

# KASNEB

## CICT PART I SECTION 1

### COMPUTER APPLICATIONS-PRACTICAL

MONDAY: 21 November 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, 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.

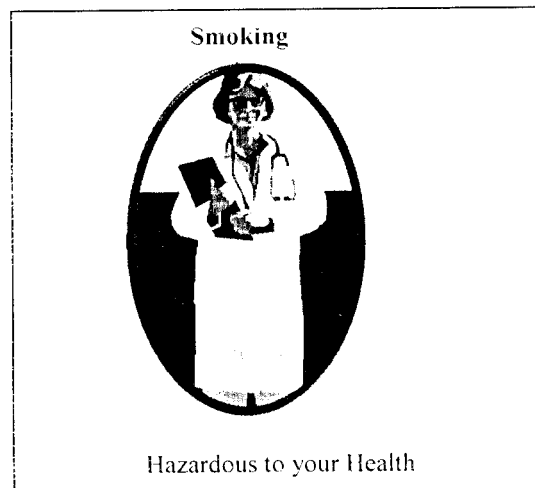
At the end of the examination duration, you should hand in to the invigilator(s):

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

#### QUESTION ONE

- (a) Using a presentation program, prepare a presentation as shown below:

Slide 1



Slide 2

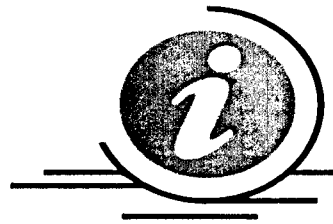
#### Smoking Effects

- Addictive tendencies.
- Bad breath.
- Dental plaque on teeth.
- Increased risk of stroke and heart attack.
- Increased risk of developing diabetes.
- Lung, throat and mouth cancer.

Slide 3

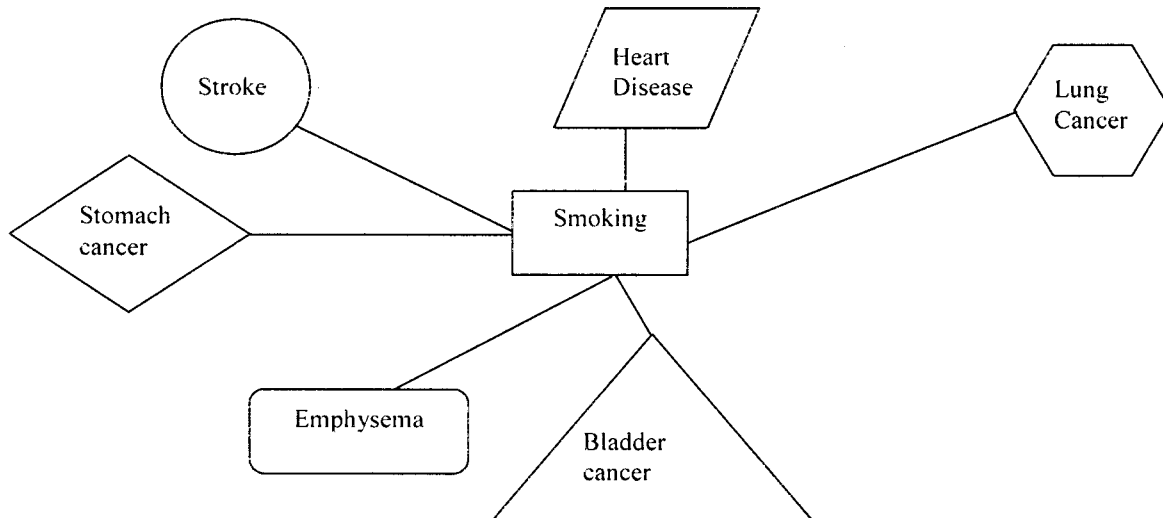
**Causes that lead to smoking**

- \* Young people are attracted to the image.
- \* Because their friends and family are smokers.
- \* Cultural influences.



Slide 4

**Consequences of smoking**



Slide 5

**How to quit smoking**

- \* S = Set a quit date
- \* T = Tell family, friends that you plan to quit
- \* A = Anticipate and plan for the challenges
- \* R = Remove cigarettes from home and car
- \* T = Talk to your doctor about getting help to quit

(10 marks)

(b) Use the slides created in (a) above to perform the following:

- (i) Interchange the position of slide 3 and slide 2. (1 mark)
- (ii) Create a master slide with the slide number and a current date. (1 mark)
- (iii) Group all the diagrams appearing in slide 4 of your presentation. (1 mark)
- (iv) Ensure that the title appearing on each slide is in font "Times New Roman". (1 mark)

Save the presentation as "Smoking" and print all slides on A4-sized paper.

(c) Using a word processor, create a document named "Question One". Use the document you have created to save solutions to questions (i) and (ii) below.

- (i) State two features displayed after selecting a placeholder in a normal view of a presentation. (2 marks)
- (ii) Differentiate between "banded columns" and "banded rows" as used in presentation applications. (4 marks)

Save and print "Question One" document.

(Total: 20 marks)

## QUESTION TWO

The manager of XYZ company has asked you to prepare a weekly payroll report for the six employees listed in the table below:

|    | A  | B       | C        | D     | E          | F         | G   | H       |
|----|----|---------|----------|-------|------------|-----------|-----|---------|
| 1  | No | Name    | Rate(sh) | Hours | Dependants | Gross pay | Tax | Net pay |
| 2  | 1  | Benson  | 250      | 40    | 3          |           |     |         |
| 3  | 2  | Collins | 175      | 53    | 2          |           |     |         |
| 4  | 3  | Fiona   | 275      | 36    | 4          |           |     |         |
| 5  | 4  | Wesley  | 190      | 43    | 1          |           |     |         |
| 6  | 5  | Magenta | 225      | 15    | 3          |           |     |         |
| 7  | 6  | Joseph  | 150      | 25    | 4          |           |     |         |
| 8  |    | Average |          |       |            |           |     |         |
| 9  |    | Highest |          |       |            |           |     |         |
| 10 |    | Lowest  |          |       |            |           |     |         |

### Required:

- (a) Create a workbook called "PAYROLL" with a worksheet named "WEEKLY PAYROLL" and enter data in the table above. (2 marks)
- (b) Use the following formulae to determine the gross pay, tax and the net pay of each of the employees:
- (i) Gross pay = Rate \* hours. (2 marks)
  - (ii) Tax = 16% of Gross pay. (2 marks)
  - (iii) Net pay = Gross pay – Tax. (2 marks)
- (c) Use appropriate functions to determine the average, highest and lowest values of the columns containing numerical data. (2 marks)
- (d) Insert a 3-D column chart to show "Gross pay", "Tax" and "Net pay" for each employee. Ensure that the title of the chart reads. "Weekly Pay Chart". (2 marks)
- (e) Display the formulas used to compute average, highest and lowest values. Save PAYROLL workbook and print the worksheet. (2 marks)
- (f) Explain the following terms as used in spreadsheet applications:
- (i) Trace precedents. (2 marks)
  - (ii) Filter. (2 marks)
  - (iii) Data validation. (2 marks)

Save your answers in question (f) above in a word processor document named "Question Two".

**(Total: 20 marks)**

## QUESTION THREE

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

- (a) Explain the following terms as used in word processing applications:
- (i) Boiler plate. (2 marks)
  - (ii) Decimal alignment. (2 marks)
  - (iii) Pagination. (2 marks)

Save and print the Question Three document.

(b) Use a word processor to create a document with a page border as shown below.

*He who finds a wife finds what is good and receives favour  
from the lord*

*Jamii ya Bw. Na Bi. Ahmed  
Na  
Jamii ya Bw. Na Bi. Elias  
Wana furaha Kuwaalika*

Kwa harusi ya watoto wao itakayofanyika tarehe 25 November, 2016 baada ya swala ya Isha  
Msikiti Imani na baadaye kwa karamu itakayofanyika ABC Hall.

|  |   |
|--|---|
| <u>R.S.V.P</u><br>Bw. Ahmed<br>S.L.P 0001<br>ELDORET | <u>R.S.V.P</u><br>Bw. Elias<br>S.L.P 002<br>MOMBASA |
|--|---|

*The Family of Mr & Mrs. Ahmed  
&  
The Family of Mr. & Mrs. Elias*

*Cordially Invite:*

To their children's wedding which will be held on 25<sup>th</sup> November 2016 InShaAllah after Isha  
Prayers at Imani Mosque and thereafter to a reception at ABC Hall.

|   |  |
|---|--|
| <u>R.S.V.P</u><br>Mr. Ahmed<br>P.O. Box 0001<br>ELDORET | <u>R.S.V.P</u><br>Mr. Elias<br>P.O. Box 002<br>MOMBASA |
|---|--|

Save the document as "Wedding" and print.

(14 marks)  
(Total: 20 marks)

### QUESTION FOUR

The table below contains data on various raw materials provided by different suppliers for preparation of different types of concrete:

#### CONCRETE

| Type | Remark                |
|------|-----------------------|
| 1    | Home Foundation       |
| 2    | Commercial Foundation |
| 3    | Gravel                |
| 4    | Marble                |

#### SUPPLIER

| SupplierID | Supplier Name        |
|------------|----------------------|
| 412        | Testimony            |
| 413        | Sand and Gravel Ltd. |
| 414        | A and J Brothers     |
| 415        | ABC                  |

#### RAW MATERIALS

| MaterialID | Material Name | SupplierID | Unit Cost |
|------------|---------------|------------|-----------|
| A          | Water         | 415        | 200       |
| B          | Cement        | 412        | 850       |
| C          | Sand          | 413        | 200       |
| D          | Gravel        | 413        | 150       |
| E          | Marble        | 414        | 1,100     |

#### BILL OF MATERIALS

| Type | MaterialID | Units |
|------|------------|-------|
| 1    | B          | 1     |
| 1    | C          | 2     |
| 1    | A          | 1.5   |
| 2    | B          | 1     |
| 2    | C          | 2     |
| 2    | A          | 1     |
| 3    | B          | 1     |
| 3    | C          | 2     |
| 3    | A          | 1.4   |
| 3    | D          | 3     |
| 4    | B          | 1     |
| 4    | C          | 2     |
| 4    | A          | 1.5   |
| 4    | E          | 2     |

#### Required:

- (a) Using a database application, create a database named "ConcreteDb". (1 mark)
- (b) Create and design, Concrete, Supplier, Raw materials and Bill of materials tables as shown above. (2 marks)
- (c)
  - (i) Analyse the table structures and establish the relationships among the tables.  
Save and print the relationship report. (2 marks)
  - (ii) Create a form named "Concrete" with "Type" and "Remark" fields. Use it to populate the "Concrete" table. (2 marks)

- (d) (i) Create a form named "Supplier" with "SupplierID" and "Supplier\_Name" fields. (1 mark)
- (ii) Insert a subform in "Supplier" form containing "MaterialId", "Material Name" and "Unit Cost" fields  
Use "Supplier" form to populate "Supplier" and "Raw Material" tables. (2 marks)
- (e) Create a form named "Bill of materials" with "Type", "MaterialId" and "Units" fields.  
The "Type" and "Material Id" fields should generate a drop down list of values for the user to select from.  
Use the form to populate "Bill of materials" table. (2 marks)
- (f) Generate a report named "Filter" to display "MaterialId", "Units" and "Type" fields.  
Display materials with less than 1.6 units. (2 marks)  
Save "ConcreteDb" and print "Filter" report.
- (g) In a word processing document, named "Question Four", explain three data integrity constraints in a database application. (6 marks)  
Save "Question Four" document and print.

**(Total: 20 marks)**

**QUESTION FIVE**

(a) Using a desktop publishing application, design a document as shown below:

|               |     |     |     |     |     |     |
|---------------|-----|-----|-----|-----|-----|-----|
| November 2016 |     |     |     |     |     |     |
| Sun           | Mon | Tue | Wed | Thu | Fri | Sat |
| 6             | 7   | 8   | 9   | 10  | 11  | 12  |
| 13            | 14  | 15  | 16  | 17  | 18  | 19  |
| 20            | 21  | 22  | 23  | 24  | 25  | 26  |
| 27            | 28  | 29  | 30  |     |     |     |

*exclusive family living*



**ABC VILLAS**

# ABC VILLAS

*exclusive family living*

**SECURE GATED COMMUNITY**

- 4 bedrooms
- Self-contained DSQ
- Backyard
- Private front garden
- Ample parking space
- Swimming pool and gym

**LOCATION MAP**

SELLING AGENTS  
ABC INVESTMENTS

Save the document as “ABC Villas” and print on an A4-sized page.

(14 marks)

- (b) Create a word processing document named "Question Five". Use the document to save solutions to the questions below:
- (i) Distinguish between "tracking" and "kerning" in the context of desktop publishing program. (2 marks)
  - (ii) Explain two functions of hot buttons as used in presentation applications. (4 marks)

Save and print Question Five document.

**(Total: 20 marks)**

.....