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COMPUTER APPLICATIONS I (THEORY)
Paper 1
November 2018
Time: 1 hour

THE KENYA NATIONAL EXAMINATIONS COUNCIL

CRAFT CERTIFICATE IN INFORMATION TECHNOLOGY

MODULE I

COMPUTER APPLICATIONS I (THEORY)

Paper 1

1 hour

INSTRUCTIONS TO CANDIDATES.

This paper consists of TEN questions.
Answer ALL the questions in the answer booklet provided.
Candidates should answer the questions in English.

This paper consists of 3 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 over

1. (a) State the effect of applying each of the following mouse techniques to a computer folder:

   (i) right click; (1 mark)

   (ii) double click. (1 mark)

   (b) Most computer users opt for operating systems that offer a graphical user interface. Outline two benefits they get from this interface. (2 marks)

2. (a) Moses has prepared a word processing document that has four paragraphs. He intends to move the first paragraph to the end of the document. Describe the feature he would use to achieve his objectives. (2 marks)

   (b) Explain the purpose of the *section break* feature in a word processing program. (2 marks)

3. (a) State **one** benefit of using document templates in a word program. (1 mark)

   (b) • Ann created the following document using a word processing program. Use it to answer the question that follows.

History of Word processors

Users of **word processing** software today would be forgiven to think that things have always been the way they are.

But they would be surprised to know that the use of word processing software only dates back to the eighties and that was in the developed world.

Perhaps what would surprise them more to hear is that before the eighties, when one talked about a word processor, they generally meant a hardware piece.

These were pieces of equipment sold solely for the purpose of word processing. They contained one program and a keyboard.

The eighties saw the emergence of word processors run on computers not dedicated to word processing

The earlier ones included:

1. Apple writer
2. Word Star
3. Word perfect

State **six** formatting features that she applied on the document. (3 marks)

4. (a) John intends to use a macro to apply the same formats to many worksheets in a workbook. Explain one benefit that he would from using this tool. (2 marks)

    (b) Differentiate between *sorting* and *filtering* data as used in spreadsheet program.
         (2 marks)

5. (a) Explain the function of the *freeze pane* feature in a spreadsheet program (2 marks)

    (b) Joan wishes to have a column containing formulas in a worksheet not visible to users. Explain a spreadsheet program feature that she could use to achieve this. (2 marks)

6. (a) Explain **one** benefit of using forms in a database application. (2 marks)

    (b) Explain the term *criteria* as used in database querying. (2 marks)

7. (a) Big Deal company has opted to use an online word processing program rather than the traditional offline word processors. State **two** benefits the company could get from using this approach. (2 marks)

    (b) * Janet wishes to have her personal computer connected to the Internet. Outline **two** hardware devices required for her to achieve her objective. (2 marks)

8. Jean is going to present her project using equipment provided by the college.

    (i) Explain why she may need to package her presentation. (2 marks)

    (ii) Outline **two** ways she would make use of the slide sorter view while preparing her presentation. (2 marks)

9. (a) List **two** examples of *database management systems*. (1 marks)

    (b) With the aid of a diagram describe the *hierarchical database model*. (3 marks)

10. State the functions of the parts labelled A,B,C and D of an email compose window. (4 marks)

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