



kasneb

**DICT LEVEL III**

**COMPUTER APPLICATIONS PRACTICAL II**

**MONDAY: 20 May 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 the 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 "Question One" document to key in solutions to questions one (a) to (e) below:

- (a)
  - (i) Explain the importance of non-printable guides visible on a publication. (2 marks)
  - (ii) State two types of the guides stated in (a) (i) above. (2 marks)
- (b) Distinguish between "inline" and "exact object positioning" as used in graphics in desktop publications. (4 marks)
- (c) Distinguish between "cascading" and "arranging" tools as used in desktop publishing. (2 marks)
- (d) Explain the following spreadsheet navigation keys:
  - (i) Shift + Return. (1 mark)
  - (ii) Shift + tab. (1 mark)
  - (iii) Ctrl + Home. (1 mark)
- (e) Explain the term data marker in the context of spreadsheet applications. (2 marks)

Save "Question One" document and print.

**(Total: 15 marks)**

## QUESTION TWO

Create a word document named "Question Two".

Use Question Two document to key in solutions to questions (a) to (e) below:

- (a) Citing an example, differentiate between precedent cells and dependant cells in the context of spreadsheet applications. (3 marks)
- (b) (i) Explain the "#N/a" spreadsheet error. (1 mark)
- (ii) Propose how you would correct the error in (b) (i) above. (1 mark)
- (c) Differentiate between a "query" and a "dynaset" in database systems. (2 marks)
- (d) Explain the following database concepts:
- (i) External database. (2 marks)
- (ii) Zero-length string. (2 marks)
- (iii) User-defined function. (2 marks)
- (e) State the significance of the object dependencies pane feature as used in database applications. (2 marks)

Save "Question Two" document and print.

**(Total: 15 marks)**

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**QUESTION THREE**

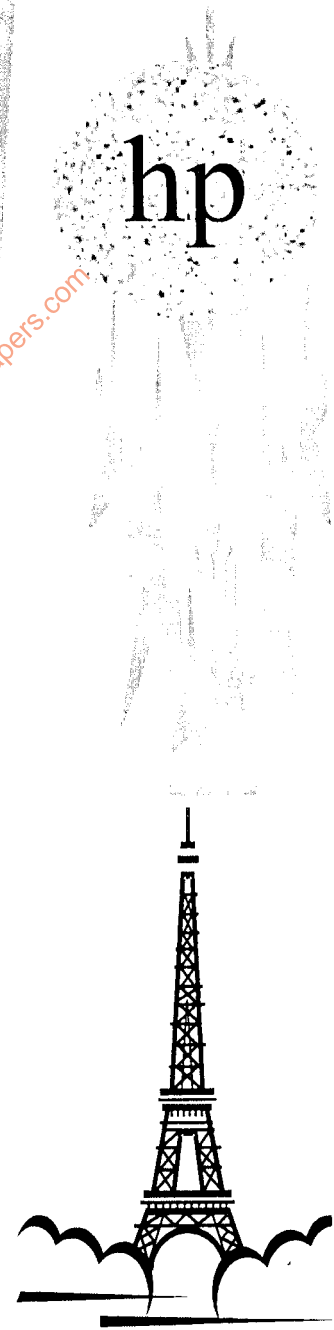
Use a desktop publishing application to prepare a publication as shown below:

# SIMPLIFY

Control the core of the data center with the power of convergence

- + 20% increase in the productivity of the server administrator
- + 30% reduction in the amount of server space
- + 10% reduction in the power consumption

See how to take back control with the IDC white paper Gaining Business Value and ROI with HP Insight Control Management Software >>hp.com/go/getcontrol



Save the publication as "Question Three" and print.

(20 marks)

### QUESTION FOUR

ABC Equities Ltd. specialises in investments in shares. The data below relates to the investments in five major listed companies in Kenya.

ABC Equities Ltd. Investment in Securities Exchange									
Company	Date bought	Number of shares	Buying price (Ksh.)	Current market price (Ksh.)	Goal seek price (Ksh.)	Initial cost (Ksh.)	Current market value (Ksh.)	Percentage gain/loss	50% gain
Banda Ltd.	01/01/2019	600	11	14					
Beta Ltd.	02/02/2019	400	9.5	15					
Kena Ltd.	02/01/2019	450	5.5	4.5					
Power Ltd.	03/15/2019	300	4.2	6					
Dellcom Ltd.	10/03/2019	250	1.7	1.6					

#### Required:

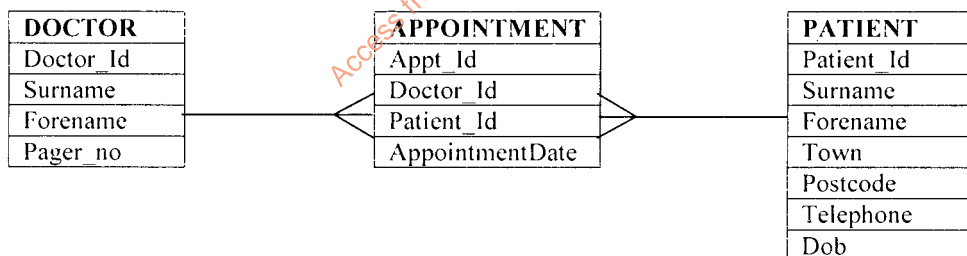
- Key in and format the data as shown above. (7 marks)
- Format the "Date bought" column such that the date when Kena Ltd. shares were bought displays as Tuesday, January, 01, 2019. (2 marks)
- Compute the "Initial cost" and the "Current market value" of each company's shares. The initial cost is the product of the "Number of shares" and the "Buying price" while the "Current market value" is the product of the number of shares and "Current market price". (4 marks)
- Compute the "Percentage gain/loss" on each company's shares. (2 marks)
- Using goal seek feature, compute the price at which one should sell Banda shares on column "Goal seek price" in order to achieve 50% gain. (4 marks)
- Insert a bar chart to display the "number of shares" column and respective "company". (2 marks)
  - Move the legend at the bottom of the chart. (2 marks)
  - Insert a trend line on the chart. (2 marks)

Save the workbook as Question Four and print.

(Total: 25 marks)

### QUESTION FIVE

The following is a design of database tables:



#### Required:

- Create a database named 'General practitioners' and create the above tables assigning appropriate data types for each field. (6 marks)
- Set up the relationship among the tables enforcing all integrity rules. (2 marks)
  - Using an appropriate input mask, ensure that Doctor\_Id values have one upper-case character followed by three digits (such as D001). (4 marks)
  - Create a validation to ensure that the appointment date is after today's date. Add an appropriate message for this validation. (2 marks)

- (c) (i) Create data entry forms for your tables and use the forms to enter two records for each table. Ensure your forms contain titles and buttons. (6 marks)
- (ii) Create and save a menu form with the title "main menu".  
Create push buttons on the form to access the forms created in (c) (i) above. (3 marks)
- (d) Create a macro that will automatically open the main menu form when the database is opened. (2 marks)
- Save the database as "Question Five" and print the relationship report.

**(Total: 25 marks)**

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