kasneb

DICT LEVEL I

COMPUTER APPLICATIONS PRACTICAL I

WEDNESDAY: 27 November 2019.   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 (e) below:

(a)   (i)   Differentiate between insert mode and overtype mode in the context of a word processing program.   (1 mark)

        (ii)   Explain how you would change from insert mode to overtype mode.   (1 mark)

(b)   Explain the following terms as used in word processing applications:

        (i)   Alignment.   (2 marks)

        (ii)   Block of text.   (2 marks)

        (iii)   Word wrap.   (2 marks)

(c)   Outline the significance of a track change feature while working on a word processing application.   (2 marks)

(d)   Outline two situations in which you could use a Graphics Interchange Format (GIF) when working on a presentation
        application.   (2 marks)

(e)   List three types of slides in a presentation package.   (3 marks)

        Save "Question One" document and print.

                                                                                                      (Total: 15 marks)

QUESTION TWO
Use word processor to create a document called "Question Two".

Use this document to key in and save solutions to the following questions:

(a)   Differentiate between normal view and outline view in the context of presentation applications.   (4 marks)

(b)   Describe the term "storyboarding" as used in presentation software.   (1 mark)

(c)   With the aid of an example, explain the following terms:

        (i)   Hosted application.   (2 marks)

        (ii)   Device driver.   (3 marks)

(d)   State two goals of input/output devices management.   (2 marks)

(e)   Highlight three reasons for using wireless ways of projecting during presentation.   (3 marks)

    Save "Question Two" document and print.

(Total: 15 marks)

QUESTION THREE
Use a word processor to create a document called "Question Three". Use this document to save your solutions to the questions below:

(a)   Create a shortcut of internet explorer in the startup folder.
Capture and save a screenshot of this folder.

    (2 marks)

(b)   Add the desktop toolbar on the computer taskbar.
Capture and save the resulting screenshot.

    (2 marks)

(c)   Display the following features in your computer:

        (i)   Installed memory size.   (2 marks)

        (ii)   Hard disk capacity.   (2 marks)

    Capture and save the screenshots.

(d)   Capture and save screenshots showing how to change the following settings:

        (i)   Sound settings.   (2 marks)

        (ii)   Region and language properties.   (2 marks)

        (iii)   Keyboard settings.   (2 marks)

(e)   Capture and save screenshots showing the process of adjusting the time and date of your computer.   (3 marks)

(f)   On the computer you are using, change the settings of the power options properties as follows:

        (i)   To turn off monitor after 10 minutes.   (2 marks)

        (ii)   To turn off hard disk after 2 hours.   (2 marks)

        (iii)   To switch to system standby mode after 30 minutes.   (2 marks)

    Capture and save the appropriate screenshots.

(g)   Open the programs; word processor, spreadsheet and Internet Explorer. Show the three programs as cascading windows and capture the resulting screenshot.   (2 marks)

    Save "Question Three" document and print.

(Total: 25 marks)

QUESTION FOUR

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

In "Question Four" document, create and format the document as shown below:

RealTalk Bishop Allan Kiuna

Peace of mind is important for you

Peace of mind is what enables such individuals to effortlessly navigate rough and choppy waters …

You have seen them; people, who in the face of seemingly insurmountable challenges, remain calm. They do not lose their heads when everyone around them seems to be falling apart.

So, what is it about them that evokes such calmness and composure in the face of turmoil? Were they created differently from the rest of us? These are some of the questions that spring to mind whenever we encounter such individuals.

Well, according to Bishop Allan Kiuna in his new book, *Think on These Things*, such accomplished individuals possess peace of mind.

Peace of mind is what enables such individuals to effortlessly navigate rough and choppy waters and come out of the experience like someone who just emerged out of refreshing walk in the park.

This is as opposed to people who emerge from similar experiences looking like they walked out of a grenade explosion.

"Your peace of mind is borne out of the confidence you build on hope – the fact that things will get better and that even if they are bad, they could have been worse," writes Bishop Kiuna.

And true to type, no storm lasts forever; just like in every darkness, there is dawn waiting to break. It also means that dwelling on the dark moments of your life is the surest ticket to heartbreak and even depression.

20	17	15	8	14
8		6		2
16	6	8	19	20
20		14		1
11	1			9

Save the document as "Real Talk" and print.

(25 marks)

QUESTION FIVE

(a)   Using a presentation program, create a presentation called "Question Five" with the following slides:

ARCHERY

1

Archery Benefits

- Physical
  - Gain upper body strength
  - Increase flexibility
- Mental
  - Improve concentration
  - Enhance competitive skills

2

Archery Rules

- Groups of three to six archers
- Locations mutually agreed upon
- Shooting 14 targets before switching sides
- Feet must be positioned beside marker
  - No more than six inches behind
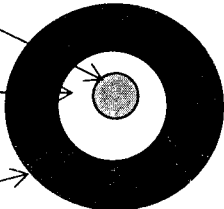 - No more than three inches to either side

3

Target Scoring

Red centre spot - 5 points

White inner ring - 3 points

Black outer ring - 1 point

4

No.	Item	Price
	Shopping Cart	
1	Tro Trophy Ridge 5 Spot Arrow Quiver	$25.44
2	Elimishield HUNT Scent Elimination Spray for Hunters, 1 Gallon	$35.99
3	TruFire Smoke Adjustable Archery Compound Bow Release with Foldback Design - Black Wrist Strap	$36.99
4	Carbomask 1 oz. Three-Pack: Black, Green, Brown	$14.99

5

(14 marks)

(b) Perform the following tasks on the presentation you have created in (a) above:

(i) Apply animation of your choice on slide 4. (2 marks)

(ii) Insert today's date on the footer of all slides in the format; "Day, month date, year". (2 marks)

(iii) Apply transition of your choice on all slides. (2 marks)

Save and print "Question Five" presentation on an A4 sized paper.

(Total: 20 marks)

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