2920/102A
COMPUTER APPLICATIONS I
July 2016
Time: 2 hours

THE KENYA NATIONAL EXAMINATIONS COUNCIL

DIPLOMA IN INFORMATION COMMUNICATION TECHNOLOGY

MODULE 1

COMPUTER APPLICATIONS I

2 hours

INSTRUCTIONS TO CANDIDATES

*Answer any **FIVE** of the following **SIX** questions in the answer booklet provided.*
ALL questions carry equal marks.
Candidates should answer the questions in English.

This paper consist of 4 printed pages.

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

1. (a) State the expected output from each of the following spreadsheet functions:

   (i) Round down (2334.978,1); (1 mark)

   (ii) Roundup (2334.978,1); (1 mark)

   (iii) Truncate (2334.978,1). (1 mark)

   (b) Distinguish between *report footer* and *page footer* as used in database applications. (4 marks)

   (c) The operating system performs the function of file management. Explain **two** such functions. (4 marks)

   (d) Table 1 shows an extract of records of students in the database of a college. Use it to answer the questions that follow.

Student Name	Country	Date Of Birth	Course	Fees Balance
Lukendi	Uganda	21/3/1995	Mechanical	8,000.00
Kenedy	Kenya	5/5/1990	Journalism	60000.00
Koela	Uganda	4/6/1990	Computer	50000.00
Rebeka	Kenya	5/3/1995	Computer	800.00

Table 1

Write query criteria that would be used to extract each of the following statements:

   (i) all students whose names' start with letter 'K' and come from Uganda; (2 marks)

   (ii) students born before 6/5/1995 with fees balance less than 50,000.00; (2 marks)

2. (a) Explain each of the following features as applied in word processing applications:

   (i) footnote; (2 marks)

   (ii) end note; (2 marks)

   (iii) watermark. (2 marks)

   (b) (i) Explain the circumstance that would necessitate a computer user to apply the mail merge feature in word processing. (2 marks)

   (ii) Explain the term *referential integrity* as used in database applications. (2 marks)

   (c) Figure 1 shows a text placeholder in a DTP program. Use it to answer the question that follows.

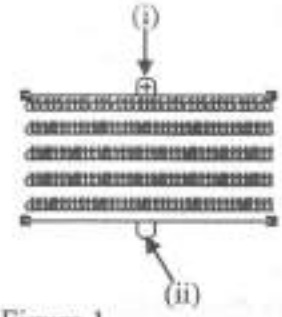

Figure 1

State the function of each of the parts labeled (i) and (ii). (2 marks)

(d) Kabana had the following formulas entered in different cells of a worksheet:

(i) =D29/$D$36*160;

(ii) =$D$3 * $F$13;

Explain the cell reference used in each of the formulas. (3 marks)

3. (a) Explain the function of *section breaks* as used in word processing applications. (2 marks)

(b) Paul noticed the following errors displayed in different cells of a worksheet.

- #DIV/0!
- # REF!
- # VALUE!

(i) Explain the cause of each of the errors. (3 marks)

(ii) Explain the remedy for each of the errors identified in (i). (3 marks)

(c) A college management has installed an Internet for its library use. Outline **three** advantages of this network to the college. (3 marks)

(d) Explain the circumstance under which each of the following features could be applied in a spreadsheet program:

(i) filtering; (2 marks)

(ii) sorting. (2 marks)

4. (a) Define each of the following terms as used in presentation applications:

(i) use presenter view; (2 marks)

(ii) Slide master. (2 marks)

(b) (i) State the function of *input mask* as used in database applications. (1 mark)

(ii) Differentiate between *MEMO* and *OLE* data types as in database application, giving an example in each case. (4 marks)

(c) Distinguish between *slide sorter* and *slide layout* as applied in presentation programs. (4 marks)

(d) *Figure 2* was transformed to *Figure 3* and *Figure 4* respectively using a presentation program.


Figure 2


Figure 3


Figure 4

Explain the feature that was used to get the transformations. (2 marks)

5. (a) State the function of each of the following as used in DTP applications:

(i) deck; (1 mark)

(ii) horizontal ruler. (1 mark)

(b) Explain the function of each of the following options when applied to a presentation:

(i) hide slide; (2 marks)

(ii) custom animation. (2 marks)

(iii) Placeholder. (2 marks)

(c) With the aid of a diagram in each case, describe the following database models:

(i) hierarchical; (2 marks)

(ii) network. (2 marks)

(d) Distinguish between *design view* and *datasheet view* as applied in databases. (3 marks)

6. (a) (i) State the function of *lock guide* as used in the design of DTP applications . (1 mark)

(ii) Explain a circumstance under which a *handout option* would be applied during the printing of a presentation. (2 marks)

(b) Write a validation rule for each of the following conditions to be used during the design of database tables:

(i) accept any characters between (a-z) only; (2 marks)

(ii) accept any 8 numeric characters only. (2 marks)

(c) Explain a circumstance that would necessitate the use of each of the following features on an e-mail application:

(i) Bcc; (2 marks)

(ii) Cc. (2 marks)

(d) State the function of each of the following desktop publishing features:

(i) kerning; (2 marks)

(iii) tracking. (2 marks)

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