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 paper before starting the examinations.*
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** provided.*
*Type your **name** and **index** number as a header on **each sheet** used.*
*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 **printouts** and **rewritable CD** to the invigilator.*
Candidates should answer the questions in English.

This paper consists of 9 printed pages.

The candidate 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 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.

TASK 1

(a)   (i)   Open a word processing program and key in the following text as it appears. Save the document as *Charisma* in the **KNECEXAM** folder to print out later.   (5 marks)

CHARISMA, INNATE OR MADE

Charisma is a certain quality of an individual personality by virtue of which he is set apart from ordinary men and treated as endowed with supernatural, superhuman, or at least specifically exceptional powers or qualities. These are not accessible to the ordinary person, but are regarded as of divine origin or as exemplary, and on the basis of them the individual concerned is treated as a leader.

The term charisma has two meanings:

   (i) compelling attractiveness or charm that can inspire devotion in others;

   (ii) a divinely conferred power or talent.

As regards to the latter meaning, scholars in political science, psychology, and management use the term "charisma" to describe a particular type of leader having "symbolic leader influence rooted in emotional and ideological foundations". For some ~~theological~~ usages the term is rendered ~~charisma~~, with a meaning the same as sense 2. Since the 1950s, the term has become widely used, with varying meanings, in religion, the social sciences, the media, and throughout Western societies.

(ii)   Copy the text keyed in (a) (i) and paste it in a new document. Save the document as *Charisma2* in the **KNECEXAM** folder to print out later.   (2 marks)

(iii)   Apply the following formats in the document named *Charisma2*.

   I.   Format the heading to font style *Bodoni MT Black* and font size 20;   (1 mark)

   II.   Spacing between the lines in the document to 1.5.   (1 mark)

(b) The ICT student leader intends to send the following document to his fellow ICT students via post mail. He requested the college secretary to prepare a template to be used.

(i) Create the document as it appears in a word processing program. Save the document as *Invitation* in the **KNECEXAM** folder to print out later. (4 marks)

Dear Sir,

REF: CAMPFIRE DINNER PARTY

I hope this mail finds you well. It has been a long journey that we have sojourned together in these rough and weary grounds of our beloved institution.

I am extending my invitation to all the fourth year ICT students to the annual campfire dinner party. Where we can finally appreciate each other's effort and award those students who have been outstanding in all areas.

The venue shall be at the auditorium and we are all requested to be there at 8:00 pm. Dinner shall be served at 8:30 pm.

All are welcome. Let's come and have fun.

Yours faithfully

ICT department

Student leader

(ii) The Student leader intends to send the letter to individual students. He has requested the college secretary to use mail merge facility to help him send the letter. Insert the following text above the salutation "Dear Sir" (1 mark)

<<Sname>> <<Fname>>

<< Admission No. >>
<<Academic year>>

(iii) Create a data source with the following information and save it as *Contacts* data in the **KNECEXAM** folder. (2 mark)

Sname	Fname	Admission No.	Academic year
Josephs	Nomi	CS/00021	May 2007
Colman	Ashley	CS/00034	Sep 2006
Williams	Duncan	CS/00030	May 2007
Motion	Venus	CS/00011	Sep 2007

(iv) Merge the data source named *Contacts* to the main document named *Invitation*. Save the merged document in the **KNECEXAM** folder. (3 marks)

(c) Save the changes to print out later the following: (1 mark)

(i) Charisma2;

(ii) Invitation.

TASK 2

(a) (i) Open a spreadsheet program and key in the data as it appears in Figure 1. Save the workbook as *Departments* in the **KNECEXAM** folder to print out later. (5 marks)

	A	B	C	D
1	Department	Number of students	School fee per student	Total fee per department
2	ICT	32	34,000	
3	Business	320	25,000	
4	Mechanical	72	26,000	
5	Automotive	125	28,000	
6	Food and Beverage	500	40,000	
7	Industrial Management	210	60,000	
8				
9				
10	Expected total fees for all departments			
11				

Figure 1

(ii) Insert 5 rows above row 1 and merge the cells A5D5. (2 marks)

(iii) Apply the following in the cell range A5:5:

I. Key in the text "**MAMBOLEO TRAINING INSTITUTE**"; (1 mark)

II. Format the text to font style *Comic Sans Ms* and font size *16*. (1 mark)

(b) (i) Using a suitable function, calculate the *Total per fee department*. (2 marks)

(ii) Using a suitable function and cell addresses only, determine the *"Expected total fees for all departments"* in cell B10. (2 marks)

(c) Insert an appropriate academic picture in the cells range A1:A4. Resize the picture to fit. (3 marks)

(d) Insert a pie chart showing *Departments* and *Total fees per department* in a new sheet. Label the chart appropriately. (3 marks)

(e) Save the changes to print out later: (1 mark)

(i) sheet 1 showing the formulae used instead of value;

(ii) the chart.

TASK 3

Mamboleo Training Institute is enrolling students for the third academic semester. The management would like to set up a database to ensure the smooth running of the institution. Perform the following tasks.

(a) Open a database program and create a database named *Enrolment*. Save the database in the **KNECEXAM** folder. (2 marks)

(b) Create each of the following tables in the database created in (a). (6 marks)

StudentsTable

Field Name	Data Type	Size
AdmNo	Number	
Sname	Text	15
Mname	Text	10
Gender	Text	10

DeparTable

Field Name	Data Type	Size
DepCode	Text	
DepName	Text	25
HOD	Text	25
AdmNo	Number	

CourseTable

Field Name	Data Type	Size
CourseID	Number	
CourseName	Text	30
DepName	Text	25
AdmNo	Number	

(c) Create a relationship between the tables. (1 mark)

(d) (i) Create two data entry forms, one from the table named *StudentTable* and the other from the two tables named *DeparTable* and *CourseTable*. Save the forms as *StudentData* and *DepartData* respectively. (3 marks)

(ii) Using the forms created enter the following data into their respective tables. (2 marks)

Students

AdmNo	Sname	Mname	Gender
23455	Gladys	Chris	Female
34430	James	Linz	Male
12334	Morris	Aaron	Male
12239	Rock	Miriam	Female

(e) Create a query to display the department records showing the *AdmNo*, *SName* and *Gender*. Save the query as *StudQuery* in the **KNECEXAM** folder to print out later. (2 marks)

(f) Create a report to display all students showing their *AdmNo*, *Sname*, *Mname* and *Gender*. Sort the *AdmNo* in ascending order. Save it as *StudReport* in the **KNECEXAM** folder to print out later.

(2 marks)

(g) Print each of the following documents: (2 marks)

    (i) DeparTable;

    (ii) StudentData;

    (iii) StudQuery;

    (iv) StudReport.