



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 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 candidates 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.

This 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 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 9 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 THE CANDIDATE

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

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TASK 1

The human resource manager of a company orients new employees each year. The manager invites the employees through a letter.

- (a) Open a word processing program and create the following invitation letter as it appears. Save it as *orientation* in the KNECEXAM folder to print out later. (12 marks)

ZINTECH COMPANY LIMITED

To <<firstname>> <<lastname>>
<<address>>
<<town>>

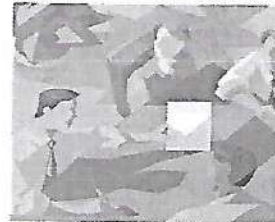
Dear <<lastname>>

INVITATION FOR ORIENTATION

You are hereby invited for an orientation forum scheduled to take place on 09/06/2018 at 8:00pm in the board room.

The topics to be covered:

1. Introduction;
2. Company's culture;
3. Work place expectations.



The day's programme.

ZINTECH COMPANY LIMITED		
Time	Topic	Facilitator
8:30am - 9:00am	Introduction	Allan
9:15am - 11:00am	Company's culture	Alice
11:30am - 1:30 pm	Workplace expectations	Catherine

All are
welcome

Kindly be punctual.

Yours sincerely

JA

Joel Allan
Human Resource Manager.

- (b) Table 1 shows details of employees to be invited for the orientation. Use it to answer the questions that follow.

First name	Last name	Address	Town
John	Harrison	1234	Nairobi
Susan	James	4329	Kisumu
David	Jones	3445	Nakuru

Table 1

Create a data source file for the employees details. Save it as *invitees* in the **KNECEXAM** folder to print out later. (4 marks)

- (c) (i) Using the mail merge feature, create individualised letters for each of the invitees. (2 marks)
- (ii) Save the individualised letters as *orientationmerged* in the **KNECEXAM** folder. (½ mark)
- (d) Print the following documents: (1½ marks)
- (i) *orientation*;
 - (ii) *invitees*;
 - (iii) *orientationmerged*.

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TASK 2

Figure 1 shows an extract of a spreadsheet showing details of items used by Zintech Company Limited. Use it to answer the questions that follow.

- (a) Open a spreadsheet program and key in the information in figure 1 as it appears. Save the workbook as *orientation budget* in the **KNECEXAM** folder. (5½ marks)

	A	B	C	D	E	F
1	Item	Time needed	Quantity(kg)	Price	Total price	Remarks
2	Beef	Lunch	5	400		
3	Rice	Lunch	6	130		
4	Water	Lunch	24	20		
5	Fruits	Lunch	24	10		
6	Potatoes	Lunch	6	120		
7	Onions	Lunch	2	60		
8	Snacks	Tea break	10	20		
9	Milk	Tea break	7	50		
10	Tealeaves	Tea break	2	20		
11	Sugar	Tea break	4	100		
12						


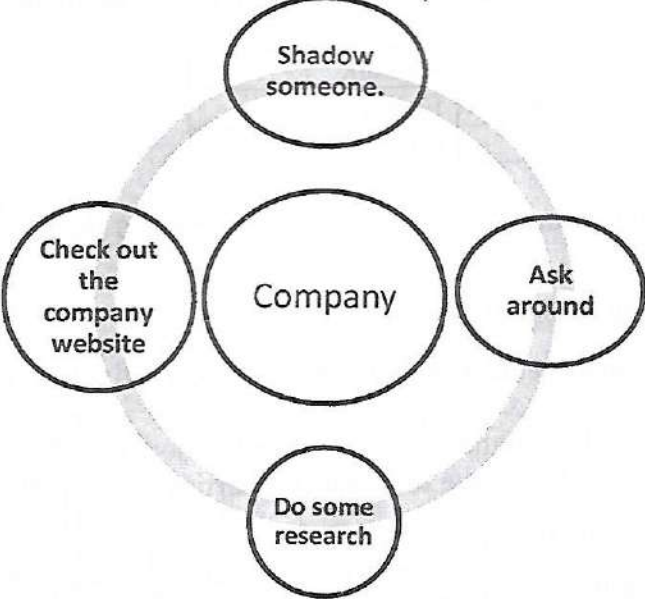
Figure 1

- (b) (i) Insert a row above row 1 and merge it across cells A1 to F1. (1 mark)
- (ii) Type the following text in row 1 "ZINTECH ORIENTATION MEETING BUDGET" (1 mark)
- (c) (i) Using cell references only, determine the total price for beef. (1 mark)
- (ii) Compute the total price for each of the other items. (1 mark)
- (d) Using a logical function, compute the *Remarks* based on the following criteria: (2 marks)
- | Total Price | Remark |
|-------------------------------|-----------|
| Greater than or equal to 1500 | Expensive |
| Below 1500 | OK |
- (e) (i) Using the subtotal function determine the total price of the items as per the time needed. (2 marks)
- (ii) Copy the content of *sheet1* to *sheet2*. (1 mark)
- (iii) Rename *sheet1* and *sheet2* as *budget* and *chart* respectively. (1 mark)
- (f) Create an embedded bar chart in the sheet named *chart* showing the subtotals of the items in the budget. The chart should have the following properties:
- (i) chart title: budget totals;
- (ii) Legend: show at the bottom. (2½ marks)
- (g) Save the changes to print out later the sheets: *budget*, *chart*. (2 marks)

TASK 3

Table 2 shows the content of a presentation prepared by a facilitator for Zintech Company Limited. Use it to answer the questions that follow.

- (a) Open a presentation program and create the presentation using appropriate slide layouts as shown in Table 2. Save the presentation as *culture* in the **KNECEXAM** folder. (15 marks)

Slide No.	Slide Content
1	<div style="text-align: center;">  <p>COMPANY'S CULTURE</p> <p>Presented by: Catherine Francis</p> </div>
2	<p>SUB TOPICS:</p> <ul style="list-style-type: none"> • Definition • Learning company's culture • Benefits of company's culture • Conclusion.
3	<p>DEFINITION</p> <p>Company culture is the personality of a company. It defines the environment in which employees work. Company culture includes a variety of elements, such as company mission, value, ethics, expectations and goals.</p>
4	<p>LEARNING THE COMPANY'S CULTURE</p> <div style="text-align: center;">  </div>



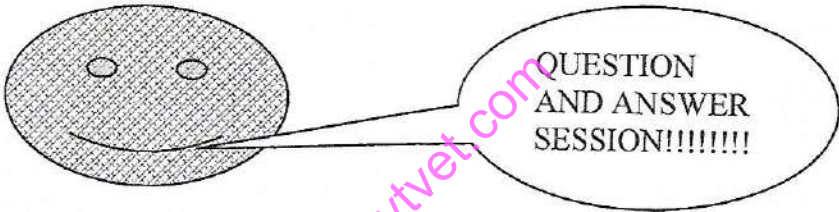
5	<p>METHODS OF LEARNING COMPANY'S CULTURE</p> <div style="display: flex; justify-content: space-around;"> <div style="text-align: center;">  <p>Attending meeting</p> </div> <div style="text-align: center;">  <p>Attending trainings</p> </div> </div>
6	<p>BENEFITS OF COMPANY'S CULTURE</p> <ul style="list-style-type: none"> • Identity: culture contributes to the identity and values of a company. • Retention: A strong company culture attracts better talent and retains that talent. • Image: Corporate culture adds to your brand identity
7	<p>CONCLUSION</p> <p>Jobs aren't just a pay check and given the amount of time spent working, it's important for both the employee and the employer to make sure there's a good fit.</p>
8	
9	<p>The E N D.</p>

Table 2

- (b) Perform each of the following tasks on the presentation.
- (i) Insert a footer "**Company culture is important**" in all the slides. (1 mark)
 - (ii) Insert the date 12/12/2017 on all the slides. (1 mark)
 - (iii) Apply *random bars* slide transition to all slides. (1 mark)
 - (iv) Apply animation *spinner* to the contents of slide 2. (1 mark)
- (c) Save the changes to print out later as handouts with three slides per page. (1 mark)

TASK 4

The management of Zintech Company limited would like to create a database for its inventory. You have been tasked to create the database.

- (a) Open a database program and create a new database named *inventory* in the **KNECEXAM** folder. (1 mark)

- (b) Design the following tables using the specified properties in the database created in (a). (4 marks)

Items Details

Field name	Data type
Item ID	Text
Item name	Text
Date bought	Date/time
Price	Currency
Quantity	Number

Department Details

Field name	Data type
Dept ID	Text
Department name	Text
Item ID	Text
Quantity	Number
Date delivered	Date/time

- (c) (i) Apply an appropriate primary key for each table. (1 mark)
- (ii) Create a relationship between the tables. (1 mark)
- (iii) Create a data entry form for each table. Save the forms as *item* and *department* respectively. (2 marks)

- (d) Enter the following data in the respective table. (5 marks)

Item Details

Item ID	Item name	Date bought	Price	Quantity
Ipad002	Ipad	12/03/2017	75000	3
Comp001	Computer	17/07/2017	60000	5
Printer001	Printer	12/03/2018	50000	6
Proj001	Projector	22/11/2017	60000	3
Phone001	Techno	12/01/2018	20000	6

Department Details

Dept ID	Department name	Item ID	Quantity	Date delivered
Dept001	Administration	Ipad002	2	10/05/2017
Dept002	Finance	Printer001	1	10/05/2017
Dept003	ICT	Ipad002	1	16/06/2017
Dept004	Procurement	Proj001	1	26/09/2017
Dept005	Security	Phone001	4	03/04/2018

- (e) Create a query to display the fields: *item_ID*, *item_name*, *department_name* and *quantity* for all items bought in the year 2017. Save the query as *item_date*. (2 marks)
- (f) Generate a tabular report to display: *item_ID*, *item_name* and *price* of all items bought. Save the report as *inventory*. (2 marks)
- (g) Print out later; (2 marks)
 - (i) the tables;
 - (ii) query;
 - (iii) report.

THIS IS THE LAST PRINTED PAGE.