



kasneb

DICT LEVEL I

COMPUTER APPLICATIONS PRACTICAL I

TUESDAY: 24 November 2020

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 named Question One.

Use the word processor document to save answers to the questions (a) to (g).

- (a) Highlight two uses of each of the following aspects in presentation applications:
 - (i) Lock aspect ratio. (2 marks)
 - (ii) Rotate handle. (2 marks)
- (b) State the purpose of the following tools as used in presentation software in printing:
 - (i) Handout. (1 mark)
 - (ii) Collate. (1 mark)
- (c) Distinguish between notes master and handout master in the context of presentation applications. (2 marks)
- (d) Explain two reasons for using pictures and videos in a presentation slide. (2 marks)
- (e) Using an example, explain the term initial caps as used in word processing. (2 marks)
- (f) Distinguish between bolding and highlighting in word processing applications. (2 marks)
- (g) State the significance of the preview feature before printing a document. (1 mark)

Save Question One document and print.

(Total: 15 marks)

QUESTION TWO

Use a word processor to create a document called "Question Two". Use this document to type the solution to the following questions:

- (a) Distinguish between the term BIOS and CMOS in computing. (4 marks)
- (b) Touch screen interface is becoming more popular in the computing field.
List two advantages and two disadvantages of touch screen interface. (4 marks)
- (c) Highlight two reasons for splitting windows in a word processor document. (2 marks)
- (d) Explain one method of automating tasks in word processing. (1 mark)
- (e) State the purpose for insert caption tool in a word processor document. (2 marks)
- (f) Define a "driver" in context of computing. (2 marks)

Save Question Two 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 folder on the desktop called CA Dec 2020 and customise it by:
- Optimising it for pictures.
 - Changing its icon to that of a camera.
- Capture screenshots showing how this is done. (4 marks)
- (b) Configure your desktop settings to meet the following specifications:
- Each folder to open in its own window.
 - Underline a folder only when you point on it.
- Capture screenshots showing how this is done. (4 marks)
- (c) Use the appropriate tool to create a shortcut on the desktop of your computer keyboard.
Capture a screenshot of the desktop showing the created shortcut. (2 marks)
- (d) Capture and save screenshots of each of the following:
- (i) On-screen keyboard available in your computer. (2 marks)
- (ii) All the program and their features installed in your computer. (2 marks)
- (iii) All installed updates in your computer. (1 mark)
- (iv) Procedure you would follow to display the drivers of your computer disk drive(s). (4 marks)
- (e) Change the removal policy of your flash disk to better performance.
Capture a screenshot showing how this task is done. (3 marks)
- (f) Using command prompt, display the content of your flash disk.
Capture a screenshot to show how you have performed this task.
Save Question Three document and print. (3 marks)

(Total: 25 marks)

QUESTION FOUR

Create a word processor document named "Question Four" and use it to save your solution to the following question:

- (a) Key in the following story named:

THE SEEKER OF TRUTH

After years of searching, the seeker was told to go to a cave in which he would find a well. "Ask the well what is truth", he was advised, "and the well will reveal it to you". Having found the well, the seeker asked that most fundamental question. From the depths came the answer, "Go to the village crossroad. There you shall find what you are seeking".

Full of hope and anticipation, the man ran to the crossroad to find only three rather uninteresting shops. One shop was selling pieces of metal, another sold wood and thin wires were for sale in the third. Nothing and no one there seemed to have much to do with the revelation of truth.

Disappointed, the seeker returned to the well to demand an explanation, but he was told only, "You will understand in the future". When the man protested, all he got in return were the echoes of his own shouts. Indignant for having been made a fool of – or so he thought at the time – the seeker continued his wonderings in search of truth. As years went by, the memory of his experience at the well gradually faded until one night, while he was walking in the moonlight, the sound of sitar music caught his attention. It was wonderful music and it was played with great mastery and inspiration.

Profoundly moved, the truth seeker felt drawn towards the player. He looked at the fingers dancing over the strings. He became aware of the sitar itself. And then suddenly he exploded in a cry of joyous recognition: the sitar was made out of wires and pieces of metal and wood just like those he had once seen in the three stores and had thought it to be without any particular significance.

At last he understood the message of the well: We have already been given everything we need. Our task is to assemble and use it in the appropriate way. Nothing is meaningful so long as we perceive only separate fragments. But as soon as the fragments come together into a synthesis, a new entity emerges, whose nature we could not have foreseen by considering the fragments alone.

(4 marks)

- (b) Perform the following tasks on the document created in (a) above:

(i) Set the space between the title and the first paragraph to be 12pt. (2 marks)

(ii) Add a box border of wavy style on the first paragraph. (2 marks)

(iii) Set the last paragraph's background colour to be pink and the second paragraph to have an orange shading. (4 marks)

(iv) Change the third paragraph's indent by 0.5cm with a hanging indent. (3 marks)

(v) Create a cover page with the following:

- Title: Truth seeker.
- Page border.
- Your kasneb Registration number.
- Suitable graphic.

(4 marks)

(c) Create the following table with the details showing subjects taught in ABC school:

| Subjects | 2 | 3 | 4 | 5 | 6 | 7 |
|----------------|---|------------------|----------------------------|--|---|---|
| Bible | | | | Church History, Worldviews/Speech, Discipleship | | |
| Maths | Basic Mathematics | Pre – Algebra | Saxon Algebra I | Saxon Algebra II | | |
| English | Grammar and Comp I and II, Spelling and Vocab | | Grammar and Comp III | African Lit w/Spelling & Vocab Kenyan Lit w/Spelling & Vocab Classic Works w/emphasis on Composition | | |
| Science | Order and Design, Matter and Motion | | | Physical science, Biology Chemistry | | |
| History | African History, Kenyan History | | | African History, Kenyan History | | |

Save Question Four document and print.

(6 marks)
(Total: 25 marks)

QUESTION FIVE

(a) Create a presentation named “Waste Management” containing the following six slides.

Slide 1: **Waste Management**

Introduction

Waste management is the process of treating solid wastes and offers variety of solutions for recycling items that don't belong to trash. It is about how garbage can be used as a valuable resource. It is something that each and every household and business owner in the world needs.

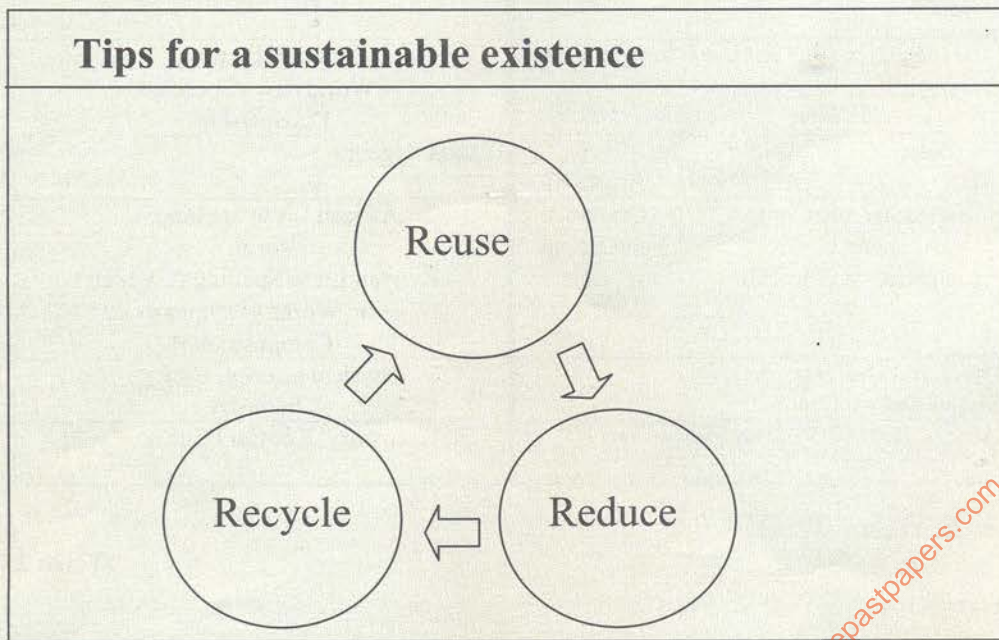
Slide 2: **Material Waste Products**

1. Electronic waste
 - Computers
 - Televisions
 - ATMs
2. Medical waste
 - General
 - Infectious
 - Hazardous
 - Radioactive
3. Toxic waste
 - Paints
 - Pesticides
 - Heavy metals
4. Household waste
 - Non-hazardous (solid) waste
 - Hazardous waste

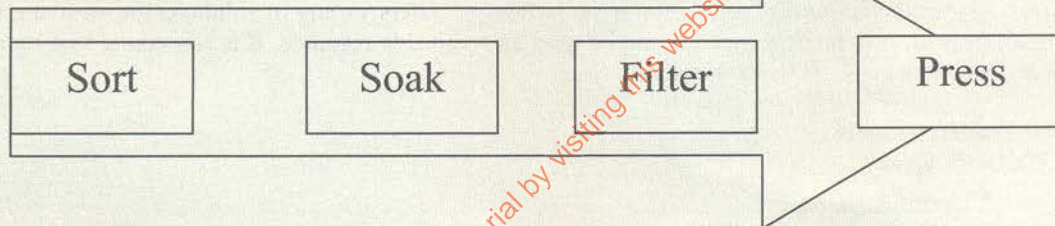
Slide 3: **Methods of Waste Disposal**

- a. Landfill
- b. Incineration
- c. Waste compaction
- d. Biogas compaction
- e. Compositing
- f. Vermicomposting

Slide 4



Slide 5: **Recycling Process**



Slide 6: **Conclusion**

Waste management is an urgent need and has gained all the more importance in the present age where there are more cities than villages. Moreover, the use of a consumerist culture has created a way of life where we consume more than we need and generate tons of waste in the process.

In the earlier days, waste management was never a serious issue. This is because people lived a simple life using natural products which did not create much waste. They used utensils made of iron or copper for cooking and bottles and canisters made of glass for storing food items.

(12 marks)

- (b) Embed any available video from the video library on slide 1. Set it to run when clicked. (2 marks)
- (c) Insert appropriate picture on Slide 1 and 5. (2 marks)
- (d) For all the slides apply:
 - (i) Fly in entrance and fly out exit animations. (1 mark)
 - (ii) Prestige transition. (1 mark)

(e) Insert a footer with the following details:

(i) Slide number. (1 mark)

(ii) Date and time ensuring they are updated automatically. (1 mark)

Save Waste Management presentation and print the six slides on a one A4 size paper.

(Total: 20 marks)

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