

1920/102B  
COMPUTER APPLICATIONS I (PRACTICAL)  
Paper 2  
November 2014  
Time: 2 hours



THE KENYA NATIONAL EXAMINATIONS COUNCIL  
CRAFT CERTIFICATE IN INFORMATION TECHNOLOGY  
MODULE I

COMPUTER APPLICATIONS I (PRACTICAL)

Paper 2

2 hours

**INSTRUCTIONS TO CANDIDATES:**

*You have ten minutes to read the instructions and the questions before starting the examination.  
Any problem with the computer should be reported to the invigilator immediately.  
Direct any question(s) to the invigilator only.  
Conversing with fellow students may lead to disqualification.  
Write your name and index number on the Rewritable CD provided.  
Insert your name and index number as a header on each sheet used.  
This paper consists of FOUR tasks. Perform all the FOUR tasks.  
Each task carries 15 marks.  
Read the instructions of each task carefully.  
Print on one side of the paper only and use a fresh sheet of paper for each task.  
Hand over your printed work and the Rewritable CD to the invigilator at the end of the examination.  
Candidates should answer the questions in English.*

**This paper consists of 7 printed pages.**

**Candidates should check the question paper to ascertain that all the pages are printed as indicated and that no questions are missing.**

© 2014 The Kenya National Examinations Council.

**Turn over**

APR 2015

## SPECIFIC INSTRUCTIONS TO CANDIDATE

1. Create a folder named **KNECEXAM** on the desktop to store all the work in this paper.
2. Ensure that the **KNECEXAM** folder and all its content is burnt onto the **Rewritable CD** at the end of the examination.

easyvet.com

## TASK 1

- (a) Open a word processing program and key in the following information as it appears. Save the document as *drugs* in the **KNECEXAM** folder to print out later. (11 marks)

### DRUGS

**A** drug is a substance which may have medicinal, intoxicating, performance enhancing or other effects when taken or put into a human body or the body of another animal and is not considered as food.


### REASONS WHY PEOPLE MISUSE DRUGS

- ❖ People suffering from anxiety, bipolar disorder, depression or other mental illnesses use drugs and alcohol to ease their suffering.
- ❖ People become bored and think drugs will help.
- ❖ People think drugs will help relieve stress.
- ❖ People get physically injured and unintentionally get hooked on prescribed drugs.

### WAYS TO AVOID DRUGS

- Make new friends who don't use drugs.
- Avoid parties or social gatherings where drugs will be consumed.
- Focus on activities you enjoy that do not involve the use of drugs.

Findings of a research conducted some years ago by Neema Counselling Group showed that :



**RESEARCH FINDINGS**

<i>AGE IN YEARS</i>	<i>% DRUG MISUSE</i>	<i>% DRUG FREE</i>
11-20	60%	40%
21-30	55%	45%

- (b) Open a new word processing document, copy and paste the contents of the document created in (a). Save the document as *drug2* in the **KNECEXAM** folder. (2 marks)
- (c) Set the page margins of the document named *drugs2* as follows: (1 mark)
- Orientation: Landscape
- Page margins top and bottom : 0.5" (Narrow)
- (d) Save the changes to print out later: (1 mark)
- (i) *drugs*;
  - (ii) *drugs2*.

## TASK 2

Figure 1 is an extract from a spreadsheet document showing the price of plots in the month of January. Use it to answer the questions that follow.

- (a) Open a spreadsheet program and key in the information as it appears in the figure in sheet 1. Save the workbook as *plotsale* in the **KNECEXAM** folder. (5 marks)

	A	B	C	D	E	F	G	H
1	<b>MARVIN REAL ESTATE LAND VALUE FOR THE FIRST FOUR MONTHS</b>							
2	<b>VALUE OF THE LAND EACH MONTH</b>							
3	<b>PLOT NO</b>	<b>AREA</b>	<b>JAN</b>	<b>FEB</b>	<b>MARCH</b>	<b>APRIL</b>	<b>STATUS</b>	<b>REMARK</b>
4	178934	KIT	400000				S	
5	164563	KIT	300000				NS	
6	125678	KIT	350000				S	
7	874456	EMBI	600000				S	
8	978345	RIAR	890000				NS	
9	863344	EMBI	700000				S	
10	<b>TOTAL VALUE</b>							
11								
12	<b>APPRECIATION RATE</b>	3%						

Figure 1

- (b) (i) Rename sheet1 to *plotvalue*. (½ mark)  
(ii) Copy and paste the contents of *sheet 1* to *sheet 2* and rename it to *plotmonths*. (1 mark)
- (c) The value of land appreciates by 3% monthly. Use this information to answer the questions that follow.
- (i) Using cell addresses only and the appreciation value in cell 12B, determine the value of each plot for Feb, March and April. (2 marks)  
(ii) Using a function and cell addresses only, calculate the total value of the plots for each month. (1½ marks)
- (d) At the end of four months, the plot status is either “S” for sold or “NS” for not sold. Using an *If function*, determine the remark for each plot. (2 marks)
- (e) Insert a column chart on a new sheet showing the value of each plot for the months of January and April. (2 marks)
- (f) Save the changes to print out later the worksheet: (1 mark)  
(i) *plotmonths*;  
(ii) the chart.

**TASK 3**

- (a) Open a database program and create a database named *marvindata* and save the database in the **KNECEXAM** folder. Using the following data types and properties respectively. (7 marks)

**Clients Details**

Field Name	Data Type	Primary Key
Clients ID	Number	✓
Clients Name	Text	
Address	Text	

**Plot Details**

Field Name	Data Type	Primary Key
Clients ID	Number	
Location	Text	
Plot Number	Number	✓
Value	Currency	

- (b) Create a relationship between the tables. (1 mark)
- (c) (i) Create forms named *clientsform* and *plotform* that would be used to enter data in tables named clients detail and plot details respectively. (1 mark)
- (ii) Enter the following data in their respective tables. (2 marks)

Clients Details		
Clients ID	Clients Name	Address
1178	Daniel Merry	33 Embu
2211	Sarah Zippy	456 Kajiado
7771	Japheth Rity	765 Nairobi

Plot Details			
Location	Clients ID	Plot Number	Value
EMBU	1178	16789	300,000
KAJIADO	2211	35363	400,000
NAIROBI	7771	26272	800,000
EMBU	1178	27366	350,000

- (d) Create a query named *embulocation* query to display *clients id, clients name, plot number* and *location* for those clients who's plots are located in Embu. (2 marks)
- (e) Create a report named *embuplots* to display *clients id, clients name, plot number and location*. (1 mark)
- (f) Save the changes to print out later: (1 mark)
- (i) the tables clients and plotdetails;
- (ii) the report.

#### TASK 4

The Manager of Neema Counselling Group would like to prepare a presentation to sensitize their clients on the counselling services that they are offering.

- (a) Open a presentation program and use the outline and content in table 1 to create the presentation. Save the document as *counselling* in the **KNECEXAM** folder. Use appropriate slide layouts. (10 marks)

Slide No	Content												
1	<b>NEEMA COUNSELLING GROUP P.O. BOX 6353-0100 NAIROBI</b>												
2	<p>Many students are surprised at how beneficial counselling can be. Students come to counselling to talk about a wide range of issues. It does not matter how big or small these concerns may be.</p> <p>Some of the personal issues addressed by counsellors include:</p> <ul style="list-style-type: none"> <li>• stress</li> <li>• family issues</li> <li>• depression</li> <li>• panic and anxiety</li> <li>• abuse</li> <li>• relationship issues</li> <li>• motivation</li> <li>• sexualitv.</li> </ul>												
3	<b>BENEFITS OF COUNSELLING TO STUDENTS</b> <ul style="list-style-type: none"> <li>• Enables a person gain enormous relief from sharing with loved ones.</li> <li>• Enables a person to be holistic and personally motivated.</li> </ul>												
4	<b>TYPES OF COUNSELLING</b> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>TYPE</th> <th>COST PER SESSION</th> <th>LOCATION</th> </tr> </thead> <tbody> <tr> <td>STRESS MANAGEMENT</td> <td>1000.00</td> <td>LILY HOSPITAL</td> </tr> <tr> <td>RELATIONSHIP</td> <td>500.00</td> <td>SPORTS GROUND</td> </tr> <tr> <td>MARITAL</td> <td>1500.00</td> <td>NEEMA GROUNDS</td> </tr> </tbody> </table>	TYPE	COST PER SESSION	LOCATION	STRESS MANAGEMENT	1000.00	LILY HOSPITAL	RELATIONSHIP	500.00	SPORTS GROUND	MARITAL	1500.00	NEEMA GROUNDS
TYPE	COST PER SESSION	LOCATION											
STRESS MANAGEMENT	1000.00	LILY HOSPITAL											
RELATIONSHIP	500.00	SPORTS GROUND											
MARITAL	1500.00	NEEMA GROUNDS											
5	<b>DIRECTION</b>												
6	<b>CONCLUSION</b> <i>ALL ARE WELCOME.</i>												

Table 1.

- (b) Figure 2 shows the directions to the counselling grounds. Draw it in slide 5. (3 marks)

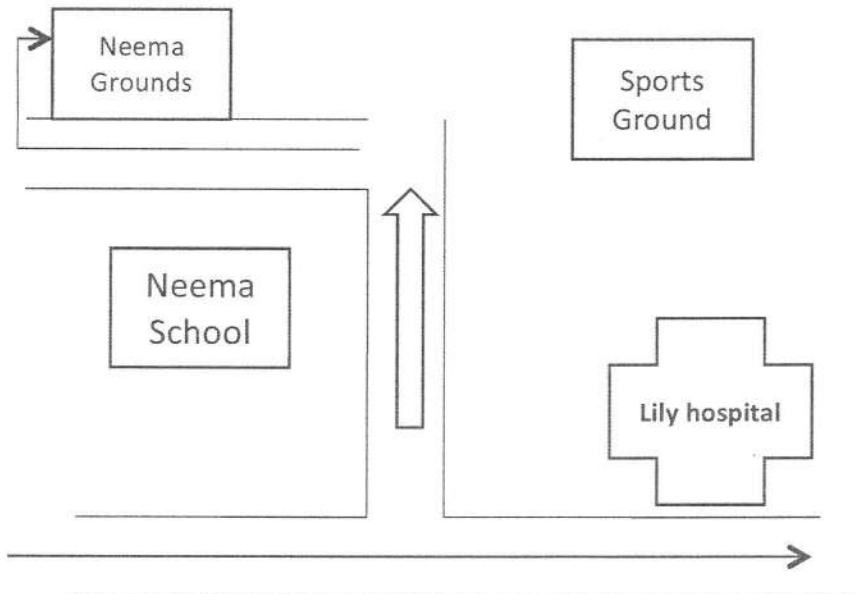


Figure 2

- (c) Apply *dissolve* slide transition to all slides. (1 mark)
- (d) Save the changes to print out later the handouts with three slides per page. (1 mark)

easyvet.com