

Candidate's Name: _____

Index No: _____

1920/102A

COMPUTER APPLICATIONS I (Theory)

Paper 1

November 2013

Time: 1 hour

Signature: _____

Date: _____



THE KENYA NATIONAL EXAMINATIONS COUNCIL

CRAFT CERTIFICATE IN INFORMATION TECHNOLOGY

MODULE I

COMPUTER APPLICATIONS I (Theory)

Paper 1

1 hour

INSTRUCTIONS TO CANDIDATES:

*Write your name and index number in the spaces provided above.**Sign and write the date of examination in the spaces provided above.**This paper consists of TEN questions.**Answer ALL the questions in the spaces provided on the question paper.**Candidates should answer the questions in English*

For Examiners' Use Only

Question	1	2	3	4	5	6	7	8	9	10	Total Marks
Marks											

This paper consists of 6 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) State **two** elements that may be inserted in a spreadsheet *chart*. (2 marks)

(b) List **four** examples of *high level programming* languages. (2 marks)

2. (a) Explain the function of the *format painter* command as used in spreadsheet programs. (2 marks)

(b) Describe the term *webpage* as used in Internet. (2 marks)

3. (a) Explain the term *template* as used in presentation programs. (2 marks)

(b) Table 1 shows part of a worksheet document used for stock control. Use it to answer the question that follows.

	A	B	C	D
1	Products in a Supermarket.			
2	Product code	Product name	Quantity	Remark
3	C100TP	Colgate	10000	
4	M200MF	Maize flour	5000	
5	W201WF	Wheat flour	4000	

Table 1

Using a function and cell references only, write a formula to be entered in cell D3 that would be used to display a *reorder* remark if the Quantity is less than 5000 else a *do not order* remark is displayed. (2 marks)



4. (a) Differentiate between *hanging indent* and *first line indent* as used in word processing. (2 marks)

(b) Faith would like to increase the width of an object inserted in a word processing document. Outline the steps she would follow to achieve her objective. (2 marks)

5. (a) Fernice would like to perform each of the following operations using MSDOS operating system. Write a command that she would use to accomplish each of the tasks. (2 marks)

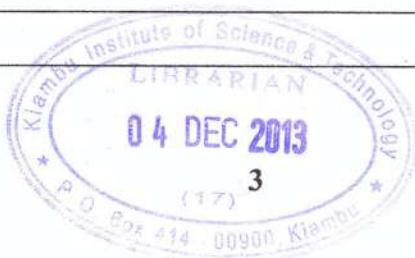
(i) clear screen;

(ii) display the contents of the current folder;

(iii) close the current folder;

(iv) display the current system time.

(b) Peter would like to create a document with the following details for 20 students in a column format: *student number*, *student name* and *marks scored in 3 subjects*. Outline **two** appropriate word processing facilities that he would use to achieve his objective. (2 marks)



6. (a) Philip would like to perform each of the following tasks in a windows operating system environment. State the steps he would used in each case.

(i) move a folder from one drive to another using a mouse;

(ii) Select consecutive objects in a folder using a mouse and the keyboard.

(2 marks)

(b) Anita, a computer student used the following formula in a worksheet.

$$=(a1*c\$1)/d\$4-\$f\$1+b2$$

Identify each of the following cell references from the formula.

(i) Absolute; (½ mark)

(ii) Mixed; (1 mark)

(iii) Relative. (½ mark)

7. (a) With the aid of an example, explain the term *web browser* as used in the Internet. (2 marks)

(b) John would like to print three slides created in a presentation program on one page. Outline the steps he would follow to achieve his objective. (2 marks)



8. (a) Paul saved a word document in the root directory of drive C: Outline the steps that he would follow to open the document while in the computer desktop folder. (2 marks)

(b) With the aid of a diagram, outline a hierarchical data model as used in databases. (2 marks)



9. (a) Alex a computer teacher has given his computer students an assignment to research on the emerging trends on computer software. State **two** resource materials they would use to carry out the assignment. (2 marks)

(b) Phanuel intends to use the password *2013* in his email account. He has been advised by his teacher to change it. State **two** reasons that might have prompted the teacher to advice him to change. (2 marks)

10. (a) Paul would like to display total values of a field named *marks* in a database during report generation. Write the general syntax of the formula that he would use to achieve his objective. (2 marks)



(b) Philip created two tables in a database program as follows.

Dept Table	Employee Table
DeptNo	DeptNo
DeptName	EmployeeID

Explain the type of relationship which he could create between the tables.
(2 marks)

Philip created two tables in a database program as follows.

Dept Table

DeptNo	DeptName
100	Marketing
101	Human Resources
102	Finance
103	Production
104	Research
105	Sales

Employee Table

DeptNo	EmployeeID	EmployeeName
100	1001	John Doe
100	1002	Jane Doe
100	1003	Mike Doe
101	1011	John Smith
101	1012	Jane Smith
102	1021	John Johnson
102	1022	Jane Johnson
103	1031	John Williams
103	1032	Jane Williams
104	1041	John Williams
104	1042	Jane Williams
105	1051	John Williams
105	1052	Jane Williams

Explain the type of relationship which he could create between the tables.

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