kasneb

CICT PART I SECTION 1

COMPUTER APPLICATIONS - PRACTICAL

MONDAY: 20 May 2019.   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
Create a word processor document named "Question One".

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

(a)   Explain a "hard break" in the context of a word processor program.   (2 marks)

(b)   Differentiate between type over and replace as used in word processing.   (2 marks)

(c)   Describe the following concepts as used in word processing:

         (i)   Glossary.   (1 mark)

         (ii)   Index.   (1 mark)

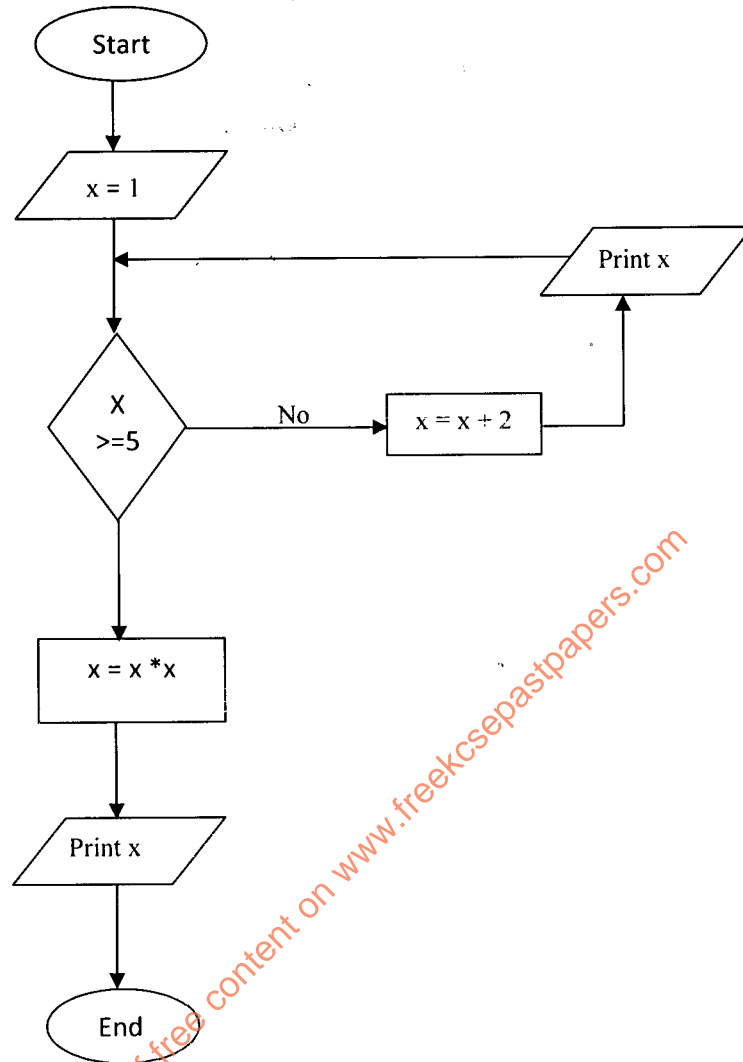(d)   (i)   Enter the following table details using a word processor application:

Savings Table				
SN	Month	Income	Expenses	Savings
1	January	12,000	6,000	
2	February	18,000	12,000	
3	March	15,000	23,000	
4	April	10,000	9,000	
	Total			

(3 marks)

         (ii)   Calculate savings using table formula as income minus expenses for every month.   (2 marks)

         (iii)   Compute totals for "income", "expenses" and "savings" for all months.   (3 marks)

(e)   Using a word processing program, create a diagram as shown below.

Sample program design

```
                          ┌─────────┐
                          │  Start  │
                          └────┬────┘
                               │
                               ▼
                     ╱───────────────╲
                     │     x = 1      │
                     ╲───────────────╱
                               │
        ┌──────────────────────┤◄────────────────────────┐
        │                      │                          │
        │                      ▼                  ╱────────────╲
        │                  ◇                      │   Print x   │
        │                 ╱ X  ╲      No          ╲────────────╱
        │                ◇ >=5   ◇ ──────►┌─────────────┐   ▲
        │                 ╲    ╱          │  x = x + 2  │───┘
        │                  ◇              └─────────────┘
        │                  │
        │               (yes)
        │                  ▼
        │          ┌─────────────┐
        │          │  x = x * x  │
        │          └──────┬──────┘
        │                 │
        │                 ▼
        │         ╱───────────────╲
        │         │    Print x     │
        │         ╲───────────────╱
        │                 │
        │                 ▼
        │          ┌─────────┐
        │          │   End   │
        │          └─────────┘
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(6 marks)

Save "Question One" document and print.

(Total: 20 marks)

QUESTION TWO
Using a word processing program, create a document named, "Question Two".

Save the solutions to question two (a) and (b) below in Question Two document:

(a)   Distinguish between "pixel" and "cropping" as used in desktop publishing.   (2 marks)

(b)   Describe each of the following desktop publishing terms:

    (i)   Banner.   (1 mark)

    (ii)   Cast off.   (1 mark)

    (iii)   Drop shadow.   (1 mark)

    (iv) Progressive margins.   (1 mark)

(c)   Using a desktop publishing application, create a publication as shown below:

Life's most valuable lesson.

Your students will laugh, cry and will never forget this heart warming- and true-story of a brave little girl who suffered for 6 long years waiting for a 45-minutes surgery that would change her life.

Yes, I want to involve my students in helping change a child's life.

☐   Please send me a free copy of Smile DVD.

☐   Please send me a free fundraising kit.

☐   Enclosed is my check made payable to Smile.

Mr/Mrs/Ms _____

Address _____

City _____ Country _____ Code _____

Telephone _____ E-mail _____

School _____ Grade _____

Smile
Changing the world one smile at a time

Send donations to the smile in accordance with smile regulations
All rights Reserved

Save the publication as Smile.

Print Question Two and Smile documents.   (14 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) and (b) below.

(a)   Describe the following query criteria in the context of a database program:

   (i)   IsNull.   (1 mark)

   (ii) DateDiff ("yyyy", [BirthDate], Date ( )) >30   (1 mark)

(b)   Distinguish between the following sets of terms in the context of database applications:

   (i) Action argument and action query.   (2 marks)

   (ii) Date literal and date separators.   (2 marks)

   Save Question Three document and print.

(c) Matibabu is a hospital based in Nyahururu town. The hospital is currently operating on a manual system.

Data captured for patients, doctors, and wards on a given day are as illustrated below.

Patients

Patient No	Patient Name	Gender	Date of Birth	Date of Appointment
P20/13	Bakari	Male	30/4/1957	16/5/2019
P25/13	Caleb	Male	27/9/1988	17/5/2019
P28/13	Jacob	Male	8/11/1965	17/5/2019
P30/13	Mary	Female	30/121985	18/5/2019

Doctors

Doctor No	Doctor Name	Patient No
DR/201	Dr Charles	P20/13
DR/225	Dr Beatrice	P25/13
DR/305	Dr Wonder	P28/13
DR/310	Dr Worker	P30/13

Wards

Ward No	Ward Name	Patient No
W1	Male	P20/13
W2	Male	P25/13
W3	Male	P28/13
W4	Maternity	P30/13

Required:

(i) Using a database application, create a database named Matibabu hospital with appropriate objects to store the above data. (6 marks)

(ii) Establish relationship among the objects you have created in (i) above. (1 mark)

(iii) Using form(s), populate your database with the data given in tables; patients, doctors and wards. (6 marks)

(iv) Create a report named "Daily report" to display; patient name, date of appointment, doctor's name and ward name. (1 mark)

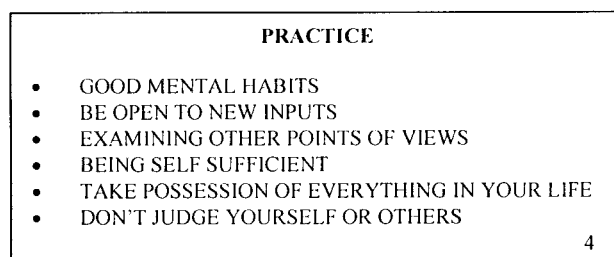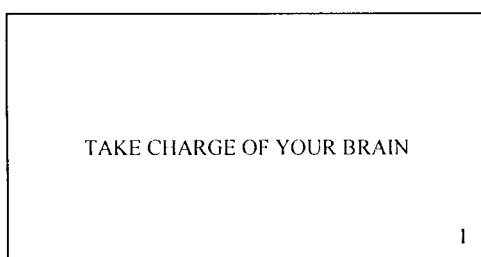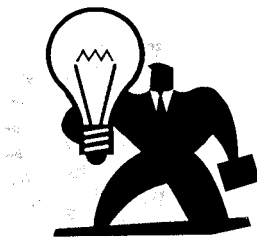Save Matibabu database and print Daily report. **(Total: 20 marks)**

QUESTION FOUR

Create a word processor document named "Question Four". Use the word processor document to save solutions to questions (a) to (c) below.

(a) State three attributes that could be specified using a shape outline feature in a presentation program. (2 marks)

(b) Describe the significance of banded rows while working with tables in a presentation program. (2 marks)

(c) Describe a notes page view in the context of a presentation program. (2 marks)

Save Question Four document print.

(d) Using a presentation application program, create and design six slides as shown below.

TAKE CHARGE OF YOUR BRAIN 1	**PRACTICE** • GOOD MENTAL HABITS • BE OPEN TO NEW INPUTS • EXAMINING OTHER POINTS OF VIEWS • BEING SELF SUFFICIENT • TAKE POSSESSION OF EVERYTHING IN YOUR LIFE • DON'T JUDGE YOURSELF OR OTHERS 4

YOU HAVE THE ABILITY TO INSPIRE AND GUIDE YOUR BRAIN. YOU ARE NOT THE VICTIM OF IT'S HARD WIRING

2

CONTINUED......

- DO ONE THING AT A TIME
- AVOID DISTRACTIONS AND MULTITASKING
- DO NOT REGRET THE PAST
- NOR FEAR THE FUTURE
- FREE YOURSELF EMOTIONALLY
- REDEFINE YOURSELF EVERYDAY

5

FEED YOUR BRAIN

WITH POSITIVE INPUT   ELIMINATE NEGATIVE INPUT
- ✓ GOOD SLEEP
- ✓ EXERCISE   • ~~ALCOHOL~~
- ✓ BALANCED DIET   • ~~NICOTINS~~
- ✓ STRESS REDUCTION   • ~~DRUGS~~
- ✓ BALANCED WORK: • ~~TOXINS~~
  - DON'T BE LAZY
  - DON'T BE WORKHOLIC

3

TURN THE TABLES ON YOUR BRAIN AND REDEFINE YOURSELF

6

Save the presentation as Brain Vitamins.   (6 marks)

(e)   Ensure your presentation in (d) above conforms to the following specifications:

(i)   Apply a design theme of your choice.   (2 marks)

(ii) A custom animation effect on slide 2.   (2 marks)

(iii) Transition effect applied to all slides.   (2 marks)

(iv) Insert footer with the text "take charge".   (2 marks)

Save Brain vitamins presentation and print all slides on one A4 sized paper.

(Total: 20 marks)

QUESTION FIVE

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

(a)   Differentiate between consolidation and subtotalling in the context of a spreadsheet program.   (2 marks)

(b)   Explain the following terms as used in spreadsheets:

(i)   Non contiguous cells.   (2 marks)

(ii) Argument placeholder.   (2 marks)

Save Question five document and print.

(c)   Below are sales and expenses data for city cafe for three months of January, February and March:

	A	B	C	D
1	SALES	JANUARY	FEBRUARY	MARCH
2	Espresso	133,000	136,000	142,000
3	Drip coffee	58,000	60,000	62,000
4	Food/Beverage	36,000	38,000	38,000
5	Merchandise	10,000	11,000	11,000
6	Computer	4,000	4,000	4,000

	A	B	C	D
1	EXPENSES	JANUARY	FEBRUARY	MARCH
2	Cost of goods	72,250	74,800	76,900
3	Cost of merchandise	7,000	7,700	7,700
4	Payroll	90,000	90,000	90,000
5	Internet	3,250	3,250	3,250
6	Building	21,000	21,000	21,000
7	Advertising	6,000	6,000·	6,000
8	Capital Assets	15,000	15,000	15,000
9	Miscellaneous	13,000	13,000	13,000

The cafe manager uses a spreadsheet application to track sales and expenses data. Sales data are recorded on sales worksheet while expenses are recorded on expenses worksheet.

Required:
(i) Create a workbook called city cafe and key in above data in two separate worksheets named Sales and Expenses Respectively.   (8 marks)

(ii) Create a worksheet named "Summary" and on it calculate the monthly total sales, monthly total expenses and monthly net income using the format given below.

		A	B	C
1		Monthly Total sales	Monthly Total expenses	Monthly Net income
2	January			
3	February			
4	March			

Note:
The monthly net income = monthly total sales - monthly total expenses

                                            (3 marks)

(iii) Create a line graph in "summary" worksheet to illustrate the trend in monthly net income for every month.

Save city cafe workbook and print "summary" worksheet.

                                            (3 marks)
                                            (Total: 20 marks)

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