

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.

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) \$G\$6; (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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