KASNEB

CICT PART I SECTION 1

COMPUTER APPLICATIONS (PRACTICAL)

PILOT PAPER

September 2015.   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 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 processing document named "Question One". Save your answers in Question One (a) below in "Question One" document.

(a) (i)   Differentiate between validation and verification as used in databases.   (4 marks)

     (ii) State any three corporate database applications in the market today.   (3 marks)

(b) The table below shows details of staff members of a certain company:

Pinno	FirstName	LastName	Branch	Salary
FN-065	Kennedy	Shionjiri	Kisumu	75,000.00
FN-032	Rachel	Amani	Mombasa	66,000.00
FN-011	Mark	Thea	Kisumu	74,000.00
FN-090	Sheila	Kasuku	Kisumu	92,000.00
FN-089	Kelvin	Thairu	Mombasa	45,000.00

Required:
(i)   Create the table above using a relevant database application software.   (3 marks)

(ii) Using query by example (qbe), create a query that displays employees whose last name begins with a "T" or from Kisumu branch. Save the query as qrystaff. Capture the screenshot for the design view on the document question one. Print the document.   (4 marks)

(iii)   Create a report in columnar form that produces the payslip for a member of staff shown below.   (6 marks)

The Tribe Society. P.O. Box 1265-00200, NAIROBI.		
PINNO : X X X	BRANCH : X X X	
First Name : X X X	Last Name : X X X	
Salary : X X X	NHIF : X X X	
House Allowance : X X X	NSSF : X X X	
Gross Pay : X X X	NET PAY : X X X	

Additional Information

House Allowance is 10% of salary
NHIF is 1% of salary
NSSF is 2% of salary
Gross Pay equals to salary + House Allowance
Net Pay equals Gross Pay Less NHIF and NSSF.

(Total: 20 marks)

QUESTION TWO
Create a word processing document named "Question Two" and use it to type the answers for part (a) of this question.

(a)   (i)   Differentiate between a workbook and workspace as used in spreadsheets.   (4 marks)

(ii)   Explain how you rearrange worksheets in spreedsheets.   (2 marks)

(a)   Use the information provided below to answer the questions that follow:

	A	B	C	D	E	F	G	H	I	J
		1	2	3	4	5	6	7	8	9
1										
2	1									
3	2									
4	3									
5	4									
6	5									
7	6									
8	7									
9	8									
10	9									

(i)   Using the information above, create and save a workbook called "Mathematics".   (2 marks)

(ii)   Rename Sheet1 to Multiplication Table.   (2 marks)

(iii) In cell B2, write a formula that could be used to autofill in both directions to generate a multiplication table. Print the generated multiplication table.   (4 marks)

(iv)   Create a header called "multiplication table" aligned at the center and a footer with today's date on the left section.   (2 marks)

(v)   Fit your worksheet in one page using portrait orientation aligning the page to the center both vertically and horizontally.   (4 marks)

Using an A4 paper size, print the worksheet multiplication showing the gridlines.

(Total: 20 marks)

QUESTION THREE

Create a word processing document named "Question Three". Save the answers generated in this question in "Question Three" document.

(a) (i) Explain "rivers of white" and state how you eliminate them in word processing document. (3 marks)

(ii) Distinguish between "Save" and "Save As" commands as used in word processing. (2 marks)

(iii) List two word processing application softwares. (1 mark)

(b) Create the following formulae:

(i) $H_2 SO_4 \neq X^2$ (2 marks)

(ii) $x = \dfrac{-b \pm \sqrt{b^2 - 4ac}}{2a}$ (1 mark)

(c) (i) Create the table shown below: (4 marks)

Name	Biology	Physics	Chemistry	English	CRE	SEE	TOTAL	MEAN
Fountain of Knowledge Academy / End of Semester – 1 exam 2015								
Dan	45	67	34	65	88	66		
John	78	65	35	55	75	85		
Rose	97	56	58	49	100	66		

(ii) Add a row between Dan and John and enter arbitrary record. (1 mark)

(iii) Add a column labeled Kiswahili between Biology and Physics and enter arbitrary marks. (3 marks)

(iv) Add a row below the last row with three columns. (2 marks)

(v) Save question three and print the document. (1 mark)

(Total: 20 marks)

QUESTION FOUR

Create a power point presentation named "Question Four". Type and save the answers to this question in Question Four document.

(a) (i) Powerpoint presentation is the most popular application in virtual meetings. Explain the term "virtual meeting". (2 marks)

(ii) Pack and go is a term used in presentation applications. Explain its importance. (2 marks)

(iii) Outline two qualities of a good presentation. (2 marks)

Save your answer to question (a) above in the first two slides of "Question Four" powerpoint presentation.

(b)   Use the information provided below to answer the questions that follow:

CERTIFIED INFORMATION COMMUNICATION TECHNOLOGISTS (CICT) EXAMINATION

PART I
Section 1
     Paper No.1   Introduction to Computing
     Paper No.2   Computer Applications Practical
     Paper No.3   Entrepreneurship and Communication

Section 2
     Paper No.4   Operating Systems – Practical
     Paper No.5   Principles of Accounting
     Paper No.6   Computer Support and Maintenance

Section 1
- Paper No.1
  Learning Outcomes
  (a)   Select appropriate hardware and software.
  (b)   Demonstrate competence in Basic Computer Operations.

- Paper No.2
  Learning Outcomes
  (a)   Install and uninstall appropriate softwares.
  (b)   Use word processor, presentation, desktop publishing and basic operating system

- Paper No.4
  Learning Outcomes
  (a)   Install, update and uninstall operating system.
  (b)   Configure an operating system.

- Paper No.6
  General objective
  To equip the candidate with the knowledge, skills and attitude that will enable him or her support and maintain computers in an organisation.

Required:
(i)   Create an eight slide presentation with an introduction, body and conclusion starting from slide 3 of your presentation.   (8 marks)

(ii)   Apply the theme "Flow" to all your slides.   (2 marks)

(iii)   Customise the title of slide 3 with a custom animation "fly in".   (2 marks)

(iv)   Customise the title of your slide 4 with a custom animation spin with 720^c counterclockwise by word.   (2 marks)

Save and print "Question Four" document.

(Total: 20 marks)

QUESTION FIVE
Create a publication named "Question Five" consisting of 2 pages. Use Question Five publication for the answers to the questions below:

(a)   In page 1 of your publication, type your answers to the following questions:

(i)   Explain two proofing tools besides the spell checker.   (4 marks)

(ii)   State any two desktop publishing softwares in the market today.   (2 marks)

(b) The Golden Calabash restaurant has hired you to design a menu for their restaurant. Given the guide below, create a criss-cross menu for the restaurant in page 2 of your publication.

NB: The menu is two sided (i.e. It has to be printed on both sides). Save the menu as "Menu".

PAGE 1

IMAGE OF FOOD	IMAGE OF A BUILDING	Golden Calabash Restaurant
We do outside Catering for: (Bold) • Weddings • Graduations • Birthdays • Chamas • Corporate Events		IMAGE OF FOOD
Payment Mode	HOME AWAY FROM HOME (BOLD)	Quality Not Quantity
• MPESA • PAYPAL • PESAPAL	P.O. Box 234, NAIROBI	CONTACTS Phone No. 07910011003 Website:www.goldencalabash.com

PAGE 2

NON-ALCOHOLIC DRINKS		FOODS		ALCOHOLIC DRINKS	
Soda Medium	50.00	Ugali Beef	350.00	Cool Cap	250.00
Soda Large	90.00	Ugali Fish	500.00		
Masala Tea	80.00	Matoke	350.00	Basemat	250.00
Black Coffee	80.00	Pilau with Beef	500.00		
White Coffee	90.00	Chips plain	100.00	Redwan	900.00
				Chaseman	250.00
				Lily	190.00
				Denzil	250.00

(14 marks)

(Total: 20 marks)

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