

DICT LEVEL I

COMPUTER APPLICATIONS PRACTICAL I

TUESDAY: 18 May 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

Create a word processor document called "Question One" and use it to save your solutions to the following questions:

- (a) (i) Explain the term "boot menu". (1 mark)
- (a) (ii) State two common keys used to access the boot menu of a computer. (2 marks)
- (b) Differentiate between an application software and an operating system. (4 marks)
- (c) (i) Describe the term "inherit" as it applies to paragraph formatting in word processing program. (2 marks)
- (c) (ii) Name three items a paragraph might inherit. (3 marks)
- (d) Name three different options for printing less than an entire document. (3 marks)

Save Question One document and print.

(Total: 15 marks)

QUESTION TWO

Use a word processor to create a document called "Question Two" and use it to save your solutions to the following questions:

- (a) (i) Explain the term "Application Service Provider" (ASP). (1 mark)
- (a) (ii) Identify two benefits derived by using an ASP. (2 marks)
- (b) Explain the following terms as used in a presentation package:
 - (i) Banded columns. (1 mark)
 - (ii) Custom animation task pane. (1 mark)
- (c) Differentiate between "demote" and "promote" as used in presentation software. (2 marks)

- (d) Explain what the following terms are used for in a presentation package:
- (i) Mitered. (1 mark)
 - (ii) Sizing handles. (1 mark)
- (e) (i) Citing an example, explain the term “open source software”. (2 marks)
- (ii) Identify two advantages and two disadvantages of an open source software. (4 marks)
- Save Question Two and print.

(Total: 15 marks)

QUESTION THREE

Create a word processing document called “Question Three” and use it to save your solutions to the following questions:

- (a) Add libraries folder on the toolbar.
Capture a screenshot showing libraries on the taskbar. (3 marks)
- (b) Customise your start menu to display computer and control panel each as a menu.
Capture screenshots of the steps followed to do this task. (4 marks)
- (c) Capture a screenshot of your computer’s control panel viewed by category. (3 marks)
- (d) (i) Capture a screen of computer’s system devices installed. (3 marks)
- (ii) Capture screenshots to demonstrate how you would install a device driver. (3 marks)
- (iii) Capture a screenshot of your computer’s processor general properties. (3 marks)
- (e) Customise your mouse pointer and change it to handwriting.
Capture a screenshot showing how this is done. (3 marks)
- (f) Capture a screenshot showing your keyboard driver’s files. (3 marks)
- Save Question Three document and print.

(Total: 25 marks)

QUESTION FOUR

Use a word processor to create a document called “Question Four”.

- (a) Use a word processor to create the document below:

WORD PROCESSING BASICS

- 1.0 Objectives
- 1.1 Introduction
- 1.2 Advantages of Word Processing
- 1.3 Tabs used in Ms Word
- 1.4 Using the Help Feature
- 1.5 Summary
- 1.6 Progress
- 1.7 Questions
- 1.8 Suggested Reading

1.0 OBJECTIVES

After reading this chapter you will be able to:

- ❖ Explain the concept of word processing and its advantages
- ❖ Identify the various aspects related to the word screen
- ❖ Describe in detail the various tabs used in MS-Word
- ❖ Describe in detail the use of the Help function in MS-Word

1.1 Introduction

Microsoft Word is a popular word processing software. It helps in arranging written text in a proper format and giving it a systematic look. This formatted look facilitates easier reading. It provides spell-check options, formatting functions like cut-copy-paste, and spots grammatical errors on a real-time basis. It also helps in saving and storing documents.

It's also used to add images, preview the complete text before printing it; organise the data into lists and then summarise, compare and present the data graphically. It allows the header and footer to display descriptive information, and to produce personalised letters through mail. This software is used to create, format and edit any document. It allows us to share the resources such as clip arts and drawing tools available to all office programs.

- (b) In the document created in (a) above, perform the following tasks: (16 marks)
- (i) Adjust the document in (a) above to 1.5 points spacing. (2 marks)
 - (ii) Add a header in all pages to read "Lecture Notes". (1 mark)
 - (iii) Add a cover page to your document bearing the following:
Document Title: Word processing lecture Notes
Subtitle: Lesson 1 (2 marks)
 - (iv) Add a footer on the cover page with the following information:
To read: Today's Date
By lecturer: Professor Peter
Remember to ensure the date reads automatically from the system. (2 marks)
 - (v) Add a dropped cap to the two paragraphs under the introduction part. (2 marks)
- Save Question Four document and print.

(Total: 25 marks)

QUESTION FIVE

- (a) Using a presentation application program, create and design the following slides:

Slide 1

Central Processing Unit (CPU)
lecture Notes

Slide 2

CPU is the brain of the computer and has the following components:

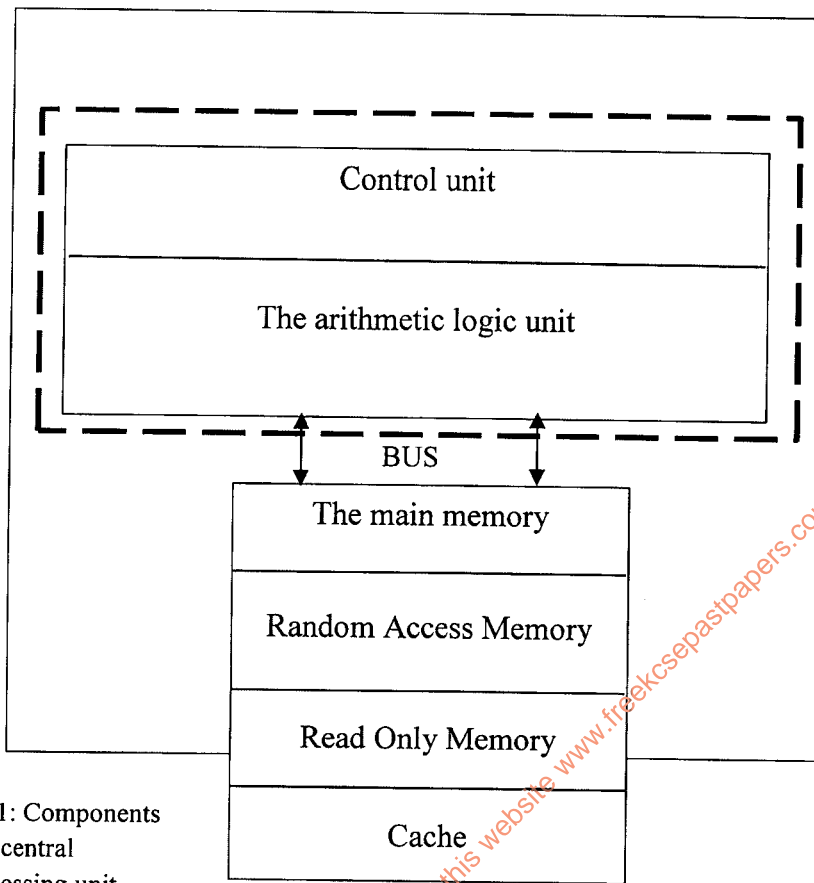


Fig 1: Components of a central processing unit

Slide 3

The Arithmetic Logic Unit (ALU)

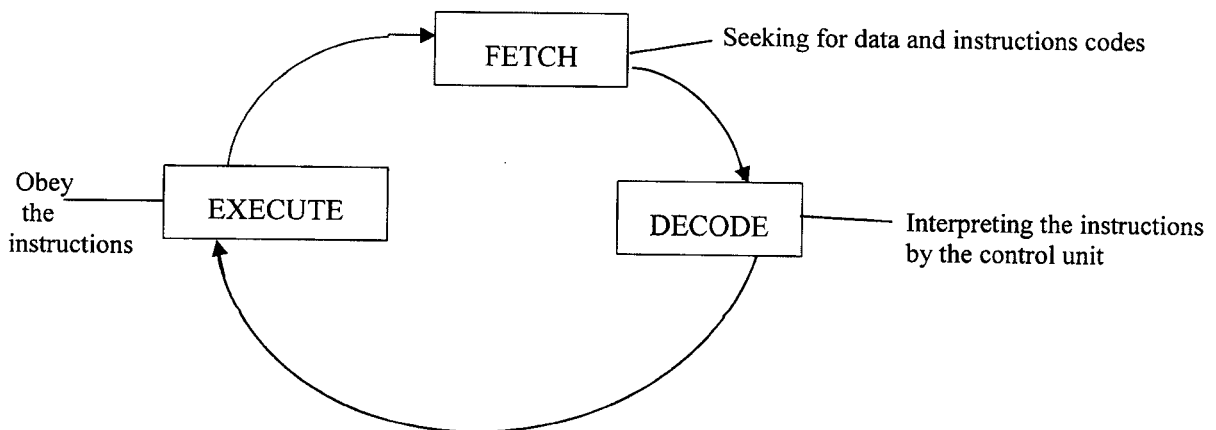
The ALU has two sections namely: ① Arithmetic section; that performs calculations.
 ② Logic section; Is the decision making device of the computer.

The control unit issues commands to ALU indicating:

- (i) Where to get data to be manipulated.
- (ii) Where to place the achieved results.
- (iii) How to interrelate the data being worked on.
- (iv) Instructions on how to work on the data from the memory.

Slide 4

Microprocessor normal operations



Slide 5

| CPU Supplies | Quantity | Amount |
|---------------------|-----------------|---------------|
| YEAR 2017 | 2000 | 400000 |
| 2018 | 1400 | 280000 |
| 2019 | 1600 | 320000 |
| 2020 | 3000 | 600000 |
| Previous years | 4000 | 800000 |

Enter the above details in a 2-D bar chart after entering it in a table as shown.

Slide 6

Thank you for your cooperation

(10 marks)

- (b) Display your registration number at the top right corner of every slide. (2 marks)
- (c) Set the auto-timing to show for 1 second, 3 seconds and 1 second for first, second and third slide respectively. (3 marks)
- (d) Apply transition and animations on the first two slides. (5 marks)

Save question five presentation and print on an A4 sized paper.

(Total: 20 marks)

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