kasneb

DICT LEVEL III

COMPUTER APPLICATIONS PRACTICAL II

MONDAY: 17 May 2021.   **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
Using a word processing program, create a document named "Question One".

Save the solutions to questions (a) to (d) in Question One document.

(a)   Name two types of optical disks.   (2 marks)

(b)   Differentiate between the following desktop publishing concepts:

    (i)   Importing style and cascading style.   (1 mark)

    (ii)   Outside margin and inside margin.   (1 mark)

(c)   Describe each of the following desktop publishing terms:

    (i)   Bleed.   (2 marks)

    (ii)   Aspect ratio.   (2 marks)

    (iii)   Cascading styles.   (2 marks)

(d)   Describe the following database software concepts:

    (i)   Attributes.   (1 mark)

    (ii)   Module.   (2 marks)

    (iii)   Foreign key.   (1 mark)

    (iv)   Primary key.   (1 mark)

Save "Question One" document and print.

(Total: 15 marks)

QUESTION TWO

Create a word processor document named "Question Two". Use the word processor document to save solutions to question two (a) to (d).

(a)   Interpret the usage of the following formula:

= Average (marksheet! B1:B10).   (4 marks)

(b)   Describe the following spreadsheet concepts:

(i)   Legend.   (2 marks)

(ii)   Value field.   (2 marks)

(c)   Explain the purpose of a pivot table in spreadsheet.   (2 marks)

(d)   Explain the purpose of each of the following wild card characters as used in a database query expression:

(i)   *   (1 mark)

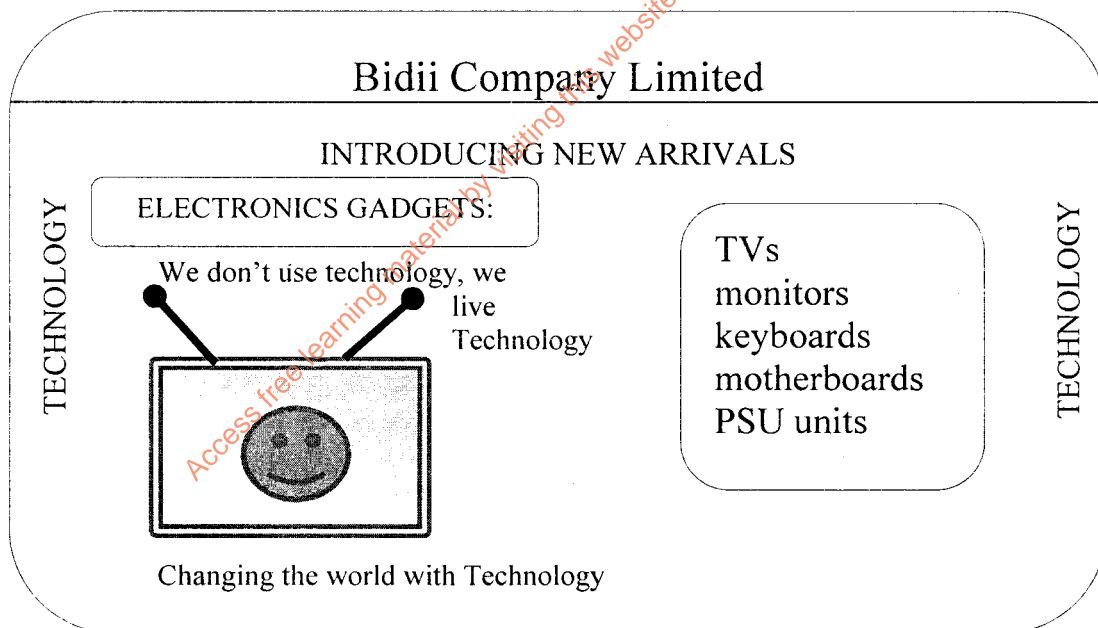(ii)   ?   (2 marks)

(iii) [ ]   (2 marks)

Save "Question Two" document and print.

(Total: 15 marks)

QUESTION THREE

(a)   Using a desktop publishing application, create a publication as shown below:

(6 marks)

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

(i)   Set paper size of above publication to be A4 and the orientation to be landscape.   (1 mark)

(ii)   Ensure top, bottom, left and right margins are 5cm.   (1 mark)

(iii) Create a footer to display today's date on the left edge of the page and your registration number on the right edge of the page.   (2 marks)

(iv)   Apply a style border of your choice in the publication.   (1 mark)

(v)   Add a logo at the center of the page.   (3 marks)

(vi)   Design a letterhead with the following details:

CompanyName: :   Bidii Company Limited
Address   :   20012 Nairobi
Email   :   Bidii@yahoo.co.ke
Fax   :   20112011
Telephone   :   020798922

Save the document as Bidii Advert and print.   (6 marks)
                                                                    (Total: 20 marks)

QUESTION FOUR

Create the worksheet below using a suitable spreadsheet program and save it as "Performance".

	A	B	C	D	E
1	Student Name	Gender	TEST 1 (20)	Assignment (30)	EXAM [50]
2	Anthony	M	16	20	29
3	Mary	F	14	18	30
4	Jane	F	13	17	40
5	Kibet	M	15	25	44
6	Kirwa	M	13	10	39
7	Alfred	M	12	5	42
8	Henry	M	10	25	45

                                                                        (5 marks)

Required:

(a)   Add a column named coursework between column D and E.   (2 marks)

(b)   Calculate the course work in cell E2 given that course work is the sum of Test1 and assignment.   (2 marks)

(c)   Add a field named "Final mark" in cell G1.   (2 marks)

(d)   Final mark is the sum of course work and exam.

       In cell G2 add a formula to calculate the final mark for each student.   (2 marks)

(e)   In cell H1 add a field named "Grade".   (2 marks)

(f)   In cell H2 enter a formula for grading the student according to the final mark given that the grading system is as follows:

       0 – 49   =   F
       50 – 64   =   C
       65 – 69   =   B
       70 – 100   =   A   (8 marks)

(g)   Filter all students who scored final marks greater than 20. Place the list of students in cell range starting from cell A12.   (2 marks)

Save Performance worksheet and print on landscape.

                                                                    (Total: 25 marks)

QUESTION FIVE

Study the Department and Employee tables below:

Department Table

Department	Department Name	Department Site
05	ICT	Eldoret
10	Biochemistry	Mombasa
15	Computer Science	Nakuru
20	Data Analysis	Kisumu

Employee Table

Employee Pf Number	Employee Name	Designation	Salary	Department
2390	Eunice	Supervisor	20000	10
8344	John	Supervisor	20000	05
2460	Alice	Supervisor	18000	20
2510	Moffart	Salesman	25000	15
2612	Tiret	Salesman	20000	10
1930	Kamau	Manager	35000	05
2015	Julius	Manager	40000	20
1110	Marion	Data clerks	15000	05
2355	Jeffat	Data Analyst	30000	15

(8 marks)

Required:

(a)   Using a database application, create a database named XYZ Employee to store the tables and data shown above.   (2 marks)

(b)   Set appropriate primary keys and establish a one to many relationship between the tables.   (2 marks)

(c)   Design a report named "Details" displaying the following:

Employee Name
Department Name
Salary   (3 marks)

(d)   Create a query showing all employees who earn a salary of less than Sh.25,000. Save the query as "salary Query".   (4 marks)

(e)   Create a form using the Employee Table and save it as "Employees Form".   (2 marks)

(f)   On the header of Employees form, insert a photo with dimension of 1 inch by 1 inch.   (4 marks)

Save XYZ Employee database and print details report.

(Total: 25 marks)

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