

1920/102A

COMPUTER APPLICATIONS I (THEORY)

Paper 1

July 2022

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.

1 Outline two characteristics of each of the following categories of computers:
(a) analog;
(b) digital; (4 marks)

2. Outline the function of each of the following features when starting a slide show in a presentation program:
(a) custom slide show;
(b) from beginning. (4 marks)

3. Describe each of the following computer peripheral devices:
(a) computer keyboard;
(b) mouse. (4 marks)

4. Explain two advantages of using a relational database to manage data in an organization. (4 marks)

5. Marion created a word processing document and inserted the following features:
(a) watermark;
(b) footer.
Explain the function of each feature in the document. (4 marks)

6. The management of an organization realized that their computers were infected by *malware*. Explain two types of such malware that may have infected these computers. (4 marks)

7. Distinguish between *value axis label* and *category axis label* chart elements as used in spreadsheet programs. (4 marks)

8. A technical college installed a spreadsheet program to be used in the college. Explain two ways the software could be used in the college. (4 marks)

9. A technical college connected their computers to the Internet. Explain two benefits that the administration may realise by using the Internet for communication. (4 marks)

10. Figure 1 is a document created using a word processing program. Use it to answer the question that follows.

DATA COMMUNICATION NETWORKING

Data communications refers to the transmission of digital data between two or more computers. The physical connection between networked computing devices is established using either cable media or wireless media. The best-known computer network is the Internet which was invented on 29th October 1969.

Advantages of networking

Computer systems and peripherals are connected to form a network. They provide numerous advantages:

- Resource sharing such as printers and storage devices
- Exchange of information by means of e-Mails and FTP
- Information sharing by using Web or Internet
- Interaction with other users using dynamic web pages

Figure 1

Identify eight formats that have been applied on the text in the document.

(4 marks)

THIS IS THE LAST PRINTED PAGE.