

KASNEB

CICT PART I SECTION 1

COMPUTER APPLICATIONS (PRACTICAL)

MONDAY: 23 May 2016.

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, 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 questions 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

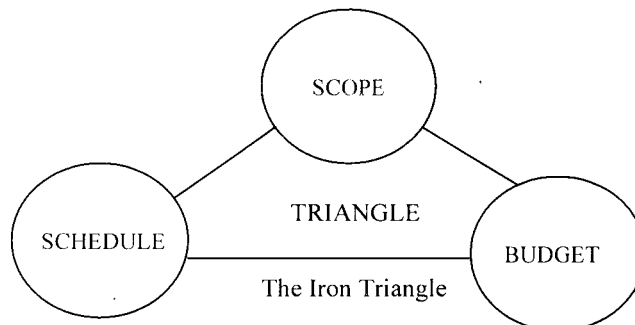
Create a word processor document named "Question One".

Use the word processor document to save solutions to question one (a) to (b) below:

- (a) Presentation programs inherit most features of word processing applications.
Highlight three additional features found in a presentation program and not in a word processing program. (3 marks)
- (b) Explain three benefits of using a presentation program. (3 marks)
Save "Question One" document and print.
- (c) Use the content below to create a document using appropriate presentation software:

The Iron Triangle

Organisations today need to perform and deliver projects under certain constraints, which include scope, schedule and budget. These constraints form the "iron triangle" in which one side cannot be changed without the impact on the others.



Cost and schedule can be managed but scope management is still a challenge. Knowing the full scope of a project in early stages is difficult, as is converting ideas into concrete entities. Hence, there is resistance to the creation of measurement programs until process improvement initiatives are underway. A standard application of the iron triangle as illustrated with many companies is as follows:

	Schedule	Budget	Scope
Early stage	45%	60%	20%
Middle stage	60%	80%	45%
Final Stage	75%	92%	70%

The Approach: A Repeatable Process

Organisations that deliver projects on time and in schedule should take specific steps to integrate basic management of scope into their budget and schedule processes. These steps include:

1. Implementing a process to estimate the size of projects. This will allow organisations to deliver all of their projects within 5% of the initial cost estimates.
2. Use a repeatable process to identify the cost drivers of projects:
 - (a) Complexity.
 - (b) Domain.
 - (c) Team capability.
 - (d) Technology drivers.

The solution

Most organisations can benefit from basic repeatable processes that will enable them to look at investments in a more consistent fashion. Repeatable processes help project managers to use internal historical data in gauging future investments, and apply the lessons learned and available capabilities. When organisations understand the efforts behind the cost of a project, they can control the scope – and learn to respect the “iron triangle”.

Required:

- (i) An eight (8) slide presentation including an introduction and summary slide. (4 marks)
- (ii) An appropriate image at the top left of the slide, date and slide number at the bottom of every page slide. (1 mark)
- (iii) A watermark design template with light-blue background. Set slide transition after every six seconds. (2 marks)
- (iv) The scope, budget and schedule circles of the diagram and the triangle to have colour red, green, dark-blue and brown respectively. (2 marks)
- (v) The triangle image to start with the circles and have the triangle expand gradually on entrance in slide show. (2 marks)
- (vi) Convert the data represented in the table into an appropriate bar graph. (3 marks)

Save the presentation as “Project” and print all slides on a one A4-sized paper.

(Total: 20 marks)

QUESTION TWO

Using a word processing program, create a document named “Question Two”.

Save the solutions to question two (a) to (e) below in Question Two document.

- (a) Highlight two benefits of using a macro in word processing application. (2 marks)
- (b) Explain the following terms as used in word processing:
 - (i) Pagination. (2 marks)
 - (ii) Readability score. (2 marks)

(c) Use a word processing program to create the document shown below:

BORROWERS TO PAY MORE AS RATES SHOOT UP

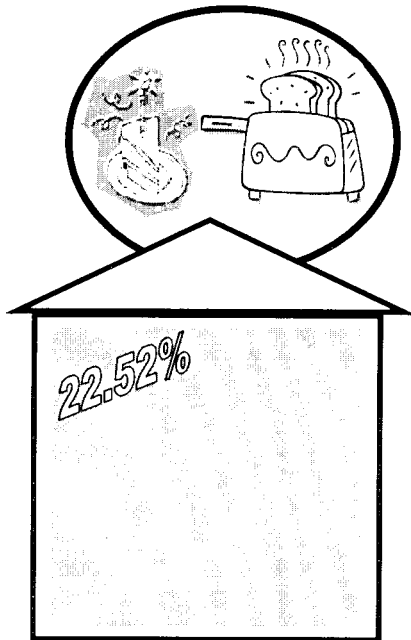
High interest rates being stimulated by the Central bank of Kenya (CBK) will have far-reaching effects on banks and borrowers. The impact of the upward review of the Central Bank Rate (CBR), the signal rate at which the regulator lends to commercial banks, will be felt more by those servicing the loans and mortgages with flexible interest

rates. By raising the CBR from 6.25 per cent to 8 per cent, Central bank has set the ground for interest rates to rise, and analysts are warning that this will squeeze the already much stretched borrowers and lead to massive defaults on loan repayments.

This can mean increased underperforming loans for banks, which is likely to eat

into their profits and slow the bullish run over the past two years that has been rewarded with record earnings.

The defaults are an indication that businesses are either bleeding or stagnant, and often lead to auctions as banks seek to recover their money...



(d) In the document created in (c) above, perform the following tasks:

(5 marks)

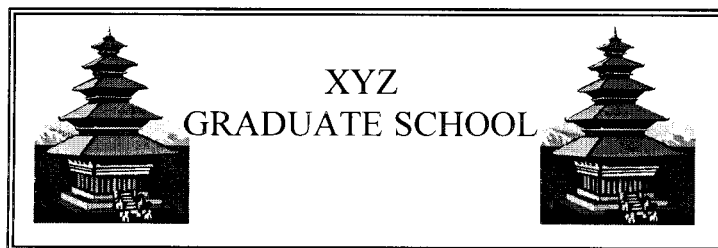
(i) Insert the words "Financial weekly" on the left of the header area.

(2 marks)

(ii) Insert page numbers in the format "page x of y" on the right of the footer area.

(2 marks)

(e) Create the document shown below:



Reference for an applicant for Graduate Study
Please complete in black ink or type

PART A: TO BE COMPLETED BY THE APPLICANT

APPLICANT DETAILS

Surname/Family Name _____ Title _____

First/Given Name(s) _____

PROPOSED PROGRAMME DETAILS

Title of Programme _____ Code _____

Proposed Start Date _____

Print "Question Two" document.

(5 marks)
(Total: 20 marks)

QUESTION THREE

Create a word processor document named "Question Three". Use the word processor document to save solutions to question three (a) to (b) below:

- (a) In a worksheet, the marks scored by ten students are stored in cells B3 to B12. In cell C3, key in an expression you would use to obtain positions of the students using marks scored in descending order. (3 marks)
- (b) Highlight the differences between a spreadsheet table and a chart under the following headings:
- (i) Data representation. (1 mark)
 - (ii) Types. (1 mark)
 - (iii) Features. (1 mark)

Print "Question Three" document.

(c) The following tables are extracted from a workbook from Biashara Grocers:

Product Table

BIASHARA GROCERS			
Groceries category list			
Category Id	Category Name	Unit	Price (Sh.)
1	Eggs	Tray	300
2	Milk	Litre	50
3	Butter	Kilo	450
4	Poultry	Kilo	160
5	Beef	Kilo	320

Stock table

BIASHARA GROCERS				
Stock Quantity As At 23 rd May 2016				
Product	Quantity	Cost	Discount	Delivery Date
Eggs	580			10/01/2016
Beef	239			11/01/2016
Poultry	450			22/01/2016
Milk	320			01/02/2016
Butter	332			10/02/2016
Milk	2,090			06/02/2016
Eggs	320			24/02/2016

Required:

- (i) Create the tables into two worksheets named as "product" and "stock" respectively. (4 marks)
- (ii) Format the "Delivery date" field to only accept date values from year 2016, otherwise display the message "Please retry". (3 marks)
- (iii) Using a formula, insert the cost for each stock based on the price and quantity. (3 marks)
- (iv) Purchases below Sh.100,000 are not discounted. Purchases between Sh.100,000 and Sh.500,000 have a discount of 5% and after this amount a discount of 7% is given.

Calculate the discount for each cost.

(4 marks)

Save your workbook as "BIASHARA" and print.

(Total: 20 marks)

QUESTION FOUR

Create a word processor document named "Question Four". Use the word processor document to save solutions to question four (a) to (b) below:

- (a) Using an example, capture screenshots illustrating how to assign password data type to a database field. (3 marks)
- (b) With the aid of screenshots, explain how you would filter a range of data from a database report. (3 marks)

Print "Question Four" document.

- (c) Unity Chama is a merry go round started on 1 September 2015. It comprises eight (8) members. Each member has contributed Sh.500 every month up to 1 May 2016.

Every month, two members are chosen and equally share the total contribution.

Required:

- (i) Create a database system named "Unity Chama". (1 mark)
- (ii) Using appropriate database object, input data on the following: contribution date, member's name, amount contributed by each member per month and member's passport sized photograph (use pictures of your choice). Include other relevant columns in your database. (2 marks)
- (iii) Create a report to display contribution made by members, grouped by months. Save the report as "Contribution per month". (2 marks)
- (iv) Generate a report showing members' contributions for the period between 1 September 2015 up to 31 December 2015. Save the report as "Contribution for 2015". (2 marks)
- (v) Create a report showing members details. Save the report as "Members details". (1 mark)
- (vi) Design a report showing members who have received monthly contributions from September 2015 to May 2016. Group your details by months. Save the report as "Beneficiaries". (2 marks)
- (vii) Create a dashboard for "Unity Chama" database. (2 marks)
- (viii) Save your database as "Unity Chama" and print reports created in question four (c) above. (2 marks)

(Total: 20 marks)

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QUESTION FIVE

Create a word processor document named "Question Five". Use the word processor document to save solutions to question five (a) to (b) below:

- (a) With the aid of screenshots, explain how you could enable autorecovery and autosave features in a desktop publishing program. (2 marks)
- (b) Differentiate between a "publication page" and a "scratch area" in the context of desktop publishing. (4 marks)

Save "Question Five" document and print.

- (c) Design a two month calendar using desktop publishing tools. In your design, take into account the following:
 - (i) The size of the calendar should be A4 and in landscape orientation. (2 marks)
 - (ii) The day, headings, months and year should be in reverse text. (2 marks)
 - (iii) Include a sample flower picture on the calendar with a mirror image flipped vertically. (2 marks)
 - (iv) The dates on Sundays should be in red colour. (1 mark)
 - (v) The margins should be 22 mm all round. (1 mark)
 - (vi) Insert a wordart text "ALWAYS TODAY", rotated at 90° on the bottom of your publication. (1 mark)

Save your publication as "Calendar" and print.

- (d) Using a desktop publishing application, create and format the document shown below. The publication should measure 3 inches by 4 inches.

KISUMU	Tel. 0787123456		
<u>INVOICE</u>			
TO: _____			
Date : _____			
ABC PRINTERS			
Dealers in:- Card designs, Digital photos, Typesetting, Computer accessory sales and Stationery.			
QUANTITY	PARTICULARS	SHS	CTS
Pay the above amount for the goods delivered.			

Save your publication as "Invoice" and print.

(5 marks)
(Total: 20 marks)

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