2920/102B
COMPUTER APPLICATIONS I (PRACTICAL)
Paper 2
July 2019
Time: 1 hour

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 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** 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 all 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.

Turn over

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 named **KNECEXAM** and all its contents is burnt onto the **Rewritable CD** at the end of the examination.

TASK 1

(a) (i) Open a word processing program and create the following document as it appears. Save it as *beef farming* in the **KNECEXAM** folder to print out later. (7 marks)

Ngombe Bora Company

This is a company that educates farmers on how to keep good breeds of livestock. It deals with both beef and dairy production.

Beef production systems which farmers can practice include:

- Nomadic Pastoralism
- Ranching
- Agro-pastoralism
- Feedlot system

Nomadic Pastoralism: It involves a seasonal pattern of movement.
Ranching: This is a form of beef production system practiced within a defined unit of land.
Agro-Pastoralism: This is a production system where beef farming is practiced alongside crop farming.
Feedlot system: These are units where young steers are intensively put on a feeding regime purposely to fatten.

(ii) Insert a page number at the bottom of the page. (1 mark)

(iii) Add the text '*beef farming*' as footer. (1 mark)

(iv) Apply 1.5 Line spacing to the document. (1 mark)

(v) Save the changes to print out later. (1 mark)

(b) (i) The company intends to hold a farmers training to sensitise them on beef production. You have been requested to invite the farmers for the event. Type the following letter as it appears and save it as *invitation* in the **KNECEXAM** folder. (2 ½ marks)

<<firstname>><<lastname>>

<<Address>><<town>>

Today's date

Ngombe Bora Company invites <<firstname>><<lastname>> to a training to be held on 10th Dec 2018 at the company's offices. Food and drinks will be provided. Come ready to learn.

Yours faithfully,
Relations manager
Peter Amos.

(ii) Create the data source with the following information and save it as *contacts* in the **KNECEXAM** folder to print out later. (3 marks)

FirstName	LastName	Address	Town
James	Wells	P.O Box 123	Nairobi
Tommy	Joe	P.O Box 543	Nakuru
Danny	Leo	P.O Box 33	Kisumu
Alison	Douglas	P.O Box 987	Mombasa

(iii) Using the *contacts* and *invitation* documents, create individualised invitation letters to the farmers. Save the merged document as *farmerletters* in the **KNECEXAM** folder to print out later. (3 ½ marks)

TASK 2

Ngombe Bora Company sells animals and their products to farmers and members of the public. Figure 1 is an extract of a spreadsheet showing the sale details. 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 *sales* in the **KNECEXAM** folder. (6 marks)

	A	B	C	D	
1	**NGOMBE BORA COMPANY SALES-for the month of Jan**				
2	PRODUCT	PRICE	QUANTITY ORDERED	TOTAL SELLING PRICE	REMARKS
3	Beef	400	1000		
4	Milk	60	2400		
5	Hide and Skin	200	20		
6	Steers	80000	30		
7	Heifers	100000	20		
8	Bulls	105000	17		
			GRAND TOTAL		

Figure 1

(b) (i) Using cell references only, determine the total selling price for beef. (1½ mark)

(ii) Compute the total selling price for each of the other items. (1 mark)

(iii) Compute the grand total of the selling price. (1 mark)

(c) (i) Using a logical function, populate the remarks column based on the following table: (3½ marks)

Item	Quantity in ordered	Remark
Beef and milk	>1500	Good order
Hides and skins	>50	Good order
Steers, heifers and bulls	>20	Good order
	Otherwise	Bad order

(ii) Copy the content of sheet1 to sheet2. (1 mark)

(d) (i) Create an embedded pie chart in sheet2 for the total selling price for each product. (3 marks)

(ii) Label the chart appropriately. (1 mark)

(e) Save the changes to print out later: (2 marks)

(i) Sheet1.

(ii) The pie chart.

TASK 3

The management of Ngombe Bora Company intends to keep its records in a database.

(a) Open a database program and create a database named *production*. Save it in the **KNECEXAM** folder. (1 mark)

(b) (i) Create the following tables in the database created in (a) with appropriate primary keys for each table. (5 marks)

Cow

Field name	Data type
Cattleno	Text
Cattlename	Text
Date of birth	Date/time

Feeds

Field name	Data type
Feedsno	Text
Feedname	Text
Quantity	Text

Transaction

Field name	Data type
Cattleno	Text
Feedno	Text
Milk_quantity	Number
Feeds_quantity	number
Price_per_litre	Currency

(ii) Create appropriate relationships between the tables. (1 mark)

(c) (i) Create appropriate forms for the tables; *Cow*, *Feeds* and *Transaction*. Save the forms as follows: *cowform*, *feedsform*, and *transactionform* respectively. (1½ marks)

(ii) Enter the following data in their respective tables. (5½ marks)

Cow

Cowno	Cowname	Date_of_birth
Frs02	Moon	12/06/2010
Asy06	Halis	14/04/2012
Gys03	Parak	6/09/2014
Frs04	Nice	9/02/2011

Feeds

Feedsno	Feedsname	Quantity
Mol021	Mollases	Litres
Ha001	Hay	Bales
Bo003	Bone meal	Bags

Transaction

cattleno	feedsno	milk_quantity	feed_quantity	Price_per_litre
Frs02	Mol021	67	10	60
Asy06	Mol021	62	10	60
Gys03	Ha001	56	5	60
Frs04	Ha001	70	14	60

(d) Create a query named *production* to display the fields' cattleno, cattlename, milk_quantity and feed_quantity, for the Friesian cows "Frs". (2 marks)

(e) Generate a tabular report from the production query above. Save the report as *productionsrpt* in **KNECEXAM** folder. (1½ marks)

(f) Print out later; (2½ marks)

(i) all the three tables;

(ii) production query;

(iii) productionrpt report;

TASK 4

The organisers of a training workshop would like to prepare a presentation for the farmers. Table 1 shows the presentation content.

(a) Open a presentation program and create the presentation using appropriate slide layouts as shown in Table 1. Save the presentation as *livestock keeping* in the **KNECEXAM** folder.

(12 marks)

Slide No.	Slide Content
1	**LIVESTOCK KEEPING** **Presented by:** **Hannah Jones Extension Manager** **Ngombe Bora Company.**
2	**Topics to be included:** • Types of livestock • Types of dairy cows • Milk production • Animal diseases and pests 
3	**Types of livestock farming** There are basically two types of livestock farming. These include: 1. **Beef:** this is a type of livestock keeping which involves rearing of cattle for production of meat. 2. **Dairy:** this is a type of livestock keeping which involves keeping of cattle for production of milk.
4	**Types of dairy cows** • Ayrshire • Friesian • Jersey **Types of beef cows** • Boran • Sahiwal • Fleckvieh
5	**Milk production for each dairy type**
6	**Comparison of milk production**

(b) (i) Insert the table below in slide 5. (2 marks)

Dairy cows	Milk produced in litres
Ayrshire	60
Friesian	70
Jersey	63

(ii) Using the data in slide 5, insert a column chart in slide 6 showing the comparison of the milk production of the dairy cows. (2 marks)

(c) Insert the following to all the slides:

(i) Slide footer: "livestock keeping" ; (½ mark)

(ii) Slide number. (½ mark)

(d) Apply an animation of your choice to the title in slide 5. (1 mark)

(e) Apply slide transition *wipes shape diamond* to the presentation. (1 mark)

(f) Save the presentation to print out later as handouts with four slides per page. (1 mark)

THIS IS THE LAST PRINTED PAGE.