

KASNEB

DICT LEVEL I

COMPUTER APPLICATIONS PRACTICAL I

TUESDAY: 22 November 2016.

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 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".

Use Question One document to save solutions to questions (a) to (d) below:

- (a) Differentiate between a "footnote" and an "endnote" as used in a presentation program. (4 marks)
- (b) (i) List three sections of a taskbar. (3 marks)
(ii) Describe the significance of a taskbar. (2 marks)
- (c) Citing an example, explain the term "software suite". (2 marks)
- (d) Compare and contrast "slide transitions" and "animation effects" in context of presentation software. (4 marks)

Save and print Question One document.

(Total: 15 marks)

QUESTION TWO

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

Use Question Two document to save solutions to question (a) to (g) below:

- (a) Explain the concept of "software as a service" (SaaS) as used in computing. (2 marks)
- (b) Describe how you would configure your computer to delete files without first moving them to the recycle bin. (3 marks)
- (c) Describe "administrative installation" in context of software deployment. (2 marks)
- (d) Differentiate between "warm booting" and "cold booting". (2 marks)
- (e) Capture and save a framed screenshot displaying resources of your keyboard. (2 marks)
- (f) Describe "bounce keys" as used in desktop environments. (2 marks)
- (g) Distinguish between the terms "orphan" and "reference mark" as used in a word processing program. (2 marks)

Save and print Question Two document.

(Total: 15 marks)

QUESTION THREE

Create a word processor document named "Question Three".

Use Question Three document to save solutions and screenshots captured in the following questions:

- (a) Explain the following resources of a file management system:
- (i) Device drivers. (2 marks)
 - (ii) Basic file system. (2 marks)
 - (iii) Logic input/output. (2 marks)
- (b) Using an example, explain the term "boot sequence". (3 marks)
- (c) Describe the significance of a light emitting diode (LED) backlight installed in a laptop keyboard. (2 marks)
- (d) Distinguish between a "user interface" and "software interface" in context of computer technology. (4 marks)
- (e) Capture and save screenshots showing how you would perform the following tasks:
- (i) Save backup on a hard disk. (2 marks)
 - (ii) Create a system repair disk. (2 marks)
 - (iii) Show hidden devices. (2 marks)
 - (iv) Create a restore point. (2 marks)
 - (v) Never check for updates. (2 marks)

Save and print Question Three document.

(Total: 25 marks)

QUESTION FOUR

- (a) Using a presentation program, prepare a presentation with the content shown below. Save the presentation as "Finance management".

Slide 1 "Finance Training for the Non Financial Manager"

Slide 2 "Why it is important to understand finance"

- Subject and language of finance helps in communication with authority within a business.
- Little knowhow may affect the financial health of the business.

Slide 3 Those comfortable with finance and its appropriate language use have the following characteristics:

- Operate with more authority.
- Are more effective.
- Get promoted faster.
- Succeed in making and taking better informed decisions.
- Are better able to focus on what is important.

Slide 4 "Financial Accounts versus Management Accounts"

Financial accounts have three key statements:

- The profit and loss statement.
- The balance sheet statement.
- The cash flow statement.

Management accounts help the management in:

- Recording.
- Planning.
- Controlling business activities.
- Assisting in decision making.

Slide 5 How Financial Accounts are Used

When analyzing a company's financial accounts there are numerous possibilities which include:

- Performance Analysis.
- Trend Analysis.
- Ratio Analysis.
- Cost structure Analysis.
- Balance Sheet Analysis.

(5 marks)

(b) **Required:**

- (i) For every slide created in (a) above, insert a common header reading "Financial Training For Non financial managers". (3 marks)
- (ii) Insert a footer in every slide reading "Financial management". (2 marks)
- (iii) Include a logo of your choice in all slides located at the top left corner of your presentation. (3 marks)
- (iv) Add a transition effect in the fifth slide. (2 marks)
- (v) Add a sixth slide and create a pie chart with the following details:

Spending Plan Pie Chart

Housing	35%
Savings	10%
Other living Expenses	25%
Transportation	15%
Debt	15%

Save "Financial management" presentation and print all slides on one A4 sized paper.

(5 marks)

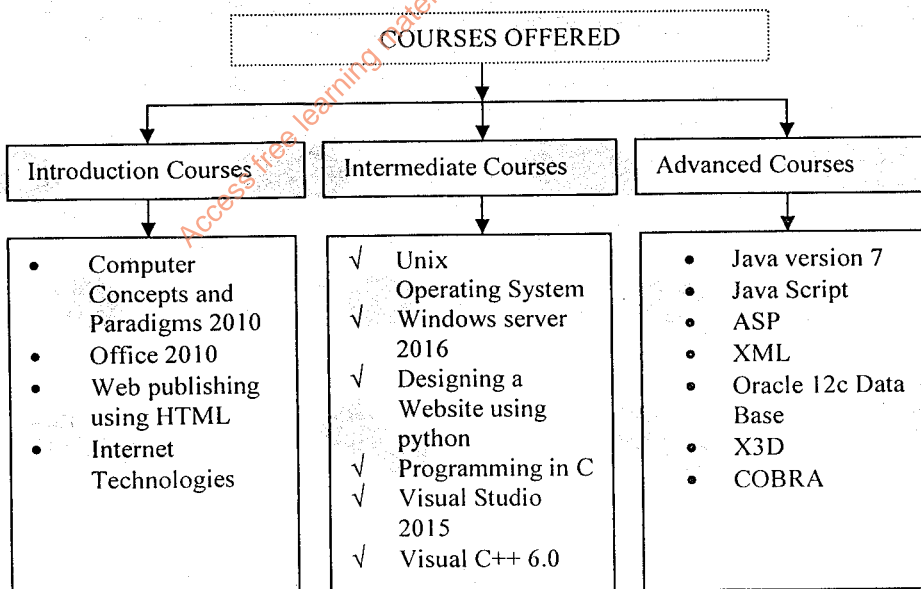
(Total: 20 marks)

QUESTION FIVE

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

Use Question Five document to save the solution to the question below:

Create the following diagram:



The outline of IT and Business Skill Titles is given below.

Information Technology				
Software Development	Operating system and Server Technology	Internet and Network Tech.	Enterprise Data systems	Web Design
Software Development Principles	OS and Server Fundamentals	Data Communication	Database Design Principles	Site Design Principles and Tools
Software Development Tools	Microsoft Windows	Internetworking	Oracle Database Systems	Macromedia Design Tools
Generic Languages	Unix and Mainframes			

Save "Question Five" document and print.

(Total: 25 marks)

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