(2) GTW

1920/102B
COMPUTER APPLICATIONS I (PRACTICAL)
Paper 2
March/April 2020
Time: 2 hours

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 Rewritable CD provided.*
*Type your **name** and **index** number as a header on **each sheet** used.*
*Perform all the **four** 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 work is inserted in the answer booklet at the end of the examination.
*Hand over your question paper, **answer booklet** and **rewritable CD** to the invigilator.*
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.

SPECIFIC INSTRUCTIONS TO THE CANDIDATE

1. Create a folder named **KNECEXAM** on the desktop to store all the work done in this paper.

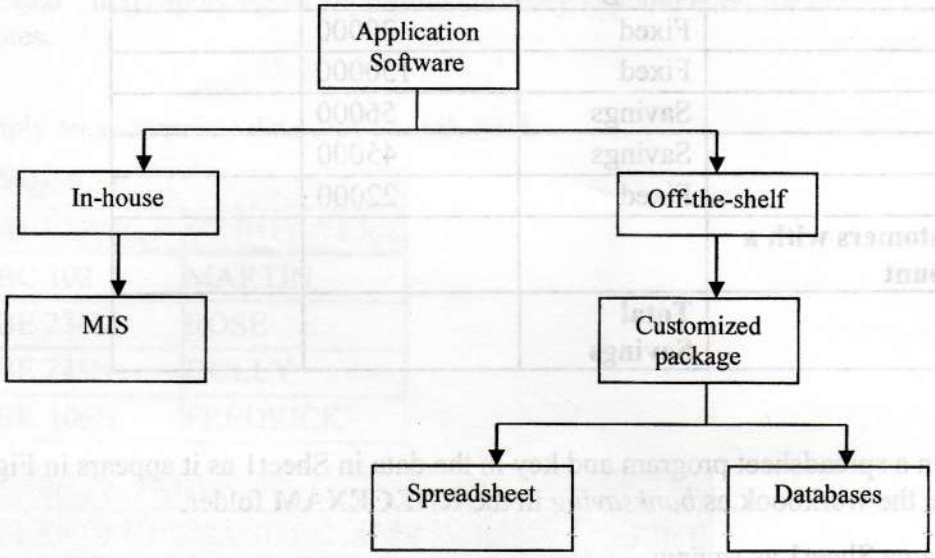
2. Ensure that the **KNECEXAM** folder and all its contents are burnt onto the **Rewritable CD** at the end of the examination.

TASK 1

(a) Open a word processing program and create the following document as it appears. Save it as *software* in the **KNECEXAM** folder to print out later. (14 mar

Sources of Application Software

There are several methods that organizations could use to acquire application software.



Advantages of proprietary software

- Users get exactly what is needed in terms of reports, features etc.
- Being involved in development offers a further level in control over results.

Advantages of off-the-shelf software

- ✓ The initial cost is lower since the development costs are spread over a large number of customers.
- ✓ There is lower risk that the software will fail to meet the basic organizatio needs

Category	Examples
In-housed	Registration systems
	Payroll systems
Customized	Spreadsheet
	Databases

(b) Insert a page border of your choice around the document. (1 ma

TASK 2

Figure 1 is an extract of a worksheet showing savings of different customers in a certain bank. Use it to answer the questions that follow.

	A	B	C	D
1	Customer Code	Type of Account	Amount Saved	Remarks
2	G001	Savings	10000	
3	S002	Fixed	20000	
4	S003	Fixed	150000	
5	G004	Savings	56000	
6	G005	Savings	45000	
7	G006	Fixed	22000	
8	**No of Customers with a fixed account**			
9		**Total Savings**		

Figure 1

(a) (i) Open a spreadsheet program and key in the data in Sheet1 as it appears in Figure 1. Save the workbook as *banksaving* in the **KNECEXAM** folder. (3 marks)

(ii) Rename Sheet1 as *savings*. (1 mark)

(b) Use an appropriate function to compute each of the following:

(i) total savings for all the customers;

(ii) the number of customers with fixed account. (4 marks)

(c) Arrange the records using the *amount saved* from the highest to the lowest. (1 mark)

(d) Use an *IF* function and cell addresses to display the remark "Give bonus" for customers whose savings are above or equal to 40000 otherwise "No bonus". (2 marks)

(e) Insert an embedded *column chart* to compare the savings of customers' with fixed account. Format the chart appropriately. (3 marks)

(f) Save the changes to print out later the sheet named *savings*. (1 mark)

TASK 3

A transport authority in a certain county intends to computerize the details of all the cars and the offences they commit.

(a) (i) Open a database program and create a database file named *caroffenders* in the **KNECEXAM** folder. (1 mark)

(ii) Create the following tables named *cars, offence* and *offencetransact* in the database created in (i) applying an appropriate primary key and enter the data in their respective tables.

(6½ marks)

(iii) Apply an appropriate data type to each field. (½ mark)

CARS TABLE

CARREGNO	CAROWNER
ABC 102	MARTIN
ABE 234M	ROSE
ABE 245N	DOLLY
ABK 106B	FREDRICK

OFFENCE TABLE

OFFENCEID	CHARGESNAME	FINE
1001	OVERLAPPING	10000.00
1002	OVERSPEEDING	15000.00
1003	TRAFFIC LIGHTS OFFENSE	8000.00

OFFENCETRANSACT TABLE

CARREGNO	OFFENCEID	DATECOMMITTED
ABC 106B	1001	8/16/2018
ABE 234M	1001	2/19/2018
ABC 106B	1001	2/13/2018
ABE 234M	1002	2/14/2018
ABE 234M	1002	8/16/2018
ABE 234M	1002	5/14/2018
ABL 245N	1003	8/16/2018
ABL 245N	1003	5/14/2018

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

(b) Create a query that would display *carregno, carowner, charges name, fine, date committed* for car owner named *ROSE* and the date committed is between *1/2/2018* and *31/08/2018.* Save the query as RQUERY. (3 marks)

(c) Create a report to display the query created in (b) in ascending order of the *date committed.* Save the report as *roserep.* (2 marks)

(d) Print out later each of the following:

(i) All the tables;

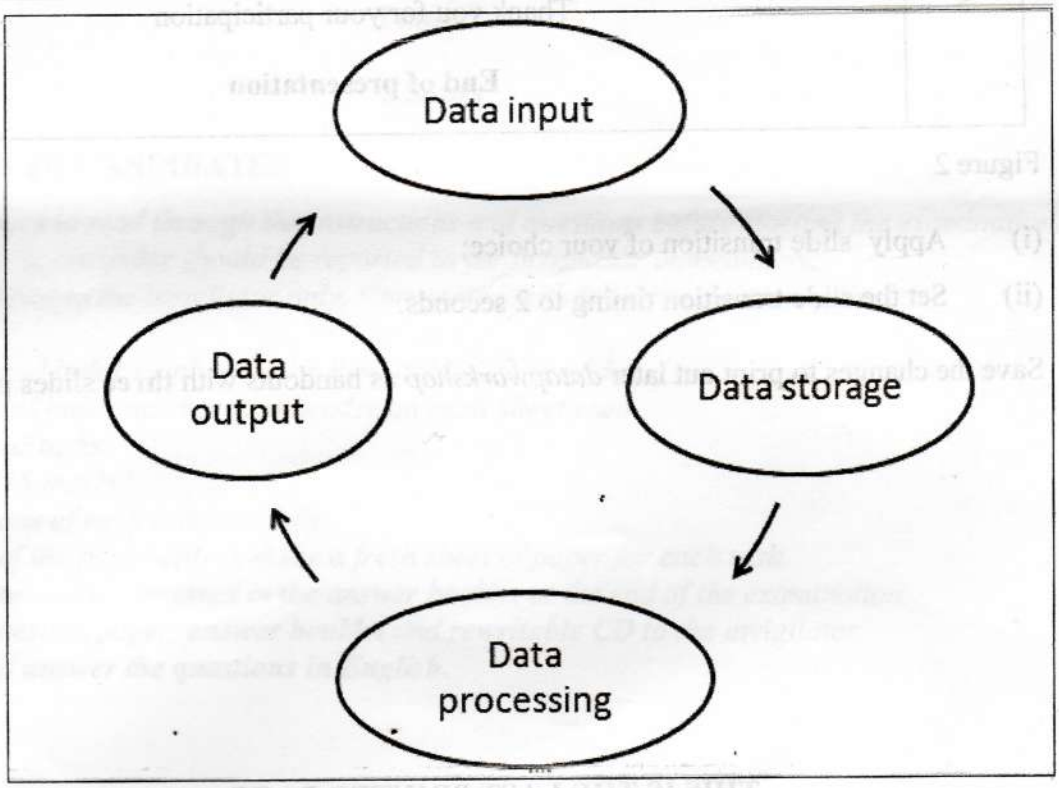
(ii) Rquery

(iii) Roserep. (1 mar

TASK 4

Figure 2 shows the contents of slides to be used during workshop on the benefits on electronics data processing. Use it to answer the questions that follow.

(a) Open a presentation program and create the slides as they appear using appropriate slide layouts. Save the presentation as *datapworkshop* in the **KNECEXAM** folder. (12 marks)

Slide No	Slide Content
1	**Data processing** Data processing is the process of converting raw data into meaningful information through the various stages.
2	Benefits of Electronic data processing • It helps in faster data processing • It reduces redundancy of data in tables. • Reduces errors in data entry. • Enhanced accuracy of data processing.
3	**Data processing life cycle** 

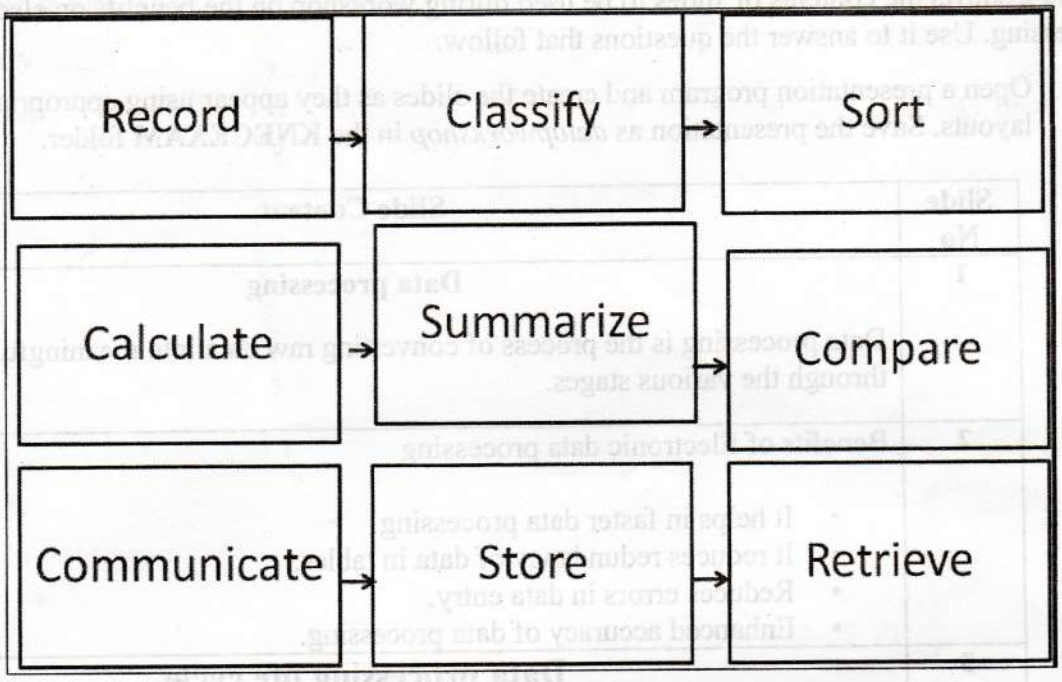
4	**Data Processing Activities** 
5	Thank you for your participation **End of presentation**

Figure 2

(b) (i) Apply slide transition of your choice;

(ii) Set the slide transition timing to 2 seconds. (2 marks)

(c) Save the changes to print out later *datapworkshop* as handouts with **three** slides per page. (1 mark)

THIS IS THE LAST PRINTED PAGE.