

**DICT LEVEL I**

**COMPUTER APPLICATIONS PRACTICAL I**

**TUESDAY: 27 November 2018.**

**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 this document to key in and save solutions to these questions:

- (a) Explain the acronym WYSIWYG. (2 marks)
- (b) Identify three popular modern operating systems each from a different software vendor. (3 marks)
- (c) Differentiate between a wireless keyboard and a virtual keyboard. (4 marks)
- (d) Explain the following terms as used in a word processing package:
  - (i) Orphan. (2 marks)
  - (ii) Drawing canvas. (2 marks)
  - (iii) Watermark. (2 marks)

**(Total: 15 marks)**

**QUESTION TWO**

Create a word processor document called "Question Two".

Use "Question Two" document to key in and save solutions to questions two (a) to (d) below:

- (a)
  - (i) Highlight two uses of the ink feature in a presentation package. (2 marks)
  - (ii) Explain the relationship between the office clipboard and system clipboard. (2 marks)
- (b) Argue the case for and against a cloud based presentation software. (4 marks)

- (c) (i) Describe the concept “system installer”. (2 marks)
- (ii) State two types of installers. (2 marks)
- (d) Describe the following keyboard keys:
- (i) Function keys. (1 mark)
- (ii) Alt key. (1 mark)
- (iii) Windows key. (1 mark)

Save and print “Question Two” document.

(Total: 15 marks)

### QUESTION THREE

- (a) (i) Using a word processor program, create a document named “Question Three”.

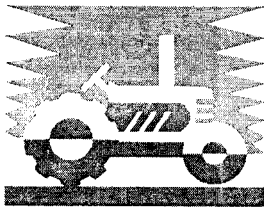
In “Question Three” document, create a document as shown below:

I like using word processing program. It makes typing really fun. Through a word processor program, I can type the following:

✓ \* | \$ @ " ' ~ and

✓ ONE Two three and 4<sup>th</sup>

In addition, I can insert a nice clip art as below:



(6 marks)

- (ii) Illustrate how you would make “Question Three” document read only.

Capture and save a screenshot to show how you would carry out the above task. (2 marks)

- (iii) Using wild cards, demonstrate how you would find occurrence of a word starting with letters “prog” and with any other character.

Capture and save a screenshot to show how you would carry out the above task. (2 marks)

- (b) Using a word processing program, create a three paged blank document named “project”.

Perform the following tasks in the “project” document:

- (i) Make page one and three to be in portrait orientation.

- (ii) Make page two to be in landscape orientation.

- (iii) Paginate your document as follows:

- First page - No page number.
- Second page - Insert roman page number “i”.
- The page numbers should have font size 72.

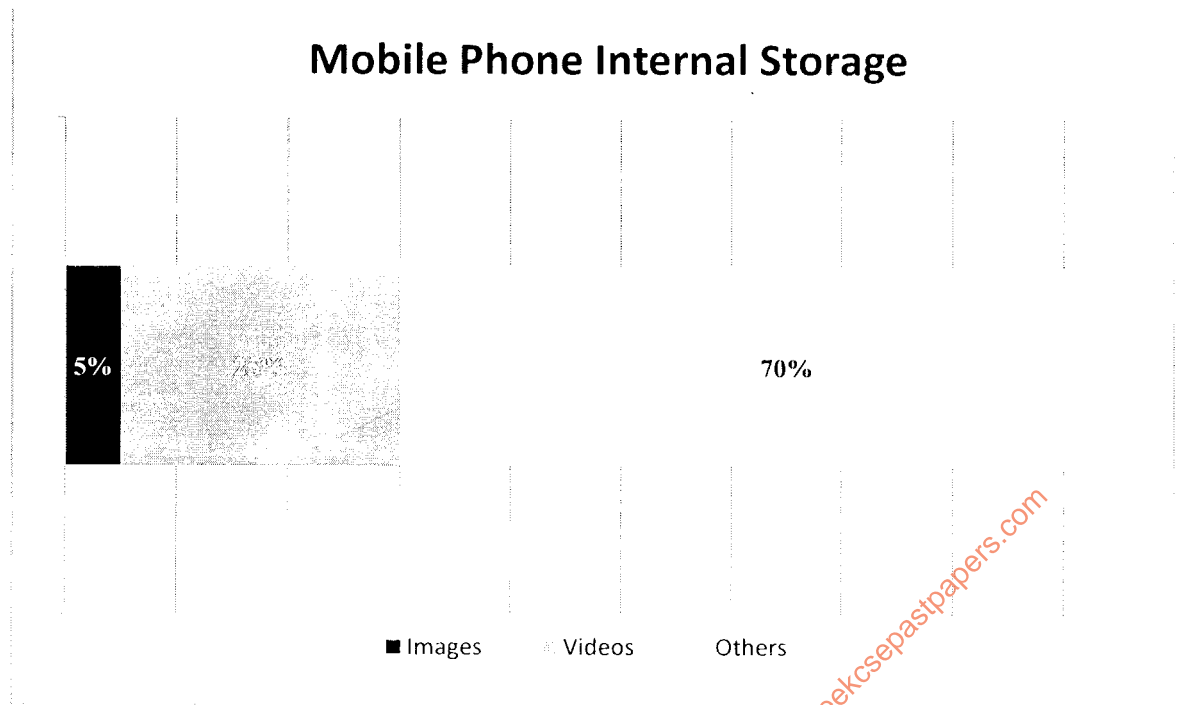
- (iv) Zoom “project” document to 30%.

Capture and save screenshot of the zoomed document.

(8 marks)

Save and print “Question Three” document.

- (c) Capture and save screenshots in (b) above to illustrate how you would print the “project” on both sides of an A4 document with four pages per sheet. (2 marks)
- (d) On the first page of project document, use the “chart” tool to generate the diagram below:



(5 marks)  
(Total: 25 marks)

#### QUESTION FOUR

Using a word processor, create a new document and save it as “Question Four”.

Use “Question Four” document to save solutions to questions (a) to (g) below:

- (a) Create a toolbar named “Desktop Resources” displaying the contents of desktop. (3 marks)
- (b) Create a folder called “Comp App” on the desktop. Capture a screenshot of the desktop with the contents sorted by date modified. (4 marks)
- (c) Use the appropriate tool to set Internet Explorer as a default browser. Capture screenshots showing how the task was done. (3 marks)
- (d) Capture a screenshot of all installed updates of your computer. (2 marks)
- (e) Capture a screenshot showing all the system devices connected to your computer. (3 marks)
- (f) (i) Show your computer’s run command on the start menu. Capture screenshots showing how this is done. (4 marks)
- (ii) Capture a screenshot of your start menu showing the run item. (2 marks)
- (g) Capture screenshots to demonstrate how you would perform the following tasks:
- (i) Adding the links toolbar to the taskbar. (2 marks)
- (ii) Locking the toolbars. (2 marks)

Save and print “Question Four” document.

(Total: 25 marks)

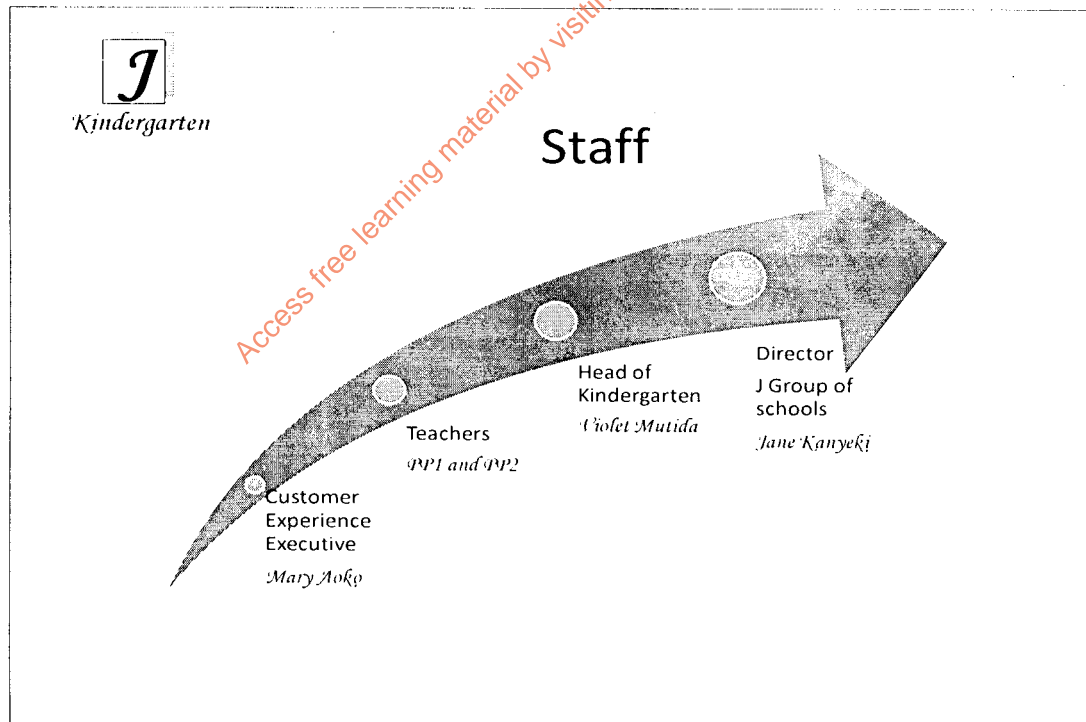
**QUESTION FIVE**

(a) Using a presentation program, create a presentation called "Question Five" with slides as shown below:


Slide 1



Slide 2




Slide 3

  
Kindergarten

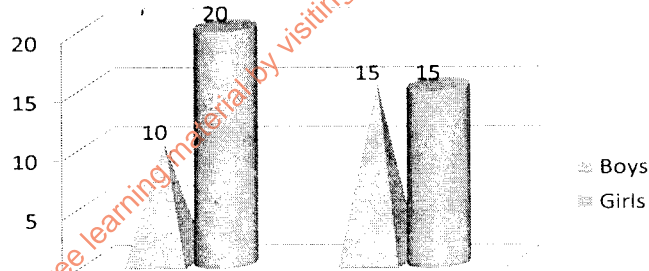
## School Program

Time	Activity
8.00-9.00	Arrival
9.00-10.20	Outdoor activities
10.20-10.50	Break
10.50-1.00	Classroom activities
1.00-2.00	Lunch

Slide 4

  
Kindergarten

## Class Statistics



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	PP1	PP2
Boys	10	15
Girls	20	15

- (b) Perform the following task on the presentation you have created in (a) above: (15 marks)
- (i) Apply transition of your choice on Slide 1. (2 marks)
  - (ii) Apply an animation of your choice on Slide 2. (2 marks)
  - (iii) On Slide 1 type notes page on a brief history of the school. (1 mark)

Save and print the four slides as “Notes pages” on a one A4 sized paper.

(Total: 20 marks)