



kasneb

DICT LEVEL I

COMPUTER APPLICATIONS PRACTICAL I

TUESDAY: 31 August 2021.

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

Use a word processor to create a document called "Question One". Use "Question One" document to key in and save solutions to questions (a) to (f) below:

- (a) Describe two types of software licenses. (2 marks)**
- (b) State two reasons why multi-booting is necessary. (2 marks)**
- (c) Explain the importance of a device driver in a computer. (2 marks)**
- (d) Highlight an advantage and a disadvantage of pdf file format. (2 marks)**
- (e) State an example of a device that is best swappable and one which is not. (2 marks)**
- (f) Describe the following presentation software concepts:**
 - (i) Black slide (2 marks)**
 - (ii) Animation painter. (2 marks)**
 - (iii) Annotation. (1 mark)**

Save "Question One" document and print.

(Total: 15 marks)

QUESTION TWO

Use a word processor to create a document called "Question Two". Use this document to save your solutions to questions (a) to (d) below.

- (a) Explain the application of the following in presentation software:**
 - (i) Record narration. (2 marks)**
 - (ii) Custom animation. (1 mark)**
 - (iii) Theme. (2 marks)**

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- (b) Highlight two uses of thesaurus in a word document. (2 marks)
- (c) Explain the use of the following word processing tools:
- (i) Book mark. (2 marks)
 - (ii) Cross-reference. (2 marks)
 - (iii) Repeat header rows. (2 marks)
- (d) Explain two disadvantages of using proprietary word processing software. (2 marks)
- Save "Question Two" document and print.

(Total: 15 marks)

QUESTION THREE

Use word processor document to create a document called "Question Three". Use this document to save your solutions to questions (a) to (h) below:

- (a) Use the command prompt to view the files and folders saved in your computer's hard disk drive. Capture this screen shot. (3 marks)
- (b) Capture a screenshot showing your computer's screen resolution. (3 marks)
- (c) Capture a screenshot showing:
- (i) Taskbar properties. (2 marks)
 - (ii) Start menu. (2 marks)
- (d) Capture a screenshot displaying files stored in drive C. (3 marks)
- (e) Change your file explorer window to show the preview pane. Capture a screenshot of the preview. (4 marks)
- (f) Configure your control panel to display on the task bar. Capture a screenshot showing the task bar. (3 marks)
- (g) Capture a screenshot showing the content on the desktop. (2 marks)
- (h) Capture a screenshot showing mouse:
- (i) Properties. (1 mark)
 - (ii) Drivers details. (2 marks)

(Total: 25 marks)

QUESTION FOUR

Using a word processor program, create a document named "Question Four":

- (a) In "Question Four" document, create and format the document as shown below:

Assessment Report			
	Name	School Location	Remark
1	Kelsey	Nakuru	Met expectation
2	Simon	Kakamega	Above expectation
3	Kanono	Nanyuki	Below expectation
4	Vero	Nairobi	Above expectation

Block chain and Cryptos

Bad news travels fast and far. You have probably heard of the most recent alleged crypto heist that neither involved guns nor sophisticated hacking but rogue 18 and 20-year old operators Raees and Ameer Cajee running a legitimate

front – Africrypt, with what is in the hindsight, clear ulterior motives.

At a time when block chain based platforms, whether they be currencies, exchanges, marketplaces, or tools crafted for specific use cases such as decentralized finance (Defi) are trying to find mainstream adoption, the ‘in-plain sight’ loss of an estimated trove of 69,000 bitcoin valued at \$3.6 billion at the time doesn’t augur well for industry...

Source: Nation Newspaper, June 2021

(18 marks)

(b) (i) Use the data given below to generate a doughnut chart.

Month	Blockchain size in gigabytes
Aug-20	289.34
Sept-20	294.8
Oct-20	300.32
Nov-20	305.85
Dec-20	311.43

(4 marks)

(ii) Insert an appropriate chart title on the chart you have created in (b) (i) above.

(1 mark)

(iii) Place the chart at the centre of the text you typed on Blockchain and cryptos in question four (a) above.

(2 marks)

Save “Question Four” document and print.

(Total: 25 marks)

QUESTION FIVE

(a) Using a presentation program, create a presentation named computer virus containing the slides shown below:

1st slide Computer viruses

2nd slide Computer Virus Definition

*An executable program designed to alter the way a computer operates without permission.

3rd slide SIGNS OF AN INFECTED COMPUTER

- *Reduced memory
- *Slows the system
- *Damaged files
- *Erasing the hard drive
- *Data modification
- *Delay when loading programs

4th slide: CHARACTERISTICS OF COMPUTER VIRUSES

- *Copies itself
- *It destroys
- *Distributes itself
- *It’s a software
- *It hides
- *It infects
- *It spreads
- *Self replicating

5th slide: EFFECTS OF VIRUSES

- *Damage to data
- *Slow system performance
- *Corrupt Data
- *Deletion of files
- *Reformatting of the hard disk

6th slide: ANTIVIRUS SOFTWARE

- ① Norton Antivirus
- ② Mcfee Virus Scan
- ③ AVG Antivirus
- ④ Microsoft Antiviral package
- ⑤ F-PROT antivirus Package
- ⑥ Dr Solomon's Antiviral Package

Slide 7: Produce a bar graph to represent the following data:

ITEM	QUANTITY
HP Computer	200
Modem	80
Printer	1,500
Scanner	300
Camera	500

(9 marks)

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

- (i) Set the presentation to loop continuously until "ESC". (2 marks)
- (ii) Add a logo on all slides at the rightmost corner. (3 marks)
- (iii) Add action buttons to link the first slide to the second slide. (4 marks)
- (iv) Apply a transition of your choice in slide 6. (2 marks)

Save "Computer Virus" presentation and print on an A4 sized paper.

(Total: 20 marks)

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