

# KASNEB

## CICT PART I SECTION 1

### COMPUTER APPLICATIONS (PRACTICAL)

FRIDAY: 20 November 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, 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

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

Save your solution to question (a) to (c) below in Question One document.

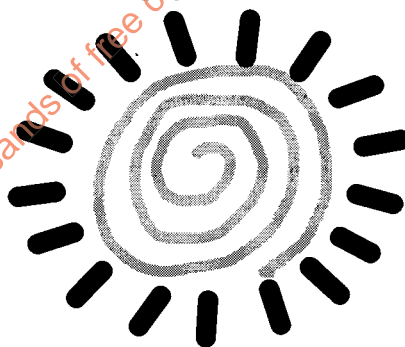
- (a) Highlight three advantages and three limitations of bespoke computer applications. (6 marks)
- (b) Using a word processing program, create the document shown below:

### Do you hate getting up?

The reason many people are tired and irritable in the mornings is because blood sugar is low after the long overnight fast and the body needs refueling. A nourishing breakfast will provide this fuel - which is why breakfast is probably the most important meal of the day. If we skip breakfast, we deprive the body of food when it most needs it.

Remember, most of our days work is done in the morning. Research has shown that those who miss a proper breakfast find it hard to concentrate, work less efficiently and are more accident prone. Those who skip breakfast will be tempted to fill up mid morning with sugary snacks.

It is particularly important to have a good breakfast if you are only having a packed lunch at midday.



If you find you can't face food first thing in the morning, start with grapefruit or orange juice - its sharp taste will sharpen your appetite and wake you up.

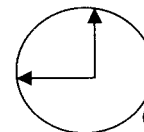
Choose from these:

**Fruit:** tomato, orange, grapefruit juice, grapefruit segments, grilled grapefruit, stewed fruit, such as rhubarb, plums and melon.

**Cereal:** Porridge, muesli, breakfast cereals, such as wheatflakes.

**Main course:** grilled fish, eggs, bacon, liver, grilled tomato, Welsh rarebit, French toast.

Finish off with a carbohydrate food - toast, brown or white bread or scones, waffles, croissants - and a hot drink, such as tea or coffee. Children should have a milky drink.



(8 marks)

- (c) Format the document created in question 1 (b) above as follows:
  - (i) Insert an automatic vertical line between the columns. (2 marks)
  - (ii) Format the first letter in the first paragraph with a drop cap. (2 marks)
  - (iii) Insert an alphabetic page number on the document. (2 marks)

Save "FOOD" document and print.

Save "Question One" document and print.

(Total: 20 marks)

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Out of 5

## QUESTION TWO

Create a word processor document named "Question Two". Use the word processor document to save solutions to question (a) and (b) below:

- (a) With the aid of screenshots, illustrate a technique you would use to automatically update a spreadsheet table that is put in a presentation application. (6 marks)
- (b) First Class Limousine Company advertises their services at bridal fairs, county fairs and business conventions.

The information below shows different packages offered by First Class Limousine company:

I First class limousine

- The ultimate in luxury, comfort and affordability.
- A special ride for your special day.

II Affordable package

- Debutante  
Luxury transportation at reasonable rates.
- Princess  
Pampered conveyance in style.
- Royalty  
A once-in-a lifetime adventure.

III Debutante

The basic package includes:

- Six passenger sedan.
- Courtesus, licensed driver.
- Soft drinks.

IV Princess

The most popular package offers:

- Eight passenger luxury sedan.
- Courtesus, licensed driver in chauffeur's cap.
- Refreshments
  - Soft drinks
- Twelve - speaker CD sound system.

V Royalty

The aristocratic package features:

- Ten or twelve passenger stretch limousine.
- Courtesus, licensed driver in top hat and tails.
- Refreshments
  - Soft drinks
  - Lobster salad
  - Prime rib sandwiches.
- Live music
  - Concert violist performs customised selection of songs.

VI Luxury limousines

- New 6, 8 and 12 passengers sedans.
- TV, VCR and mood lights.
- Beverages.
- Glass and privacy partitions.
- Cellular telephone.

VII Travel first class limousine

Telephone 555 - LIMO

Ask about our free hour special.

**Required:**

- (i) Using a presentation application program, create a presentation using the information given above. (7 marks)
- (ii) Change slide 2 layout to clip art and text and insert an appropriate clip art of your choice. (3 marks)
- (iii) Scale the presentation to 50%. (2 marks)
- (iv) Animate the clip art in slide 2 to move to the left top edge of the slide, then to the middle bottom of the slide and finally to the top right side. (2 marks)

Save your presentation as LIMOUSINE and print all slides in one page of A4 size paper.

Save and print Question Two document.

**(Total: 20 marks)**

**QUESTION THREE**

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

- (a) State two tools for protecting spreadsheet elements from unauthorised modification. (2 marks)
- (b) Differentiate between "linking" and "embedding" in the context of spreadsheet applications. (2 marks)
- (c) The following data contains the number of pedestrians that used MV ferry on 21 January 2015:

	A	B	C	D	E
1	<b>Pedestrians by Time of day and day of week</b>				
2		<b>Weekday</b>		<b>Weekend</b>	
3	<b>Time of day</b>	<b>Number</b>	<b>Percent</b>	<b>Number</b>	<b>Percent</b>
4	12.00 - 2.59 a.m.	188		450	
5	3.00 - 5.59 a.m.	142		211	
6	6.00 - 8.59 a.m.	346		63	
7	9.00 - 11.59 a.m.	281		96	
8	12.00 - 2.59 p.m.	382		98	
9	3.00 - 5.59 p.m.	601		159	
10	6.00 - 8.59 p.m.	694		665	
11	9.00 - 11.59 p.m.	470		592	
12	<b>Total</b>				

**Required:**

- (i) Using a spreadsheet program, create a workbook named "SURVEY". (2 marks)
  - (ii) In the SURVEY workbook, enter the data given above in a worksheet. Name the worksheet "Pedestrians". (4 marks)
  - (iii) Calculate percentages under column C and column E. (1 mark)
  - (iv) Format the data in column C and column D to one decimal place. (1 mark)
- (d) Create a line chart to represent "Time of Day" and weekday "Percentage" data.  
Save the chart in a new worksheet and name it "survey chart". (2 marks)

- (e) (i) Create a new worksheet named "criteria" in "SURVEY" workbook and enter the data below:

	A	B	C	D	E	F
1	<b>Location</b>	<b>Name</b>	<b>Height (Feet)</b>			
2	Mombasa	John	6		<b>Location</b>	Mombasa
3	Nairobi	Mary	5.5		<b>Name</b>	John
4	Mombasa	John	4		<b>Height</b>	
5	Nakuru	Ann	5.9			
6	Kericho	John	5			
7						

(2 marks)

- (ii) In cell F4 of “criteria” worksheet, compute the sum of height of people named “John” and whose location is “Mombasa”. (4 marks)

Save SURVEY workbook and print all worksheets you have created.

Save Question Three document 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) to (d) below:

- (a) Type the procedure of transferring data from a query in a database application to a word processor document without using “copy” tool. (3 marks)
- (b) With the aid of screenshots, illustrate the initial steps of sharing a database application over a local area network. (3 marks)
- (c) ABC University maintains its students’ records in the ABC table shown below:

ABC Table

Student ID	Student Name	Campus Address	Major	Course ID	Course Title	Instructor Name	Institution Location	Grade
I268/004	Williams Johns	208 Brooks	IS	IS350	Database management	Cold	B104	A
				IS 465	Systems Analysis	Cherry	B317	B
CS365/004	Sally Joel	104 Coast	CS	Cd 350	Database management	Cold	B104	C
				Acc 201	Accounting	Cherry	H310	B
				Mkt 300	Marketing	Ruth	B2112	A

#### Required:

- (i) Normalise the above table to First Normal form. (3 marks)
- (ii) Use a suitable database application to create a database called “ABC University”. (2 marks)
- (iii) Using the table structures generated in (a) (i) above, create tables in ABC University database. (3 marks)
- (iv) Create appropriate relationships among the tables in (c) (iii) above. (2 marks)
- (d) Create a form called “Details” and use it to populate the tables you have created in question (c) (iii) above. Use the data given in ABC table. (4 marks)
- Save ABC University database and print all tables.

Save Question Four document and print.

(Total: 20 marks)


#### QUESTION FIVE

Create a word processor document named “Question Five”. Use the word processor document to save solutions to question (a) to (c) below:

- (a) Explain the significance of converting a publication to a pdf file. (2 marks)
- (b) Differentiate between the terms “collate” and “inline graphic” as used in publication programs. (4 marks)

(c) Use a desktop publishing (DTP) application to design the publication shown below:

*Creative?*



The XYZ Group . is a leading media house which publishes the XYZ as well as the Sunday XYZ and operates Rwanda's leading TV station ABC and distributes world renowned business, professional and leisure magazines in the East African Region through our division. P.K. Distribution Services.

*creative Designers*

The successful candidates will be reporting to head of design within the technical department. As a graphic designer, you will be responsible for the creation of innovative news pages and magazine layouts as well as developing graphic compositions for news stories and special pullouts.

**DUTIES AND RESPONSIBILITIES**

- Generate creative page-layouts for newspaper and magazine pullouts in liaison with editors and photographers;
- Create compelling graphic concepts for news stories, magazine covers and special reports;
- Visualise and create innovative in-house advertising and promotional materials.

**QUALIFICATIONS AND EXPERIENCES**

- Degree or diploma in Graphic Design or related field;
- Must have a minimum of 3 years print design experience working in fast-paced environment, preferably newspaper or magazine;
- Strong conceptual and design skills is a must;
- Fluent in latest versions of Photoshop, Illustrator, InDesign and Mac OS X operating system, web design will be an added advantage;
- Experience in print (4 Colour, Spot colours, PDF and printer ready files) and Print production techniques;

- Knowledge of image processing a plus;
- Flexible, adaptable, able to learn quickly;
- Must have a strong portfolio as back-up.

**PERSON SPECIFICATION**

- Below 35 years;
- Ability to work with minimum supervision;
- Good interpersonal skills;
- Ability and energy to work during odd hours;
- Ability to juggle multiple assignments, work under tight deadlines and function as a team player necessary.

If you possess the above qualifications and the drive to meet the challenges, please write in confidence enclosing a detailed CV, copies of academic transcripts, a day-time telephone contact, names and contacts of two referees not later than **30 November 2015** to:

**Head of HR Services**, The XYZ Group Limited,  
P.O. Box 000,00100, KIGALI.

If you do not hear from us by **15 December 2015** consider your application unsuccessful.

**THE XYZ**

Save your publication as "The XYZ group" and print.

(14 marks)

Save Question Five document and print.

(Total: 20 marks)