KASNEB

DICT LEVEL I

COMPUTER APPLICATIONS PRACTICAL I

TUESDAY: 23 May 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
Use a word processor to create a document called "Question One".

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

(a)   State one example of operating system in each of the following categories:

      (i)   Single user singletask operating system.   (1 mark)

      (ii)   Multiuser multitasking operating system.   (1 mark)

      (iii)   Network operating system.   (1 mark)

      (iv)   Open source operating system.   (1 mark)

(b)   Distinguish between "paragraph style" and "office clipboard" in context of word processing.   (2 marks)

(c)   Explain collaborative editing as used in a word processing application.   (2 marks)

(d)   Identify three characteristics of a good computer user interface.   (3 marks)

(e)   Outline four methods that could be used to remove a computer program from a personal computer.   (4 marks)

Save and print "Question One" document.

                                                                                                                     (Total: 15 marks)

QUESTION TWO
Using a word processor, create a new document and save it as "Question Two".

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

(a)   Explain the following terminologies in the context of a presentation application:

      (i)   Record narration.   (2 marks)

      (ii)   Place holder.   (2 marks)

      (iii)   Motion paths.   (2 marks)

(b)   Describe "Autocorrect" feature as used in presentation programs.   (2 marks)

(c)   Cite three ways you would use to protect a presentation application file from being edited.   (3 marks)

(d)   Explain the significance of using cloud software to an organisation.   (2 marks)

(e)   Highlight two advantages of working in a windows environment.   (2 marks)

Save and print "Question Two" document.

(Total: 15 marks)

QUESTION THREE

Using a word processor, create a new document and save it as "Question Three".

Use "Question Three" document to save solutions to questions (a) to (e) below:

(a)   Change your computer's taskbar location to appear on top of the screen. Capture a screen shot showing how you carried out this task.   (3 marks)

(b)   Enumerate the steps taken in performing the following tasks:

      (i)   Creating a linux Mint USB drive.   (4 marks)

      (ii)   Setting default language in a word processing program to English (United Kingdom).   (4 marks)

      (iii)   Changing the folders' icon.   (2 marks)

      (iv)   Hiding the folder.   (2 marks)

(c)   Disable Auto Play for all media and devices inserted in your computer. Capture a screenshot displaying the disabled Auto Play and save it.   (2 marks)

(d)   (i)   Create a folder called "My PC" and save it in your flash disk.   (1 mark)

      (ii)   Using an appropriate command prompt, open the folder "My PC".   (2 marks)

      Capture and save a framed screenshot.

(e)   (i)   List three functions of POST in computers.   (3 marks)

      (ii)   Outline two ways a user could enhance her computer keyboard skills.   (2 marks)
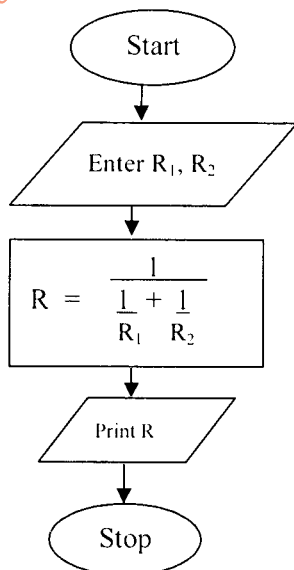
(Total: 25 marks)

Save and print "Question Three" document.

QUESTION FOUR

Create a word processor document and save it as "Question Four".

Use "Question Four" document to save solutions to question four (a) to (c) below.

(a)   Create the document as shown below:

Start

Enter R_1, R_2

$$R = \frac{1}{\dfrac{1}{R_1} + \dfrac{1}{R_2}}$$

Print R

Stop

(5 marks)

(b)   Type the passage below and perform the tasks that follow:

I have come to learn and appreciate the value of gratitude in our daily lives. I have learnt that great people are often grateful individuals who live life with a great sense of thankfulness even for the things any common person would take for granted.

They say that gratitude unlocks the fullness of life, a truth I have come to experience in life.

American media proprietor, talk show host, actress, producer, and philanthropist, Oprah Winfrey once said that, "If you look at what you have in life, you'll always have more. If your look at what you don't have in life, you'll never have enough.   (4 marks)

   (i)   Change the font type of the whole document to "Bookman Old Style".   (1 mark)

   (ii)   Justify the whole document.   (1 mark)

   (iii)   Perform a word count, capture a screenshot displaying this and place it below the last paragraph.   (2 marks)

   (iv)   Insert a drop cap on the first character of each paragraph.   (2 marks)

   (v)   Split the passage into three columns with a line between the columns.   (2 marks)

   (vi)   Italicise the third paragraph.   (1 mark)

   (vii)   Engrave the last paragraph and insert a clip art of your choice.   (2 marks)

(c)   Using a word processing program, create the diagram as shown below.

(5 marks)

Save and print "Question four" document.

(Total: 25 marks)

QUESTION FIVE

The ICT Department of XYZ Ltd. has organised a retreat to deliberate on the performance contracts of the coming year. You have been assigned the responsibility of preparing a presentation for the retreat.
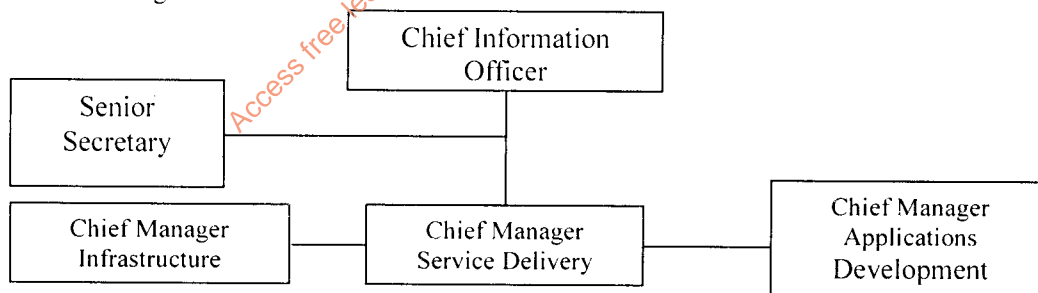
Required:

(a)   Open a presentation program and create a presentation named "Performance" using the details shown in the table below:

Use an appropriate slide layout for each slide.

Slide Number	Slide content
1	PERFORMANCE CONTRACT (PC)
2	Introduction - Based on the Balanced Score Card - The Departmental structure - Review of the analytical framework for the Departmental goals - Review of the PC Balanced Score Card matrix - Opportunity for questions and answers
3	ICT Department structure Senior Management
4	ANALYTICAL FRAMEWORK STRATEGIC OBJECTIVE → Staff performance and capacity building WEIGHT → 1 TARGET → 100% Implementation INTERVENTION → Develop targets, staff capacity development program, transfers and mentorship SUPPORT REQUIRED → Human resource
5	SUMMARY OF PERSPECTIVES | PERSPECTIVE	WEIGHT
Revenue	15
People	20
Internal processes	15
Customer	50	
6	END : THANK YOU Q & A

(b) (i) Insert the diagram below in slide 3. (6 marks)

(5 marks)

(ii) Create a bar graph in Slide 5 showing the summary of perspectives. Use the data provided on the slide. (5 marks)

(c) Apply the following transitions properties to all slides:

(i) Transition: Dissolve. (2 marks)

(ii) Speed: Medium. (2 marks)

Save and print "performance" presentation on an A4 size paper.

(Total: 20 marks)

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