



CICT PART I SECTION 1

COMPUTER APPLICATIONS - PRACTICAL

TUESDAY: 26 November 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 (c) below:

- (a) Highlight two advantages of using "endnotes" while working on a word processor application. (2 marks)
- (b) Distinguish between "mirror margin" and "gutter margin" in a word document. (2 marks)
- (c) Explain the meaning of the following terms as used in a word processing package:
  - (i) Widow line. (1 mark)
  - (ii) Theme. (1 mark)

Save "Question One" document and print.

- (d) The following is a blank invoice for XYZ Consultancy Ltd.

XYZ CONSULTANCY	
INVOICE	
Debtor No.	
Date	
Company name	
Name of product	
Quantity	
Total cost	
All amounts are inclusive of 16% VAT	

Listed below are debtors for XYZ Consultancy Ltd.:

Debtor No.	Dates	Company name	Product name	Quantity	Total cost (Sh.)
20001	12/12/2018	Data Systems Inc.	Diskettes	10 boxes	4,500
20002	11/01/2019	Infodos Company Ltd.	Computers	10 pieces	500,000
20003	15/01/2019	Chemi Co. Ltd.	Printers	5 pieces	100,000
20006	06/02/2019	Agro-Chemical Co.	CPU	7 pieces	140,000
20010	08/02/2019	Bamuri Porland Inc.	UPS	14 units	70,000
20017	23/02/2019	Syst Con Ltd.	Printers	4 pieces	80,000
20028	05/03/2019	Urbanite Ltd.	Sockets	34 boxes	6,800

**Required:**

Using a word processing tool, generate invoices for all debtors.

Save the final invoices as XYZ invoices.

Print all "XYZ invoices" on an A4 sized paper.

(14 marks)

**(Total: 20 marks)**

**QUESTION TWO**


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

Save the solutions to Question Two (a) to (c) in Question Two document.


- (a) Justify the use of storyboards in a presentation software. (2 marks)
- (b) Outline two reasons for converting a presentation into a video. (2 marks)
- (c) Explain two circumstances under which the hide slide feature would be used in a presentation. (2 marks)

Save Question Two document and print.


- (d) (i) Using a presentation program, create a presentation called "Agenda" containing the slides shown below:




## Agenda



*Company Organogram*

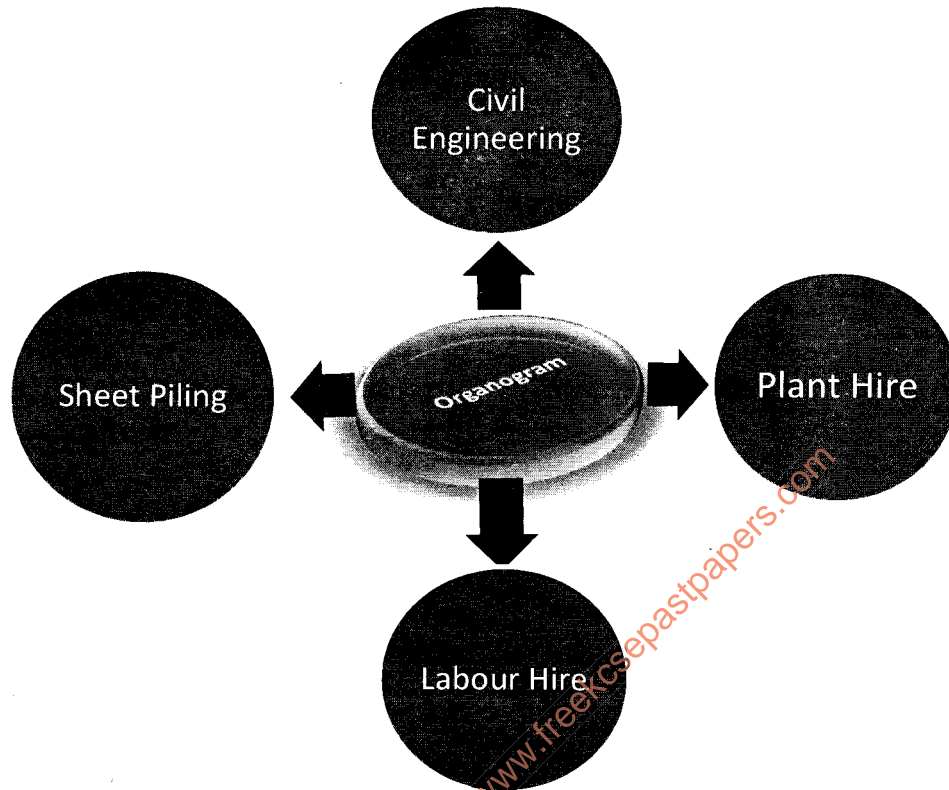


*Financial Summary*



*Questions*

## Company Organogram



## Financial Summary

	2017	2018 Plan	2018 Act
<b>Revenue</b>	<b>150,000,000</b>	<b>200,000,000</b>	<b>210,000,000</b>
Cost of Goods Sold	30,000,000	60,000,000	60,000,000
<b>Gross profit</b>	<b>120,000,000</b>	<b>140,000,000</b>	<b>150,000,000</b>

(10 marks)

- (ii) Apply animation of your choice on the first slide. (2 marks)
- (iii) Insert a footer containing date and slide number on all slides except the title slide. (2 marks)

Save "Agenda" presentation and print all slides in one A4 sized 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) (i) Define the term "orphans" in the context of database applications. (1 mark)
- (ii) State a method of avoiding orphans. (1 mark)
- (b) Explain two uses of a form in a database application other than inputting data. (2 marks)
- (c) Explain two ways of enhancing the performance of a database that has slowed down while the other programs in the same computer are working. (2 marks)
- (d) (i) Using a database application program, create a database called "Hope Hospital". (1 mark)
- (ii) Create and design the following tables:  
DOCTOR (Doctor No, Full Name, Cellphone No, Specialisation)  
PATIENT (Patient No, Patient Name, Cellphone No, Next of kin)  
DIAGNOSIS (Diagnosis No, Patient No, Visit Date, Doctor No, Diagnosis, Charges) (3 marks)
- (iii) Establish a relationship among the tables. (1 mark)
- (iv) Create and design a form as shown below:

**HOPE HOSPITAL**

<b>DOCTOR</b>	<b>PATIENT</b>	<b>DIAGNOSIS</b>
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Doctor Number	Full Name	Cellphone No	Specialisation

<b>ADD DOCTOR</b>	<b>FIND DOCTOR</b>	<b>CLOSE Admission</b>
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Save the form as "Admission".

(4 marks)

- (v) Use the “Admission” form to populate the tables with the data given below:

**DOCTOR**

DOCTOR NO	FULL NAME	CELLPHONE	SPECIALISATION
D1	Stephen Kimani	0722123456	Physiotherapist
D2	Victor Oduor	0708987654	Cardiologist
D3	Zipporah Kitun	0733543627	Pediatric

**PATIENT**

PATIENT NO	PATIENT NAME	CELLPHONE NO	NEXT OF KIN
P1	Ann Keroka	0711291837	Henry Musyoka
P2	Kim Onyango	0700414187	Grace Igweta

**DIAGNOSIS**

Diagnosis No	Patient No	Visit Date	Doctor No	Diagnosis	Charges
D1	P1	26/11/2019	D1	Dislocation	2,000
D2	P2	26/11/2019	D2	Heart program	300,000

(3 marks)

- (vi) Generate receipts for all patients such that each patient record appears on its own A4 sized page. The receipt should display the patient number, patient name and charges.

Save the receipts as “Patient Bill” and print.

(2 marks)

**(Total: 20 marks)**

**QUESTION FOUR**

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

- (a) Explain the following concepts:

- (i) Electronic spreadsheet. (2 marks)
- (ii) Transcription errors. (2 marks)
- (iii) Mixed reference. (2 marks)

Save Question Four and print.

- (b) ABC Resort charges different rates for rooms based on the day of the week as shown below:

**Booking rates**

BOOKING RATES	
DAY OF THE WEEK	BOOKING (SH.)
Sunday	12,000
Monday	8,000
Tuesday	8,500
Wednesday	5,000
Thursday	6,500
Friday	14,000
Saturday	14,500

In addition, the resort has swimming pool and a gym house whose charges are Sh.2,000 and Sh.1,000 per day respectively. However, guests paying between Sh.12,000 and Sh.14,000 use the gym free of charge. Guests paying above Sh.14,000 use both the gym and swimming pool free of charge.

### Booking details

Booking details				
GUEST ID	BOOKING DATE (mm,dd,yy)	NAME	SWIMMING POOL	GYM
G001	11/24/2019	Marylin	Yes	No
G002	11/25/2019	Roselyn	No	Yes
G003	11/26/2019	Paul	Yes	No
G004	11/26/2019	Rose	Yes	Yes
G005	11/26/2019	David	Yes	No

**Required:**

- (i) Create a workbook called ABC Resort. (1 mark)
- (ii) Enter the data given in tables “Booking rates” and “Booking details” in sheet 1 of ABC resort workbook. (2 marks)
- (iii) Insert columns, “Day of the week” and “Booking cost” to the right of “Booking Date” column. (2 marks)
- (iv) Add “Total cost” column after “Gym” column. (1 mark)
- (v) Using a function, insert the day of the week in “Day of the week” column based on “Booking date” column. (1 mark)
- (vi) Use vlookup function to complete the “Booking cost” column. (3 marks)
- (vii) On the column “Total cost”, compute total cost for each guest using a function. (4 marks)

Save “ABC Resort” and print sheet 1 in landscape orientation.

**(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) Distinguish between aligning to guides and aligning to objects features in the context of a desktop publisher. (2 marks)
  - (b) Explain the term “perspective correction” as used in desktop publishers. (2 marks)
  - (c) Differentiate between “saving” and “publishing” a document. (2 marks)
- Save the document and print.
- (d) Using a desktop publishing application, design the brochure shown:

# TENNIS FOR KIDS – HOLIDAY CAMP 2019



## THE BASIC RULES OF TABLE TENNIS

- Scoring. The winner of a game is the first to 11 points.
- Serving:
  - Singles.** A player takes two serves before the ball switches to the opponent to serve, except during periods of extra play where it changes each time.
  - Doubles:** A1 serves to B1 (2 services)  
B1 then serves to A2 (2 services)  
A2 then serves to B2 (2 services)  
B2 serves to A1 (2 services)  
Repeat
- Rotation rules: In doubles, you should alternate hitting the ball with your partner.
- Service rules you must obey.:
  - The ball must first bounce on your side and then in your opponents. Your opponent must allow the ball to hit their side of the table before trying to return it.

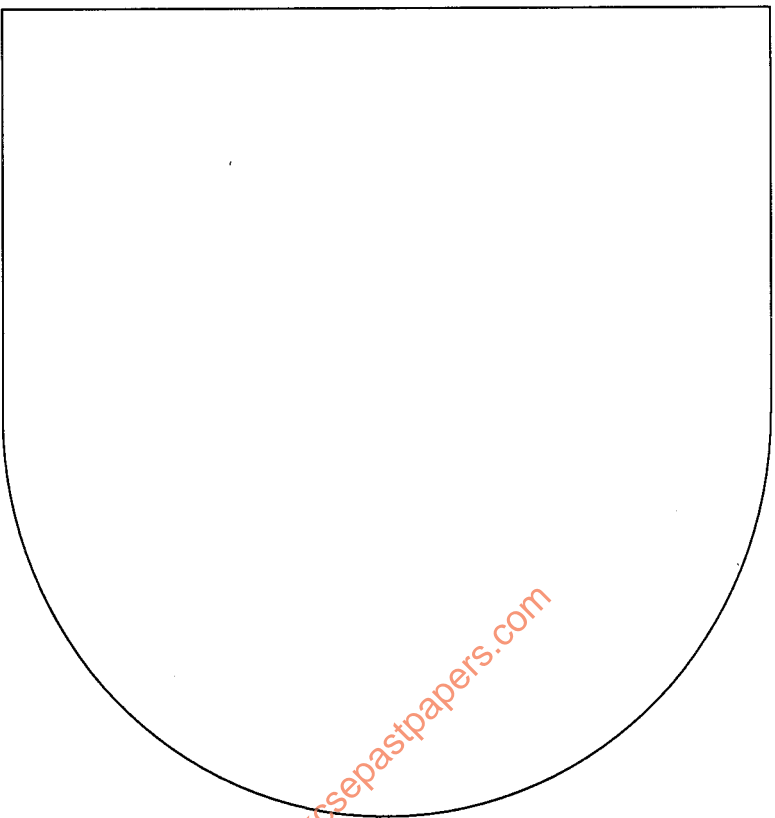
## DAY OF THE WEEK EVENT

Monday	Membership Registration
Tuesday	OPEN FORUM TABLE TENNIS TALK
Wednesday	Coach Course
Thursday	Tennis League
Friday	Championships Leagues
Saturday	Certification

## DECEMBER 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	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	31				





**ADDRESSES**

NAME		
ADDRESS		
COUNTRY	County	Code
E-MAIL		
PHONE	NOTES	
CELL		

Save the brochure as Easter camp and print.

**GETTING STARTED**  
**IS EASY!**

**Easter & Summer Camps**

Clontarf  
Casleknock  
Sutton  
Ratoath  
Stillorgan  
Terenure  
Killiney  
Darty

- ✓ Ages 5 - 12
- ✓ Family Discount
- ✓ Indoor & Outdoor classes
- ✓ All Equipment provided
- ✓ Fully Qualified Garda Vetted Coaches

Cell No: 012845678

**To complete your online booking form**

(14 marks)  
(Total: 20 marks)