

1920/102B

COMPUTER APPLICATIONS I (PRACTICAL)

Paper 2

July 2015

Time: 2 hours



THE KENYA NATIONAL EXAMINATIONS COUNCIL

CERTIFICATE IN INFORMATION TECHNOLOGY

MODULE I

COMPUTER APPLICATIONS I (PRACTICAL)

Paper 2

2 hours



**INSTRUCTIONS TO CANDIDATES:**

*You have ten minutes to read through the instructions and 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 answer booklet and the rewritable CD.*

*Type your name as a header on each sheet used.*

*Answer all the **FOUR** questions.*

*Each question carries 15 marks.*

*Read the instructions of each question carefully.*

*Print on **one** side of the paper(s) only and use a fresh sheet of paper for each question.*

*Hand over your **printouts** and the rewritable CD to the invigilator.*

**This paper consists of 10 printed pages.**

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

**SPECIFIC INSTRUCTIONS TO CANDIDATE**

1. Create a folder named **KNECEXAMINDEXNO** on the desktop where Index No is the students Index Number assigned in this examination.
2. Ensure that the **KNECEXAMINDEXNO** folder created and all its content is burnt onto the **Rewritable CD** at the end of the examination.



## TASK 1

The management of Lentice company wishes to send invoices to clients who owe the company. Assuming that you have been tasked to prepare the invoices in a word processor using the mail merge feature.

- (a) Open word processing package and create a data source file containing the details of clients to be invoiced as shown in table 1. Save the document as *invoicedatasource* in the KNECEXAMINDEXNO. (4 marks)

First Name	Last Name	Company Name	Item1	Item2	Amount1	Amount2	Date1	Date2
Job	Jones	Mariaga Youth Polytechnic	Blankets	Mattresses	250,000	320,000	17/05/2014	10/11/2014
Andrew	Marita	Mudayi Youth Polytechnic	Sugar	Maize	100,000	200,000	18/03/2014	17/08/2014
Ann	Tonny	Ndende Youth Polytechnic	Games kit	Balls	150,000	220,000	19/09/2014	19/08/2014
Paul	Linton	Shembe Youth Polytechnic	Desktop computers	Computer desks	500,000	250,000	22/12/2014	28/10/2014

Table 1

- (b) Open a blank word document and type the following main document letter, inserting appropriate fields in their specified location. (8 ½ marks)

**LENTICE COMPANY**  
**P.O. BOX 4567**  
**MITETI**

—●—————●—

**Customers INVOICE**

*Att: «First\_Name» «Last\_Name»  
«Company\_Name»*

In respect to the goods issued to you, we hereby request that you make the payments as follows:

Item	Amount	Date
«item 1»	«Amount 1»	«date 1»
«item 2»	«Amount 2»	«date 2»

*From: ANTONY FRED*



- (c) (i) Using the data source created in (a) and the main document created in (b), generate customized invoice for each client. (1 mark)
- (ii) Save the merged invoice as *invoicemerged* in the **KNECEXAMINDEXNO**. (½ mark)
- (d) Print out later: (1 mark)
- (i) `invoicedatasource;`
- (ii) `invoicemerged.`



## TASK 2

Lentice Company intends to use a spreadsheet program to manage its stock. Assume that you have been tasked to assist in the computerization.

- (a) Open a spreadsheet program and type the information in sheet 1 as it appears in Figure 1. Save the workbook as *stock* in the **KNECEXAMINDEXNO**. (6 marks)

	A	B	C	D	E	F
1	Items	Item Category	Cost per item (Ksh)	Quantity sold	Total Price	Discount
2	Mattresses	dorm001	3000	200		
3	Blankets	dorm001	1500	300		
4	Exercise Books	lib001	150	2000		
5	Computer desk	comp001	7500	150		
6	Text books	lib001	2400	700		
7	Desktop computer	comp001	22000	55		
8	Sheets	dorm001	1500	300		
9	Beds	dorm001	1500	300		
10	Buckets	dorm001	200	400		
11	Printing papers	comp001	660	150		
12						
13	DISCOUNT RATES					
14						
15	dorm001	2%				
16	lib001	3%				
17	comp001	4%				

Figure 1

- (b) (i) Copy the contents of sheet 1 to sheet 2. (½ mark)
- (ii) Rename sheet 2 as *stockmaintained*. (½ mark)
- (c) Perform the following in the sheet named *stockmaintained*.
- (i) Insert a row above row 1 and enter the title "LENTICE COMPANY LIMITED ITEMS SOLD" in it. (1 mark)
- (ii) Merge the cells in the range A1 to F1. (½ mark)
- (iii) Change the background color of the range A2..F2 to grey. (½ mark)

- (d) The company offers a discount in % on each item based on the item category. Using cell references and cell addresses only:
- (i) compute the total price of each item; (1 mark)
  - (ii) compute the discount on each item using If function. (2 marks)
- (e) Create a bar chart showing the item and the total prices. Label the chart appropriately. (2 marks)
- (f) Print out later. (1 mark)
- (i) Graph;
  - (ii) Stockmainained.





## TASK 3

Lentice Company Limited also owns a Pharmacy and they would like to manage information about the pharmacy using a database. Assuming that you have been tasked to manage the stock in the pharmacy.

- (a) Open a database program and create a database file named *Pharmacy* in the **KNECEXAMINDEXNO** folder. (½ mark)
- (b) Create each of the following three tables named *pharmacy*, *drug* and *pharmacist* in the database created in (a). (3½ marks)

**Pharmacy Details**

Field Name	Data Type	Properties
DrugID	Text	Field size 5
Drugname	Text	Field Size 15
Selling Price	Currency	Standard
Quantity	Number	Long integer
Date issued	Date	Short date

**Pharmacist Details**

Field Name	Data Type	Properties
PharmacistID	Text	Field Size 5
PharmacistName	Text	Field Size 15

**Drug Details**

Field Name	Data Type	Properties
DrugID	Text	Field Size 5
DrugName	Text	Field Size 15

- (c) Set the fields *pharmacistid* and *drugid* as the primary keys for the tables *pharmacist* and *drug* respectively. (½ mark)
- (d) Create an appropriate relationship between the tables. (½ mark)
- (e) Create three forms named *pharmacist*, *pharmacy* and *drug* to be used to enter data in the three tables created. (1 mark)
- (f) Enter the following data in their respective tables. (5 marks)

PHARMACIST DETAILS	
PharmacistID	Pharmacist name
236	Miriam
222	Dolly
214	Peter
233	Tom

DRUG DETAILS	
DrugID	Drugname
Z012	ZYCET
V001	VENTOLIN
U020	ULGEL
P1001	PANADOL

PHARMACY DETAILS				
DrugID	Selling Price	Date Issued	Quantity	Pharmacist ID
Z012	700.00	12/01/2014	34	233
P1001	5.00	11/11/2014	200	236
U020	800.00	12/10/2014	78	222
Z012	700.00	12/12/2014	59	214
P1001	5.00	23/12/2014	450	222
V001	250.00	13/05/2014	70	233

- (g) Create a query named *totalcostquery* to display the fields ; *drugno*, *drugname*, *quantity*, *pharmacist*, *selling price* and the total cost where total cost is  $\text{quantity} * \text{selling price}$ . Save the query as *totalcostquery*. (2 marks)
- (h) Create a report for the query created in (g). (1 mark)
- (j) Print out later: (1 mark)
- Pharmacist table, pharmacy table and drug table
  - Totalcostquery.





**TASK 4**

Lentice Company owns a hospital and the management intends to make a presentation. Assuming you have been tasked to create slides in the presentation.

- (a) Open a presentation program and create a presentation document using the details provided in Table 2. Use appropriate slide layout in each case. Save the presentation as *lenticehospitalservices* in the **KNECEXAMINDEXNO** folder. (11 marks)

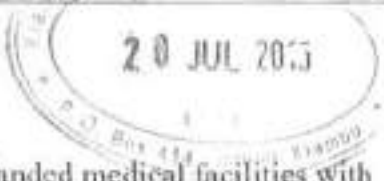
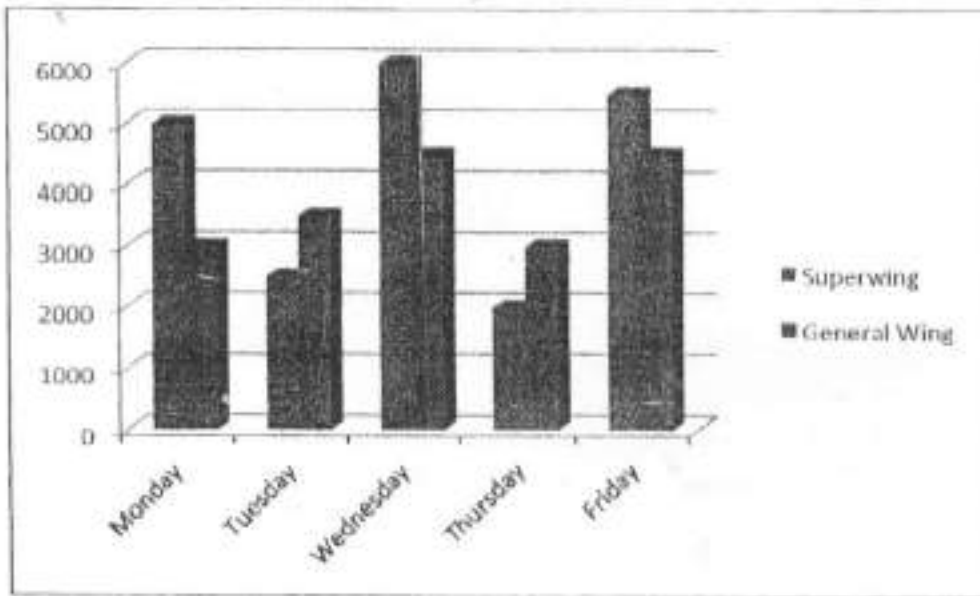
Slide No.	Contents																										
1	<p><b>OUR VISION</b></p> <p><i>BY SENIOR DOCTOR</i></p>																										
2	<div style="border: 1px solid black; padding: 5px; width: fit-content; margin-bottom: 10px;"> <p><b>Our services</b></p> </div> <div style="text-align: right; margin-bottom: 10px;">  </div> <ul style="list-style-type: none"> <li>❖ <b>24 Hour Pharmacy</b> Our pharmacy is fully stocked with branded medical facilities with drugs available at great discounts.</li> <li>❖ <b>Maternity services.</b> Affordable packages available from ante-natal care ,delivery and post natal care.</li> <li>❖ <b>X-Rays</b> The hospital is equipped to carry out different types of X-rays and affordable prices</li> </ul> <p style="text-align: center;"><i>Other services include children welfare clinics, counselling services, ambulance, physiotherapy and laboratory</i></p>																										
3	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #333; color: white;"> <th>Day</th> <th>Clinics</th> <th>Time</th> <th>Super Wing</th> <th>General Wing</th> </tr> </thead> <tbody> <tr> <td>MONDAY</td> <td>Gynaecology clinics</td> <td rowspan="5" style="text-align: center; vertical-align: middle;">All services start at 8.00 am to 10.00 a.m</td> <td>5000.00</td> <td>3000.00</td> </tr> <tr> <td>TUESDAY</td> <td>Ante natal clinics</td> <td>2500.00</td> <td>3500.00</td> </tr> <tr> <td>WEDNESDAY</td> <td>Orthopaedics clinics</td> <td>6000.00</td> <td>4500.00</td> </tr> <tr> <td>THURSDAY</td> <td>Well Baby Clinics</td> <td>2000.00</td> <td>3000.00</td> </tr> <tr> <td>FRIDAY</td> <td>Surgical clinics</td> <td>5500.00</td> <td>4500.00</td> </tr> </tbody> </table>	Day	Clinics	Time	Super Wing	General Wing	MONDAY	Gynaecology clinics	All services start at 8.00 am to 10.00 a.m	5000.00	3000.00	TUESDAY	Ante natal clinics	2500.00	3500.00	WEDNESDAY	Orthopaedics clinics	6000.00	4500.00	THURSDAY	Well Baby Clinics	2000.00	3000.00	FRIDAY	Surgical clinics	5500.00	4500.00
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4	<b>BAR CHART</b>																										
5	<p><b>End</b></p> <p><b>Thank You.</b></p>																										

Table 2

- (b) Using data in slide 3 create a bar chart as shown below in slide 4. Label the chart appropriately. (2 marks)



- (c) Apply a slide transition of your choice on all the slides in the presentation. (1 mark)
- (d) Save the changes to print out later as handouts with three slides per page. (1 mark)

