

1920/102B

COMPUTER APPLICATIONS I (PRACTICAL)

Paper 2

July 2019

Time: 2 hours

newsspot.co.ke

Remove Watermark Now



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 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 answer booklet and the rewritable CD.

Type your name as a header on each sheet used.

Perform All the tasks in this question paper.

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 question.

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 8 printed pages.

Candidates should check the question paper to ascertain that all the pages are printed as indicated and that no questions are missing.

©2019 The Kenya National Examinations Council.

Turn over

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.

pdfelement

TASK 1

- (a) Open a word processing program and key in the following text as it appears. Save the document as *WATERHARVESTING* in the **KNECEXAM** folder. (7 marks)

WATER HARVESTING

Water harvesting is the activity of direct collection of rainwater. The rainwater collected can be stored for direct use or can be recharged into groundwater.

Rain is the first form of primary source of water. Rivers, lakes and groundwater are all secondary sources of water. In present times, we mostly depend on such secondary sources of water.

Water harvesting can be undertaken through the following ways:

- Capturing runoff from rooftops.
- Capturing runoff from local catchments.
- Capturing seasonal floodwaters from local streams.

Harvested water can serve the following purposes:

- 1) Provide drinking water.
- 2) Provide irrigation water.
- 3) Increase groundwater recharge.
- 4) Reduce storm water discharges.

- (b) (i) Open a new blank word processing document and create Table 1 as it appears below. Save the document as *AmtRainfall* in the **KNECEXAM** folder. (3 marks)

Amount of Rainfall in Millimetres				
Region	MONTH			Average Rainfall
	March	April	May	
Nairobi	65	67	65	
Coast	27	28	28	
Western	72	77	65	
Eastern	64	59	54	
Central	69	76	70	
Total				

Table 1

- (ii) Using an appropriate formula, calculate each of the following:
- (I) total rainfall for each of the three months;
 - (II) average rainfall for the three months for each region.
- (2 marks)

- (c) The cabinet secretary of water conservation intends to carry out a water conservation campaign. You have been tasked to create the campaign post.

Open a new blank word processing document and create the post as it appears in Figure 1. Save the document as *campaign post* in the **KNECEXAM** folder. (2 marks)

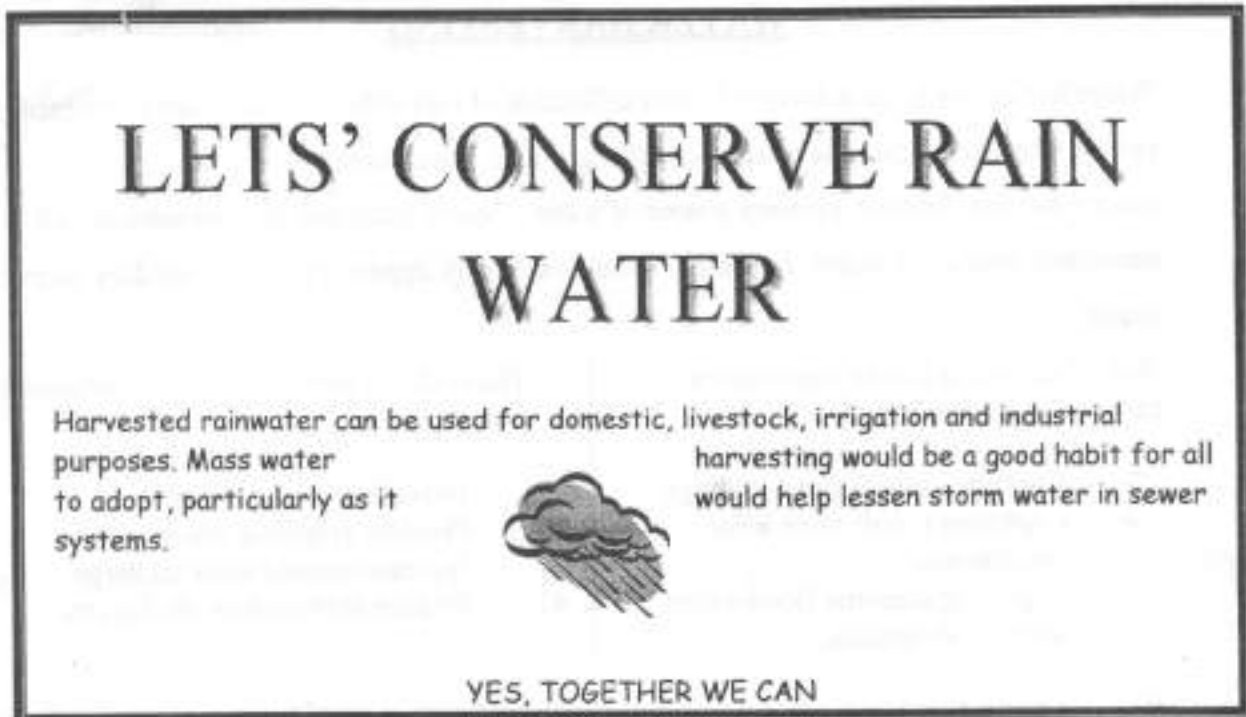


Figure 1

- (d) Save the changes and print out later each of the following:

- (i) waterharvesting;
- (ii) Amtrainfall;
- (iii) campaign post.

(1 mark)

TASK 2

Figure 2 shows a worksheet extract of the quarterly sales for Qwisha Company in various regions. Use it to answer the questions that follow.

	A	B	C	D	E	F	G	H	I
1	QWISHA COMPANY SALES PERFORMANCE IN MILLION KSH								
2	REGION	ANNUAL TARGET	QUARTERLY SALES				TOTAL SALES	AVERAGE SALES	COMMENT
3			1	2	3	4			
4	Nairobi	800	145	255	130	150			
5	Central	790	190	140	260	140			
6	Eastern	650	230	200	220	150			
7	Western	920	260	145	140	260			
8	Coast	870	250	210	215	125			
9									
10	TOTAL								
11									

Figure 2

- (a) (i) Open a spreadsheet program and key in the data in Sheet1 as it appears in Figure 2. Save the workbook as *Qwishasales* in the **KNECEXAM** folder. (5 marks)
- (ii) Use a function and cell address only to compute each of the following:
- (I) total sales for each region; (1 mark)
 - (II) totals sales for each quarter; (1 mark)
 - (III) average sales for each region. (1 mark)
- (iii) Using the *IF* function, insert a comment that displays "*target met*" for the Total sales that are above or equal to the Annual Targets and "*Target not Met*" if otherwise. (3 marks)
- (b) Insert an embedded *column bar chart* showing the *Annual target* and *Total sales* for all the regions. Label the chart appropriately. (3 marks)
- (c) Save the changes to print out later Sheet1. (1 mark)

TASK 3

Hillgates Company intends to computerize their supply operations. You have been tasked to create a database for the company.

- (a) (i) Open a database program and create a database file named *HGsupply* in the **KNECEXAM** folder. (½ mark)
- (ii) Create the tables named *Product*, *Supplier* and *producttransact* in the database file created in (i) applying an appropriate primary key and enter the data into their respective tables. (6 ½ marks)
- (iii) Apply an appropriate *data type* to each field. (½ mark)

Product		
Product ID	Product Name	Price
CS_301	Sunflower	1500.00
DP_001	Purex	2500.00
DW_102	Woodlite	2200.00

Supplier	
Supplier ID	Supplier Name
S201	Atul
S301	Shah
S501	Kikomi


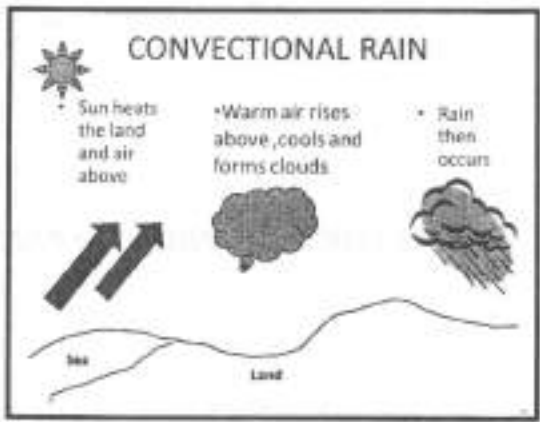
Producttransact		
Product ID	Quantity	Supplier ID
CS_301	100	S301
CS_301	100	S501
DP_001	100	S301
DW_102	120	S301
DW_102	150	S201

- (iv) Create appropriate relationship for the tables. (1 mark)
- (b) Create a form that could be used to enter data in the supplier table. Save the form as *frmsupplier*. (½ mark)
- (c) (i) Create a query to display the fields *Supplier Name*, *Product Name*, *Quantity*, *Price*, for the supplier named Shah. Save the query as *QShah*. (2 marks)
- (ii) Create a report for the query created in (i). Save the report as *RShah*. (2 marks)
- (d) Print out later each of the following:
- (i) all the tables;
- (ii) RepShah. (2 marks)

TASK 4

A certain teacher intends to prepare lecture notes using the slides outline shown in Figure 3. You have been tasked to create the presentation for him.

- (a) Open a presentation program and create the slides as they appear in Figure 3 using appropriate slide layouts. Save the presentation as **Rain** in the **KNECEXAM** folder. (11 marks)

Slide No	Content
1	<h1>RAINFALL</h1> 
2	<p>What is rain</p> <ul style="list-style-type: none"> ➤ Rain is part of a bigger part of the weather called precipitation, which means any form of water that falls to the earth like rain, snow, drizzle, hail and sleet. ➤ Rain gives us fresh water to drink, helps farmers grow crops, keeps everything green and flourishing and is fun to run around.
3	<p>There are 3 main types of rainfall:</p> <ol style="list-style-type: none"> Relief Frontal and Convictional.
4	

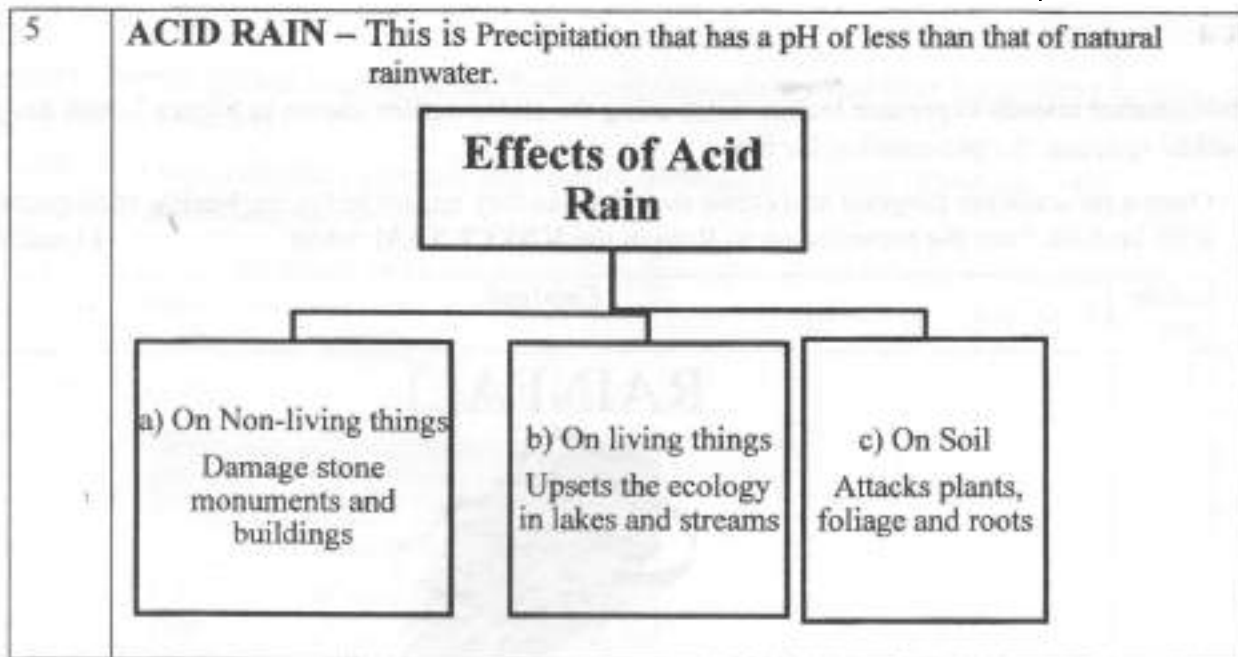


Figure 3

- (b) Apply each of the following to all the slides:
- (i) slide design of your choice; (1 mark)
 - (ii) slide transition of your choice with slow transition speed; (1 mark)
 - (iii) slide number. (1 mark)
- (c) Save the changes to print out later *rainfall* as handouts with *three* slides per page. (1 mark)

THIS IS THE LAST PRINTED PAGE.