

# KASNEB

## DICT LEVEL I

### COMPUTER APPLICATIONS PRACTICAL I

WEDNESDAY: 18 November 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).

#### QUESTION ONE

Using a word processing program, create a new document and save it as "Question One".

Use "Question One" document to key in the solutions to question one (a) to (c).

- (a)
    - (i) Define real time operating system. (2 marks)
    - (ii) Highlight four memory management activities of an operating system. (4 marks)
  - (b) Using a simple illustration, identify keyboard keys that the left and right hand fingers should be placed on before starting the typing process. (5 marks)
  - (c) Distinguish between "document editing" and "document formatting" as applied in word processing programs. (4 marks)
- Save "Question One" document and print.

(Total: 15 marks)

#### QUESTION TWO

Using a word processing program, create a new document and save it as "Question Two".

Use "Question Two" document to key in the solutions to questions two (a) to (d).

- (a) Differentiate between "indentation" and "alignment" in the context of a word processing program. (2 marks)
- (b) Outline the steps you would take to convert text to a table in a word processing program. (5 marks)
- (c) Enumerate the steps taken in performing the following tasks in a presentation application:
  - (i) Changing the order of your slides. (2 marks)
  - (ii) Duplicating slides within a presentation. (2 marks)
- (d) Explain the importance of the following features in a presentation program:
  - (i) Custom slide show. (2 marks)

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(ii) Publish slides.

(2 marks)

Save "QuestionTwo" document and print.

(Total: 15 marks)

### QUESTION THREE

You are engaged as an Information Technology (IT) trainer in one of the national secondary schools in your country. As an ICT expert, you are required to prepare electronic notes to be uploaded on the e-learning platform.

#### Required:

(a) Using a presentation application, prepare a five slide presentation using the following information:

Slide	Slide title	Slide body
1	Lesson 3	- Your registration number - Form 2
2	Operating system	- Insert a screen shot of your computer's desktop window - Use an arrow to show the background part of the desktop
3	Computer applications	- Word processing - Presentation program
4	Word processing	- Insert a screen shot of a word processing document - Label one part of a word processing window
5	Presentation	- Insert the first window that appears when you load a presentation program

Save your presentation as "Lesson 3"

(10 marks)

(b) On "Lesson 3" presentation, perform the following tasks:

(i) Insert a picture of your choice and ensure that it appears at the top right side of all slides.

(2 marks)

(ii) Include the current time as a footer in all slides.

(2 marks)

(iii) Type brief speaker's notes on the third slide.

(2 marks)

(iv) Set each slide to automatically advance to the next slide after two minutes.

(2 marks)

(v) Set the background of the third slide to have a clipart of your choice.

(2 marks)

Save "Lesson 3" document and print all slides on one page of an A4 sized paper.

(Total: 20 marks)

### QUESTION FOUR

Using a word processing program, create a new document and save it as "Question Four".

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

(a) Capture and save screen shots showing the following details of your computer:

(i) Operating system name.

(2 marks)

(ii) Total virtual memory installed.

(2 marks)

(iii) BIOS version.


(2 marks)

- (iv) Boot device. (2 marks)
- (v) Installed RAM. (2 marks)
- (b) Change your computer settings as follows:
- (i) Keyboard input language – English (United Kingdom). (2 marks)
- (ii) Currency symbol – “Sh”. (2 marks)
- (iii) Calendar’s first day of the week to be “Monday”. (2 marks)
- (iv) Display all the months in a year on the system date/time icon instead of days in a month. (2 marks)
- (v) Display programs installed in your computer. (2 marks)
- Save the screen shots captured above.
- (c) Perform the following tasks:
- (i) Display an “on-screen keyboard”. (1 mark)
- (ii) Show user accounts set on your computer. (2 marks)
- (iii) Change the picture of one of the accounts you have displayed in question (c)(ii) above to one of your choice. (2 marks)
- Save “Question Four” document and print.

(Total: 25 marks)

#### QUESTION FIVE

- (a) Using a word processing program, prepare the document shown below:

<b>HOW TO TALK TO AN ADDICT</b>		
 <p>No-one automatically knows how to talk to an addict. Although people who have lived and worked with addicts may have discovered ways to talk to an addict, it is always difficult because of the confusion addiction creates in the addict, and in those around them. Add the shock of discovering a loved one is an addict, and you have a recipe for poor communication. But there are ways of communicating with an addict that produce better outcomes than we might expect.</p>	<p><b>Always be kind to an addict</b></p> <p>How you care through your behaviour – always act with kindness and compassion. This is the elusive secret ingredient to successful interaction with an addict.</p> <p><b>Listen to an addict at least as much as you talk</b></p> <p>Whether they are a loved one or just an addict you need to communicate with, a person with an addiction is more likely to confide in you about what is really going on for them if you listen without interrupting or criticising. Even if you do not agree with their behaviour, addictions happen for a reason. Find</p>	<p>out about their addiction by reading about it and try to understand what it is like from an addict’s point of view.</p> <p><b>Always be consistent with an addict</b></p> <p>Whenever you are with an addict, communicate through your actions as well as your words. Remain consistent in your message, so that they don’t misunderstand what it is you want or expect of them. For example, don’t say you think your partner has a drinking problem, and then share a bottle of wine over dinner.</p>

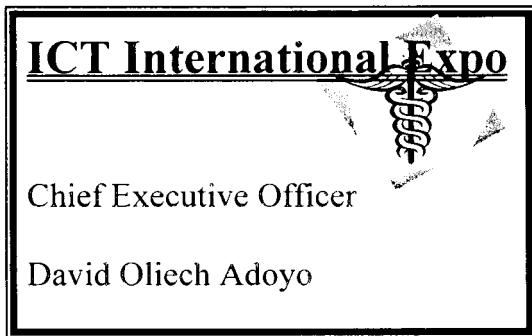
Save your document as “Addiction”.

(10 marks)

- (b) Use the document you have created in question five (a) to perform the following tasks:
- (i) Add a watermark with the text "DO NOT COPY". (1 mark)
  - (ii) Turn on tracking changes tool. Replace the occurrence of the name "addict" with the name "drunkard" in the document. (2 marks)
  - (iii) Show the change made on question five (b) (ii) above on the right margin of your document. (2 marks)

Save your document as "Addiction" and print.

- (c) Sarah, a secretary to corporate affairs director in your company is preparing for an upcoming international conference. She would like to prepare eight identification cards for the chief guests. A sample identification card has been provided as shown below:



The data in the table below has also been provided

	Designation	Name
1	Chief Executive Officer	David Oliech Adoyo
2	Director	Steve Johnson
3	President	Joel Kingi
4	Assistant Director	Ann Kimeto
5	Secretary	Sarah Mwangi
6	Manager	Evalyne Oloo
7	Regional Officer	Allan Mwashe
8	Commissioner	Erick Kiguta

**Required:**

Use the data given in the table above to perform the following tasks:

- (i) Using the mail merge tool in your word processing program, generate eight identification cards with a layout similar to the sample shown above. (8 marks)
- (ii) Organise the identification cards such that four cards fit on one page of an A4 sized paper. (2 marks)

Save your document as "Expo Cards" and print.

**(Total: 25 marks)**

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