kasneb

DICT LEVEL III

COMPUTER APPLICATIONS PRACTICAL II

TUESDAY: 26 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 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 (f) below:

(a)   Differentiate between tracking and kerning in context of desktop publishing.   (2 marks)

(b)   State the function of the following as used in desktop publishing application:

    (i)   Deck.   (2 marks)

    (ii)   Horizontal ruler.   (2 marks)

(c)   Define the term "design checker" in the context of desktop publishing.   (2 marks)

(d)   Distinguish between a master page and other types of pages in desktop publishing.   (2 marks)

(e)   Explain the role of a "switchboard" in database applications.   (1 mark)

(f)   Explain the following field properties in context of database applications:

    (i)   Caption.   (2 marks)

    (ii)   Input mask.   (2 marks)

Save and print "Question One" document.

(Total: 15 marks)

QUESTION TWO

Create a word processor document named "Question Two".

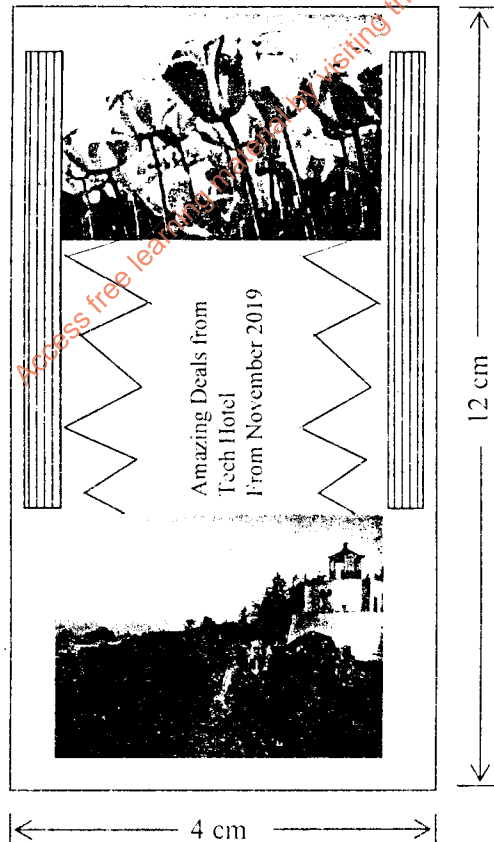Use "Question Two" document to key in solutions to questions (a) to (g) below:

(a) Explain input mask in the context of database applications. (1 mark)

(b) Distinguish between a "report footer" and "page footer" as used in database applications. (2 marks)

(c) Differentiate between "ASC" and "Chr" as used in a database application. (2 marks)

(d) Suggest two methods of protecting spreadsheet data from accidental modification. (2 marks)

(e) Define the following as used in spreadsheet applications:

    (i) Values. (1 mark)

    (ii) Function. (1 mark)

(f) Distinguish between "labels" and "formulae" with respect to spreadsheet application. (2 marks)

(g) Explain the following terms in respect to database applications:

    (i) Non contigous cells. (2 marks)

    (ii) Argument place holder. (2 marks)

Save and print "Question Two" document.

(Total: 15 marks)

QUESTION THREE

(a) Use a desktop publishing application to prepare a book mark with dimensions shown below:

Save the publication as "Question Three". (7 marks)

(b) Generate 6 pieces of the bookmark you have created in Question Three (a) above in order to fit on one A4 sized paper.

(3 marks)

(c) On page two of Question Three publication create a business card with the following specifications:

- Dimensions 9 cm length by 5cm width.
- Picture of your choice.
- Personal details; Name, Department and Personal number.
- Border art and fill effect of your choice.

(10 marks)

Save "Question Three" publication and print.

(Total: 20 marks)

QUESTION FOUR

(a) Open a spreadsheet application and enter the following data in Sheet 1 of a workbook:

	A	B	C	D	E
1	ITEM CODE	UNITS	COST PER UNIT	SALES	COMMISSION
2	100	10	100		
3	101	12	250		
4	102	13	235		
5	103	8	485		
6	104	12	50		
7	105	18	400		
8	106	14	200		
9	107	15	350		
10	108	19	250		
11	109	20	250		
12	110	22	350		
13	Total Sales				
14	Average Sales				
15	Sales over Sh.1,000				

Save the workbook as "Question Four".

(6 marks)

(b) On Sheet 1 that you have created in Question Four (a) above, perform the following tasks:

(i) Calculate sales on cell D2 where Sales = Units * Cost per unit.

(2 marks)

(ii) Use a formula to calculate total sales on Cell D13.

(2 marks)

(iii) Using an appropriate function, compute "Average Sales" on Cell D14.

Round off the average to one decimal place.

(2 marks)

(iv) On Cell D15, use a formula to count the number of sales over Sh.1,000.

(2 marks)

(v) Compute the commission for each item on Column E based on the following criteria:

SALE (Shs)	COMMISSION
Less than 1,000	0% of sales value
1,000 to 5,000	2% of sales value
Above 5,000	5% of sales value

(6 marks)

(vi) Generate a line chart showing sales and commission of each item code.

Place the Chart in Sheet 1.

(5 marks)

Save and print "Question Four".

(Total: 25 marks)

QUESTION FIVE

Consider the data below from a revenue allocation database:

County:

County ID	CountyName	Region ID
01	Marsabit	R_1
02	Kisumu	R_2
03	Kakamega	R_2
04	Turkana	R_1
05	Nyandarua	R_2
06	Mombasa	R_2

Regions:

Region ID	Region Description
R_1	ARID
R_2	NOT ARID

Allocations:

County ID	Allocated Year	Amount Allocated
01	2018	7,000,000,000
02	2018	5,700,000,000
03	2018	5,800,000,000
04	2018	8,000,000,000
05	2018	6,000,000,000
06	2018	6,250,000,000

Spending:

County ID	Recurrent	Projects
01	105,000,000	6,000,000,000
02	2,000,000,000	1,500,000,000
03	3,000,000,000	2,000,000,000
04	4,000,000,000	1,000,000,000
05	3,000,000,000	1,000,000,000
06	4,000,000,000	500,000,000

Required:

(a)   Create a database called "Question Five" using a database application.   (2 marks)

(b)   Create all the tables with appropriate relationships.   (4 marks)

(c)   Using form(s) input the data in the tables given above.   (10 marks)

(d)   Create a query named "Spending" to show county name, amount allocated, amount spent on recurrent expenditure and amount used in projects.   (4 marks)

(e)   Create a report showing county name, amount not spent and percentage of amount spent on recurrent expenditure. Name the report as "Ratio".   (5 marks)

Save Question Five workbook.

Print spending Query and Ratio report.

(Total: 25 marks)

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