1920/102B
COMPUTER APPLICATIONS I (PRACTICAL)
NOVEMBER 2021
Paper 2
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 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.*
*Perform all the **four** 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.*
*Ensure that all your work is inserted in the answer booklet.*
*Hand over your **answer booklet** and **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.

**Turn over**

## 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 **KNECEXAM** folder and all its contents are burnt onto the **Rewritable CD** at the end of the examination.

## TASK 1

(a) Open a word processing program and apply the following page settings on the open document:

   (i)   Page orientation: landscape;

   (ii)  Page margins: 10 mm all round;

   (iii) Paper size: A4.                                                                    (2 marks)

(b) (i) Create the following data source table as it appears on the open document. Save it as *certlist* in the **KNECEXAM** folder to print out later.                              (4 marks)

| Serial no | Name | Institution | Category |
|-----------|------|-------------|----------|
| 58953 | Millicent Kagitol | Masi Technical | Solo verse |
| 58954 | Brendah Marimba | Naro Technical | Choral verse |
| 58925 | Julius Bebengu | Katewa Technical | Modern dance |
| 58926 | George Muretio | Momba Technical | Traditional dance |

   (ii) *Open* a new word processing document and create the following main document as it appears. Save it as *certificate* in the **KNECEXAM** folder to print out later.          (6 marks)



NMF

Serial no :<<Sno>>

# CERTIFICATE OF PARTICIPATION

This certificate is awarded to <<name>> of  << institution>> for reaching the

finals at the national music festivals held in Nairobi in <<category>>

Director of co-curricular activities

Ministry Representative

(c) Create customized certificates for each of the participants using the main document and the data source. Save the merged file as *ourcertifs* in the **KNECEXAM** folder.                (2 marks)

(d) Print out later each of the following:

   (i)   certificate;

   (ii)  certlist.                                                                          (1 mark)

**TASK 2**

Figure 1 is a worksheet extract showing the sales of books for Go-Getter bookshop. Use it to answer the questions that follow.

| | A | B | C | D | E | F |
|---|---|---|---|---|---|---|
| 1 | Category | Item Description | No of books Sold | Selling Price per Book | Total Sales | Remarks |
| 2 | Children | Tommy Jeremy | 50 | 250 | | |
| 3 | Children | Mickey Mickey | 80 | 150 | | |
| 4 | Adults | Black and white | 10 | 500 | | |
| 5 | Children | Piggy Piglets | 30 | 250 | | |
| 6 | Adults | Sands and waters | 20 | 250 | | |
| 7 | Adults | Love gone sour | 80 | 350 | | |
| 8 | Adults | Forgot how I loved you | 45 | 250 | | |
| 9 | Children | Let's read & write | 20 | 150 | | |
| 10 | Adults | Take a stroll on the beach | 10 | 350 | | |
| 11 | | **Highest total sales** | | | | |

Figure 1

(a) Open a spreadsheet program and key in the data in Sheet1 as it appears in Figure 1. Save the workbook as *gogetter* in the **KNECEXAM** folder. (4 marks)

(b) (i) Insert a row above Row1;

 (ii) Merge and centre the cell range A1:F1 of the inserted row;

 (iii) Key in the text "2016 SALES FOR GOGETTER BOOKSHOP" in the merged cell range;

 (iv) Format the text in cell range A1:F1 as follows: background with a *Grey shade*, Font size: 18 and Font colour: Red. (4 marks)

(c) Use an appropriate function to compute each of the following:

 (i) total sales for each of the books;

 (ii) the value of the highest total sales in cell E11. (4 marks)

(d) Use an *IF function* and cell addresses to display the remark "Good sales" for total sales above or equal to 7500 and "poor sales" for sales below 7500. (2 marks)

(e) Save the changes to print out later Sheet1. (1 mark)

## TASK 3

Maziwa Safi Company has tasked you to manage their sales operations.

(a) (i) Open a database program and create a database file named *maziwasafi* in the **KNECEXAM** folder. (1 mark)

(ii) Create the following tables named *milkproduct*, *supplier* and *sales* in the database file created in (i) applying an appropriate primary key and enter the data into their respective tables. (6½ marks)

(iii) Apply an appropriate data type to each field. (½ mark)

### MILKPRODUCT

| PRODUCT CODE | ITEM | PRICE |
|---|---|---|
| S001 | CHEE | 300.00 |
| S002 | BUTTER | 500.00 |
| S003 | MILK | 100.00 |

### SUPPLIER

| SUPPLIERSCODE | SUPPLIER NAME |
|---|---|
| M001 | MIKE |
| M002 | ANNE |
| M003 | TOM |

### SALES

| PRODUCT CODE | SUPPLIERSCODE | QUANTITYSOLD |
|---|---|---|
| S001 | M001 | 400 |
| S001 | M001 | 500 |
| S001 | M002 | 250 |
| S001 | M003 | 600 |
| S002 | M003 | 300 |
| S002 | M002 | 200 |
| S003 | M002 | 50 |
| S003 | M001 | 450 |

(iv) Create appropriate relationships between the tables. (1 mark)

(b) Create a form that could be used to enter data to the sales table. Save the form as *frmsales* to print out later. (1 mark)

(c) (i) Create a query to display the fields *SUPPLIER NAME, ITEM, QUANTITY SOLD, PRICE* and *TOTAL SALES* as a calculated for all the items.

(TOTAL SALES = PRICE X QUANTITYSOLD). Save the query as *salesquery* to print out later. (2 marks)

(ii) Create a report for the query created in (i) to have the text "MILK SALES REPORT" as the report title with data in ascending order of SUPPLIER NAME. Save the report as *rptsales* to print out later. (2 marks)

(d) Print out later each of the following:

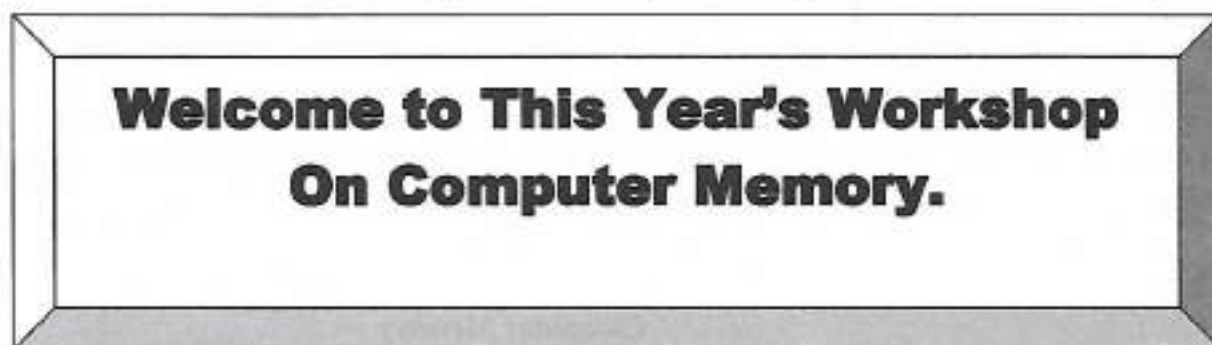(i) all the tables;

(ii) salesquery;

(iii) rptsales. (1 mark)

**TASK 4**

Figure 2 shows the contents of slides to be used during an ICT sensitization workshop on computer memory. Use it to answer the questions that follow.

(a)  Open a presentation program and create the slides as they appear using appropriate slide layouts. Save the presentation as *Ictworkshop* in the **KNECEXAM** folder.  (10 marks)

| Slide no. | Content |
|---|---|
| 1 | **Computer Memory**<br><br>The computer memory is the component of the computer that stores information. It is made of silicon chips containing circuits holding data represented by on or off electrical states, or bits.  Memory can be  represented in kilobytes, megabytes gigabytes etc. |
| 2 | **Types of Memory**<br><br> |
| 3 | **Description of types of memories**<br><br>❖  RAM (Random Access Memory) –It is a volatile memory whose content can be read and can be changed and is the working area for the user.<br><br>❖  ROM (Read Only Memory) – It is a non volatile memory whose content can only be read and cannot be changed.<br><br>Thank you for attending and participating in the workshop.<br><br>**The End** |

Figure 2

(b)  Insert a slide above slide 1 and type the following text as it appears.  (2 marks)

# Welcome to This Year's Workshop On Computer Memory.

(c)  Apply each of the following to all the slides:

   (i)    A background theme of your choice;

   (ii)   Transition speed: slow.  (2 marks)

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

**THIS IS THE LAST PRINTED PAGE.**