

1920/102B

COMPUTER APPLICATIONS I (PRACTICAL)

November 2016

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 THE CANDIDATES

*You have **ten** minutes to read through the instructions and the question paper 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.*

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

*This paper consists of **FOUR** tasks. Perform **ALL** the 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 the **printouts** and the **rewritable CD** to the invigilator.*

*Candidates should answer all questions in English.*

**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.**

## **SPECIFIC INSTRUCTIONS TO THE CANDIDATE**

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

**TASK 1**

- (a) Open a word processing program and key in the following information as it appears. Save it as *Information system* in the **KNECEXAM** folder. (9 marks)

**INFORMATION SYSTEM**

**M**any organizations work with large amounts of data. Data are basic values or facts and are organized in a database. Many people think of data as synonymous with information; however, information actually consists of **data that has been organized to help answer questions and to solve problems.**

An information system is defined as the software that helps organize and analyze data. So, the purpose of an

information system is to turn raw data into useful information that can be used for decision making in an organization.

**Types of Business Information Systems**

- Manufacturing and production information systems
- Sales and marketing information systems
- Finance and accounting information systems
- Human resources information systems

- (b) Apply the following formats in the document created in (a):
- (i) title font: Garamond, bold and size 16; (1 mark)
- (ii) line spacing double. (1 mark)
- (iii) apply italics to the last paragraph. (1 mark)
- (c) Insert a picture of a computer in the middle of the first paragraph. (2 marks)
- (d) Save changes to print out later. (1 mark)

## TASK 2

- (a) Open a spreadsheet program and key in the following data as it appears. Save the work book as *carsales* in the **KNECEXAM** folder. (5 marks)

AMAZING CARS AUTO DEALERS					
CarID	Car Type	Car Description	Unit price	Number of cars sold	Total Amount Sold
TY001	Toyota	Highlander	950000	13	
TY002	Toyota	Rav4	940000	18	
TY003	Toyota	Sienna	590000	17	
TY004	Toyota	Corolla	862000	9	
NI001	Nissan	Dualis	750000	13	
NI002	Nissan	Harrier	850000	11	
NI003	Nissan	pickup	500000	10	
NI004	Nissan	Sunny	300000	4	
SU001	Subaru	Impreza	650000	2	
SU002	Subaru	Forester	630000	6	
SU003	Subaru	Outback	720000	9	
SU004	Subaru	Legacy	600000	20	

Figure 1

- (b) (i) Using cell addresses and appropriate function, determine the Total Amount Sold for each type of car. (1 mark)
- (ii) Copy the contents of sheet1 to sheet2. (1 mark)
- (iii) Apply the thousand separator to the numbers on the column labelled *unit price* in sheet2. (1 mark)
- (c) (i) Determine the subtotals for the Total Amount Sold for each type of car in sheet2. (2 marks)
- (ii) Rename Sheet1 and Sheet2 as *totalsold* and *categorytotal* respectively. (1 mark)
- (d) Create an embedded 3-D pie chart in the sheet named *categorytotal* showing the totals per each type of car. (3 marks)
- (e) Save the changes to print out later the sheet named *categorytotal* showing the formulae instead of values. (1 mark)

**TASK 3**

- (a) Open a presentation program and create a presentation using the slide layout in Table1. Save the presentation as *system* in the **KNECEXAM** folder. (8 marks)

Slide No.	Slide Content
1	<p align="center"><b>SYSTEM</b></p> <p>It is a set of items linked together to carry out a given task in order to achieve one or more objectives.</p>
2	<p align="center"><b>CHARACTERISTICS OF SYSTEMS</b></p> <ul style="list-style-type: none"> <li>• A system is made up of interrelated parts.</li> <li>• A system comprises of input, output and processing.</li> <li>• A system is designed to achieve pre-defined objectives.</li> </ul>
3	<p align="center"><b>SYSTEM CLASSIFICATION</b></p>
4	<p align="center"><b>OPEN SYSTEM CHART</b></p> <pre> graph TD     A[OPEN SYSTEM] --&gt; B[INPUTS]     B --&gt; C[INFLUENCED BY THE ENVIROMENT]     </pre>

Table 1

- (b) Create the following table as it appears in slide 3. (3 marks)

No.	Types of systems	Definition
1.	Deterministic	Their output is known precisely by their inputs.
2.	Probabilistic	Their output can only be predicted but not known precisely.
3.	Self controlling	They self regulate themselves to adapt to the environment.

- (c) (i) Apply a slide design of your choice to all the slides. (1 mark)
- (ii) Apply a slide transition *wedge* to all the slides. (1 mark)
- (iii) Insert slide numbers as footer in each slide. (1 mark)
- (d) Save the changes to print out later handouts with four slides per page. (1 mark)

## TASK 4

XYZ hospital intends to use a Database Management System to manage their patients' records. Assume you have been tasked to create the hospital's database.

- (a) (i) Open a database program and create a database system named *Hospital* in the **KNECEXAM** folder. (1 mark)
- (ii) Create tables named *patient*, *ward* and *doctors* using the following details. Set appropriate primary key for each table. (5 marks)

## Patient

Field name	Data type
PatientId	number
PatientName	Text
DOB	Date/time (medium date)

## Ward

Field name	Data type
PatientId	number
WardId	Text
DrId	Text
BedId	Text

## Doctors

Field name	Data type
DrId	Text
DrName	Text

- (iii) Create relationships between the tables. (1 mark)
- (b) Using appropriate forms enter the following data in their respective tables. (3 marks)

## Patient

PatientId	PatientName	DOB
201	Alice	18/07/2001
202	Peter	12/04/1999
203	James	16/02/1978
204	Pamela	29/10/2002

## Ward

PatientId	WardId	DrId	BedId
201	Pona01	D1	Bd1
202	Pona02	D2	Bd2
203	Pona02	D1	Bd5
204	Pona01	D3	Bd8

## Doctors

DrId	DrName
D1	Meloy
D2	Mark
D3	Wein

- (c) Create a query named *qrypatients* to display the fields *Patientname*, *DrName*, *WardId* and *BedId*. (1 mark)
- (d) (i) Create a report named *rptpatient* from the query generated in (c). (2 marks)
- (ii) Enter a label in the header of the report titled "PATIENT DETAILS". (1 mark)
- (e) Print out later the following:
- (i) *qrypatients* query;
- (ii) *rptpatient* report. (1 mark)

**THIS IS THE LAST PRINTED PAGE.**