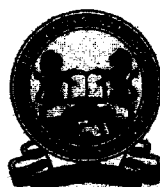


Name: \_\_\_\_\_ Index No: \_\_\_\_\_ / \_\_\_\_\_

1920/102B  
COMPUTER APPLICATIONS I (Practical)  
Paper 2  
November 2013  
Time: 2 hours

Signature: \_\_\_\_\_

Date: \_\_\_\_\_



THE KENYA NATIONAL EXAMINATIONS COUNCIL  
CRAFT CERTIFICATE IN INFORMATION TECHNOLOGY  
MODULE 1

COMPUTER APPLICATIONS I (Practical)

Paper 2

2 hours

**INSTRUCTIONS TO CANDIDATES:**

*Write your name and index number in the spaces provided above.*  
*Sign and write the date of examination in the spaces provided above.*  
*You have ten minutes to read 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 students may lead to disqualification.*  
*Write your name and index number on the Rewritable CD.*  
*Type your name as a header on each sheet of paper used.*  
*This paper consists of FOUR tasks. Perform all the FOUR 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 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 CANDIDATE**

1. Create a folder named **KNECEXAM** on the desktop.
2. Ensure that the **KNECEXAM** folder and all its content is burnt onto the **Rewritable CD** at the end of the examination.

<http://college.manyamfranchise.com>

### TASK 1

The head teacher of Maarifa Academy would like to remind parents and guardians on fees balances due by way of letters. Assuming that you have been tasked to prepare letters using a word processing program:

- (a) Open a word processing document and create the following table as it appears and save it as *feebalance* in the **KNECEXAM** folder to print out later. (7 marks)

Serial	AdmNo	Surname	FirstName	FeeBalance	LastPayment
1	6577	Peter	Ann	20,000	12/1/2012
2	6683	Philip	Paul	15,000	3/3/2012
3	6790	Phanuel	Violet	10,000	4/9/2012
4	6811	Lawrence	Isaac	8,000	14/3/2012

- (b) Open a new word processing document and type the following letter as it appears and save it as *feepayments* in the **KNECEXAM** folder to print out later. (4½ marks)

Maarifa Academy Primary School,  
P.O Box 74758.  
MJIMKUU

Dear «Surname» ,

**Re:Fee Balance Payment**

You are hereby informed that your child «FirstName» admission number «AdmNo» has a fee balance of Kshs. «FeeBalance». Your last payment was on «LastPayment». You are therefore reminded to clear the fees balance of your child before the end of the term.

Yours faithfully,

**Mark Tom.**  
**For Head Teacher.**

- (c) Using the *feebalance* document as the data source and *feepayments* as the main document, create customized letters for guardians and save it as *feemerge* to print it out later. (3½ marks)

## TASK 2

The management of Maarifa Academy intends to computerize their manual examination processing system using a spreadsheet program. Assuming that you have been tasked to create the system for them.

- (a) Open a spreadsheet program and type the following data in sheet 1 as it appears and save it as *Class* in the **KNECEXAM** folder. (2½ marks)

S/N	Class	Stud. name	English	Maths	Science	Total	Average	Remark
1	4W	Peter	70	60	55			
2	3E	Ann	75	80	90			
3	4W	Violet	40	45	41			
4	3E	Philip	90	85	70			
5	3E	Charlyn	80	50	55			
6	4W	Charles	70	55	60			
7	4W	Nicholson	84	90	89			
8	3E	Catherine	82	70	80			
9	4W	Lydia	78	65	70			

- (b) Using a function that references cells only, compute the: (1 mark)
- total mark for each student;
  - average mark for each student.
- (c) Insert one row above the column titles and perform the following: (3 marks)
- Type the following text in cell A1:  
"Marks for class 4W and 3E for mid-term Examination."
  - Merge and center the cells in the range A1 to I1;
  - Apply the following format to the text in row 1:
    - font size : 14;
    - font style : bold;
    - underline style: double.
- (d) Format the data in cells H2 to H10 to *zero* decimal places. (1 mark)
- (e) Given that a student whose average mark is greater or equal to 50 gets a remark of *pass* otherwise *fail*, use a formula to compute the remark for each student. (1½ mark)
- (f) Sort the data by *class* in descending order. (½ mark)
- (g) Create a *clustered column* chart on a new sheet showing class 4W student names and their corresponding marks scored in all the subjects. Apply the following format to the chart: (3 marks)
- Chart title : Student Marks For class 4W
  - X-axis label : Student names

- (iii) Y-axis label : Totals
- (h) Rename the sheet containing the chart as *classchart*. (½ mark)
- (i) (i) Copy all the data in sheet 1 to sheet 2. (½ mark)
- (ii) apply a double line border to all the cells with text in sheet 2. (½ mark)
- (j) Save the changes to print out later: (1 mark)
- (i) sheet 2;
- (ii) classchart.

<http://college.manyamfranchise.com>

### TASK 3

The management of Maarifa Academy would like to computerize the inventory of items in their school. Assuming that you have been requested to carry out the task using a database program.

- (a) Open a database program and create a database file named *Maarifainv* and save it in the **KNECEXAM** folder. (½ mark)
- (b) Create each of the following tables in the database created in (a). (3 marks)

ItemDetails

Field name	Data type	Properties
Item ID	Text	10 characters
Item name	Text	15 characters
Date bought	Date/time	Short date
Price	Currency	Zero decimal places
Qty	Number	
Department name	Text	15 characters

SupplierDetails table

Field name	Data type	Properties
Supplier ID	Text	15 characters
Supplier name	Text	20 characters
Item ID	Text	10 characters
Qty	number	Integer
Date delivered	Date/time	Short date

- (c) (i) Apply appropriate *primary* keys to each table. (1 mark)
- (ii) Create a *relationship* among the tables. (½ mark)
- (d) Create a form for each table named *Itemform* and *supplierform* respectively and enter the following data in the respective tables. (5 marks)

ItemDetails table

Item ID	Item name	Date bought	Price	Qty	Department name
Comp001	Computer	12/12/2003	40000	4	Administration
Pinter001	Printer	01/03/2002	8000	6	Administration
Comp002	Lap Top	14/09/2009	54000	7	Accounts
Comp003	Ipad	07/08/2011	80000	2	Human resource
PC00001	Photo copier	08/04/2006	60000	6	Administration
Phone001	Nokia 0009	11/11/2001	50000	2	Computer
Phone002	Samsung	02/03/2010	20000	2	Administration
Comp004	Computer	03/07/2008	37000	1	Computer

SupplierDetails table

Supplier ID	Supplier name	Item ID	Qty	Date delivered
Supp001	Fair Deal	Comp001	2	11/11/2000
Supp002	Quick Serve	Printer	4	01/11/1998
Supp003	Future Prospects	Phone001	3	12/12/1997

- (e) Create a query named *date* showing the following fields *Item\_code*, *item\_name*, *Date\_bought*, *Price*, *Supplier\_name* and *date\_delivered* for all the items bought before the date 10/10/ 2000. (2 marks)
- (f) Create a report named *Items* showing the following fields *Item\_code*, *item\_name*, *Date\_bought*, *Quantity* and *Department* sorted in ascending order by *Item\_name* and calculate the total price. (1 mark)
- (g) Print out later: (2 marks)
- (i) Itemdetails table;
  - (ii) Supplierdetails table;
  - (iii) date query;
  - (iv) Items report.

<http://college.manyamfranchise.com>

**TASK 4**

A computer teacher at Maarifa Academy intends to make a presentation on Computer networking to class eight students using a presentation program. Assuming that you have been tasked to prepare the slides for him.

- (a) Open a presentation program and create the following slides as they appear in table 1. Apply appropriate slide layout to each slide. (11 marks)

Slide No.	Slide Content
1	<b>Introduction to Computer Networking</b> <b>Presented by:</b> <b>Pius Moore.</b>
2	<b>Topics to cover:</b> <ul style="list-style-type: none"><li>❖ Definition of the term Network.</li><li>❖ History of computer network</li><li>❖ Advantages of computer networking</li><li>❖ Disadvantages of computer network</li><li>❖ Types of computer networking.</li></ul>
3	<b>Definition of the term Network.</b> This term refers to connection of a collection of computers that allows communication and data exchange between systems, software applications, and users.
4	<b>History of computer network</b> <ul style="list-style-type: none"><li>√ In 1940 - George Stibitz - teletype machine.</li><li>√ In 1964 - Time Sharing System for distributed users of large computer systems.</li><li>√ In 1960 - Leonard Kleinrock, Paul Baran and Donald Davies used datagrams</li><li>√ In 1965 – use of PSTN switch.</li><li>√ In 1969 the University of California at Los Angeles, University of California at Santa Barbara and the University of Utah were connected</li><li>√ Today, computer networks are the core of modern communication.</li></ul>



5	Advantages of computer networking ♣ Resource sharing ♣ communication ♣ instant multiple access ♣ saves cost	Disadvantages of computer network ≈ security concerns ≈ malware ≈ lack of robustness												
6	Types of computer Network <table border="1"> <thead> <tr> <th data-bbox="564 533 699 568">Section</th> <th data-bbox="699 533 1369 568">Function</th> </tr> </thead> <tbody> <tr> <td data-bbox="564 568 699 712">PAN</td> <td data-bbox="699 568 1369 712">A personal Area Network is a computer network used for communication among computers and different information technological devices close to one person.</td> </tr> <tr> <td data-bbox="564 712 699 846">LAN</td> <td data-bbox="699 712 1369 846">A Local Area Network is a network that connects computers and devices in a limited geographical area such as a home, school, office building</td> </tr> <tr> <td data-bbox="564 846 699 949">MAN</td> <td data-bbox="699 846 1369 949">A Metropolitan Area Network is a large computer network that usually spans through a city or a large campus.</td> </tr> <tr> <td data-bbox="564 949 699 1052">SAN</td> <td data-bbox="699 949 1369 1052">A storage Area Network is a dedicated network that provides access to consolidated, block level data storage.</td> </tr> <tr> <td data-bbox="564 1052 699 1187">WAN</td> <td data-bbox="699 1052 1369 1187">A wide area network is a computer network that covers a large geographic area such as a city, country, or spans even intercontinental distances.</td> </tr> </tbody> </table>		Section	Function	PAN	A personal Area Network is a computer network used for communication among computers and different information technological devices close to one person.	LAN	A Local Area Network is a network that connects computers and devices in a limited geographical area such as a home, school, office building	MAN	A Metropolitan Area Network is a large computer network that usually spans through a city or a large campus.	SAN	A storage Area Network is a dedicated network that provides access to consolidated, block level data storage.	WAN	A wide area network is a computer network that covers a large geographic area such as a city, country, or spans even intercontinental distances.
Section	Function													
PAN	A personal Area Network is a computer network used for communication among computers and different information technological devices close to one person.													
LAN	A Local Area Network is a network that connects computers and devices in a limited geographical area such as a home, school, office building													
MAN	A Metropolitan Area Network is a large computer network that usually spans through a city or a large campus.													
SAN	A storage Area Network is a dedicated network that provides access to consolidated, block level data storage.													
WAN	A wide area network is a computer network that covers a large geographic area such as a city, country, or spans even intercontinental distances.													
7	<p style="text-align: center;"><b>The E N D.</b></p> <p style="text-align: center;"><b>Thank you.</b></p>													

Table 1

- (b) Save the presentation as *Network* in the **KNECEXAM** folder to print out later. (½ mark)
- (c) Insert *slide numbers* to all the slides. (½ mark)
- (d) Insert the following text as a footer to all the slides. (½ mark)  
 “Computer Networking”
- (e) Apply a *wipe down* slide transition to all the slides. (½ mark)
- (f) Apply the following slide animation to all the contents in slides 2, 4 and 5. (1½ mark)
- (i) entrance : diamond
- (ii) start : on mouse click
- (iii) direction : in
- (iv) speed : medium
- (g) Save the changes to print out later four slides per page. (½ mark)