

1920/102B
COMPUTER APPLICATIONS I (PRACTICAL)
Paper 2
March/April 2023
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 tasks 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 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 7 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

- (a) Open a word processing program and create the following document as it appears. Save the document as *oriena* in the **KNECEXAM** folder. (8 marks)

ORIANA JUICE



Oriena Juice is a company located in Kenya and was founded in 2001. The company specializes in processing and sale of fresh fruit juices such as mango juice, orange juice, strawberry juice amongst others to different parts of the country.

MISSION

We are dedicated to supplying healthy beverages at reasonable prices to all people of different walks of life.

VISION

To be the leading company in production and supply of healthy essential beverages.

GOAL

We are committed to achieving the set goals and focusing on end results.

PRICES FOR THE JUICES		
TYPE OF JUICE	LITRES	KSHS
MANGO	500ml	70.00
	1litre	120.00
ORANGE	500ml	80.00
	1litre	140.00

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

COMPANY NAME	ADDRESS
Marion Company	P.O. BOX 4056-003000
Kenrita Company	P.O. BOX 3456-002002
Rinna Company	P.O. BOX 6734-004001

- (ii) Open a new word processing document and create the invitation letter as it appears. Save the document as *main* in the **KNECEXAM** folder (2 marks)

**ORIEN JUICE COMPANY
BOX 273-NAIROBI**

TO : «Company Name»
«Address»

RE: SENSITIZATION SEMINAR

We invite you for a sensitization seminar on 04/07/2021 at 9.00 a.m The objective of the seminar is launching of our new juice products.

Your presence will be appreciated.

Thanks in advance.

Jared Tonny
Managing Director

- (iii) Merge the data source in (i) with the *main* document in (ii) and save the merged document as *orienmerged* in the **KNECEXAM** folder. (1½ marks)
- (c) Save the changes to print out later each of the following:
- (i) oriena;
 - (ii) orienadata;
 - (iii) orienamerged. (1½ mark)

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TASK 2

The management of an organisation intends to use a spreadsheet program to computerise the earnings generated by each truck and the commission paid to each truck driver between the months of Jan to March as shown in Figure 1.

	A	B	C	D	E	F	G
1	TRUCK DRIVERS	TRUCK NO	JAN	FEB	MARCH	GRAND TOTAL	DRIVERS COMMISSION
2	Harun	KJT 123	35700	43500	23000		
3	John	KRY 345	33000	25000	21000		
4	Eunia	KZZ 467	45000	18000	17000		
5	Aloice	KUT 383	45200	33000	22000		
6	Martin	KGG 234	32000	12000	23000		
7	Ernest	KLM 123	14500	23400	14500		

Figure 1

- (a) Open a spreadsheet program and key in the information in Sheet1 as it appears in Figure 1. Save the workbook as *TruckEarn* in the **KNECEXAM** folder. (5 marks)
- (b) Perform each of the following in sheet1:
- (i) Insert a row above row 1; (½ mark)
 - (ii) Merge and centre cells A1 TO F1; (½ mark)
 - (iii) Key in the text " TRUCKS AND DRIVERS EARNINGS" in the merged cells.(1 mark)
- (c) Using a function and cell addresses only compute:
- (i) grand total for each truck for the three months; (1 mark)
 - (ii) the commission for each truck driver based on the following criteria: (3 marks)

Criteria	Percentage of Grand Total
Less than or equal to 700,000	5%
Greater than 700,000	10%

- (d) Create an embedded bar graph that compares the Earnings of all trucks for the three months and insert the chart title as "*Truck Earnings*". (3 marks)
- (e) Save the changes to print out later the worksheet. (1 mark)

TASK 3

Peacock Delivery Services Company intends to computerise its operations. You have been tasked to create a database for the company.

- (a) (i) Open a database program and create a database file named *Peacock* in the **KNECEXAM** folder. (1 mark)
- (ii) Create the following tables in the database created in (i). Save the tables as *Customer*, *Item* and *Delivery* respectively. (7 marks)

Customer Table

CustomerId	CustomerName
CT001	Fransisca
CT002	John
CT003	Eunice

Item Table

ItemId	ItemName	ChargesPerKg
IT001	Letters	20.00
IT002	Perishable foods	60.00
IT003	Non-perishables	100.00

Delivery Table

CustomerId	DeliveryDate	ItemId	Weight(kg)
CT001	5/17/2021	IT001	10
CT002	4/19/2021	IT001	15
CT003	6/20/2021	IT002	20
CT002	7/06/2021	IT003	30
CT002	8/18/2021	IT001	15
CT001	9/18/2021	IT003	40

- (iii) Create appropriate relationships between the tables. (1 mark)
- (b) Create forms that could be used to enter data into the *Customer* and *Item* table. Save the forms as *frmcustomer* and *frmitem* respectively. (1 mark)
- (c) Create a query to display the fields: *CustomerName*, *ItemName*, *DeliveryDate*, *ChargesPerKg* and a calculated field named *Amountpaid* given that Amount paid is the product of *ChargesPerKg* and *Weight(Kg)*. Save the query as *qrycharges*. (3 marks)
- (d) Create a column report for the query created in (c). Save the report as *rptcharges*. (1 mark)
- (e) Print out later each of the following;
- (i) tables;
- (ii) *rptcharges*. (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 *delivery* in the **KNECEXAM** folder. (8 marks)

Slide No	Content												
1	PEACOCK DELIVERY SERVICES COMPANY P.O.BOX 51718-0700 NAIROBI												
2	<p>ABOUT US Peacock Delivery Services Company offers delivery services to different parts of the country. We major on delivery of perishable and non-perishable goods and parcels to various parts of the country.</p> <p><i>Our main office is located along Lungalunga road Nairobi.</i></p>												
3	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="2" style="text-align: center;">TOTAL DELIVERIES TO DIFFERENT AREAS IN THE MONTH OF APRIL</th> </tr> <tr> <th style="text-align: left;">AREAS</th> <th style="text-align: right;">DELIVERY</th> </tr> </thead> <tbody> <tr> <td>Kisumu</td> <td style="text-align: right;">15,000</td> </tr> <tr> <td>Eldoret</td> <td style="text-align: right;">25,000</td> </tr> <tr> <td>Nyeri</td> <td style="text-align: right;">10,000</td> </tr> <tr> <td>Mombasa</td> <td style="text-align: right;">40,000</td> </tr> </tbody> </table>	TOTAL DELIVERIES TO DIFFERENT AREAS IN THE MONTH OF APRIL		AREAS	DELIVERY	Kisumu	15,000	Eldoret	25,000	Nyeri	10,000	Mombasa	40,000
TOTAL DELIVERIES TO DIFFERENT AREAS IN THE MONTH OF APRIL													
AREAS	DELIVERY												
Kisumu	15,000												
Eldoret	25,000												
Nyeri	10,000												
Mombasa	40,000												
4	DELIVERIES MADE TO DIFFERENT PARTS OF THE COUNTRY												
5	<u>Thank You For Being a Customer</u>												

Figure 2

- (b) Insert a column bar chart in slide 4 to display the information in slide 3. (3 marks)
- (c) Apply each of the following to all the slides:
- (i) slide design of your choice; (1 mark)
 - (ii) slide show set to loop continuously until escape key is pressed; (1 mark)
 - (iii) insert a slide number as the footer. (1 mark)
- (d) Save the changes to print out later *delivery* as a handout of three slides per page. (1 mark)

THIS IS THE LAST PRINTED PAGE.