2920/102B
COMPUTER APPLICATIONS I (PRACTICAL)
Paper 2
November 2016
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 THE 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 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.*
Candidates should answer the 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.

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Turn ove

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) Open a word processing program and set up the page as follows:

    (i)   Paper size: A4

    (ii)   Margins: top and bottom 25.4mm, left and right 19.05mm.   (2 marks)

(b) Create the following document as it appears in the word processing in (a). Save it as *Relaxation* in the **KNECEXAM** folder to print out later.   (18 marks)

RELAXATION TECHNIQUES

Relaxation techniques are a great way to help with stress management. Relaxation isn't just about peace of mind or enjoying a hobby. Relaxation is a process that decreases the effects of stress on your mind and body.

Whether your stress is spiralling out of control or you've already got it tamed, you can benefit from learning relaxation techniques. Learning basic relaxation techniques is easy. Relaxations techniques also are often free or low cost, pose little risk, and can be done just about anywhere. Explore these simple relaxation techniques and get started on de-stressing your life and improving your health.

The Benefits of Relaxation Techniques

When faced with numerous responsibilities and tasks or the demands of an illness, relaxation techniques may take a back seat in your life. This means that you might miss out on the ~~health benefits~~ of relaxation.

Practicing relaxation techniques can reduce stress symptoms by:

    ❖   Slowing your heart rate

    ❖   Lowering blood pressure

    ❖   Slowing your breathing rate

    ❖   Reducing activity of stress hormones

    ❖   Increasing blood flow to major muscles

Types of Relaxation Techniques

There are several main types of relaxation techniques, including:

    (i) **Autogenic relaxation**

Autogenic means something that comes from within you. Use both visual imagery and body awareness to reduce stress.

    (ii) **Progressive muscle relaxation**

Focus on slowly tensing and then relaxing each muscle group. This helps you focus on the difference between muscle tension and relaxation.

    (iii) **Visualization**

Form mental images to take a visual journey to a peaceful, calming place or situation. During visualization, try as many senses as you can, including smell, sight, sound and touch.

Relaxation schedule is very to the body. The following table shows a simple schedule for a week.

TABLE SHOWING RELAXATION SCHEDULE

DAY	EVENT	TIME	Relaxing is very important
Monday	Swimming	4 pm	
Tuesday	Jogging	6 am	
Wednesday	Walking	4 pm	
Thursday	Jogging	6 am	
Friday	Swimming	4 pm	

TASK 2

(a) Open a spreadsheet program and key in the following data as it appears. Save the workbook as *mydresses* in the **KNECEXAM** folder. (7 marks)

UNIQUE DRESS DEALERS

Item Description	Dress size	Unit price	Quantity	Quantity sold	Amount Sold	Quantity in stock	Remark
Sleeveless	13	1500	20	13			
Full	14	1700	25	18			
Sleeveless	16	1500	50	17			
Straight	10	1800	14	9			
Straight	11	1800	18	13			
Sleeveless	8	1500	11	11			
Full	6	1700	15	10			
Full	9	1700	10	4			
Circular	16	2000	12	2			
Straight	18	1800	15	6			
Circular	7	2000	16	9			
Circular	6	2000	25	20			

(b) Using cell references only, determine the:

   (i) Amount Sold for sleeveless dress size 13; (1 mark)

   (ii) Quantity in stock for sleeveless dress size 13. (1 mark)

(c) Using cell references determine the remark for the item in cell A2 based on the conditions in Table 1: (3 marks)

Quantity in stock	Remark
0-4	Reorder
5-9	Ok
Otherwise	Overstocked

Table 1

(d) Using a subtotal feature, determine the amount sold for each item description. (2 marks)

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

(f) Create an embedded *3-D clustered column chart* in sheet 2 showing the item description and the quantity in stock for each dress with the following properties:

   (i) Chart title: Number in stock;

   (ii) Legend: show at the bottom. (3 marks)

(g) Save the changes.

(h) Print out later:

   (i) Sheet 1 showing formulas used instead of values;

   (ii) Sheet 2. (2 marks)

TASK 3

(a) Open a presentation program and create the slides as shown in Table 2 applying the appropriate slide layout. Save the presentation as *stress* in the **KNECEXAM** folder. (12 marks)

Slide No.	Slide Content
1	*STRESS MANAGEMENT* By *Emelda Toms*
2	**STRESS MANAGEMENT** It refers to the wide spectrum of techniques and psychotherapies aimed at controlling a person's levels of stress, especially chronic stress. This is for the purpose of improving everyday functioning of the body.
3	*SOURCES OF STRESS IN LIFE* ❖ Jobs, ❖ Home management, ❖ Losing a loved one, ❖ Feelings and behaviors.
4	*COPING WITH STRESS* **Unhealthy ways** • Smoking • Drinking too much • Sleeping too much **Healthy ways** • Exercise regularly • Engage socially • Avoid unnecessary stress
5	**STATISTICS ON STRESS**
6	**CHART COMPARING STRESS LEVELS IN THREE REGIONS**
7	**CONCLUSION** **LET US ALL WORKHARD TOWARDS ELIMINATING STRESS IN A HEALTY WAY.**

Table 2

(b) (i) Insert Table 3 below in slide 5. (2 marks)

STATISTICS OF PEOPLE AFFECTED BY STRESS		
REGION	**% OF ADULTS**	**% OF YOUTH**
Northern	12	36
Southern	40	27
Eastern	35	40

Table 3

(ii) Use the data in the table 3 created in slide 5 to insert a bar chart in slide 6. (3 marks)

(c) (i) Insert slide numbers to all the slides. (1 mark)

    (ii) Add a slide animation *wheel* to the text in slide 2. (1 mark)

(d) Save the changes. ($\frac{1}{2}$ mark)

(e) Print out later handouts with four slides per page. ($\frac{1}{2}$ mark)

TASK 4

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

(ii) Create tables named *items* and *condition* using the details shown in Table 4 and Table 5. Set appropriate primary keys for each table. (6 marks)

Items

Field name	Data type
ItemId	Text
ItemName	Text
Category	Text
Department	Text

Table 4

Condition

Field name	Data type	others
ItemId	number	
Condition	Text	A drop down list with the values good, serviceable and bad
Date acquired	Date/time	

Table 5

(iii) Create relationships between the two tables in (ii). (1 mark)

(b) (i) Create two forms named *itemsform* and *conditionform* that could be used to enter data in the tables in a(ii). (1 mark)

(ii) Using the forms created in (b) (i), enter the following data in their respective tables. (3 marks)

Items

ItemId	ItemName	Category	Department
B0001	MOUSE	Category 1	Admin
B0002	KEYBOARD	Category 2	Accounts
B0003	SYSTEM UNIT	Category 3	Sales
B0004	PRINTER	Category 4	Admin
B0005	MONITOR	Category 5	Sales

Condition

ItemId	Condition	Date acquired
B0001	Good	12/6/2006
B0002	Serviceable	3/14/2008
B0003	Bad	2/3/2008
B0004	Good	3/14/2008
B0005	Good	12/6/2006

(c) Create a query named *itemqry* with the fields ItemID, ItemName, Department and condition to display all items in good condition. (3 marks)

(d)   Create a report named *itemrpt* to display fields ItemID, ItemName, Department, Condition and Dateacquired. Change the report title to ITEMS CONDITIONS.   (3 marks)

(e)   Print out later each of the following:

(i)   Item table;

(ii)   Condition table;

(iii) Itemqry query;

(iv)   Condition report.   (2 marks)

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