Name: _NKAPIANI   NAINI   RAHAB_____   Index No. _____ / _____

1920/102B
COMPUTER APPLICATIONS I
November 2015
Time: 2 hours

Candidate's Signature _____

Date: _____

THE KENYA NATIONAL EXAMINATIONS COUNCIL

CRAFT CERTIFICATE IN INFORMATION TECHNOLOGY

MODULE I

COMPUTER APPLICATIONS I

(Practical)

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 8 printed pages.

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

© *2015 The Kenya National Examinations Council.*   **Turn over**

SPECIFIC INSTRUCTIONS TO CANDIDATE

1. Create a folder named **KNECEXAMINDEXNO** on the desktop where Index No is the candidate's 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

(a)   Open a word processing program and create the following document as it appears. Save the document as *digitaldivide* in the **KNECEXAMINDEXNO** folder to print out later. (15 marks)

The digital divide, in brief, is the gap between people who have access to computer technology and people who do not have. It appears that, as the numbers of people going online increases, the gap also grows.

Digital divide in formal be overcome with further networking. Instead this homes that affect the learner. schooling is not simply an equipment differential that can selective investments in hardware, software, and factors are excavated by factors from within school and

Factors Attributing to the Digital Divide

a) **Education**
   Widening levels of education magnify the digital divide; households with higher levels of education are increasingly more likely to use computers and the Internet.

b) **Income**
   Due to lower income levels, schools located within poor neighbourhood lack the infrastructure available in affluent areas. Telecommunication facilities are more readily available for schools in the later areas hence enhancing the learners ability to collaborate with other learners.

c) **Resistance to change**
   Schools headed by those who are computer literate are likely to better in terms of acquiring necessary resources than a school headed by an individual who is not computer literate.

Overcoming the Digital Divide

(a) Universal Access .
As the use of computers and the Internet increases, so does the necessity for access

(b) Continued Support by the national government and county government .
They should work hand in hand to promote the use of ICT's in schools.

(c)Additional, Well-Trained Technical Staff .Communities and schools must train and preserve additional, and more qualified staff,

alongside new technologies to promote the best application of resources.

(d) Change of Attitude Regarding Technology.
Rather than perceiving computers and the Internet as a superfluous luxury in   schools, must come to realize the incredible power of new technologies and embrace them as tools for their future.

STATISTICS CARRIED OUT ON DIGITAL DIVIDE IN TWO COUNTIES

RESOURCES	MBERI	NYEME	
SCHOOLS WITH POWER	200	100	Resources available in each County
SCHOOLS WITH INTERNET	200	50	
SCHOOLS WITH COMPUTER TEACHERS	70	30	
INTERNET USE	90	70	

Task 2

(a)   Open a spreadsheet program and in Sheet 1, enter the information in Figure 1 as it appears. Save the workbook as *Digitalspreadsheet* in the **KNECEXAMINDEXNO** folder.   (5 marks)

	A	C	D	E	F	G
1	RESOURCES REQUIRED TO CURB DIGITAL DIVIDE IN SELECTED SCHOOLS					
2	SCHOOLS	NO OF COMPUTERS REQUIRED	COST PER COMPUTER	TOTAL COST OF NETWORKING	NO. OF TECHNICAL STAFF	SALARY PER TECHNICAL STAFF
3	KIRITA GIRLS	25	35000	1,120,000	5	40000
4	QUEENS ACADEMY	35	35000	1,110,000	8	35000
5	HARRIA BOYS	20	35000	1,070,000	4	27700
6	TOYI GIRLS	45	35000	2,170,000	10	53000
7	MWAMUSA BOYS	30	35000	1,170,000	7	33000
8	MARITA GIRLS	27	35000	1,190,000	6	38000
9	KINYWELE BOYS	35	35000	1,110,000	8	32000

Figure 1

(b)   Copy the information in sheet1 to sheet 2 and rename sheet 2 as *total expense*.

(1 mark)

(c)   Using cell addresses, compute each of the following;

   (i)   salary for technical staff per school;   (1 mark)

   (ii)   total cost of resources per school.   (1 mark)

(d)   Apply the *conditional format* in networking cells column such that those cells with values equal to 1,110,000 are shaded in grey.   (2 marks)

(e)   Create a bar graph to show the total amount to be spent on networking. Insert labels and titles.   (4 marks)

(f)   Save the workbook to print out later;   (1 mark)

   (i) total expense;

   (ii) chart.

TASK 3

(a) Using a database program, Create a database named *digitaldata* in the **KNECEXAMINDEXNO** folder. (½ mark)

(b) Create two tables named *resources* and *school*. Using appropriate data types for each field, enter the follow data in the respective tables. (8 marks)

RESOURCES table

RCODE	RESOURCE	AMOUNT
R001	TECHNICAL STAFF	35000.00
R002	NETWORKING	500000.00
R003	COMPUTERS	45000.00
R004	PRINTERS	15000.00

SCHOOL table

SCHLCODE	SCHOOL NAME	RCODE
H001	HARRIA BOYS	R001
K001	KIRITA GIRLS	R002
KL001	KINYWELE BOYS	R001
M001	MARITA GIRLS	R003
MW001	MWAMUSA BOYS	R004
Q002	QUEENS GIRLS	R001
T001	TOYI GIRLS	R002

(c) Create a relationship between the tables. (1 mark)

(d) Create a form named *schools* showing all fields in the school table.
Format the form to have a purple background. (1½ marks)

(e) Create a query named *networking* to display *schlcode, school name, resource* and *amount* for the resource named networking. (1½ marks)

(f) Create a report named *networkingreport* for the query created in (e). Change the report title to *Networking Report*. (1 mark)

(g) Print each of the following; (1½ marks)

    (i) resources and school tables;

    (ii) networking query;

    (iii) networkingreport.

TASK 4
Open a presentation program and create a presentation using the information provided in table 1.
Apply appropriate slide layout to each slide. Save the presentation as *digitalpresentation* in the
KNECEXAMINDEXNO folder.
(8 marks)

Slide No	Slide Content
1.	# The Digital Divide **By RITA ALI** **COMPUTER FOR SCHOOLS** **MARCH 2009**

2.	**Digital Divide**
	
	 Digital Divide is the unequal opportunities to access and make use of computers and the Internet.
	
	 The gap is extended by the ;
	    • males and females ;
	    • rich and poor.

3.	## Social factors which create the Digital Divide ❖ **Age** - Young people feel more comfortable with the new technology and are able to benefit from it more than older people. ❖ **Gender** - Boys use computers and the Internet more than girls. ❖ **Education** – People with low level of education have a problem with the use of modern technology. ❖ **Cultural background** Some cultures do not create an environment where the people can use technology

4.	COMPUTERS USAGE WITHIN REGIONS		
	REGION	% ADULTS USING COMPUTERS	% CHILDREN USING COMPUTERS
	MBERI	64	45
	NYEME	55	66
	BAHARAI	35	45
5.	GRAPH COMPARING COMPUTER USAGE		
6.	CONCLUSION LET US ALL WORK HARD TO CURB DIGITAL DIVIDE		

Table 1

(b)   Insert slide numbers to the slides.   (1 mark)

(c)   Format the background color of slide 4 to grey.   (1 mark)

(d)   Add a *motion path diagonal down right animation* to the text in slide 6.   (1 mark)

(e)   Set the picture border in slide 1 to have a weight of 6 pts.   (1 mark)

(f)   In slide 5, insert a chart using the information in slide 4.   (2 marks)

(g)   Print the slides as handouts of *six* slides per page.   (1 mark)

THIS IS THE LAST PRINTED PAGE.