

1920/102A

COMPUTER APPLICATIONS I

July 2017

Time: 1 hour



THE KENYA NATIONAL EXAMINATIONS COUNCIL

CRAFT CERTIFICATE IN INFORMATION TECHNOLOGY

MODULE I

COMPUTER APPLICATIONS I

1 hour

INSTRUCTIONS TO THE 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 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.

- (a) With the aid of a diagram, differentiate between *landscape* and *portrait* page layouts as used in word processing documents. (2 marks)
- (b) Explain the term *worksheet* as used in spreadsheet programs. (2 marks)
- (a) Explain the function of *textbox feature* as used in word processing programs. (2 marks)
- (b) Explain the term *data validation* as applied in spreadsheet programs. (2 marks)
- (a) Explain a reason why a database administrator would use a table template when creating a new database. (2 marks)
- (b) Linnet intends to restrict access to part of the worksheet she was working on. Explain a spreadsheet feature she could apply to achieve her objective. (2 marks)
- (a) Explain the function of the *Esc key* of a computer keyboard. (2 marks)
- (b) A company with many branches prefers to use video conferencing to boardroom conferencing. Outline **two** reasons for their preference. (2 marks)

5. Figure 1 shows a section of a tool bar in a word processing application. Use it to answer the question that follows.



(i) (ii) (iii) (iv)

Figure 1

Identify each of the tools labeled (i), (ii), (iii) and (iv). (4 marks)

- (a) Differentiate between *primary* and *secondary* files as used in a mail merge feature of a word processing program. (2 marks)
- (b) Explain a circumstance under which a many-to-many table relationship would be established in a database program. (2 marks)

7. (a) Table 1 is an extract of a spreadsheet document showing the details of staff payroll in a manufacturing company. Use it to answer the questions that follow.

	A	B	C	D	E
1	Kilobyte Tank Producers Ltd				
2	June 2013 payroll				
3	Staff No.	Staff Name	Basic Salary	House Allowance	Gross Salary
4	711	Joseph O.	15,000.00	2,250.00	
5	516	Jane K.	25,000.00	5,400.00	
6	372	Mary A.	17,000.00	3,250.00	
7	819	James L.	11,500.00	2,100.00	
8	526	Grace J.	18,900.00	4,300.00	
9					
10					

Table 1

Write a formula that would be used to compute the *Gross salary* for Joseph. (1 mark)

(b) Suppose the manager wanted the data in the worksheet arranged from the highest to the lowest paid staff and then alphabetically by Staff Names. Describe a spreadsheet feature he could use to achieve his objective. (3 marks)

8. (a) An examination database stores details of students who sat for an exam. Each record has the following fields:

- Student ID Number
- The student passport sized photo
- Scores for each subject
- Total Fees Balance

State a suitable data type for each of the fields. (2 marks)

(b) State the function of each of the following folders in an email program:

- (i) inbox; (1 mark)
- (ii) spam. (1 mark)

9. (a) Explain the function of slide sorter feature as used in presentation programs. (2 marks)

(b) A company which deals with the importation of second hand motor vehicles has a website with various hyperlinks. Explain the function of this feature on the website. (2 marks)

Turn over

10. (a) Gerald intends to print a spreadsheet document with no gridlines shown on the print out. Describe the feature he would use to achieve his objective. (2 marks)

(b) Cate intends to change the object in figure 2 to resemble the object in figure 3.



Figure 2



Figure 3

Describe a presentation program feature she would use to achieve her objective. (2 marks)

THIS IS THE LAST PRINTED PAGE.