

CICT PART I SECTION 1
COMPUTER APPLICATIONS - PRACTICAL

MONDAY: 17 May 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".

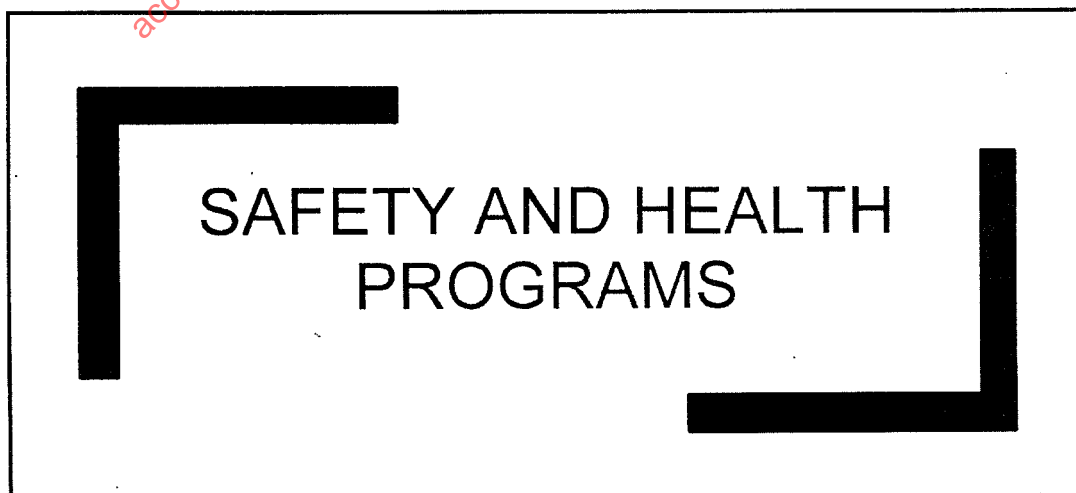
Use the word processor document to save solutions to questions (a) and (b) below:

- (a) List four printing views of a presentation package. (4 marks)
- (b) Highlight two components found on slide layout. (2 marks)

Save "Question One" document and print.

- (c) (i) Open a presentation application and create a presentation named "Safety" using the slides below:

Slide 1



Costs of Accidents

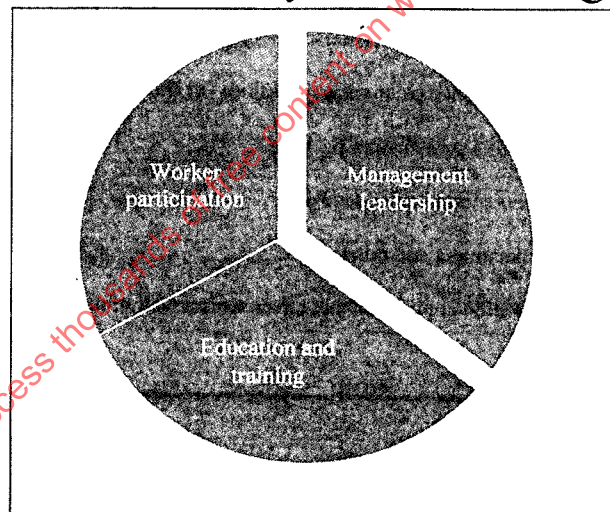
Direct costs:

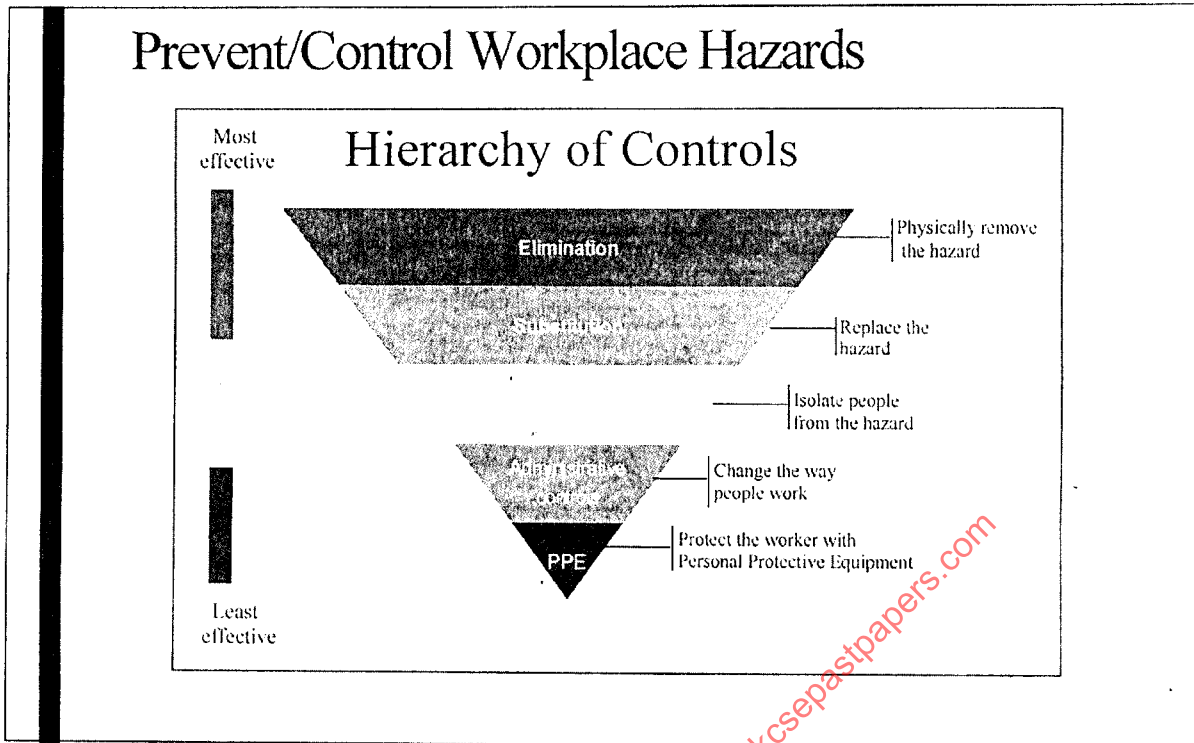
- Cost of treatment
- Cost of physician and hospital
- Cost of medications
- Cost of medical equipment

Indirect costs:

- Schedule delays
- Lower morale
- Increased Absenteeism
- Poor Customer Relations
- Re-training

Elements of Safety & Health Programs





Knowledge Check

Which of the following is a direct cost of an accident?

- a. *Lost production.*
- b. *Retraining of knowledge check*
- c. *New workers*
- d. *Physicians examination*
- e. *Poor customer relations*

Answer: d. Physicians examination

TRY AGAIN

(10 marks)

- (ii) Set up the pre slices on Slide 3 to appear raised on click. (1 mark)
- (iii) Set up Slide 5 such that the knowledge check question and the choices appear first while the answer is hidden. When one clicks either a, b, c or e a message "Try again" pops up and when one clicks on d the answer pops up. (2 marks)

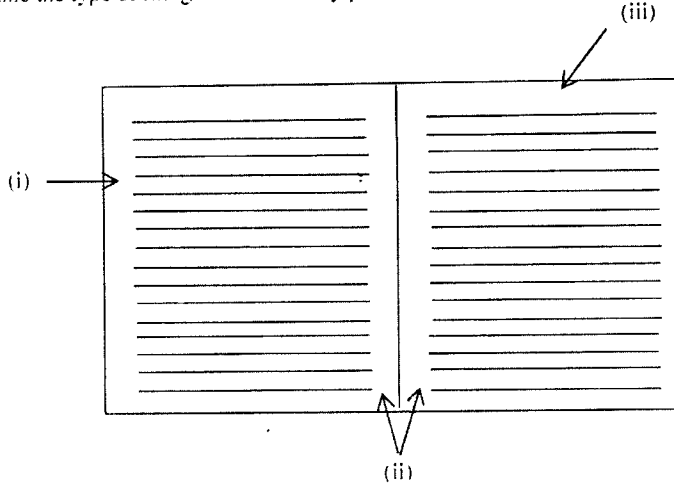
- (d) Insert Clipart of a doctor or nurse on Slide 2. Animate Slide 2 content to fly in from the bottom in a medium range. (1 mark)
- Print safety presentation.

(Total: 20 marks)

QUESTION TWO

Create a word processor document named "Question Two" and use the word processor document to save solutions to questions (a) and (b) below:

- (a) Name the type of margins indicated by parts (i), (ii) and (iii) below:



(3 marks)

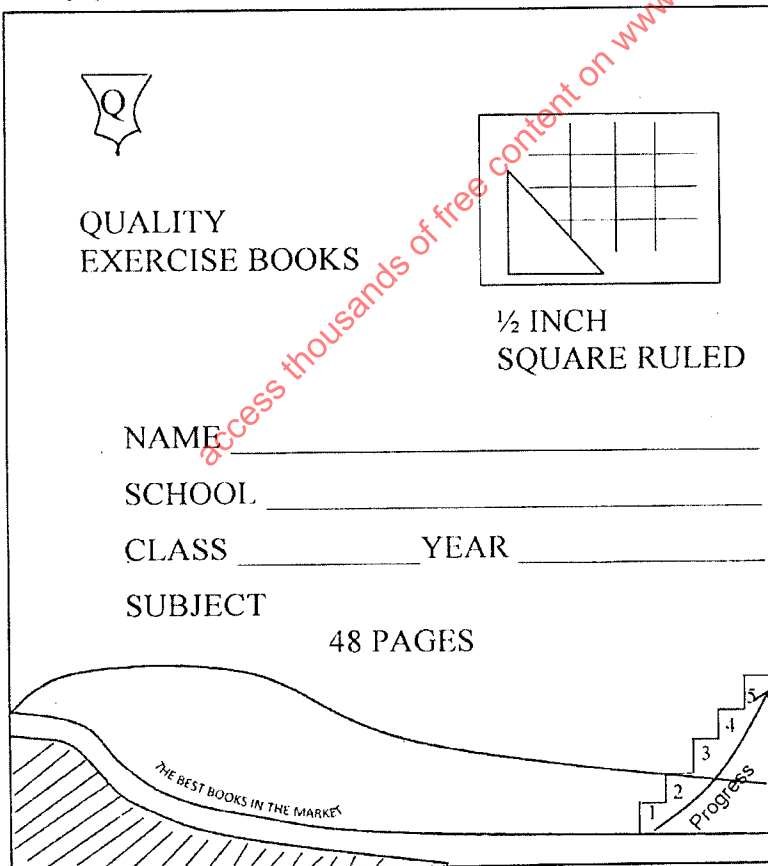
- (b) Highlight three disadvantages of using templates in designing publications.

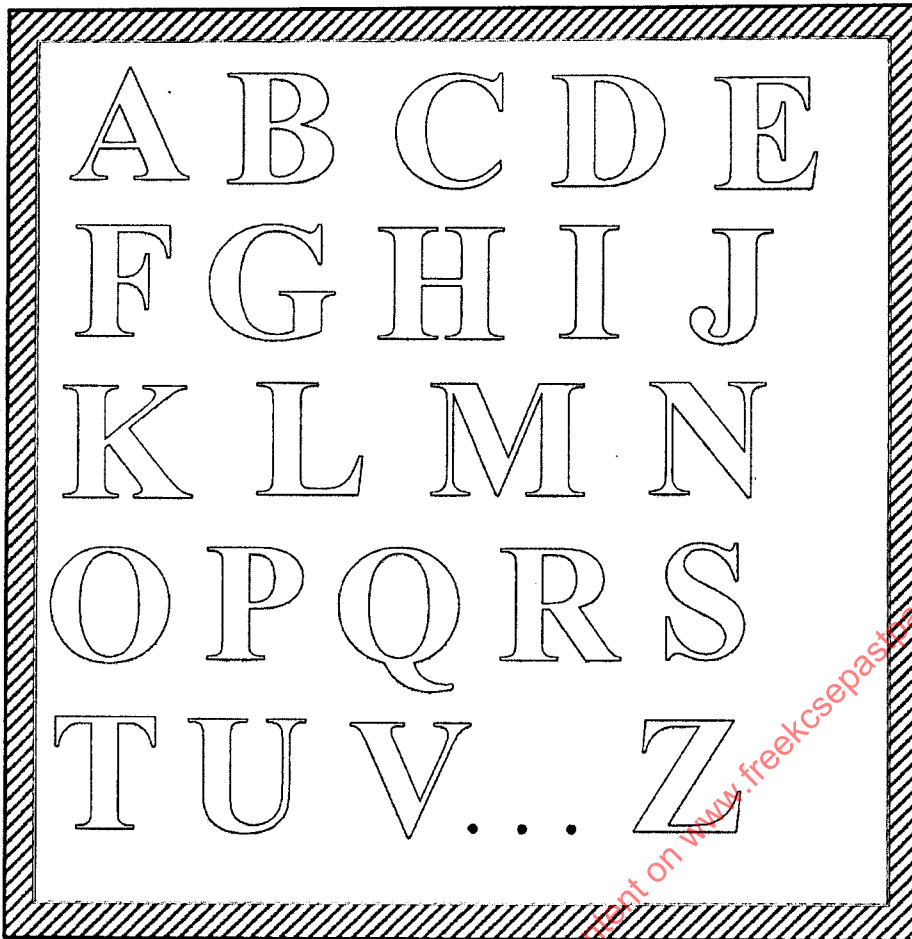
(3 marks)

Save "Question Two" document and print.

- (c) Use a Desktop Publishing software to prepare a book cover as shown below so that both the front page and the back page fit on an A4 paper size:

Front page





Save "Question Two" document and print.

(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 (a) below.

- (a) The database table below contains employee records:

FIRST NAME	LAST NAME	BASIC PAY	DEPARTMENT
Joy	Mwaura	12,000	Administration
Beatrice	Okelo	20,000	Computer
Jennifer	Wedi	16,000	Accounts
Erierson	Makao	65,000	Administration
Raphael	Kamau	18,500	Technician

Required:

- (i) Explain the procedure and the formula to be used to increase the employee's basic pay by 10% and display the new salary in field named "New Basic Pay". (2 marks)
- (ii) List the steps that you would follow in order for the "New Basic Pay" field to be displayed in the "Kshs" currency format. (2 marks)

- (b) (i) Open a database program and create a database file named "stock". Create tables named "item" and "condition" using details shown in tables below:

Item

FIELD NAME	DATA TYPE
ItemID	Text
ItemName	Text
Category	Text
Department	Text

Condition

FIELD NAME	DATA TYPE	DESCRIPTION
ItemID	Text	
Condition	Text	A drop down list with the Values; Good, Serviceable and bad
Date Acquired	Date/Time	

(2 marks)

- (ii) Create a relationship between the two tables in (b) (i) above. (1 mark)

- (c) (i) Create two forms named "frmwritten" and "frmcondition" that could be used to enter data in the tables Item and Condition above. (4 marks)

- (ii) Use the forms created in (c) (i) above to populate the tables created in (b) (i) above with the following data:

Item

ITEMID	ITEMNAME	CATEGORY	DEPARTMENT
C001	Personal computer	Computer	Admin
C002	Laptop	Computer	Research
C003	Laptop	Computer	Accounts
P004	Laserjet	Printer	Accounts
V005	Nissan	Vehicle	Admin

Condition

ITEMID	CONDITION	Date Acquired
C001	Good	12/1/2010
C002	Serviceable	3/11/2013
C003	Bad	3/11/2013
P004	Good	14/3/2018
V005	Good	07/12/2019

(2 marks)

- (iii) Sort Condition table by Condition field in descending order. (1 mark)

- (d) Create a query named ITEMCONDITION with fields ItemID, Department, ItemName and Condition to display all items in good condition. (2 marks)

- (e) Create a report named GOODITEMS to display all the good items with the following fields: ItemID, ItemName, Department, Condition and Date acquired. (2 marks)

Save stock database and print "Gooditems" report. (2 marks)

(Total: 20 marks)

QUESTION FOUR

Create a word processor document named "Question Four" and key in solutions to questions (a) and (b) below:

- (a) Explain the cause of each of the following spreadsheet error messages:

(i) ##### (1 mark)

(ii) #Ref! (1 mark)

(iii) #Value! (1 mark)

- (b) Using a suitable example in each case, describe the use of the following spreadsheet tools:
- (i) Goal seek. (1 mark)
 - (ii) Pivot table. (2 marks)

Save "Question Four" document and print.

- (c) You have been asked to create a sales projection worksheet for Spa products. The table below provides the data need:

	A	B	C	D	E	F	G
1	SALES PROJECTION						
2		Year 1	Year 2	Year 3	Year 4	Year 5	TOTAL
3	Sales						
4	Cost of Goods						
5	Gross margin						
6	ASSUMPTIONS						
7	Prior year's sales	3,214,552					
8	Annual growth rate	2.5%	3.2%	-8.0%	4.2%	-1%	
9	Annual Cost Rate	56.00%	58.00%	55.00%	54.00%	52.00%	
10	Premium	2.3%	2.4%	2.5%	2.6%	2.75%	

Required:

- (i) Create a workbook named "Question Four" and create a sales projection worksheet using the data in the above table. (2 marks)
- (ii) Calculate sales in cell B3 to F3 where:
Sales = Prior year's sales * (1 + Annual Growth Rate). (2 marks)
- (iii) Calculate Cost of Goods in cells B4 to F4 given the following formula:
If Annual Growth rate is negative,
Cost of Goods = Sales * (Annual Cost Rate + Premium)
If Annual Growth Rate is not negative,
Cost of Goods = Sales * Annual Cost Rate. (3 marks)
- (iv) Calculate Gross Margin in cells B5 to F5 given the formula:
Gross Margin = Sales – Cost of Goods (2 marks)
- (d) Use a 3-D pie chart to illustrate the contribution of each year's Gross Margin to the Total Gross Margin over five-year period. Embed the chart on the worksheet.
Save the worksheet as SPA. (2 marks)
- (e) Use Goal Seek to determine the Year 3 Annual Growth Rate that will generate a Total Gross Margin of 7,500,000.
Save the worksheet as SPA2. (3 marks)

Save "Question Four" workbook and print SPA 2 worksheet in landscape orientation.

(Total: 20 marks)

QUESTION FIVE

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

- (a) Explain the following word processing concepts:
 - (i) Soft page break. (2 marks)
 - (ii) Tab leader. (2 marks)
 - (iii) Note separator. (2 marks)

Save "Question Five" document and print.

- (b) Type the passage below and save it in a word processor document named "virus":

Computer viruses

Viruses, Trojan horses and Worms are human-made software programs created specifically to wreak havoc on personal computers and networks. The chance of contracting one of these computer viruses over the internet has increased dramatically. In fact, unless you run anti-virus software, your computer will certainly become infected. Typically, you get a virus by opening infected e-mail attachments.

Some viruses are relatively harmless to individuals. They just attach themselves to outgoing messages or email themselves to all contacts listed in your address book.

Other viruses are more destructive and may lie dormant until a certain date. They then spring to life to do their dirty deals. In some cases, all information in hard disk may be wiped out.

In 1988, a student at Cornell University sent out a virus by accident, affecting more than 6,000 computers in minutes, nearly breaking the internet. More recently, the "I Love You" virus caused over 1 billion in lost productivity as it crippled e-mail systems worldwide.

(6 marks)

Required

- (i) Change the font type of the entire document to courier or courier new. (1 mark)
- (ii) Center the heading, underline it, increase font to size 20 and change font type to Tahoma. (2 marks)
- (iii) Perform a drop cap to every character that begins a paragraph (drop 2 lines) (2 marks)
- (iv) Double space first paragraph. (1 mark)
- (v) Insert a footer with the phrase "computer viruses" and center it. (2 marks)
- Save "virus" document and print.

(Total: 20 marks)

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