



kasneb

DICT LEVEL III

COMPUTER APPLICATIONS PRACTICAL II

MONDAY: 23 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 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) Explain the following terms as used in spreadsheets:
 - (i) Slicers. (2 marks)
 - (ii) Flash fill. (2 marks)
 - (iii) Referencing using labels. (2 marks)
- (b) Compare absolute referencing to referencing using labels in the context of spreadsheet applications. (2 marks)
- (c) Highlight the purpose of split bars as used in spreadsheets. (2 marks)
- (d) Explain sandbox mode as used in database applications. (2 marks)
- (e) List two controls in a database form from where a user could select an item from an option of multiple items. (2 marks)
- (f) Explain "anchoring a control" as used in database applications. (1 mark)

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) Explain the uses of the following tools as used in desktop publishing software:
- (i) Master page. (1 mark)
 - (ii) Duplicate master page. (1 mark)
- (b) Explain the meaning of gutter as used in desktop publishing (DTP). (2 marks)
- (c) Explain the following desktop publishing concepts:
- (i) Nudge buttons. (2 marks)
 - (ii) Custom graphic boundary. (2 marks)
 - (iii) Reshaping handles. (2 marks)
- (d) Explain the term "cardinality" as used in database management systems. (1 mark)
- (e) Distinguish between nil and null as used in database management systems. (4 marks)

Save "Question Two" document and print.

(Total: 15 marks)

QUESTION THREE

ABC Company would like to create an information system to manage inventory in the pharmacy.

- (a) Open a database program and create a database named ABC. (1 mark)
- (b) Create the tables; Suppliers, Medicine and Inventory in the database created in (a) above.

Enter data below in respective tables.

SUPPLIERS TABLE

Pharmacy code	Pharmacy name
A001	Alice
A002	Mike
A003	Tony
A004	Alloise

MEDICINE TABLE

Medicode	Medicine name	Price
M001	Panadol	50
M002	Hedex	150
M003	Piriton	5
M004	Cough syrup	15

INVENTORY TABLE

Pharmacy code	Medicode	Date delivered	Number delivered	Spoilt
A001	M001	1/3/2020	3000	30
A001	M001	26/02/2020	500	40
A001	M002	3/2/2020	4500	200
A001	M003	4/1/2020	3200	300
A001	M004	10/1/2020	1800	100
A002	M002	11/1/2020	2000	400
A002	M001	13/2/2020	6000	100
A003	M003	10/1/2020	1000	60
A003	M002	15/1/2020	7000	1200
A004	M004	14/01/2020	1000	100

(12 marks)

- (c) Set an appropriate primary key for the supplier and medicine tables respectively. (2 marks)
- (d) Create a relationship between the tables. (2 marks)
- (e) Create a Query to display the fields pharmacy name, medicine name and number delivered. Save the Query as medsupply. (4 marks)
- (f) Create a report for a Query created in (e) above. Save the report as "suppliers". (4 marks)

Save ABC database and print suppliers report.

(Total: 25 marks)

QUESTION FOUR

You are tasked to prepare weekly sales reports for a computer shop.

Below is an extract of the weekly sales.

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Computers	10	16	16	13	14	16	18
VDU	30	17	30	20	16	17	16
HDD	40	30	25	19	10	13	14
Keyboard	20	16	60	18	8	14	13
Mouse	15	17	25	14	10	15	10
RAM	10	18	15	15	13	15	12
Laptops	12	20	14	17	12	13	11

Item	Price
Computers	14,000
VDU	6,000
HDD	600
Keyboard	300
Mouse	200
RAM	1,000
Laptops	20,000

Required:

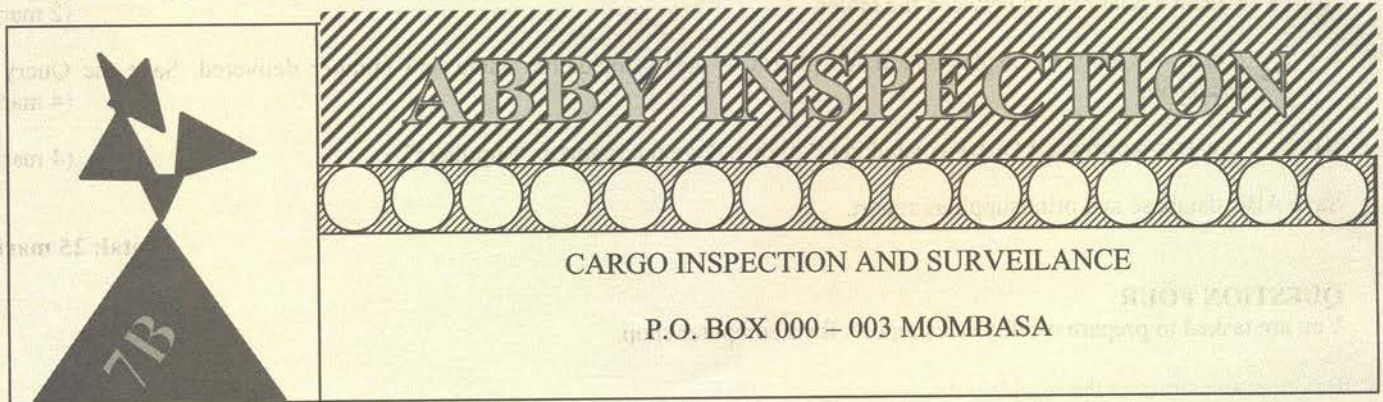
- (a) Open a spreadsheet program and create the weekly sales as shown above. (8 marks)
Save the workbook as "Question Four".
- (b) Using absolute cells referencing, compute the weekly sales for each item. (4 marks)
- (c) Compute the daily total sales for all the items. (4 marks)
- (d) Given that the sales person is paid 1% of the daily sales, compute the salesman's payment at the end of the week. (4 marks)
- (e) Create a bar chart on a separate sheet, showing Monday sales. Rename the sheet as sales. (5 marks)

Save "Question Four" workbook and print the worksheet on an A4 paper in landscape orientation.

(Total: 25 marks)

QUESTION FIVE

Using a desktop publishing software create a publication named "Question Five" as shown below.



INS NO: _____ VEHICLE VERIFICATION _____

Cargo Discharge Cargo load Date: _____

Vessel: M/V _____ Berth No: B/L No: _____

Make: _____ Registration _____

Model: _____ Chasis No. _____

EXTERIOR

Overall Appearance

External mirrors – Right

External mirrors – Left

Windows PWR MNL

Wipers

Self propelled

Reasons.....

Wheel and Tyres:

Condition

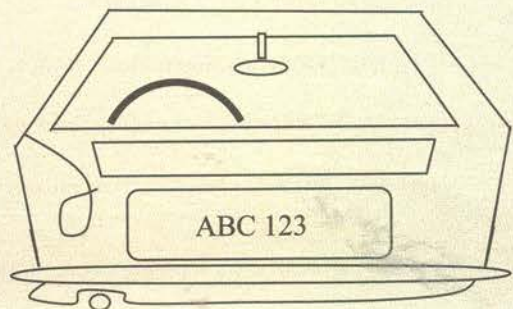
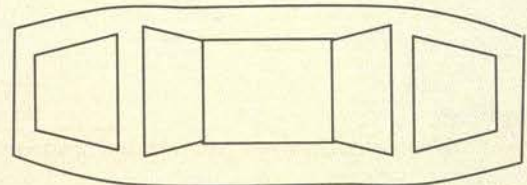
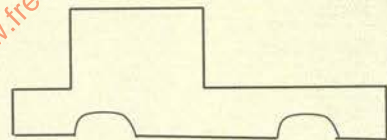
Spares

Alloy Rim: Normal

Speakers

Jack

	S	D	NS	NF
Overall Appearance				
External mirrors – Right				
External mirrors – Left				
Windows				
Wipers				
Self propelled				
Reasons.....				
Wheel and Tyres:				
Condition				
Spares				
Alloy Rim				
Speakers				
Jack				



Key

S SATISFACTORY D Damaged NS Not seen NF NOT FITTED

Remarks:..... Name:.....

Sign:..... Date:.....

Save the publication as "Question Five" and print.

(Total: 20 marks)