

2920/102B  
COMPUTER APPLICATIONS I  
Paper 2  
Practical  
July 2011  
Time: 1 hour



THE KENYA NATIONAL EXAMINATIONS COUNCIL

DIPLOMA IN INFORMATION COMMUNICATION TECHNOLOGY

MODULE I

COMPUTER APPLICATIONS I

PRACTICAL

1 hour

INSTRUCTIONS TO CANDIDATES

1. You have ten minutes to read through the instructions and question paper before starting the examination.
2. Any problem with the computer should be reported to the invigilator immediately.
3. Direct any question(s) to the invigilator only. Conversing with fellow students may lead to disqualification.
4. Write your name and index number on the question paper, answer booklet and the Rewritable CD.
5. Type your name as a header on each sheet used.
6. This paper consists of **FOUR** tasks. Answer any **TWO** of the **FOUR** tasks.
7. Each task carries 20 marks.
8. Read the instructions of each task carefully.
9. Print on **one** side of the paper(s) only and use a fresh sheet of paper for each task.
10. Ensure that all your work is inserted in the answer booklet at the end of the examination.
11. Hand over your answer booklet and the Rewritable CD to the invigilator at the end of the examination.

This paper consists of 10 printed pages.

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

Turn over

## SPECIFIC INSTRUCTIONS TO CANDIDATES

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

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## TASK 1

The Human Resource Manager at Nerola Development Agency intends to invite facilitators to an upcoming staff sensitization seminar through customized memos. As an IT expert, you have been requested to write the memo on behalf of the manager.

- (a) Open a word processing program and create the following memo as it appears. Save the document as *memo.rtf* in the **KNECEXAM** folder to print out later. (10 marks)

NEROLA DEVELOPMENT AGENCY  
P.O. BOX 78930  
MELIME

### INTERNAL MEMO

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**TO:** <<presenter>>  
**FROM:** HUMAN RESOURCES MANAGER  
**DATE:** 20<sup>th</sup> JUNE 2011  
**REF:** NDA/5/1003/52  
**RE:** FACILITATION OF STAFF SENSITIZATION PROGRAMME

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*Behaviour change communication* is one of the deliverables in the performance contract of the department.

In this regard, peer educators in the organization are planning to hold a series of sensitization on the prevention of *HIV & AIDS, Behaviour Change Communication (BCC)* and the *Importance of HIV & AIDS Testing and Counselling* to staff in the month of August 2011.

We will be using internal resource persons to facilitate the seminars. This is therefore to request you to prepare and facilitate the following sessions:

DATE	MORNING SESSION (9:00 – 11:00 AM)	AFTERNOON SESSION (2:00 – 4:00 PM)
<<Date>>	<<Topic1>>	<<Topic2>>

Ensure that your PowerPoint presentations are sent to my office at least seven days before the said date.

Thank you.

David Sannaa  
Human Resources Manager

## TASK 2

Figure 1 shows an extract of data from a spreadsheet program showing the sales of newspapers by a distribution company. Use it to answer the questions that follow.

RELIABLE NEWSPAPER DISTRIBUTORS LTD				
SALES FOR THE MONTH OF FEBRUARY 2011				
Week	The Mwananchi	Morning Star	International News	Regional Star
Week 1	35	42	53	55
Week 2	48	51	61	62
Week 3	47	33	65	68
Week 4	25	51	74	76
Total Number Sold				
Total Sales				

Figure 1

- (a) (i) Open a spreadsheet program and key in the data as it appears into sheet 1. Save the workbook as *sales* in the **KNECEXAM** folder. (6 marks)
- (ii) Figure 2 shows the retail prices for each newspaper. Key in the data into sheet 2 of the workbook created in (i).

	A	B
1	<b>Paper</b>	<b>Retail Price</b>
2	The Mwananchi	40.00
3	Morning Star	40.00
4	International News	50.00
5	Regional Star	40.00

Figure 2

- (iii) Rename sheet 1 and sheet 2 as *Sales* and *Prices* respectively. (2 marks)  
(1 mark)
- (b) Using an appropriate function and cell addresses only, calculate:
- (i) the *total number sold* for each newspaper; (2 marks)
- (ii) the total amount of sales for each newspaper. (3 marks)
- (c) Create an embedded 3-D pie chart with the following properties in the sheet named *Sales* showing the monthly sales for each newspaper.
- (i) chart title: Total Sales for The Month of February 2011
- (ii) legend: show at the bottom;
- (iii) data labels: show percentages. (4 marks)

- (d) Save the changes to print out later:
- (i) the sheet named *Sales* showing formulae instead of values;
  - (ii) the sheet named *Prices* showing formulae instead of values. (2 marks)

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### TASK 3

The management of Redeemed Book Sellers Ltd intends to develop a database in order to improve their services. As an IT expert, you have been approached to create the database.

- (a) (i) Open a database program and create a database named *Inventory* in the **KNECEXAM** folder. (1 mark)
- (ii) Create a table named *books* in the database created in (i) using the following design. Set an appropriate primary key for the table. (4 marks)

FIELD NAME	DATA TYPE	SIZE	OTHER PROPERTIES
ISBN	TEXT	20	Caption – ISBN Number
TITLE	TEXT	50	
AUTHOR	TEXT	20	
YEAR	NUMBER	Integer	
LIST_PRICE	CURRENCY		Formatted to two decimal places with Kshs as the Currency symbol
PUBLISHER	TEXT		

- (iii) Using the table created in (ii), design a form named *Books* to appear as shown below. (5 marks)

The screenshot shows a window titled "Books" with the following content:

- Window Title: Books
- Form Title: Redeemed Bookseller LTD
- Fields:
  - ISBN Number:
  - Title:
  - Author:
  - Year:
  - List Price:
  - Publisher:
- Buttons:
  - Find Record
  - Print Record
- Status Bar: Record: 14 of 1

(iv) Key in the following data into the table.

(4 marks)

ISBN	Title	Author	Year	List Price	Publisher
0-13-092430-X	Discovering Access 2002	James Green	2000	Kshs 2, 045.00	Kenya Printers Ltd
0-13-092435-0	Introductions to Systems	Julius Salma	2001	Kshs 1,185.00	ICT Publishers
0-13-092444-X	Word 2003 Made Easy	Grauer Barber	2001	Kshs 845.00	Green Gardens Ltd
0-13-143478-0	Exploring Excel 2003	Rose Kimmer	2003	KShs 748.00	Prentice Hall

- (b) (i) Create a query named *YearOfPublications* to display details of all the books published in the year 2001 and whose *ISBN Number* contains 243. (2 mark)
- (ii) Using the query created in (i), create a report named *Publications Year* grouped by *Year* and sorted by *ISBN*. (2 marks)
- (c) Print out later:
- (i) the table;
  - (ii) the query;
  - (iii) the form;
  - (iv) the report. (2 marks)

**TASK 4**

- (a) Open a presentation program and create a presentation using the outlines in table 1. Use appropriate slide layout for each slide. Save the presentation as *budgeting* in the **KNECEXAM** folder. (6 marks)

Slide No	Slide Content
1	<b>BUDGETING FUNDAMENTALS</b>  <b>Patrick Jenkins</b>
2	<b>Objectives</b> <input type="checkbox"/> Budgeting Benefits <input type="checkbox"/> Budgeting Methods
3	<b>Definition - Budget</b> <ul style="list-style-type: none"> <li>• A Plan that shows how a company will obtain and use resources during a specific period of time – usually one year.</li> </ul> <b>OR</b> <ul style="list-style-type: none"> <li>• A detailed plan of official activity that forecasts the company's expected income and expenses for a particular time in the future.</li> </ul>
4	<b>Set SMART Targets</b> <ul style="list-style-type: none"> <li>• Specific</li> <li>• Measurable</li> <li>• Achievable</li> <li>• Realistic</li> <li>• Time bound</li> </ul>
5	<b>Establishing Benchmarks</b>
6	<b>Formal Communication</b>
7	<b>Budget-Building Methods</b> <b>Five commonly used methods of building a budget:</b> <ol style="list-style-type: none"> <li>1. Zero-based</li> <li>2. Fixed</li> <li>3. Incremental</li> <li>4. Rolling</li> <li>5. Flexible</li> </ol>
8	<b>Conclusion</b> <ul style="list-style-type: none"> <li>• We have learnt:             <ul style="list-style-type: none"> <li>– Importance of Budgeting</li> <li>– Five Methods of Budgeting</li> </ul> </li> <li>• But how do you:             <ul style="list-style-type: none"> <li>– Manage a Budget?</li> </ul> </li> </ul>

Table 1



- (b) (i) Create table 2 as it appears in slide 5.

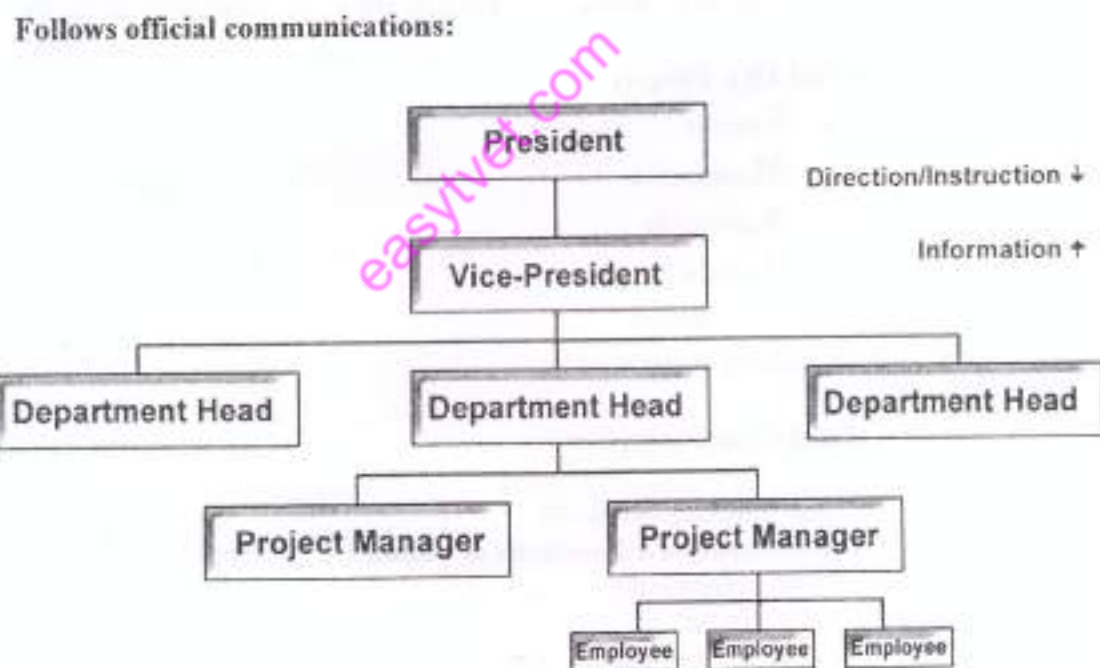
(3 marks)

**Example:**

Training	Wages	Equipment
57,000	60,000	66,000
67,500	65,000	67,000
78,000	70,000	68,000
88,500	75,000	69,000
99,000	80,000	60,000

Table 2

- (ii) I. Insert a new slide after slide 5. Type the main title of the new slide as "Setting Bench Marks". (2 marks)
- II. Create a line chart into the slide inserted in (I) using the information in slide 5. (3 marks)
- (c) Create the following organization chart in slide 10 as it appears. (4 marks)



- (d) (i) Add a slide transition of your choice to all the slides. (1 mark)
- (ii) Save changes to print out later handouts with 3 slides per page. (1 mark)