1920/102B
COMPUTER APPLICATIONS I
(PRACTICAL)
November 2017
Time: 2 hours

THE KENYA NATIONAL EXAMINATIONS COUNCIL

CRAFT CERTIFICATE IN INFORMATION TECHNOLOGY

MODULE I

COMPUTER APPLICATIONS 1

(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 9 printed pages.

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

Turn over

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

The management of Wimbo Tiles Company wishes to invite clients for a tiles exhibition in their premises. You have been tasked to prepare invitation letters using the mail merge feature in a word processor.

(a) Open a word processing program and create a data source file of the invited clients as shown in Table 1. Save the document as *tiledatasource* in the **KNECEXAM** folder to print out later. (4 marks)

FIRSTNAME	SECONDNAME	BUSINESS NAME	DATE
CHRISTINE	TONNY	RENNY TILES	11/10/2018
LUCY	ANTONY	TOURIY TILES	15/06/2016
JOHN	TOM	SIDDY TILES	11/10/2016
MICHEAL	RINNY	CHIGGY TILES	15/06/2016

Table 1

(b) Open a new blank word processing document and type the following main document letter. Save the document as *wimbo* in the **KNECEXAM** to print out later. (8 marks)

WIMBO TILES LIMITED

P.O BOX 23456 NAINA
MOBILE: 0464744935

« FIRST NAME » « SECOND NAME »
« BUSINESS NAME »

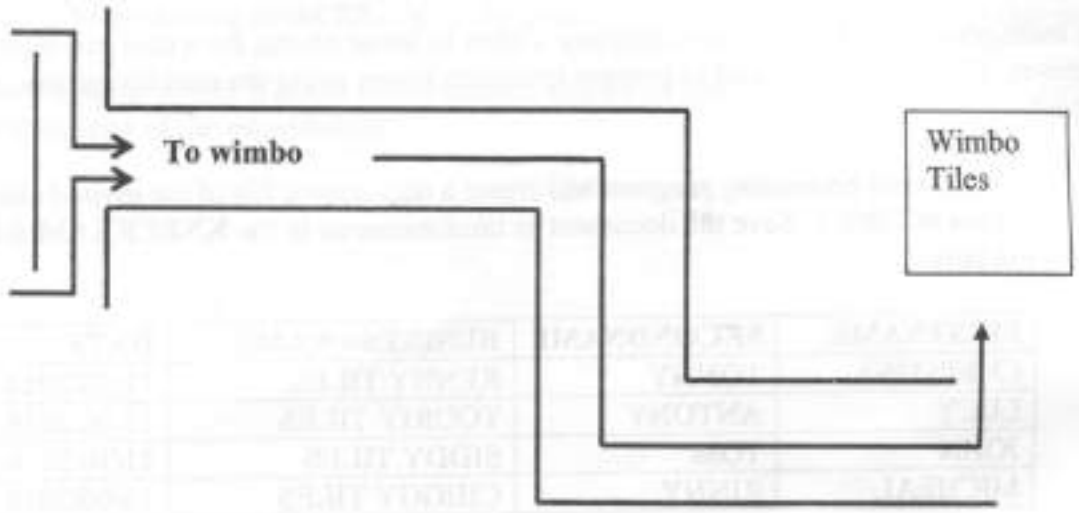
You are invited to attend the tiles exhibition that is to be held on « DATE »
at 8 a.m. A **50%** discount will be given to those who will attend and purchase the items that will be on display.

Yours faithfully

ARINA ALOICE

MARKETING MANAGER

DIRECTION TO WIMBO TILES



(c) Create a customised letter for each recipient. Save the document as *individualmail* in the **KNECEXAM** folder to print out later. (3 marks)

TASK 2

Wimbo Tiles Limited has a chain of branches in town. The management of the company intends to use spreadsheet to computerise transactions in the branches.

(a) Open a spreadsheet program and type the information in sheet 1 as it appears in Figure 1. Save the workbook as *tiles* in the **KNECEXAM** folder. (6 marks)

	A	B	C	D	E	F	G
1	**Branch**	**Branch Code**	**No of boxes delivered**	**Tile Code**	**No of boxes sold**	**Damaged boxes**	**Cost of tiles not damaged**
2	RENNY TILES	R001	900	KE	200	40	
3	TOURIY TILES	T001	1500	CH	300	20	
4	SIDDY TILES	S001	2300	KE	1700	60	
5	CHI GGY TILES	C001	7000	CH	2000	70	
6							
7	**TYPE CODE**	**PRICE PER BOX**					
8	CH	1400					
9	KE	1600					

Figure 1

(b) (i) Copy the content of sheet 1 to sheet 2 in the range A1:G9. (½ mark)

(ii) Rename sheet2 as *tilesales*. (½ mark)

(c) (i) Insert a row above the column headings in the sheet named *tilesales* and insert the text "WIMBO TILE SALES" (1 mark)

(ii) Apply the following format to the column headings in the sheet named *tilesales* as follows:

I text orientation: 45^0; (½ mark)

II font type : *Arial Narrow*; size: 13; (½ mark)

III Fill colour: light grey; (½ mark)

IV Font color: white. (½ mark)

(d) Using a function and absolute cell references only, calculate the cost of tiles using their corresponding prices per box for tiles that are not damaged in column G. (2 marks)

(e) (i) Create an embedded pie chart named *tilechart* in a new sheet showing the cost of tiles not damaged for each branch. (1 mark)

(ii) Apply the following properties to the chart created in (i):

I Chart title: % proportion of tiles not damaged; (½ mark)

II Data labels: Show in percentages (%). (½ mark)

(f) Save the changes and print out later: (1 mark)

(i) tilesales sheet;

(ii) tilechart chart.

TASK 3

The management of Wimbo Tiles would like to manage information about the tiles using a database. You have been tasked to create the database that will be used to manage this information.

(a) Open a database program and create a database file named *Wimbotiles* in the **KNECEXAM** folder. (½ mark)

(b) Create the following tables named *tilescodes,custdetails* and *purchase* respectively in the database created in (a) using appropriate data types. (9 marks)

TILESCODES		
TILECODE	**TILENAME**	**PRICE PER BOX**
B001	BATHROOM TILES	1700.00
K001	KITCHEN TILES	2300.00
M001	MOSAIC TILES	3500.00

CUSTDETAILS TABLE	
CUSTCODE	**CUSTNAME**
C001	CHIGGY TILES
R001	RENNY TILES
S001	SIDDY TILES

PURCHASE TABLE				
TRANS CODE	**TILE CODE**	**CUST CODE**	**DATE PURCHASED**	**QTY PURCHASED**
1	B001	R001	12/16/2015	1000
2	B001	S001	9/15/2015	2000
3	K001	T001	10/12/2015	3000
4	K001	C001	10/14/2015	3500

(c) Set appropriate primary key for each table. (1 mark)

(d) Create relationship between the tables. (½ mark)

(e) Create a query named *total* that would display the fields *transcode, tilecode* and the calculated field *totalpaid* for each transaction. (1½ mark)

(f) Create a column report for the query created in (e) and save it as *totalreport*. (1 mark)

(g) Print out later each of the following: (1½ mark)

(i) All tables;

(ii) Total query;

(iii) Total report.

TASK 4

(a) Open a presentation program and use the outlines shown in Table 2 to create a presentation. Save the presentation as *tilepresentation* in the **KNECEXAM** folder. Use appropriate slide layouts. (10 marks)

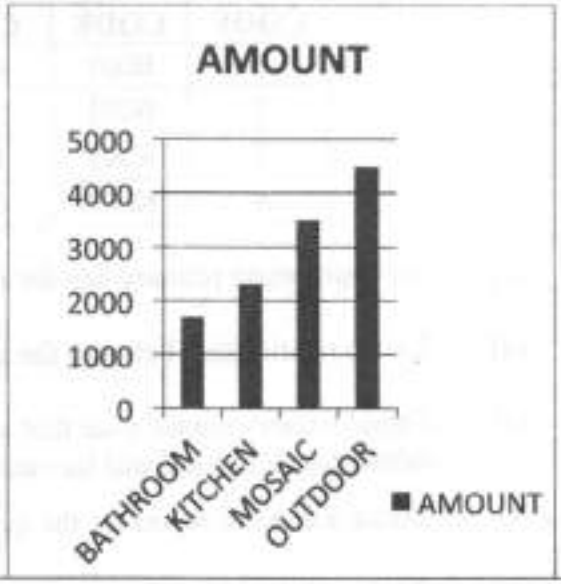
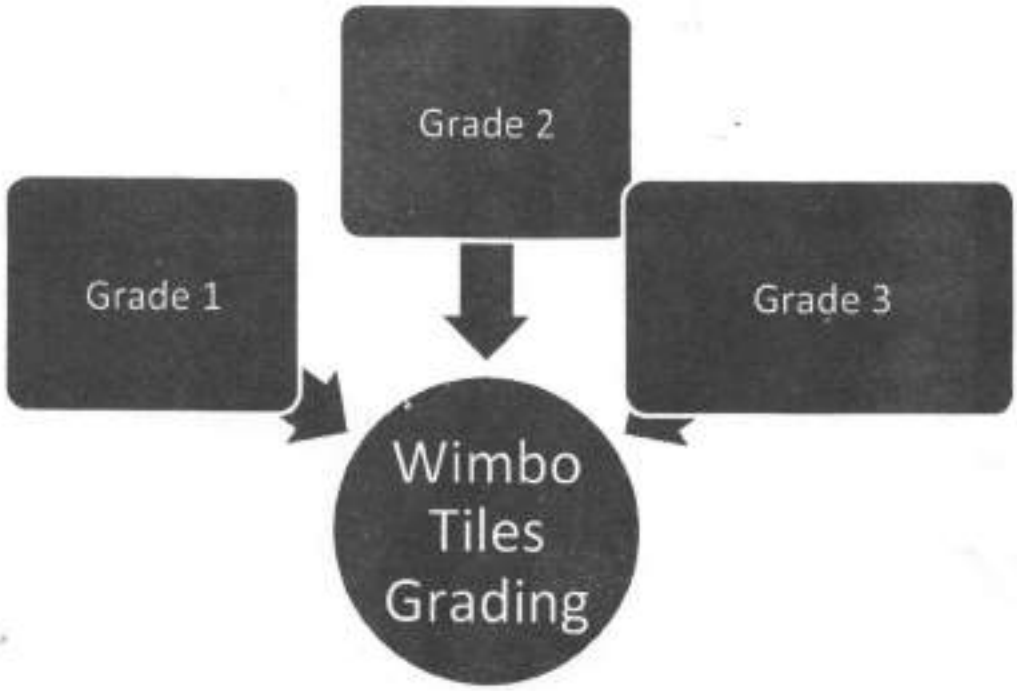
<table>
<tr><th>S No.</th><th>Content</th></tr>
<tr><td>1</td><td>WIMBO TILES COMPANY
By ARINA ALOICE
Marketing Officer</td></tr>
<tr><td>2</td><td>Our Values:
✓ Customer certification
✓ Quality Services
✓ Integrity services</td></tr>
<tr><td>3</td><td>TYPES OF TILES
❖ Bathroom tiles
❖ Kitchen tiles
❖ Mosaic tiles
❖ Outdoor tiles</td></tr>
<tr><td>4</td><td>PRICES OF TILES
<table><tr><th>TILE</th><th>AMOUNT/PER BOX</th></tr><tr><td>BATHROOM</td><td>1700</td></tr><tr><td>KITCHEN</td><td>2300</td></tr><tr><td>MOSAIC</td><td>3500</td></tr><tr><td>OUTDOOR</td><td>4500</td></tr></table> 
</td></tr>
<tr><td>5</td><td>END</td></tr>
</table>

Table 2

(b) (i) Insert a blank slide after the slide 4. (½ mark)

(ii) Create the following chart in the slide inserted. (1½ marks)



(c) Apply slide animation of your choice to slide 2. (1 mark)

(d) Animate the objects in slide 5 so that it introduces one object at a time. (1 mark)

(e) Save the changes to print out later as handouts of three slides per page. (1 mark)

THIS IS THE LAST PRINTED PAGE.