



**CICT PART I SECTION 1**

**COMPUTER APPLICATIONS - PRACTICAL**

**MONDAY: 30 August 2021.**

**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 "Question One" document to key in solutions to questions (a) and (b) below:

- (a) Explain the meaning of the following word processing concepts:
  - (i) Background printing. (1 mark)
  - (ii) Catalog. (1 mark)
  - (iii) ToolTip. (1 mark)
- (b) Citing two examples, explain the significance of typeface while working on a word document. (3 marks)

Save "Question One" document and print.

(c) Use a word processor program to design a document as shown below:

**How tech can help determine strategic location for business**

**Deep learning**

The platform provides optimized routes for the selected business to cover and also an option to track the movement of the sales team across the region there by having a real time insight on the progress.

If there are 200 stores to cover in a month, you will be provided with information on number of sales required in a week or month and your HR team will know how many people need to be recruited.

The platform is embedded with demographic data, economic data, risk data, machine learning algorithms, analytics and domain expertise which when combined with your internal data, gives you epic results.

✓ The time to start using location intelligence is now.



Save the document as "Deep learning" and print.

(14 marks)

(Total: 20 marks)

**QUESTION TWO**

Using a word processor, create a document named, "Question Two".

Save solutions to question (a) to (c) below in "Question Two" document.

- (a) Explain the purpose of translate command as used in presentation software. (2 marks)
- (b) Distinguish between "slide master" and "handout master" in the context of presentation software. (2 marks)
- (c) State two disadvantages of automating slide transitions. (2 marks)

Save "Question Two" document and print.

- (d) (i) Using a presentation software, create a presentation called "Animals" containing the following slides:

**Slide 1**

**WILDLIFE NUMBERS  
IN REGIONS**

**AUGUST 2021**

**PRESENTED BY:  
ALLAN**

**Slide 3:**

**WILDLIFE NUMBERS**

Region	Lions	Tiger	Leopards
A	20	4	15
B	15	16	18
C	5	30	21
D	12	11	7

**Slide 2**

DIRECTORS

1. PAUL KEN
2. ALLAN JOHNSON
3. MARY HART

@abc

**Slide 4**

TAKING CARE OF ANIMALS

- \* Protect Environment
- \* Do not Poach
- \* Leave them in their natural habitat
- \* Take care of orphaned young ones

**Slide 5**

WHEN TO SPOT ANIMALS

- \* Evenings
- \* Early morning
- \* In cool weather

**Slide 6**

THE END

(8 marks)

- (ii) Insert a column chart after Slide 3 to compare different animals in different regions. Use the data in Slide 3 to generate the chart. (4 marks)
  - (iv) Move Slide 2 to be the second last slide and apply it to be skipped when making a presentation. (2 marks)
- Save "Animals" presentation and print it as a handout on A4 size paper.

**(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 (c) below:

- (a) Highlight the importance of using appropriate datatypes in a table field. (2 marks)
- (b) List two methods of securing data in a database. (2 marks)
- (c) Explain the purpose of normalisation in a database. (2 marks)

Save "Question Three" document and print.

- (d) The data below represents data from John Car Dealers Ltd.:

**Car Models:**

ModelNo	ModelName
M <sub>1</sub>	TOYOTA
M <sub>2</sub>	NISSAN
M <sub>3</sub>	MAZDA
M <sub>4</sub>	SUBARU

**Sales Persons:**

PersonalNo	PersonName
P <sub>1</sub>	PATRICK
P <sub>2</sub>	JANE
P <sub>3</sub>	AMOS
P <sub>4</sub>	ROSE

**STOCK:**

STOCKNO	MODELNO	BuyingPrice (SH.)
S <sub>1</sub>	M <sub>2</sub>	450,000
S <sub>2</sub>	M <sub>3</sub>	620,000
S <sub>3</sub>	M <sub>1</sub>	880,000
S <sub>4</sub>	M <sub>2</sub>	480,000
S <sub>5</sub>	M <sub>3</sub>	1,200,000
S <sub>6</sub>	M <sub>2</sub>	490,000
S <sub>7</sub>	M <sub>1</sub>	1,200,000
S <sub>8</sub>	M <sub>1</sub>	960,000
S <sub>9</sub>	M <sub>1</sub>	700,000
S <sub>10</sub>	M <sub>2</sub>	840,000
S <sub>11</sub>	M <sub>4</sub>	750,000
S <sub>12</sub>	M <sub>3</sub>	1,500,000
S <sub>13</sub>	M <sub>4</sub>	920,000
S <sub>14</sub>	M <sub>1</sub>	2,500,000

**SALES:**

RECEIPTNO	DATE	STOCKNO	SELLINGPRICE (SH.)	PERSONALNO
R <sub>1</sub>	2/1/2021	S <sub>14</sub>	2,800,000	P <sub>1</sub>
R <sub>2</sub>	2/1/2021	S <sub>12</sub>	1,700,000	P <sub>2</sub>
R <sub>3</sub>	4/1/2021	S <sub>11</sub>	810,000	P <sub>3</sub>
R <sub>4</sub>	5/1/2021	S <sub>1</sub>	500,000	P <sub>1</sub>
R <sub>5</sub>	7/1/2021	S <sub>2</sub>	700,000	P <sub>3</sub>
R <sub>6</sub>	8/1/2021	S <sub>3</sub>	880,000	P <sub>4</sub>
R <sub>7</sub>	9/1/2021	S <sub>5</sub>	1,500,000	P <sub>2</sub>
R <sub>8</sub>	11/1/2021	S <sub>6</sub>	520,000	P <sub>4</sub>
R <sub>9</sub>	12/1/2021	S <sub>7</sub>	1,500,000	P <sub>2</sub>
R <sub>10</sub>	14/1/2021	S <sub>8</sub>	1,000,000	P <sub>1</sub>
R <sub>11</sub>	15/1/2021	S <sub>9</sub>	800,000	P <sub>2</sub>
R <sub>12</sub>	16/1/2021	S <sub>10</sub>	900,000	P <sub>1</sub>

**Required:**

- Create a database named “vehicle sales” using a database software. (1 mark)
- Create tables as shown from the data above. (2 marks)
- Create appropriate relationships in the database. (2 marks)
- Enter data using forms. (3 marks)
- Create a query called “profits” to show Personal No, Person Name, Selling Price, Buying Price and a defined field called “profits” which is derived from subtracting the “buying price” from “selling price”. (3 marks)
- Create a report named “commission” displaying details of sales person who received 40% of the profit. (3 marks)

Save “Question Three” workbook and print “profits” and “commission” objects.

**(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) Highlight two methods of editing a cell content in a spreadsheet. (2 marks)
- (b) Explain the purpose of a watch window in spread sheets. (2 marks)
- (c) Ann, a company secretary was asked to save her worksheet as a comma separated variable (CSV).

Propose two probable reasons for the above request. (2 marks)

Save and print “Question Four” document.

- (d) Open a spreadsheet application and enter the following data in sheet1:

	A	B	C	D	E
1	Item	Buying Price (Sh.)	Target Selling Price (Sh.)	Target Profit (Sh.)	Actual Profit (Sh.)
2	Mouse	200			
3	Hard Disk	5,000			
4	Charger	2,500			
5	Screen	5,000			
6	Keyboard	2,500			
7	Battery	2,000			
8	Network cable	8,000			
9	Target profit	25%			
10					

Save the workbook as “Question Four”. (3 marks)

- (e) Perform the following calculations based on the data in (d) above:
- (i) Target selling price if target profit is 25% of the buying price. (2 marks)
- (ii) Target profit being “Target Selling Price” – “Buying Price”. (2 marks)
- (iii) Actual profits per item if the actual profits are 80% of the target profits. (2 marks)
- (iv) Using an if function, generate a column based comment such that if profit for an item is above Sh.1,500 the comment is “High Profits”, if profit per item is between Sh.1,000 to Sh.1,500 the comment is “Average Profits” while for profit below Sh.1,000 the comment is “Low Profits”. (3 marks)
- (v) Generate a column graph to compare the target profit and actual profit. (2 marks)

Save the graph in a new worksheet named “comparative graph”.

Save “Question Four” workbook and print comparative graph.

**(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) to (c) below:

- (a) Desktop publishers allows a user to create rulers both vertical and horizontal.  
Mention two uses of these rulers. (2 marks)
- (b) Explain the term “collate” as used in printing a desktop publisher publication. (2 marks)
- (c) State the use of Palette in desktop publishing. (2 marks)

Save and print “Question Five” document.

