

SCAN

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)

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

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

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

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

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(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	<b>Products in a Supermarket.</b>			
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)

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

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- (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)

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

(i) clear screen;

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(ii) display the contents of the current folder;

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(iii) close the current folder;

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(iv) display the current system time.

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- (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)

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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;

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(ii) Select consecutive objects in a folder using a mouse and the keyboard. (2 marks)

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(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)

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(ii) Mixed; (1 mark)

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(iii) Relative. (½ mark)

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

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(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)

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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)

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- (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)

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- (b) Phaniel 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)

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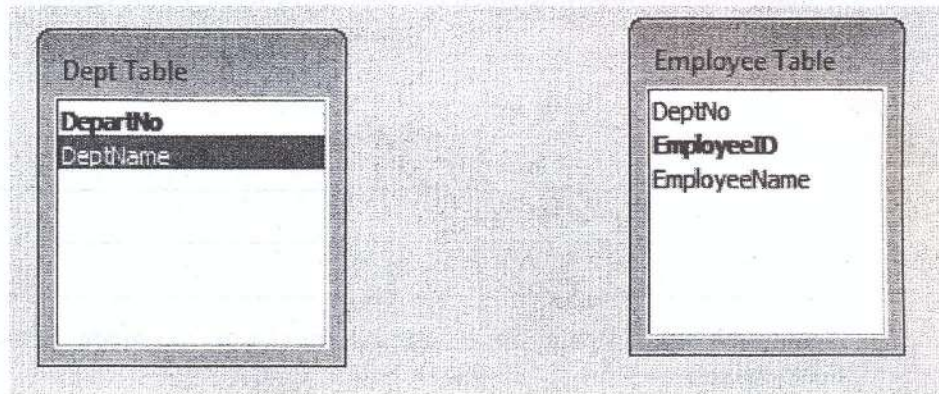
10. (a) Paul would like to display total values of a field named *marks* in a database during report generation. Write the general syntax of the formula that he would use to achieve his objective. (2 marks)

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



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

(2 marks)

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