KASNEB

DICT LEVEL I

COMPUTER APPLICATIONS PRACTICAL I

PILOT PAPER

September 2015.   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).

Create a word processor document named Doc1. Type the answers to Question One and Question Two in the document.

QUESTION ONE
(a)   Outline five characteristics of a good computer user interface.   (5 marks)

(b)   Distinguish between multi-programming and multi-processing as used in operating systems.   (4 marks)

(c)   (i)   Define the term "CMOS".   (2 marks)

      (ii)   Identify four devices tested during the POST process.   (4 marks)
                                                                                          (Total: 15 marks)

QUESTION TWO
(a)   (i)   Define the term "hot-swapping".   (2 marks)

      (ii)   List three hot swappable devices.   (3 marks)

(b)   Distinguish between silent and clean software installation.   (4 marks)

(c)   Give the keyboard shortcut keys to perform the following functions:

      (i)   Switch between open programs.   (1 mark)

      (ii)   Quit program.   (1 mark)

      (iii) Delete item permanently.   (1 mark)

(d)   Highlight three properties of files.   (3 marks)
                                                                                          (Total: 15 marks)

QUESTION THREE

Create a word processor document named Doc3. Paste screenshots of the solutions to question three in the document.

(a)   (i)   Make the appropriate settings on your computer to show the following icons on desktop:
- My documents.
- Picture.
- Downloads.

Capture a screenshot showing the icons on the desktop and paste it in the document.   (3 marks)

     (ii)   Open the three icons in a(i) above from the desktop. Display their windows side by side. Capture a screenshot of this display and paste it in the document.   (3 marks)

(b)   (i)   Access the window Task Manager showing the running applications. Capture the screenshot and paste it in the document.   (2 marks)

     (ii)   Use the task manager to run a new word processor document. Capture the screenshot showing the steps and paste in the document.   (3 marks)

(c)   Capture a screen shot showing all the hardware devices attached to your computer.   (3 marks)

(d)   (i)   Customise your computer notification area to set the system clock off. Capture a screenshot of all the steps followed.   (5 marks)

     (ii)   Capture a screenshot of the desktop showing the system clock off.   (1 mark)

Print document named Doc 3.

(Total: 20 marks)

QUESTION FOUR

(a)   Create a word processor document named sports. Key in the following text as it appears.

WORLD BEATERS

Kenyan athletes have made a name in the world's athletic stage over the years. Big athletic events such as Beijing, New York, Boston, London and Chicago have seen Kenyans triumph. World marathoners have acknowledged Kenyans in the track. This acknowledgement has made Kenya a desirable destination for investment in sporting academies. Such academies have been established in various parts of the country such as:
- Kapsabet
- Nandi
- Iten
- Machakos
- Nairobi
- Eldoret

Kenya has made a name in Volleyball, where Kenyan Malikia Strikers have beaten known African champions such as Egypt, Senegal, Algeria as well as South Africa. These achievements have made the Kenyan national anthem to be played in international forums to the pride of Kenyans world over.   (6 marks)

(b)   (i)   Format the heading to:
- Font type: Comic Sans Ms.
- Font of size: 16.

                (1 mark)

     (ii)   Set the line spacing height in the document to 1.5.   (1 mark)

     (iii)   Format the document into two columns with a line in between.   (2 marks)

     (iv)   Insert a column break after the last bulleted item.   (1 mark)

(v)   Format the first paragraph as follows:
- Drop cap - dropped.
- Lines to drop - 3.   (2 marks)

(c)   (i)   Insert the date of the examination right justified to the heading and set it to update automatically.   (1 mark)

(ii)   Create a new paragraph starting with "World marathoners have.....". Format the new paragraph to hanging indent.   (2 marks)

(iii)   Insert a clip art of an athlete, baseball in paragraph two.

Apply Behind Text Wrap to the picture.   (2 marks)

(d)   Type the information below in one column below columns one and two.   (3 marks)

The table below shows that the number of gold medals won in various athletic events has been increasing year after year:

Year Country	Number of Gold Medals won		
	2013	2014	2015
Beijing	2	5	8
Chicago	1	4	12
Boston	2	6	15
Total	5	15	35

(e)   (i)   The table below shows the details of a data source of training clubs to be sent the document above:

Title	Club Name	Address	Town
The President	Ungana Sports Club	P.O. Box 12300	Nairobi
The Director	Bonding Sports Club	P.O. Box 77500	Mombasa
The Chairman	Uwazi Sports Club	P.O. Box 2133	Kisumu

Using a mailing feature create the data source.   (1 mark)

(ii)   Insert the merge fields below above the heading:
<<Title>>
<<Club Name>>
<<Address>>
<<Town>>   (1 mark)

(iii)   Finish and merge the document. Save the merged document as letters.   (2 marks)

- Save and print the main document showing the merge fields.
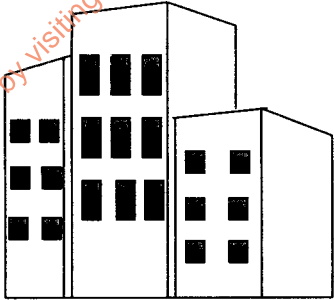- Print page 3 of the merged document.

(Total: 25 marks)

QUESTION FIVE
(a)   Ujuzi College will hold a stakeholders meeting in two weeks. The head of ICT department has approached you to prepare a presentation to exhibit to visitors on that day.
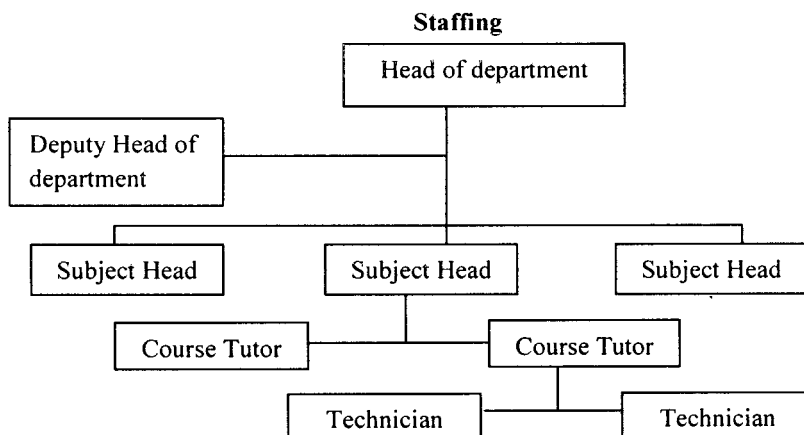
Required:
Open a presentation program and create a presentation named ICT department using the details shown in the table below. Use appropriate slide layout.   (10 marks)

Slide Number	Slide Content
1	Welcome to ICT Department
2	Our Vision To be a model department in provision of quality services. Our Mission To be the leading department in equipping our students with skills and knowledge to competitively serve the world.
3	Courses offered ✓ Diploma in ICT - KCSE C (minus) ✓ Diploma in Computer Studies - KCSE C (minus) ✓ Certificate in ICT - KCSE D+ (plus) ✓ ICDL - KCPE
4	Examination performance Over the years our students have performed well in various external examinations Course / 2012 / 2013 / 2014 table below We strive to attain 100% pass in our courses
5	Future plans In order to attain our mission, we intend to put up a three storey building with a capacity of 200 computers, a lecture theatre and six lecture rooms.

Slide 4 table:

Course	2012	2013	2014
Diploma in ICT	85%	80%	90%
Diploma in Computer Studies	55%	68%	90%
Certificate in ICT	70%	80%	90%

(b) Insert a slide button between slides 2 and 3 with the following diagram on staffing: (5 marks)

Staffing

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                    Head of department
Deputy Head of
department
         Subject Head    Subject Head    Subject Head
              Course Tutor    Course Tutor
                   Technician    Technician
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(c) (i) Insert the following as footer on each slide except slide 1:
         •   Ujuzi College.
         •   Slide Number.   (3 marks)

     (ii) Create a customised animation for the slides as follows:

         i.   Add a diamond exit effect to the text in slide 1.
         ii. Add a grow/shrink emphasis effect to the vision statement of the department.   (2 marks)

(d) Apply the following transition properties to all slides:

     (i)   Transition sound: Drum Roll.   (1 mark)

     (ii) Speed: Slow.   (1 mark)

     (iii) Slide transition: Push up.   (1 mark)

(e) Insert the department logo shown below in slide 2 between the vision and mission statements.   (2 marks)

ICT FOR BETTER LIFE

Save the changes and print the handout with 6 slides per page.

                                                                (Total: 25 marks)
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