

2920/102A
COMPUTER APPLICATIONS I (THEORY)
Paper 1
July 2018
Time: 2 hours



THE KENYA NATIONAL EXAMINATIONS COUNCIL
DIPLOMA IN INFORMATION COMMUNICATION TECHNOLOGY

MODULE I

COMPUTER APPLICATIONS I (THEORY)

Paper 1

2 hours

INSTRUCTIONS TO CANDIDATES

This paper consists of SIX questions.

*Answer any **FOUR** of the SIX questions in the answer booklet provided.*

Candidates should answer the questions in English.

This paper consists of 4 printed pages.

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

1. (a) Kennedy intends to edit a document prepared using a word processing program. Outline **four** examples of editing keyboard keys that he could use to achieve this objective. (4 marks)
- (b) A student wishes to print three copies of a five-paged publication. Describe the print output when each of the following print options is selected:
- (i) collate;
- (ii) 2 pages per sheet. (4 marks)
- (c) Define each of the following terms as used in database programs:
- (i) field name;
- (ii) data type. (2 marks)
- (d) (i) Outline **three** ways in which a spreadsheet program could be applied in research. (3 marks)
- (ii) Explain the advantage of the *auto save* feature in a word processing program. (2 marks)
2. (a) John used the following features when preparing notes in a presentation program.
- (i) ruler;
- (ii) gridlines.
- Explain the function of each of these features. (4 marks)
- (b) Distinguish between *relative* and *absolute* cell referencing as used in spreadsheet programs. (4 marks)
- (c) Brenda applied different text formats to a school magazine created using a publication program. Outline **four** examples of text formats that she could have applied. (4 marks)
- (d) Outline **three** advantages of batch processing systems. (3 marks)
3. (a) (i) Distinguish between *external* and *internal* commands as used in operating systems. (4 marks)
- (ii) Explain **one** reason for using a password to protect a database file. (2 marks)
- (b) ABC company intends to install an email program for its operations. Explain **two** advantages the company could derive from the use of this program. (4 marks)
- (c) Table 1 is an extract of a worksheet showing items bought from a certain shop. Use it to answer the questions that follow.

	A	B	C	D
1	Item	Unit price	Quantity	Total Cost
2	Bread	60	10	
3	Milk	50	15	
4	Matchbox	20	10	
5	Toothpaste	120	10	
6	TOTAL AMOUNT			

Table 1

- (i) Using cell references only, write a formula that could be used to calculate the total cost of milk. (1 mark)
- (ii) Using a function and cell references only, write a formula that could be used to calculate the total amount spent on all the items. (2 marks)
- (d) Explain the reason why the *Bcc option* could be used when sending an email. (2 marks)
4. (a) Explain each of the following types of *integrity constraints* as applied in database management systems:
- (i) entity integrity;
- (ii) referential integrity. (4 marks)
- (b) (i) Figure 1 is a section of a presentation program toolbar showing types of presentation views. Use it to answer the question that follows:

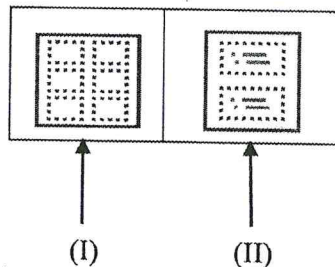


Figure 1

- Explain the function of each of the views labelled (I) and (II). (4 marks)
- (ii) Explain the circumstance under which each of the following features could be applied to a publication:
- (I) text wrapping;
- (II) object grouping. (4 marks)
- (c) Explain the function of the *transition speed* feature as used in a presentation program, giving **two** examples. (3 marks)

5. (a) Outline **three** characteristics of a *primary key* field in a database system. (3 marks)
- (b) Distinguish between *object linking* and *object embedding* as used in desktop publishing programs. (4 marks)
- (c) Melvin has acquired a database software to help him manage the details of his employees. Explain **two** advantages that he could derive from the use of this database system. (4 marks)
- (d) Explain the circumstance under which each of the following *print what* options could be selected.
- (i) slides;
- (ii) handouts. (4 marks)
6. (a) Outline **three** functions of an *operating system*. (3 marks)
- (b) Explain **two** functions of *query object* in a database program. (4 marks)
- (c) Caren invited her friends for a birthday party using the mail merge tool in a word processing program. Explain the **two** files she created during the process. (4 marks)
- (d) Gazetti Limited intends to use charts to present data using a spreadsheet program. Explain **two** types of charts that the company could use. (4 marks)

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