

CICT PART I SECTION I

COMPUTER APPLICATIONS - PRACTICAL

MONDAY: 26 November 2018.

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 (d) below:

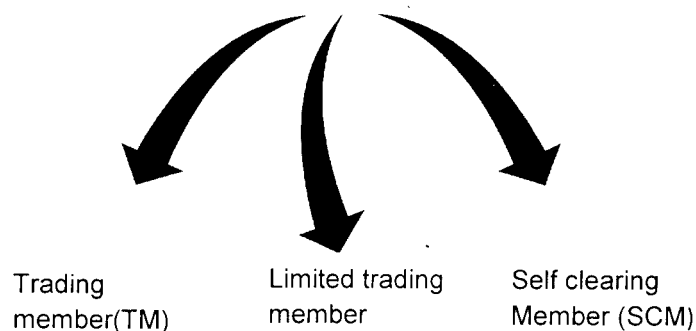
- (a) Explain a master level guide as used in a presentation program. (2 marks)
- (b) Outline two advantages of using rehearse timing feature in presentation program. (2 marks)
- (c) Explain the term "placeholder" as used in presentation program. (2 marks)

Save "Question One" document and print.

- (d) (i) Using a presentation application, create a presentation named "Derivative" containing slides shown below:

Types of Membership in Bombay Stock Exchange Limited (BSE) Derivatives

Segment



Trading Member

Trading Member

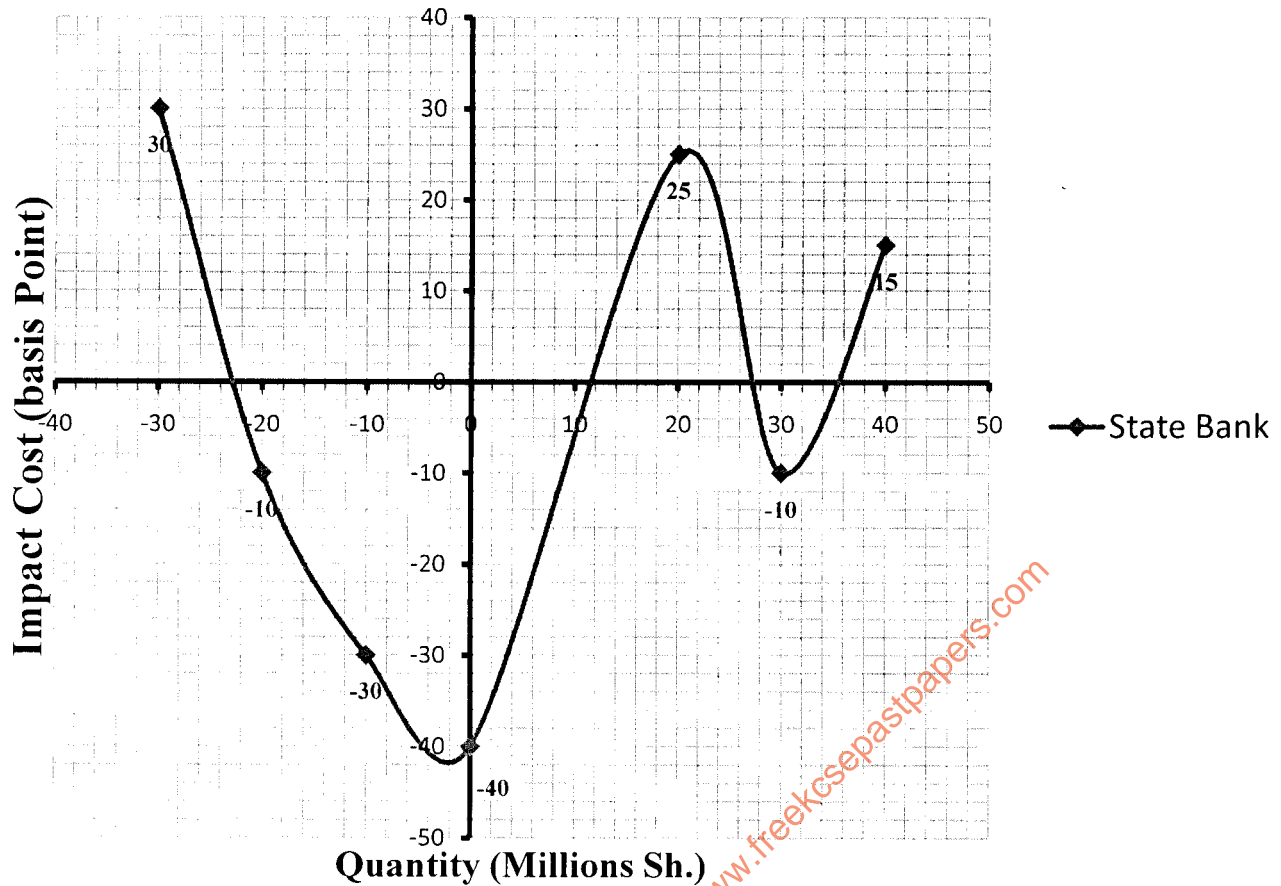
- A Trading Member should be an existing member of BSE cash segment.
- A Trading Member has only trading rights but no clearing rights. He has to associate with a Clearing Member to clear his trades.



The worst-case loss of a portfolio is calculated by valuing the portfolio under several scenarios of changes in the respective stock prices. The scenarios to be used for this purpose are:

Risk Scenario Number	Price Move In Multiples of Price Range	Percentage of Loss to be Considered
1.	0	100%
2.	0	100%
3.	+1/3	100%
4.	+1/3	100%
5.	-1/3	100%
6.	-1/3	100%
7.	+2/3	100%
8.	+2/3	100%
9.	-2/3	100%
10.	-2/3	100%

Cost Analysis



(12 marks)

- (ii) Apply animation of your choice on the first slide.

(2 marks)

Save "Derivative" presentation and print all slides on 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 (d) below in Question Two document:

- (a) Explain the term "boiler plate text" in the context of word processing program. (2 marks)
- (b) List two default settings in a word processing program table of content feature. (2 marks)
- (c) Highlight two reasons for inserting section breaks in a word processor program. (2 marks)

Save "Question Two" document and print.

- (d) (i) Use a word processor program to create a document named ABC with details as shown below:

ABC is a Kenyan company that specialises in training software developers. The company was founded in 2007 and is based in Kericho. ABC was founded in 2007 by two professionals who were working in online education and recruitment business.

(1 mark)

(ii) On page two of document “ABC”, create and format a table as shown below.

Use an appropriate tool to calculate the maximum mark on column “marks”.

Marks Analysis			
No.	Paper	Marks	
1	Introduction to Computing	68	
2	Computer Applications - Practical	70	
3	Entrepreneurship and Communication	54	
		Maximum	

Figure 1 Marks Analysis

(4 marks)

(iii) Using document “ABC”, generate an index as shown below:

Index	
developers. See page 1	Figure 1 Marks Analysis. See Page 2

(2 marks)

(iv) Create a word processing document named “marks”.

Use document “marks” to perform the following tasks:

- Use bookmark feature to automatically insert marks analysis table from document “ABC”.
Capture and save a screenshot to show how you have performed the above task.
- On the header of document “marks”, insert a clip art of your choice with dimensions 2cm by 2cm. (3 marks)

(v) Using an appropriate word processor tool, compare changes in document “ABC” and document “marks”.

Capture and save a screen shot showing a summary of changes done on the header part of document “marks”. (2 marks)

(vi) Using an appropriate word processing program technique, count all the occurrences of the word “developers” in document “ABC”.

Capture and save a screenshot to illustrate how you have completed the above task. (2 marks)

Save and print document “ABC” and document “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 (d) below:

- (a) Describe “layering” as used in desktop publishing applications. (2 marks)
- (b) Distinguish between “leading” and “feed” as used in desktop publishing. (2 marks)
- (c) Explain the following terms in context of desktop publishing application:
- (i) Morphing. (1 mark)
 - (ii) Template. (1 mark)

(d) Using a desktop publishing application, create a publication named “staff ID”. Perform the following task on “staff ID”:

(i) Create a staff identification card in “staff ID” publication with the following specifications:

- Dimensions 3.00" by 2".
- Staff photo (insert available photo).
- The following fields; Staff name, Staff number, National Identification Number and Employee signature.
- Simple logo.
- Name of the organisation – XYZ Consultancy.
- Background colour of light blue.

(10 marks)

(ii) Using the data below, use mail merge tool to create five staff ID cards fitting on one A4 sized paper:

Staff Name	Staff Number	National ID	Staff Photo
George K H	01	2324	Choose a photo of your choice
Satish C P	02	1014	
Ali Khan	03	918	
Jane Kamau	04	713	
Athar Ouma	05	613	

(4 marks)

Save “staff ID” publication 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 (a) below:

(a) Consider the following table concerning sales by different sales people in different regions:

SALES

CUST-NO	NAME	SALESPERSON	REGION
8023	Anderson	Sammy	South
9167	Bancroft	Kibet	North
7924	Hobbs	Thuku	South
6837	Tuckor	Osir	Lake
8596	Eckers	Muthuku	Eastern
7018	Arnold	Nassir	Coast

Required:

- (i) The CUST-NO is the primary key. Explain two features that could be looked into when choosing a primary key. (2 marks)
- (ii) State with reasons the normal form of the SALES relation. (2 marks)
- (iii) Explain whether or not there exists transitive dependency in the relation. (2 marks)

Save “Question Four” document and print.

- (b) Mama Boy Supermarket (MBS) has consulted you to develop a simple database application for use at the point of sale. The database should display the sales form as shown below:

Sales

Item	Price(Sh)	Quantity	Total
Sofia the first cake	2500	2	5000
Birthday Candle	5	2	10
Bubble Gum	5	2	10

*
 Sofia the first cake
 Birthday Candle
 Bubble Gum

Record: 4 of 4 No Filter Search

Bill Total 5020

Cash Tended 6000

Change: 980

Record: 1 of 2 No Filter Search

The cashier should select an appropriate item and key in quantity details. The application should automatically display the price and calculate the total for each item. After all items are input, the application should automatically calculate the total bill, accept cash tendered by the customer then calculate change.

The application should generate a sample receipt as shown below:

Receipt

Mama Boy Supermarket
Kakamega

Receipt

Tuesday, November 06, 2018 4:35:47 PM

Item	Price(Sh)	Quantity	Total
Sofia the first cake	2500	2	5000
Birthday Candle	5	2	10
Bubble Gum	5	2	10

Bill Total: 5020
 Cash Tended: 6000
 Change: 980

Please come again

Required:

- (i) Create a database called “Mama Boy Supermarket” with appropriate tables and relationships. (4 marks)
- (ii) Create a form called “sales”. Input item details as shown on the sales form screenshot. (6 marks)
- (iii) Generate an object called receipt with details as shown on the receipt screenshot. (4 marks)

Save “Mama Boy Supermarket” database and print the receipt.

(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 (d) below:

- (a) (i) Explain a pivot grid as used in spreadsheets. (2 marks)
- (ii) Highlight two uses of sparklines in spreadsheet application. (2 marks)
- (b) Distinguish between “column banding” and “drop lines” in context of spreadsheet program. (2 marks)

Save “Question Five” document and print.

- (c) Create a workbook named “SALES” containing “zone” worksheet.

Required:

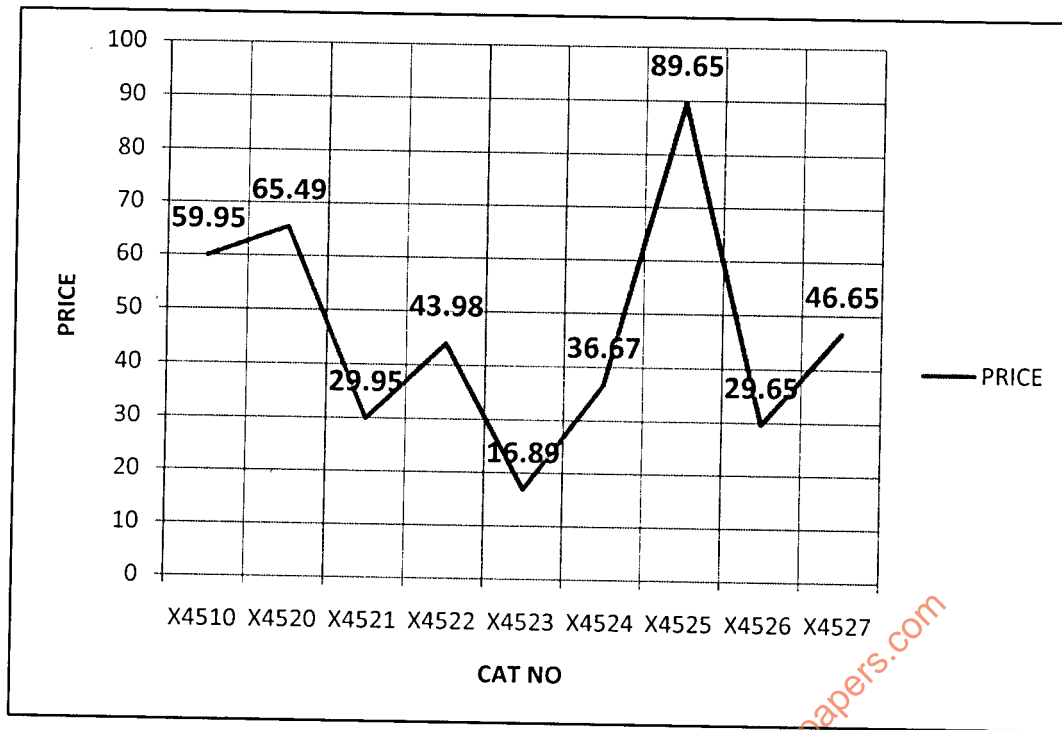
- (i) Type the data below in zone worksheet:

	A	B	C	D	E	F	G
1	XXT CATALOG SALES						
2							
3	CAT. NO	PRICE Sh.	ZONE	POSTAGE	TAX RATE	SALES TAX	TOTAL SALES
4	X4510	59.95	1				
5	X4520	65.49	3				
6	X4521	29.95	2				
7	X4522	43.98	4				
8	X4523	16.89	5				
9	X4524	36.67	6				
10	X4525	89.65	1				
11	X4526	29.95	4				
12	X4527	43.65	3				
13	POSTAGE AND SALES RATES						
14	ZONE	1	2	3	4	5	6
15	POSTAGE	4	4.5	5	5.5	6	6.5
16	SALES TAX RATE	0.08	0.06	0	0.04	0.05	0.07

(4 marks)

- (ii) Using Hlookup function, find postage based on zone. (2 marks)
- (iii) Using Hlookup function, compute tax rate based on zone. (1 mark)
- (iv) Compute sales tax, where sales tax = price * tax rate. (1 mark)
- (v) Calculate total sales, where total sales = price + postage + sales rate. (1 mark)
- (vi) Format the “Total Sales” column to two decimal places. (1 mark)
- (vii) Create a header that includes your registration number on the left section and examination centre name on the right section. (1 mark)

(d) Using the data given in c (i) above, create the chart illustrated below and save it as XXT chart:



(3 marks)

Save and print the worksheet and the chart.

(Total: 20 marks)

.....

access thousands of free content on www.freekcsepastpapers.com