

1920/102B

COMPUTER APPLICATIONS I (PRACTICAL)

Paper 2

July 2021

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 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.

*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(s) only and use a fresh sheet of paper for each question.

Hand over your printed work and the rewritable CD to the invigilator at the end of the examination.

Candidates should answer the 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 CANDIDATE

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

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TASK 1

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

ALISA PLUMBING DISTRIBUTORS

Alisa plumbing distributors is a newly established company that sells plumbing materials such as:

- ✓ GI ELBOW
- ✓ BARREL NIPPLES
- ✓ GI UNION
- ✓ GI BEND
- ✓ PEGLAR GATE VALVE
- ✓ PVC PLUG ½
- ✓ INDIA WC ASIAN TYPE
- ✓ INDIA WC P TRAP
- ✓ PPR ROUND MALE ADAPTOR
- ✓ WASTE PIPES

The following are the prices for some of the items that are sold in Alisa plumbing distributors:

ALISA PLUMBING DISTRIBUTORS PRICES FOR WASTE PIPES		The business is opened from 8.00 a.m. to 5.00 p.m. from Monday to Saturday
ITEM NAME	PRICES PER ITEM	
UPVC GOLDEN BROWN	1625.00	
PVC WASTE PIPE 2 X4 M H/G	575.00	
PVC WASTE PIPE 1 ½ M H/G	450.00	

10% Discount on total sales

TASK 2

Figure 1 is a worksheet extract showing the sales details of Alisa plumbing distributors. Use it to answer the questions that follow.

	A	B	C	D	E	F
1	Name of customer	Items Bought	Price per item	Quantity Bought	Total cost of items	Discount
2	Michael	Waste pipes golden brown	1,625	450		
3	Dolly	Cobra star stop cock	4,150	300		
4	Mary	PPR pipe 25mm	516	250		
5	Tom	Tangit glue 500g	712	350		
6						
7	Discount	10%				

Figure 1

- (a) Open a spreadsheet program and key in the data in Sheet1 as it appears in Figure 1. Save the workbook as *alisadistributors* in the **KNECEXAM** folder. (5 marks)
- (b) Rename sheet1 as *items*. (½ mark)
- (c) Perform each of the following on the sheet named *items*: (2½ marks)
- Insert a row before the column titles;
 - Merge and center the cell range A1:F1;
 - Type the text "ALISA DISTRIBUTORS" in the merged cells;
 - Resize the column width of *items bought* to size 24;
 - Format the *price per item* values to 2 decimal places.
- (d) Using cell references, compute each of the following:
- the total cost of each item bought; (1 mark)
 - the discount received by each customer using the value in cell B7. (2 marks)
- (e) (i) Create a column chart showing quantity bought by each customer. (1½ mark)
- (ii) Format the chart as follows:
- Chart title: "Items bought by each customer" (½ mark)
 - Horizontal axis category: Bold, Font size 12. (1 mark)
- (f) Save the changes to print out later the sheet named *item*. (1 mark)

TASK 3

The management of Alisa Plumbing Distributors intends to manage their sales using a database. You have been tasked to create the database for the company.

- (a) Open a database program and create a database file named *alisadata* in the **KNECEXAM** folder. (½ mark)
- (b) (i) Create the following three tables named *item*, *customer* and *transaction* in the database created in (a) applying an appropriate primary key and data types to the respective tables. (5½ marks)
- (ii) Enter the following data in the tables created in (i). (½ mark)

ITEM TABLE		
ITEMCODE	ITEMNAME	ITEMPRICE
WH001	PVC WASTE PIPE	500.00
WR001	PPR PIPES	400.00
WS001	INDIAN ASIAN TOILET	1800.00
WT001	GI ELBOW	200.00

CUSTOMER TABLE	
CUSTOMERCODE	CUSTOMERNAME
C001	CUSTOMERNAME
C002	KEZI DISTRIBUTORS
C003	LOTIN DISTRIBUTORS

TRANSACTION TABLE		
ITEMCODE	CUSTOMERCODE	QTYPURCHASED
WH001	C001	300
WR001	C001	1100
WR001	C003	850
WR001	C003	600
WR001	C001	950
WS001	C002	500
WS001	C004	850
WT001	C002	750
WT001	C004	1900

- (iii) Create appropriate relationships between the tables. (1 mark)
- (c) (i) Create a form named *frmtransaction* for the transaction table. (1 mark)
- (ii) Perform the following on the form:
- (I) Insert the title: Customers Transaction form; (½ mark)
- (II) Format the title: Underline and font size 16. (1 mark)

- (d) Create a query named *Qtotalcost* with the fields *itemname*, *customername*, *qtypurchased*, *Itemprice* and a calculated field with *total amount*. (3 marks)
- (e) Create a report named *rpttotal cost* for the query created in (d). (1 mark)
- (f) Print out later each of the following: (1 mark)
- (i) all tables;
 - (ii) query named *Qtotalcost*;
 - (iii) report named *rpttotal cost*.

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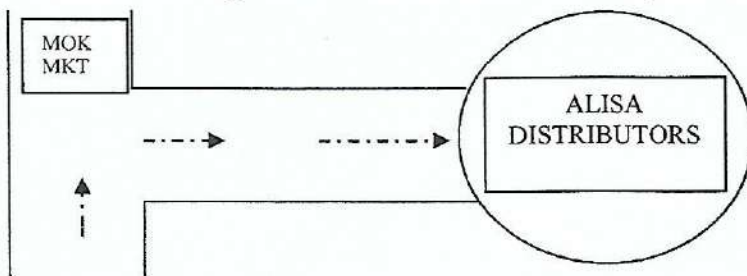
TASK 4

- (a) Open a presentation program and create the slides as they appear in Figure 2. Use appropriate slide layouts. Save the presentation as *alisapresentation* in the **KNECEXAM** folder. (8 marks)

Slide No	Content												
1	<p>ALISA PLUMBING DISTRIBUTORS P.O. BOX 67890 NAIROBI</p>												
2	<p>INFORMATION ABOUT ALISA</p> <p>Alisa Plumbing Distributors is a new established company situated 5 km away from town. It deals with various types of plumbing materials, these includes, GI bend, PPR pipes, pvc waster pipes etc. Grand opening offer of 10% discount on total sales ongoing.</p> <p style="text-align: center;"><i>Hurry while stocks last!!!</i></p>												
3	<p>LOCATION OF ALISA DISTRIBUTORS.</p>												
4	<p>COMPARISON OF PRICES</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="background-color: #cccccc;">ITEMS</th> <th style="background-color: #cccccc;">ALISI DISTRIBUTORS</th> <th style="background-color: #cccccc;">MADE EASY DISTRIBUTORS</th> </tr> </thead> <tbody> <tr> <td>PPR PIPES</td> <td style="text-align: center;">400</td> <td style="text-align: center;">540</td> </tr> <tr> <td>GI ELBOW</td> <td style="text-align: center;">200</td> <td style="text-align: center;">250</td> </tr> <tr> <td>GI UNION</td> <td style="text-align: center;">300</td> <td style="text-align: center;">320</td> </tr> </tbody> </table>	ITEMS	ALISI DISTRIBUTORS	MADE EASY DISTRIBUTORS	PPR PIPES	400	540	GI ELBOW	200	250	GI UNION	300	320
ITEMS	ALISI DISTRIBUTORS	MADE EASY DISTRIBUTORS											
PPR PIPES	400	540											
GI ELBOW	200	250											
GI UNION	300	320											
5	<p>Thank You</p>												

Figure 2

- (b) Create the following Alisa Distributors location diagram and insert it in slide 3. (3 marks)



- (c) (i) Apply an *add effects animation* on the text "INFORMATION ABOUT ALISA" on slide 2. (1 mark)
- (ii) Add the text "Alisa the best company" as *speaker notes* on slide 2. (½ mark)
- (d) Insert a header with the text "Alisa distributors" (1 mark)
- (e) Save the changes to print out later *alisapresentation* as handouts with **three** slides per page. (1½ mark)

THIS IS THE LAST PRINTED PAGE.