

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:

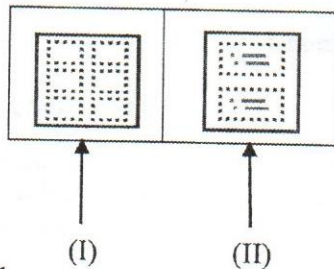


Figure 1

- 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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