

2920/102B
COMPUTER APPLICATIONS I (PRACTICAL)
Paper 2
November 2017
Time: 1 hour



THE KENYA NATIONAL EXAMINATIONS COUNCIL

DIPLOMA IN INFORMATION COMMUNICATION TECHNOLOGY

MODULE I

COMPUTER APPLICATIONS I (PRACTICAL)

Paper 2

1 hour

INSTRUCTIONS TO CANDIDATES

*You have **ten minutes** to read through the instructions and the paper before starting the examinations.
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.
The paper consists of **four tasks**. Perform any **two tasks**.
Each task carries **20 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.
Hand over your **printouts and Rewritable CD** to the invigilator at the end of the examination.
Candidates should answer the questions in English.*

This paper consists of 11 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 CANDIDATES

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

TASK 1

- (1) (i) Open a word processing program and key in the following text as it appears. Save the document as *Task 1a* in the **KNECEXAM** folder to print out later. (10 marks)

THE JOY OF BUILDING A CUSTOM HOME

TABLE OF CONTENTS

Introduction

Building a house is one of the most interesting projects one may have to undertake in your lifetime. From the joy of identifying the **suitable location**, working with the architect to get the best design for your dream house, moving into the house and the learning experience in it is just fantastic.

Project Management Software

However, it comes with a variety of challenges, key among them keeping track of the project schedule to ensure

that it's finished on time, within budget and done to the right quality. Your best bet in managing the project schedule

is Project Management software.

Duration of the Project

How long does it take to build a house? *Click here* to go to the page with an example of a typical construction schedule for a large custom home.

Will your house take this long to build?

Probably not; most home building projects will take less time, but some will take even more. For example:

1. The timeline for a smaller house, with few options and less detailed finishes, which has been built many times before by professional builders, might be as short as 8 to 12 weeks.
2. Timeline for a larger house, with more options, custom features, fancier finishes, and more owner involvement - especially if the owner has little construction experience - may very well take 1½ to 2 years to complete.
3. If you build your own house, and make the common mistake of moving in before every last detail is finished, well, you might be looking at decades instead of months or years.

Typical Construction Schedule

Sample Project Schedule			
Contracts	1d	Thu 6/5/12	Thu 6/5/12
(b) Supply Construction Agreement	1d	Thu 6/5/12	Thu 6/5/12

Good luck with your custom home project, thank you for visiting our website, and have fun building!

- (ii) Apply Header 1 style to the following text: (1 mark)
Introduction
Typical Construction Schedule
- (iii) Insert the Table of Content one line below the heading *Table of Contents*. (1 mark)
- (iv) Create a link on the text *Click here* in the second sentence under the sub heading *Duration of the Project*, such that when clicked, it moves the cursor to the subheading *Typical Construction Schedule*. (1 mark)
- (v) Save changes to print out later. (1 mark)
- (b) (i) Open a word processing program and create the following document as it appears. Save the document as *Task1b* template in the **KNECEXAM** folder to print out later. (2 marks)

TO: [Title] [Name]

Dear Madam,

RE: SAMPLE CONSTRUCTION SCHEDULE

Find attached some information on how to construct a custom house for beginners as earlier requested.

I hope this will meet your expectation. Should you require more information, do not hesitate to contact me.

Yours faithfully,

Ernest Clapper
 Resident Architect

- (ii) Create a data source with the following information and save the document as *Task1b_2* in the **KNECEXAM** folder. (2 marks)

Title	NAME
Mrs.	Henry Smith
Mr.	Danson Moore
Ms.	Sarah Green

- (iii) Merge the data source to the *Task1b* document. (1 mark)
- (iv) Save the merged document as *Task1c* in the **KNECEXAM** folder to print out later. (1 mark)

TASK 2

- (a) (i) Open a spreadsheet program and key in the data as it appears in Figure 1. Save the workbook as *Task2* in the **KNECEXAM** folder to print out later. (4 marks)

PERFORMANCE APPRAISAL FOR THE FINANCIAL YEAR 2016-2017									
NAME	P/NO	DJVI SION	PART A- 1 X/50	PART A- 2 X/30	PART A X/80	COMPETE NCY X/20	TOTAL X/100	RAT ING	BON US
Peter	8765	RMO	36.50	20.0		19			
Clara	9645	SSD	24.50	23.5		16			
Mary	6523	AD	22.00	18.5		18			
Henry	8796	IM	46.00	28.1		20			

Figure 1

- (ii) Insert a row below row 1 and merge the cells *A2:J2*. (1 mark)
 (iii) Key in the following text as a sub-title in *A2:J2*. (1 mark)

APPRAISAL SUMMARY FOR ICT DEPARTMENT

- (iv) Using an appropriate function and cell addresses only, calculate the marks for *Part A X/80* for each staff. (1 mark)

- (b) (i) Key in the following data in sheet 2 as it appears in Figure 2. (2 marks)

Rating	Total X/100	Bonus
Excellent	80	30
Very Good	70	25
Good	60	20
Fair	50	15
Poor	Below 50	10

Figure 2

- (ii) Name the range *A2:B6* as *AppraisalRating*. (1 mark)
 (iii) Using an appropriate function and cell addresses only, calculate the:
 I. *Total X/100* for each staff; (1 mark)
 II. *Grade* for each staff using the criteria in cell range named *AppraisalRating* in (ii). (2 marks)
 III. *Bonus* for each staff given that the staff got a bonus percentage as indicated in figure 2. (2 marks)
 (iv) Format the worksheet as follows:
 I. Set all the figures in sheet 1, except *Bonus* column, with *comma style*. (1 mark)
 II. Fill the *Bonus* column with Green color. (1 mark)
 (c) Create a column chart in a new sheet showing the Total and the Bonus for each staff. (1 mark)

(d) Save the changes to print out later:

- (i) sheet1 showing the formulae used instead of values;
- (ii) Sheet 2;
- (ii) the chart.

(2 marks)

TASK 3

- (a) Open a database program and create a new database. Save the database as *Task3* in the **KNECEXAM** folder. (1 mark)
- (b) (i) Create the following tables in the database created in (a) (7 marks)

tblDepartment

Field Name	Data Type	Size	Specifications	Other Remarks
DeptID	Text	6	Primary key	
DeptName	Text	50		

tblEmployees

Field Name	Data Type	Size	Specifications	Other Remarks
EmpID	Text	4	Primary key	
EmpName	Text	50		
EmpHireDate	Date/Time			
DeptID	Text	6		Link to DeptID in tblDept table

tblProjects

Field Name	Data Type	Size	Specifications	Other Remarks
ProjectID	Text	10	Primary Key	
ProjectTitle	Text	120	Caption: Project Title	
ProjectStartDate	Date/Time			
ProjectComplete	Yes/No			

tblEmployeeProjects

Field Name	Data Type	Size	Specifications	Other Remarks
ProjectID	Text	10	Primary Key	Link to ProjectID in tblProject table
EmpID	Text	4	Primary Key	Link to EmpID in tblEmployees table
WorkDate	Date/Time		Primary Key	
WorkHours	Numbers			

- (ii) Create relationship between the tables. (2 marks)
- (c) (i) Key in the following data into the respective tables. (4 marks)

tblDepartment	
DeptID	DeptName
D1001	Information & Communication Technology
D1002	Human Resources
D2001	Engineering

tblEmployees			
EmpID	EmpName	EmpHireDate	DeptID
K001	James	03/09/2012	D1001
K002	Henry	05/09/2012	D2001
K008	Nancy	15/04/2014	D1001
K012	Salome	06/10/2014	D1002

tblProjects			
ProjectID	ProjectTitle	ProjectStartDate	ProjectComplete
DW1001	Data Warehouse & Business Intelligence	09/08/2013	Yes
DW1002	DW & BI Integration	09/06/2014	No
VC1001	Video Conferencing Solution	07/09/2015	No

tblEmployeeProjects			
ProjectID	EmployeeID	WorkDate	WorkHours
DW1001	K001	11/12/2014	8
DW1001	K002	15/12/2014	7
DW1001	K012	17/06/2015	6

(ii) Create a form to display information as shown in Figure 3. (4 marks)

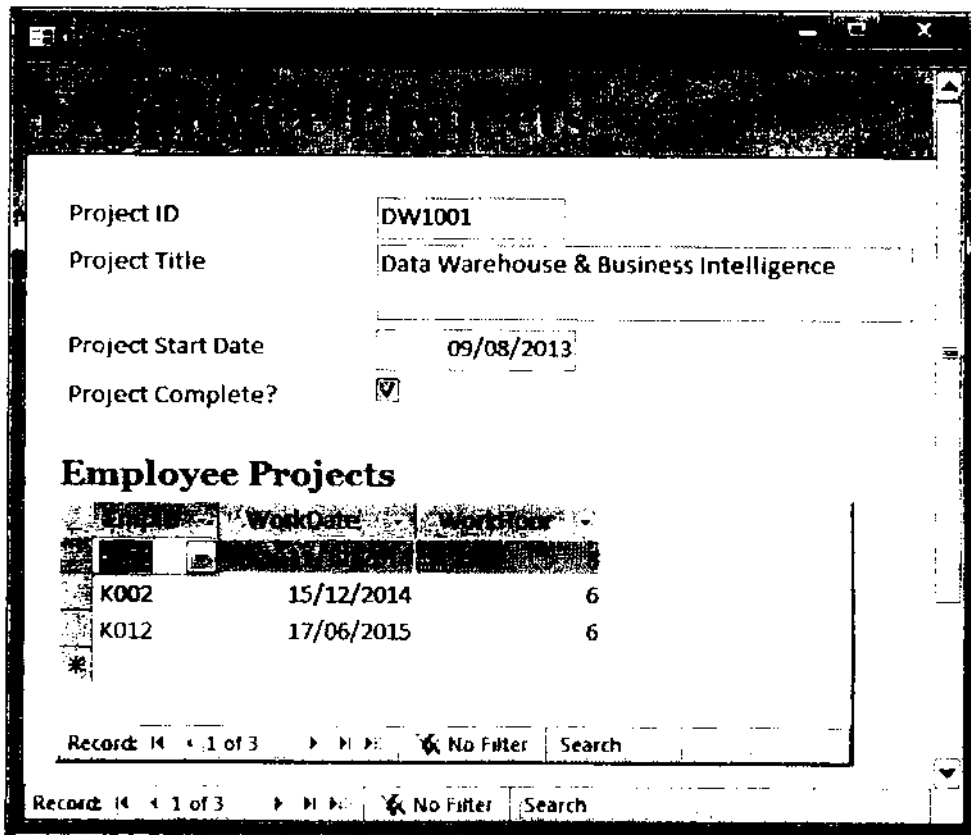


Figure 3

(d) Create a report to display all employees attached to various projects showing *Employee ID*, *Employee Name*, *Department Name* and *Project Name*. Save the report as *EmployeeProjectReport* in the *KNECEXAM* folder to print out later. (2 marks)

TASK 4

- (a) Open a presentation program and create a presentation using the slide outlines in Figure 4. Use appropriate slide layout for each slide and save the presentation as *Task4* in the **KNECEXAM** folder. (10 marks)

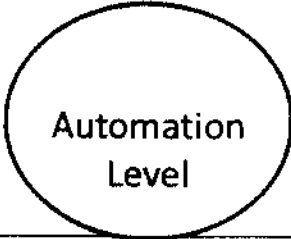



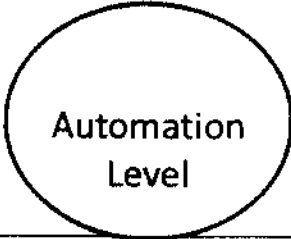



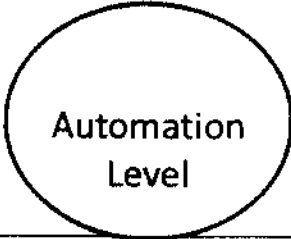



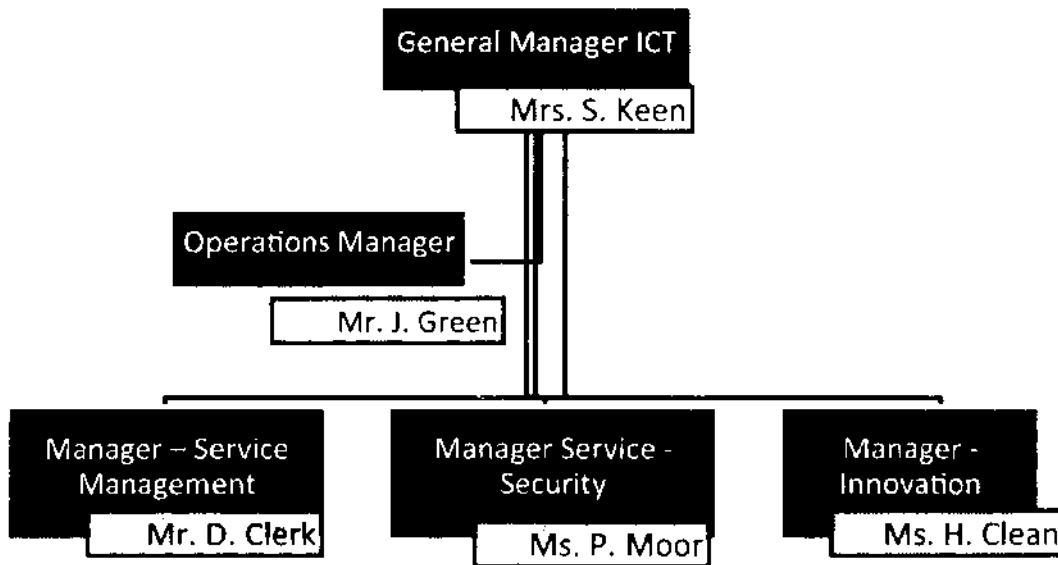
Slide No	Slide content																		
1	<p>PERFORMANCE APPRAISAL FOR THE FY 2016-2017 ICT DEPARTMENT</p>																		
2	<p>Introduction</p> <ul style="list-style-type: none"> ✓ Departmental Organizational Structure ✓ Review of the Performance of Board of Directors ICT Component ✓ Detailed Departmental Appraisal ✓ Question & Answer Session (Q&A) 																		
3	<p>ICT Department Top Structure</p>																		
4	<p>Board of Directors ICT Component</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="border: 1px solid black; padding: 5px; text-align: center;">STRATEGIC OBJECTIVE</td> <td style="border: 1px solid black; padding: 5px; text-align: center;">WEIGHT</td> <td style="border: 1px solid black; padding: 5px; text-align: center;">TARGET</td> <td style="border: 1px solid black; padding: 5px; text-align: center;">ACHIEVEMENT</td> </tr> <tr> <td style="text-align: center; vertical-align: middle;">  </td> <td style="text-align: center; vertical-align: middle;">  </td> <td style="text-align: center; vertical-align: middle;">  </td> <td style="text-align: center; vertical-align: middle;">  </td> </tr> </table>	STRATEGIC OBJECTIVE	WEIGHT	TARGET	ACHIEVEMENT														
STRATEGIC OBJECTIVE	WEIGHT	TARGET	ACHIEVEMENT																
																			
5	<p>SUMMARY OF ACHIEVEMENT BY PERSPECTIVE</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>PERSPECTIVE</th> <th>TARGET</th> <th>ACHIEVEMENT</th> </tr> </thead> <tbody> <tr> <td>Financial (F)</td> <td style="text-align: center;">15</td> <td style="text-align: center;">13</td> </tr> <tr> <td>People (P)</td> <td style="text-align: center;">20</td> <td style="text-align: center;">15</td> </tr> <tr> <td>Internal Processes (IP)</td> <td style="text-align: center;">15</td> <td style="text-align: center;">15</td> </tr> <tr> <td>Customer (C)</td> <td style="text-align: center;">50</td> <td style="text-align: center;">49</td> </tr> <tr> <td>Total</td> <td style="text-align: center;">100</td> <td style="text-align: center;">92</td> </tr> </tbody> </table>	PERSPECTIVE	TARGET	ACHIEVEMENT	Financial (F)	15	13	People (P)	20	15	Internal Processes (IP)	15	15	Customer (C)	50	49	Total	100	92
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Total	100	92																	
6	<p>END</p> <p>Q & A</p>																		

Figure 4

(b) (i) Create the following diagram in slide 2.

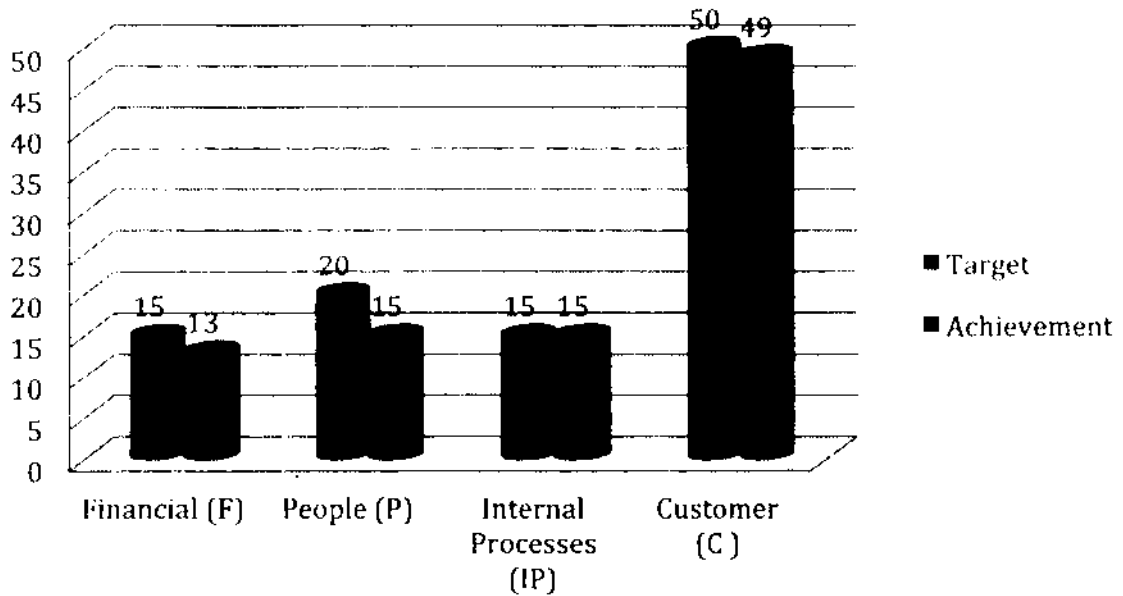
(3 marks)



(ii) Insert a new slide below slide 4 and create the following chart.

(4 marks)

**Performance Appraisal FY 2016/2017
ICT DEPARTMENT**



- (iii) Insert the following to all slides:
 - I. Footer as "ICT DEPARTMENT - APPRAISAL FOR FY 2016/2017"; (Do not show on title page).
 - II. Slide number. (1 mark)
- (c) Apply the following transition properties to all slides:
 - (i) transition : Any of your choice;
 - (ii) speed : fast. (1 mark)
- (d) Save the changes to print out later the handouts with 3 slides per page. (1 mark)

THIS IS THE LAST PRINTED PAGE.