

1920/102B

COMPUTER APPLICATIONS I (PRACTICAL)

Paper 2

November 2018

Time: 2 hours

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THE KENYA NATIONAL EXAMINATIONS COUNCIL

CRAFT CERTIFICATE IN INFORMATION TECHNOLOGY

MODULE 1

COMPUTER APPLICATIONS I (PRACTICAL)

Paper 2

2 hours

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 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 printed page.

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 only and use a fresh sheet of paper for each task.

Ensure that all your printed work is inserted in the answer booklet at the end of the examination.

Hand over your question paper, printed work and the rewritable CD to the invigilator.

Candidates should answer the questions 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.

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Turn over

TASK 1

Maji Mazuri Technical has invited a motivational speaker to give a talk on life skills. You have been asked to prepare the notes.

- (a) Open a word processing program and key in the following information as it appears. Save it as *lifeskills* in the **KNECEXAM** folder. (8 marks)

Life Skills

This refers to the skills needed to make the most out of life. Life skills are usually associated with managing and living a better quality life. They help us to accomplish our full potential.

Any skill that is useful in your life can be considered a life skill. By learning new skills we increase our understanding of the world

around us and equip ourselves with the relevant tools to cope with the challenges that life throws at us.

Essential Life Skills

Certain skills may be more or less relevant to you depending on life circumstances, your culture, beliefs, age, geographic location, etc. Different life skills will be more or less relevant at different times our lives, for example:

- (i) Study skills: needed when at school or college.
 - (ii) Negotiation skills: needed when buying something like cloths and other basic necessities.
 - (iii) Employability skills: needed when searching for a job.
 - (iv) Time management and organizing skills: are important in everyday life of an individual.
- (b) Apply the following formats in the document created in (a):
- (i) Sub title "essential life skills": Verdana and size 18. (1 mark)
 - (ii) Line spacing 1.5. (1 mark)
- (c) Insert an *in margin* drop cap to the first letter of the first paragraph. (1 mark)
- (d) Insert a picture of your choice in the third paragraph. (1½ marks)
- (i) Apply the text wrapping style of *tight* to the picture. (1 mark)
 - (ii) Resize the picture to only stretch within the paragraph. (½ mark)
- (d) Save changes to print out later. (1 mark)

TASK 2

A lecturer of a computer class at Maji Mazuri Technical uses spreadsheet program to maintain students' marks.

- (a) Open a spreadsheet program and key in the following data as it appears in Figure 1. Save the work book as *classresults* in the **KNECEXAM** folder. (5 marks)

COMPUTER CLASS END OF TERM 1 RESULTS							
No.	Student name	ICT	Maths	Programming	Total marks	Average mark	Remark
1	Ann	70	83	85			
2	Peter	76	36	28			
3	Paul	56	47	73			
4	Allan	48	64	56			
5	Brian	38	63	36			
6	Amos	59	63	46			
7	Jane	73	36	83			
8	Pauline	35	47	74			
9	Selina	30	58	40			
10	Alice	63	20	45			

Figure 1

- (b) Using an appropriate function, determine:
- total mark for each student.
 - average mark for each student. (2 marks)
- (c) Format the data in cells G2 to G11 to zero decimal places. (1 mark)
- (d) Using an appropriate function, determine the remark of each student given that a student gets a "Pass" when the total marks is greater or equal to 150 otherwise a "Fail". (3 marks)
- (e) Create an embedded bar chart showing the total marks for each student. Format the chart as follows:
- Chart title: Computer Class Results
 - X-axis label: Student names (3 marks)
- (f) Save the changes to print out later, Sheet1 with the bar chart. (1 mark)

TASK 3

A motivational speaker at Maji Mazuri Technical would like to prepare a presentation for life skills. Table 1 shows the presentation content.

- (a) Open a presentation program and create the presentation using appropriate slide layouts. Save the presentation as *lifeskills* in the **KNECEXAM** folder. (8 marks)

Slide No.	Slide Content
1	LIFE SKILLS BY ALISON JAMES
2	OBJECTIVES <ul style="list-style-type: none"> • Definition • Type of life skills • Stress levels • Managing oneself
3	DEFINITION Life skill is the ability to cope with stresses and challenges of daily life.
4	TYPES OF LIFE SKILLS <ol style="list-style-type: none"> 1. Self awareness: Understanding ones strengths and weakness. 2. Relationship skills: listening and communicating with others. 3. Time management: using ones time appropriately. 4. Self esteem: appreciating oneself
5	STRESS LEVELS
6	CHART
7	MANAGING ONESELF <ul style="list-style-type: none"> • Believe in oneself • Use available time well • Communicate well with others • Love yourself

Table 1

- (b) Create the following table in slide 5 as it appears below. (2 marks)

Town	Stress level %
Najira	40
Habarai	30
Rimbe	20
Nyume	35

- (c) Create the clustered column chart in slide 6 using the data in slide 5. (2 marks)
- (d) (i) Format the background color of slide 4 to grey. (½ mark)
- (ii) Apply a slide transition *wipe down* to all the slides. (1 mark)
- (iii) Insert slide numbers as a footer in each slide. (½ mark)
- (e) Save the changes to print out handouts with four slides per page. (1 mark)

TASK 4

The accounts department at Maji Mazuri Technical intends to use a database to manage the students' fees records. Assume you have been tasked to create the database.

- (a)
 - (i) Open a database program and create a database file named *MMTfees* in the **KNECEXAM** folder. (1 mark)
 - (ii) Create tables named *studentdetails* and *fees* using the respective details. (2 marks)
 - (iii) Set appropriate primary keys for each table. (1 mark)

StudentsDetails

Field name	Data type
Studentno	Number
Studentname	Text
Age	Number
Dateofbirth	Date/time
Gender	Lookup wizard
Fees payable	currency

FeesDetails

Field name	Data type
Studentno	Number
FeePayable	Currency
FeesPaid	Currency
Datepaid	Date/time

- (iv) Create a relationship between the tables. (1 mark)
- (b)
 - (i) Create two forms named *studentform* and *feesform* that could be used to enter data in the tables. (1 mark)
 - (ii) Enter the following data in their respective tables. (3 marks)

Studentsdetails

StudentNo	StudentName	Age	DateOfBirth	Gender	Fees payable
236	James	15	18/07/2002	Male	12000
251	Mary	16	12/04/2001	Female	12000
294	Pauline	15	16/02/2002	Female	13000
290	Mercy	14	29/10/2003	Female	13000

Feesdetails

Studentno	FeesPaid	Date paid
236	5500	3/9/2016
251	5000	3/9/2016
294	10000	3/9/2016
290	9600	3/9/2016
236	6500	5/10/2016
251	7000	9/9/2016
290	2000	15/10/2016

- (c) Create a query named *feespaid* to display the fields StudentNo, StudentName and the feespaid by all the students. (2 ½ marks)
- (d) Create a report named *feesrpt* to display the fields StudentNo, StudentName and *feespaid* grouped by student's number. (1 ½ marks)
- (e) Print out later the following:
- (i) Studentsdetails, feesdetails tables;
 - (ii) feespaid query;
 - (iv) feesrpt report.
- (2 marks)

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