nine cards each for each staff. Save and print your cards in 3 pages. Use mail merge feature. (10 marks)

NAME: << FirstName >> <<SecondName>>.

Title: <<Title>>.

Mobile No: <<Mobile No>>.

Website: <<Website>>.

XYZ Ltd.,
P.O. Box 6675-00100,
NAIROBI

Data Source

FirstName	SecondName	Title	MobileNo	Website
Kenneth	Amollo	Director	07257676551	www.kenic.com
Ruth	Juma	Programmer	07221526310	www.cosyhome.com
John	Kamau	Analyst	07456251624	www.ictthouse.com

(Total: 20 marks)

.....