1920/102A
COMPUTER APPLICATIONS I (THEORY)
Paper 1
July 2019
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.
ALL questions carry equal marks.
Candidates should answer the questions in English.

This paper consists of 2 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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1. (a) Outline **two** advantages of using a mouse over a keyboard as an input device. (2 marks)

   (b) Outline the effect of over-using each of the following in a presentation program:

   (i) Slide Transitions; (1 mark)

   (ii) Standard Clipart; (1 mark)

   (iii) Sound Effects. (1 mark)

2. Explain **two** reasons for an organisation opting to use e-mails as a mode of communication. (4 marks)

3. A clerk in a manufacturing company uses a mail merge feature in her daily operations. State **three** examples of documents that she could generate using this feature. (3 marks)

4. (a) A student bought an optical mouse for her laptop. Outline **two** mouse clicking techniques applicable to this kind of mouse. (2 marks)

   (b) With an aid of a diagram, describe a hierarchical database model. (2 marks)

5. Explain each of the following terms as used in computer software:

   (a) off-the self; (2 marks)

   (b) in-house. (2 marks)

6. Ann was using a word processing program to create a document. Explain **two** approaches that she may use to navigate through the document. (4 marks)

7. The following are cell references used in a certain worksheet. State the type of reference used in each case:

   (a) B5; (1 mark)

   (b) G6; (1 mark)

   (c) K$31; (1 mark)

   (d) $A7. (1 mark)

8. (a) A student created a form in a database. Outline **two** reasons for this. (2 marks)

   (b) A student has opted to use a graphical user interface operating system. Outline **two** characteristic of this user interface. (2 marks)

9. Differentiate between an *entity* and an *attribute* as used in databases. (4 marks)

10. (a) John would like to use views to organise a presentation he had created. State **four** types that he is likely to use. (2 marks)

    (b) A student while using a word processor interacted with a thesaurus feature. Outline **two** functions of this feature. (2 marks)

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