1920/102B
COMPUTER APPLICATIONS I (PRACTICAL)
Paper 2
November 2022
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 candidates 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.*
*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 task.
*Hand over your **printout** and the **rewritable CD** to the invigilator at the end of the examination.*
Candidates should perform the tasks 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 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.

TASK 1

(a) Open a word processing program and create the following document as it appears. Save the document as *stress* in the **KNECEXAM** folder.   (7 marks)

STRESS MANAGEMENT

STRESS is the way human beings react both physically and mentally to changes, events, and situations in their lives. People experience stress in different ways and for different reasons.

SYMPTOMS OF STRESS

Cognitive symptoms
- Memory problems
- Inability to concentrate
- Poor judgment
- Seeing only the negative
- Anxious or racing thoughts
- Constant worrying

Emotional symptoms
- Depression or general unhappiness
- Anxiety and agitation
- Moodiness, irritability, or anger
- Feeling overwhelmed
- Loneliness and isolation

(b) (i) Open a new blank word processing document and create the following letter as it appears using a mail merge feature. *Save the document as *stressmanagement* in the* **KNECEXAM** folder.   (3 marks)

To : «Title» «First Name»

Dear «First Name»

REF:STRESS MANAGEMENT SEMINAR

We kindly invite you to attend a stress management talk on «Date» at exactly 10.00 a.m. The seminar will be held in the conference room.

Your cooperation will be appreciated. Kindly keep time.

Johanes Antonnes
Director

(ii) Open a new blank word processing document and create the following data source as it appears. Save the document as *stressinvitation* in the KNECEXAM folder.   (2 marks)

Title	First Name	Date
Mr	John	21/09/2020
Mr	Jared	21/09/2020
Miss	Norah	06/10/2020
Mrs	Zipporah	06/10/2020
Mrs	Mercy	21/09/2020

(iii) Merge the *stressmanagement* letter with the stress *invitation* datasource. Save the merged document as *stressmerged* in the **KNECEXAM** folder to print out later.

(1½ marks)

(c) Print out later each of the following documents:

(i) stress;

(ii) stressinvitation;

(iii) stressmerged. (1½ marks)

TASK 2

Figure 1 is a worksheet extract showing the details of shares contributed by members of a sacco. Use it to answer the questions that follow.

	A	B	C	D	E	F	G
1	SHARE CONTRIBUTION						
2	Shares	Jan	Feb	March	Total Contributions	Loan Borrowable	Amount of Interest on Loan
3	SHARON	4000	3000	2000			
4	JOAN	3200	5000	6000			
5	NELLY	2800	3000	5000			
6	SIMON	4500	2500	3000			
7	HENRY	5600	6000	4600			
8	JULIUS	3400	3200	3500			
9	MARION	2300	8000	2600			
10							
11	Interest Rate	12%					

Figure 1

(a) Open a spreadsheet program and key in the data into sheet1 as it appears in Figure 1. Save the workbook as *shares* in the **KNECEXAM** folder. (4 marks)

(b) Using a function and cell addresses only compute each of the following:

    (i) total share contributions for each member for the three months. (1 mark)

    (ii) loan borrowable for each member given that the amount is three times the total share contributions. (1 mark)

    (iii) Interest amount on the loan borrowed paid by each member using the rate in cell B11. (2 marks)

    (iv) Number of members who contributed over three thousand in the month of March in cell D11. (2 marks)

(c) (i) Create an embedded bar graph to compare the contributions of members in the month of January. (2 marks)

    (ii) Format the chart created as follows:

        (I) Chart title: Contributions for the months of January.

        (II) Data labels: Enabled. (2 mark)

(d) Save the changes to print out later the worksheet (1 mark)

TASK 3

The management of Mercy Kitchenware would like to computerise its sales data. You have been tasked to create a database for this purpose.

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

(ii) Create the following tables in the database created in (i). Save tables as *Utensilstable* and *Salestable* respectively. (7 marks)

UTENSILS TABLE

UTENSILCODE	UTENSILNAME	PRICE
KT001	Kitchen knife	600.00
KT002	Plate	200.00
KT003	Pan	1,200.00
KT004	Cup	400.00

SALES TABLE

CUSTOMERID	CUSTOMERNAME	DATEBOUGHT	UTENSILCODE	QUANTITY
ST001	Banny	8/15/2020	KT001	300
ST002	Stellah	4/21/2020	KT001	250
ST003	Sellah	5/22/2020	KT002	150
ST004	Mercy	9/05/2020	KT002	400
ST005	Jared	8/11/2020	KT001	200
ST006	Martin	1/11/2020	KT002	250
ST007	Harry	9/13/2020	KT001	560
ST008	Waziki	11/14/2020	KT001	276
ST009	Amani	10/17/2020	KT002	780

(iii) Create an appropriate relationship between the tables. (1 mark)

(b) Create forms that could be used to enter data to each of the tables. Save the forms as *frmutensil* and *frmsale* respectively. (1 mark)

(c) Create a query to display the following details: *CustomerName, UtensilName, Datebought* and a calculated field named *total* given that the total is the Product of price and quantity values. Save the query as *customerquery*. (3 marks)

(d) Create a column report for the query created in (c). Save the report as *customerrpt*. (1 mark)

(e) Print out later each of the following:

(i) tables;

(ii) customerrpt. (1 mark)

TASK 4

(a) Open a presentation program and create the slides as they appear in Figure 2 using appropriate slide layouts. Save the presentation as *furniture* in the **KNECEXAM** folder. (6 marks)
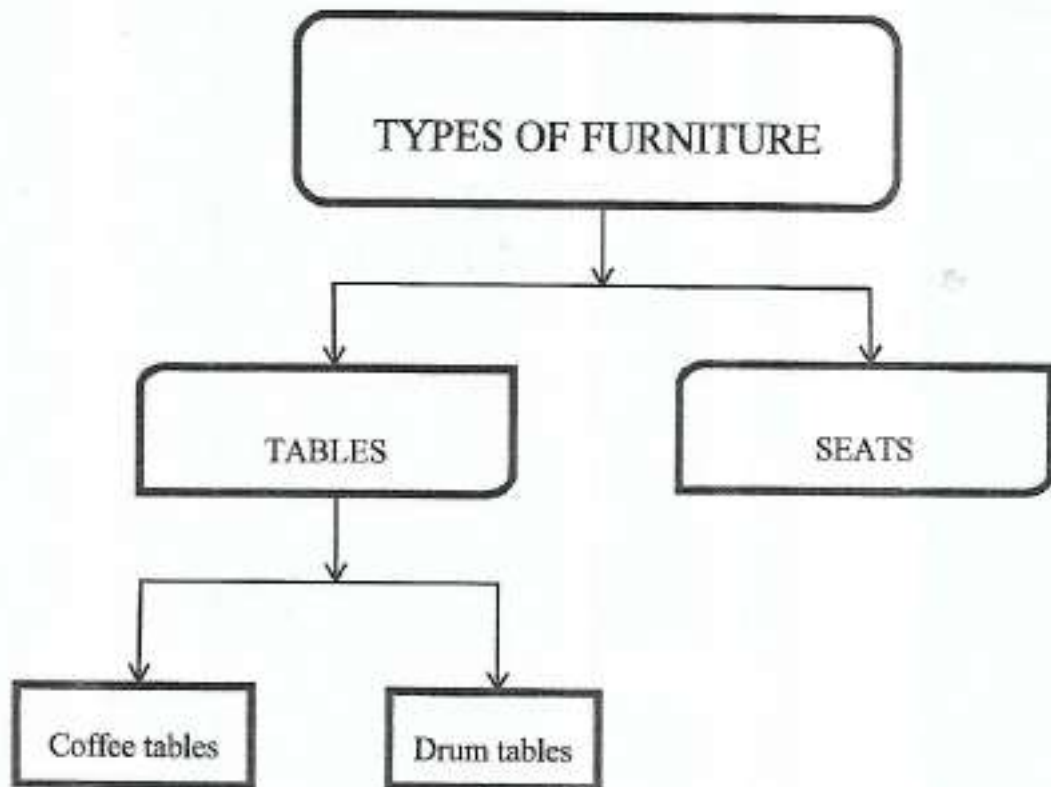
Slide No	Content
1	**ADRION FURNITURES** **P.O. BOX 561718** **MAKUENI**
2	**ADRION FURNITURES**
3	*Table 1* FURNITURE SOLD FOR THE MONTH OF APRIL

<table>
<tr><td colspan="2">FURNITURE SOLD FOR THE MONTH OF APRIL</td></tr>
<tr><td>TYPE</td><td>QUANTITY (Sales)</td></tr>
<tr><td>TABLES</td><td>280</td></tr>
<tr><td>SOFA SETS</td><td>55</td></tr>
<tr><td>STOOLS</td><td>180</td></tr>
<tr><td>BEDS</td><td>70</td></tr>
</table>

Slide No	Content
4	**PIE CHART SHOWING FURNITURE SOLD IN THE MONTH OF APRIL**
6	**Thank You**

Figure 2

(b) Insert a pie chart in slide 4 to compare the sales for each furniture using the contents in slide 3. (2 marks)

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

    (i) a light grey background colour; (1 mark)

    (ii) slide transition with a sound of your choice. (1 mark)

(d) (i) Insert the flow diagram below in slide 5.   (3 marks)

(ii) Format the arrows in the diagram to have a weight of 3 pts.   (1 mark)

(e) Save the changes to print out later *furniture* as a handout with three slides per page. (1 mark)

THIS IS THE LAST PRINTED PAGE.