

GENERAL INSTRUCTIONS TO CANDIDATES

1. Create a folder named **KNECEXAM** on the desktop.
2. Ensure that the **KNECEXAM** folder and all its content is burnt onto the Rewritable CD provided at the end of the examination.

Task 1

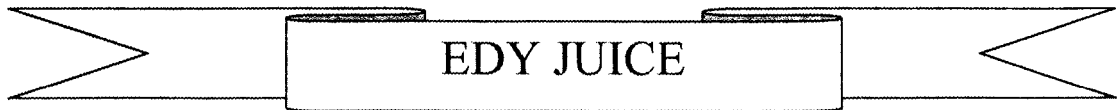
An orchard farmer has opted to start a fruit juice processing company and would like to invite other farmers to inform them of the availability of a market for their produce.

- (a) Open a word processing program and create a *data source* file containing details of farmers to be invited as shown in table 1. Save the document as *fruitfarmers* in the **KNECEXAM** folder. (2 ½ marks)

Farm Name	Contact	Farmers Name
Moshi Mango Farm	0897222446	Antony
Ority Orchard Farm	0860334466	Linda
Thinsi Pineapple Farm	0888234567	Thomas

Table 1

- (b) Open a blank document and create the following *main document* letter. Save the document as *mainletter* in the **KNECEXAM** folder. (9 ½ marks)



To:«Farm_Name»

Mobile No «Contact»

Attention: « Farmers Name »

You are hereby invited to a forum which is schedule to take place on 08/02/16 in the community conference hall.

The agenda for the meeting is as follows:

- Introduction of invitees
- The new juice Company.
- Any other business

The following will be a tentative programme for the day.

EDY JUICE COMPANY			
TIME	FACILITATORS	All are welcomed	TOPIC
9.00-11.00 A.M	Henry		The company
11.30-1.00 P.M	Andy		Collection centres
2.00-4.00 P.M	Anne		Payments

Kindly be punctual

Yours sincerely,



Mwamuko
Company Director

- (c) (i) Create a customised letter for each invited farmer using mail merge feature. (1 mark)
- (ii) Save the document as *farmersmerged* in the **KNECEXAM** folder. (½ mark)
- (d) Print out later the following files: (1½ mark)
- (i) fruitfarmers;
- (ii) mainletter;
- (iii) farmersmerged.

Task 2

Figure 1 is an extract of a spreadsheet used by a fruit vendor. Use it to answer the question that follows:

- (a) Open a spreadsheet program and key in the data as it appears in sheet 1. Save the workbook as *juicesupplied* in the **KNECEXAM** folder. (6 ½ marks)

TYPE OF JUICE	SUPPLIERS NAME	NO OF BOTTLES SUPPLIED	BUYING PRICE	NO OF BOTTLES SOLD
Orange	BOBBY	1570	65	786
Mango	GRACY	2347	75	1450
Pineapple	ANDI	850	67	345
Lemon	BOBBY	745	85	456
Orange	ANDI	867	65	785
Mango	GRACY	975	75	876
Pineapple	LINDY	678	67	550
Lemon	ANDI	549	85	456
Mango	GRACY	734	67	678
Pineapple	BOBBY	867	85	732

Figure 1

- (b) Copy the content in sheet 1 to sheet 2. (½ mark)
- (c) (i) Insert a blank row above the column headers. (½ mark)
 (ii) Type the title *"EDY'S JUICE COMPANY"* in the inserted row. (½ mark)
 (iii) Merge and centre the title to cover the cells A1 to E1. (½ mark)
 (iv) Apply font size 17 to the title. (½ mark)
- (d) Use a formula with cell references only to compute;
 (i) selling price, given that the selling price is the buying price increased by 20% (2 marks)
 (ii) The value of the juice not sold based on the buying price. (1 mark)
- (e) Create a bar chart with appropriate labels to compare the number of bottles of mango and orange juices supplied. (2 marks)

(f) Save the changes to print out later:

- (i) Sheet 2;
- (ii) Bar chart.

Task 3

The management of EDY Juice company would like to create a database to manage delivery of fruits.

- (a) Open a database program and create a database named *juicyfruit* in the **KNECEXAM** folder. (½ mark)
- (b) Create the tables named *farmers*, *fruits* and *fruittransact* in the database created in (a) and enter the data into the respective table. (7 marks)

Farmers	
Farmer code	Farmer name
F001	Antony
F002	Andy
F003	Linda
F004	Rita

Fruits		
Fruit code	Fruit name	PRICE
FR001	Mango	50.00
FR002	Pineapple	150.00
FR003	Lemon	5.00
FR004	Orange	15.00

Fruittransact				
Farmer code	Fruit code	Date Delivered	Number Delivered	Number Spent
F001	FR001	2/2/2016	3000	200
F001	FR001	3/3/2016	500	20
F001	FR002	3/3/2016	4500	250
F001	FR003	2/2/2016	3200	89
F001	FR004	4/2/2016	1800	70
F002	FR002	4/2/2016	2000	290
F002	FR001	4/3/2016	6000	150
F003	FR003	7/2/2016	1000	200
F003	FR002	4/4/2016	7000	250
F004	FR004	9/2/2016	1500	100

- (c) Set an appropriate primary key for the *farmers* and *fruits* tables respectively. (1 mark)
- (d) Create a relationship between the tables. (1 mark)
- (e) Create a query to display the fields, *farmername*, *fruitname* and *number delivered*. Save the query as *fruitsupply*. (2 marks)

- (f) Create a report for the query created in (e). Save the report as *FruitsupplyRep* (2 marks)
- (g) Print out later: (1½ marks)
 - (i) Farmers , Fruits and Fruittransact tables;
 - (ii) Fruitsupply query;
 - (iii) FruitsupplyRep report;

Task 4

(a) Open a presentation program and use the outlines in table 2 to create the presentation using appropriate slide layouts. Save it as *EDYjuice* in the **KNECEXAM** folder. (9 ½ marks)

Slide	Content
1	<p style="text-align: center;">EDY'S JUICE COMPANY</p> <p style="text-align: center;">COME 1! COME 2! COME ALL!</p> <p style="text-align: center;">By Ronny Negs</p>
2	<p>ORANGE JUICE</p> <p>Ingredients:</p> <ul style="list-style-type: none"> ✓ Two Fresh oranges ✓ Sugar- 2 tea spoon ✓ Crushed ice cubes- ½ cup <p>Method:</p> <ul style="list-style-type: none"> ✓ For orange juice: place orange in big jar for 30 seconds then squeeze. ✓ Place orange juice, sugar, crushed ice in a big jar and blend at <i>speed 1</i> for 30 seconds or till smooth. <p style="text-align: right; writing-mode: vertical-rl; transform: rotate(180deg);">ORANGE JUICE</p>
3	<p style="text-align: center;">FACTORS TO OBSERVE DURING PREPARATION</p> <ul style="list-style-type: none"> ❖ Keep the environment clean. ❖ Wash the fruits before blending the juice. ❖ Follow the right procedure stated. ❖ Ensure fruit juice is packed in the right bottle. ❖ Observe the expiry date.
4	<p>PACKAGED JUICE</p>
5	<p style="text-align: center;">READY TO DRINK</p>

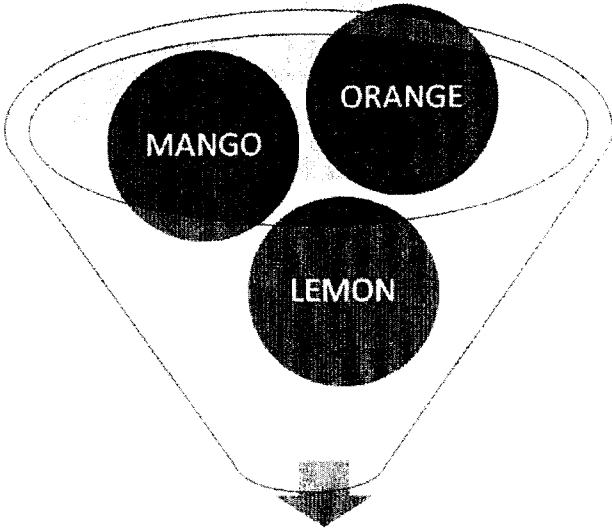
	
6	Thanks and Welcome!

Table 2

- (b) Apply each of the following: (1 marks)
- (i) motion path: *down* on all the content of slide 1;
 - (ii) Slide transition: *dissolve* to slide 2;
- (c) (i) Insert table 3 into slide 4. (1 mark)

Type of Juice	Number Packaged
Mango	4000
Pineapple	6000
Lemon	7300
Orange	5500

Table 3

- (ii) Create a column chart for the table in (i) in the same slide (2 marks)
- (d) Save the changes to print out later the presentation with *three slides per page*. (1 ½ mark)

THIS IS THE LAST PRINTED PAGE.