

1920/102B
COMPUTER APPLICATIONS I (Practical)
July 2017
Time: 2 hours



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.

SPECIFIC INSTRUCTIONS TO CANDIDATE

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

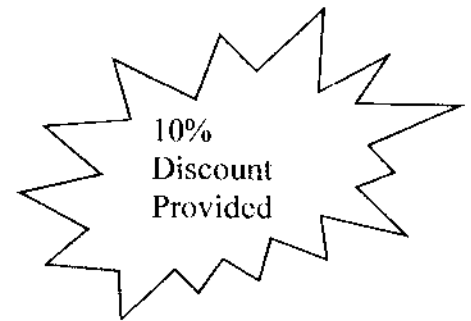
TASK 1

- (a) Open a word processing program and type the following document as it appears. Save the document as *uniformdist* in the **KNECEXAM** folder to print out later. (12 marks)

FERRY UNIFORM DISTRIBUTORS

Ferry uniform distributors is a new company situated 3 kms away from town and sales various types of Uniforms which includes:

- Shirts
- Blouses
- Shorts
- P.E Tunics
- Socks
- Bags



The following are the prices for some of the items.

FERRY UNIFORM DISTRIBUTORS PRICES FOR SIZE 10-15 ITEMS			
Item Name	Size	FAIR PRICES	Price(Kshs)
Shirt	10 -15		450
Shorts	10-15		650
Tracksuits	10-15		1600
Socks	10-15		300

Note that those who come before 31st December will be given a 10% discount on each item.

Come 1! Come 2! Come all!

- (b) Apply a drop cap in margin format to the 1st letter of the first paragraph. (1 mark)
- (c) Apply a width of 3 points to all the borders of the table. (1 mark)
- (d) Apply a footer with the text "*Uniform distributors*" to appear at the centre of the page. (1 mark)

TASK 2

Figure 1 is an extract from a spreadsheet program showing transaction details of Ferry Uniform Distributors. Use it to answer the questions that follow.

	A	B	C	D
1	Customers	Items bought	Price	Quantity Bought
2	Leeny Distributors	Tunic	600	1000
3	Maky Distributors	Stockings	300	1500
4	Top Hill Distributors	Pullover	1000	7000
5	Karigi Distributors	Tie	150	3000
6	Lonny Distributors	Shirt	500	2000
7	Maky Distributors	Shirt	500	1500
8	Top Hill Distributors	Tie	150	400
9	Discount	10%		

Figure 1

- (a) Open a spreadsheet program and create the document as it appears. Save the workbook as *unformdistributors* in the **KNECEXAM** folder. (5 marks)
- (b) Copy the data in sheet 1 to sheet 2 and rename sheet 2 as *modified*. (1 mark)
- (c) On sheet 2, use a formula with cell references to:
- Determine the total cost of each item bought by each customer. (2 marks)
 - Determine the new cost of the items bought given that a discount of 10% is awarded on each item bought (2 marks)
- (d) Create a column chart that compares the quantity of ties bought by Karigi and Top Hill distributors. Label the chart appropriately. (4 marks)
- (e) Save the changes to print out later: (1 mark)
- Modified;
 - Chart;
 - Sheet 1

TASK 3

The management of Ferry Uniform Distributors would like to manage its transactions using a database. Assume that you have been tasked to create the database.

- (a) Open a database program and create a database file named *ferrydistributors* in the **KNECEXAM** folder. (½ mark)
- (b) Create the tables named *item*, *customers* and *transaction* in the database created in (a) each with appropriate data types for the respective fields and enter the corresponding data. (9 marks)

Item Code	Item Name	Price
P001	PULLOVER	1000.00
SH001	SHIRTS	500.00
ST001	STOCKINGS	300.00
T001	TUNIC	600.00
TIE01	TIES	150.00

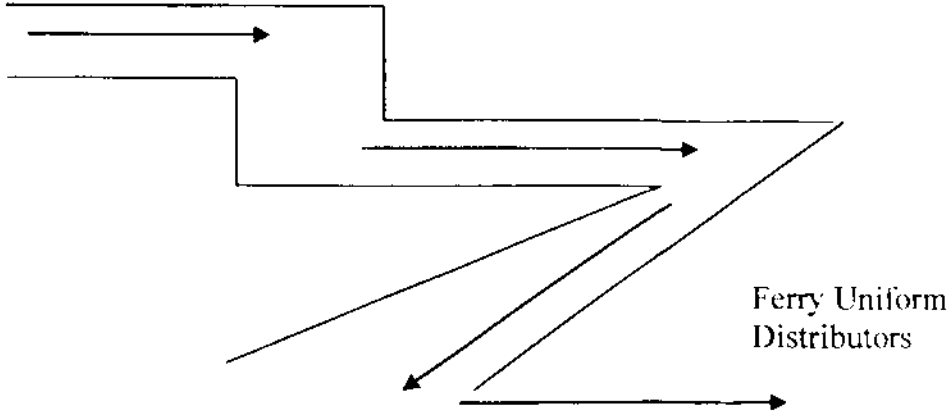
Customer Code	Customer Name
CK001	KARIGI DISTRIBUTORS
CL001	LONNY DISTRIBUTORS
CM001	MAKY DISTRIBUTORS
CT001	TOP HILL DISTRIBUTORS

Transaction Code	Customer Code	Amount
P001	CL001	1200
SH001	CK001	850
SH001	CM001	950
ST001	CK001	900
ST001	CL001	400
T001	CL001	1200
T001	CK001	1000
T001	CM001	750
TIE001	CM001	1350

- (c) Set appropriate primary keys for the tables *item table* and *customers table*. (1 mark)
- (d) Create a relationship between the tables. (1 mark)
- (e) Create a form for the transaction table and format the form as follows: (1 mark)
- (i) Insert a title *Customers Transaction form*;
 - (ii) Apply a blue font colour to the title inserted.
- (f) Create a query named *totalcost* to display the fields; *itemcode*, *customercode*, *customername* and *qtypurchased*. (1½ marks)
- (g) Print out later each of the following: (1 mark)
- (i) all tables;
 - (ii) the query.

TASK 4

- (a) Open a presentation program and create the presentation as shown in Figure 2 using appropriate slide designs. Save the document as *uniformdist* in the **KNECEXAM** folder. (11 marks)

No	Content
1	<p style="text-align: center;">FERRY UNIFORM DISTRIBUTORS</p> <p style="text-align: center;">P.O. BOX 4567</p> <p style="text-align: center;">MALALA</p>
2	<p>INFORMATION ABOUT FERRY</p> <p>Ferry uniform distributors is a new company situated 3 Kms away from town.</p> <p>It deals with various :</p> <ul style="list-style-type: none"> • Shirts • Sweaters. • P.E kits etc. <p>You will be served diligently without delay. You will be given a 10% discount on each item bought.</p> <p style="text-align: center;">Come one! Come two!</p>
3	<p>DIRECTION TO FERRY UNIFORM DISTRIBUTORS</p>  <p>The diagram shows a path starting from the left with three parallel horizontal arrows pointing right. The top arrow continues straight to the right. The middle arrow turns down, then right, then up, then right, ending with an arrow pointing towards the text 'Ferry Uniform Distributors'. The bottom arrow turns down, then right, then up, then right, ending with an arrow pointing towards the text 'Ferry Uniform Distributors'. The text 'Ferry Uniform Distributors' is located at the bottom right of the diagram area.</p>

4	COMPARISON OF PRICES		
	ITEMS	OUR PRICES	OTHER DISTRIBUTORS
	Shirt Size 10-15	450	550
	Games Track Size 10-15	1500	1750
	Shorts size 10-15	600	750
5	Thank You		

Figure 2

- (b) (i) Apply a spin effect animation on the text " INFORMATION ABOUT FERRY" in slide 2. (1 mark)
- (ii) Add the following notes to slide 2 "*Ferry the best company.*" (1 mark)
- (c) Insert a footer on all slides with the information "*Ferry distributors*" (1 mark)
- (d) Save the changes to print out later as handouts of three slides per page. (1 mark)

THIS IS THE LAST PRINTED PAGE.