

DICT LEVEL I

COMPUTER APPLICATIONS PRACTICAL I

TUESDAY: 28 November 2017.

Time Allowed: 3 hours.

Answer ALL questions. Marks allocated to each question are shown at the end of the question.

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 processor document called "Question One".

Use "Question One" document to key in and save solutions to questions (a) to (d) below:

- (a) (i) Citing an example, explain the term "slide transition". (2 marks)
- (ii) Describe two types of slide views as used in a presentation software. (4 marks)
- (b) Distinguish between "change case" and "drop cap" in the context of word processing application. (4 marks)
- (c) Highlight three benefits provided by styles in word processing applications. (3 marks)
- (d) Differentiate between "template" and "theme" as used in presentation software. (2 marks)

Print the document "Question One".

(Total: 15 marks)

QUESTION TWO

Create a word processor document named "Question Two".

Use "Question Two" document to save solutions to question (a) to (e) below:

- (a) Describe how file name extensions are used. (2 marks)
- (b) List two different types of keyboards available to a desktop computer. (2 marks)
- (c) (i) Describe a menu driven interface in the context of operating system. (1 mark)
- (ii) Highlight two features of a menu driven interface. (2 marks)
- (iii) State two application areas of a menu driven interface. (2 marks)

- (d) Explain the term “uninstaller” in the context of operating system. (2 marks)
- (e) Explain the following terms as used in a presentation program:
- (i) Pack and Go. (2 marks)
  - (ii) Placeholders. (2 marks)

Print the document “Question Two”.

**(Total: 15 marks)**

### QUESTION THREE

Create a word processor document named “Question Three”.

Use “Question Three” document to save solutions and screenshots captured in the following questions:

- (a) Outline three problems with batch operating systems. (3 marks)
- (b) Use windows explorer to arrange by author all the files in your computer documents library. Capture and save a screenshot showing this. (3 marks)
- (c) Show your computer’s control panel on the desktop. Capture and save a screenshot of the desktop showing the control panel. (2 marks)
- (d) (i) Describe an installation program/installer. (2 marks)  
(ii) Highlight three types of installers. (3 marks)
- (e) Explain two types of real-time operating systems. (4 marks)
- (f) Describe the significance of a boot loader in reference to computing. (2 marks)
- (g) Using command prompt, perform the following tasks:
- (i) Display the current date. (2 marks)
  - (ii) Display the current time. (2 marks)
  - (iii) Display the directory tree of the computer you are using. (2 marks)

Capture and save the screenshots displaying the above results.

Save and print “Question Three” document.

**(Total: 25 marks)**

### QUESTION FOUR

- (a) Using a presentation software, create a presentation as shown below:

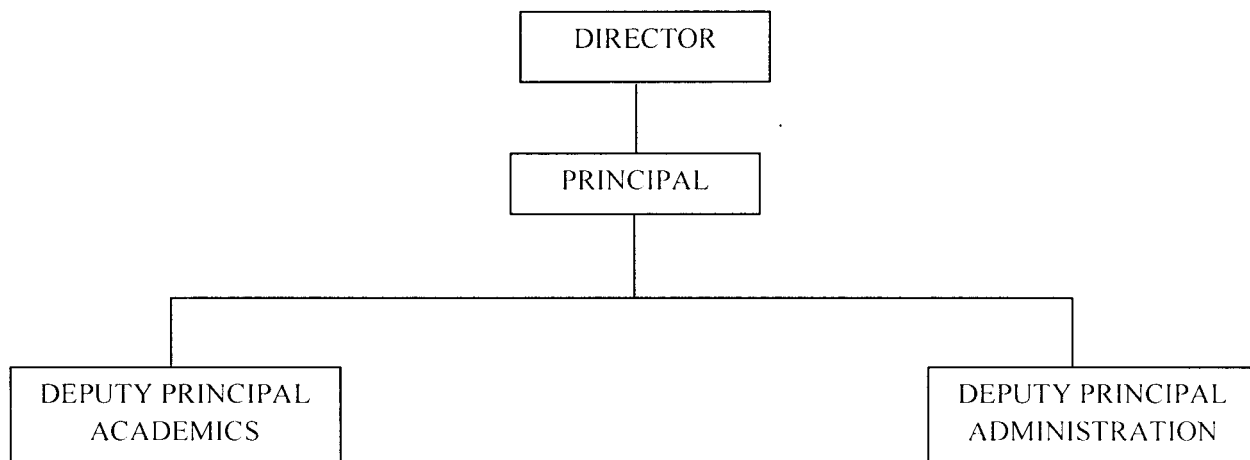
**SLIDE 1:**



**PRESENTED BY:  
JOHN MAXWEL  
TECHNICAL OPERATOR**

**SLIDE 2:**

**ORGANISATIONAL STRUCTURE**



**SLIDE 3:**

**DEPARTMENTS**

- BUSINESS
- ICT
- HOSPITALITY
- ENGINEERING
- APPLIED SCIENCES

**Note:** Each department is headed by a head of department.

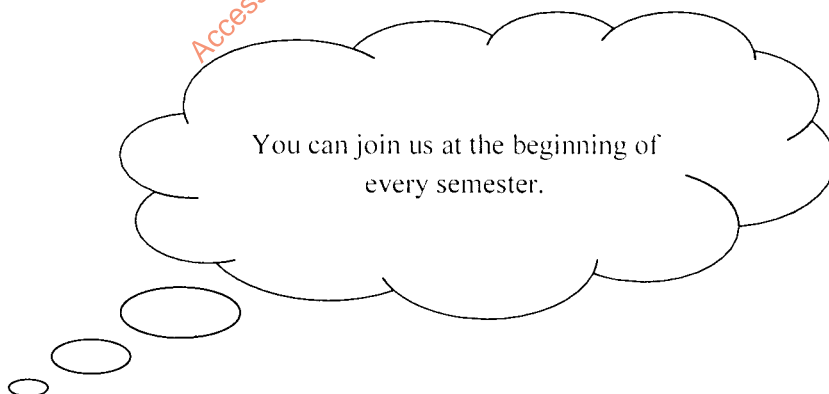
**SLIDE 4:**

**STUDENTS PER DEPARTMENT**

DEPARTMENT	NO. OF STUDENTS
BUSINESS	1025
ICT	600
HOSPITALITY	800
ENGINEERING	400
APPLIED SCIENCES	200

**SLIDE 5:**

**NEXT ENROLMENT:**



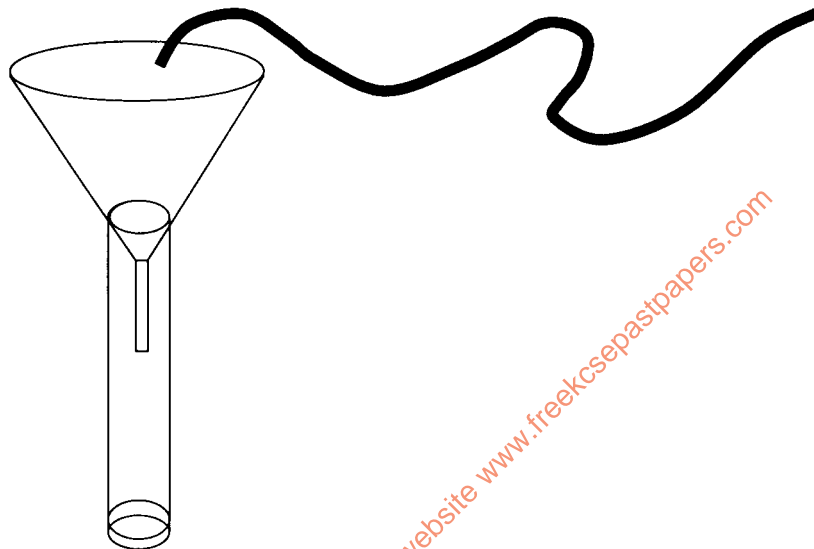
(10 marks)

(b) Using the slides created in (a) above, perform the following tasks:

- (i) Insert a slide after slide 3. (1 mark)
- (ii) In the new slide created in (b) (i) above, insert a column chart to compare the number of students per department. (2 marks)
- (iii) Set slide transition to "dissolve". (1 mark)

Save the presentation as "ABC School" and print on one A4 sized paper.

(c) (i) Using a presentation software, create a presentation named "water flow" containing a slide with the diagram below:



(4 marks)

(ii) Apply an animation to demonstrate flow of water through the pipe into the funnel. (2 marks)

Print "water flow" slide.

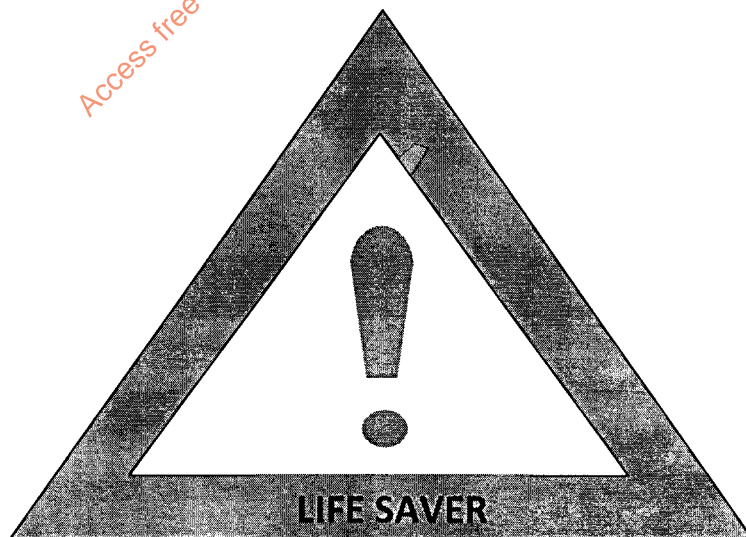
(Total: 20 marks)

### QUESTION FIVE

Using a word processor program, create a document named "Question Five". Use Question Five document to save solutions to question (a) to (c) below:

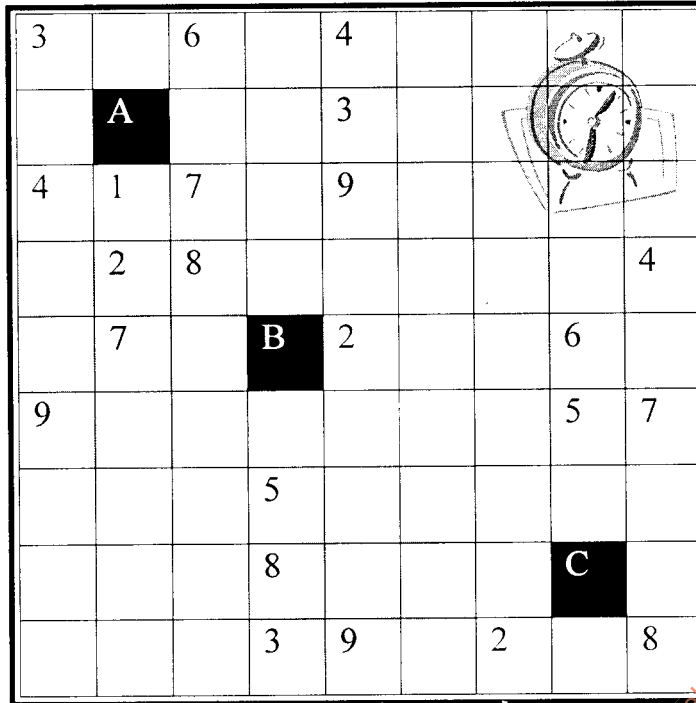
(a) Use word processor tools to create the diagrams shown below:

(i)



(5 marks)

(ii)



(5 marks)

(b) Using the diagrams created in question (a) above, edit your document and automatically generate a table of figures as shown below:

Place the table of figures at the bottom of page one.

**Table of figures**

	Page
Figure A Life Saver _____	1
Figure B Crossword _____	1

(5 marks)

(c) On page two of "Question Five" document, type and format the text as shown below.

<p><b>I</b>n August, Louisiana experienced historic flooding that submerged thousands of homes and businesses and left more</p>	<p>than 60,000 residents displaced. In fact, the summer storms dropped three times as much</p>	<p><b>r</b>ain as 2005's Hurricane Katrina, exceeding 20 inches in multiple areas. The flooding has</p>	<p>been labeled the worst U.S. natural disaster since Hurricane Sandy in 2012.</p>
---	--	---	--

Save "Question Five" document and print on both sides of an A4 paper.

(10 marks)

(Total: 25 marks)