1920/102A
COMPUTER APPLICATIONS I (THEORY)
November 2017
Time: 1 Hour

THE KENYA NATIONAL EXAMINATIONS COUNCIL

CRAFT CERTIFICATE IN INFORMATION TECHNOLOGY

MODULE I

COMPUTER APPLICATIONS I (Theory)

1 hour

INSTRUCTIONS TO CANDIDATES

This paper consists of TEN questions.
Answer ALL the questions in 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.

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Turn over

1. (a) Outline **two** positive impacts of the Internet to the society. (2 marks)

   (b) Differentiate between the terms *server* and *client* as used in Internet connectivity. (2 marks)

2. Figure 1 shows part of a word processing program toolbar. Use it to answer the question that follows.
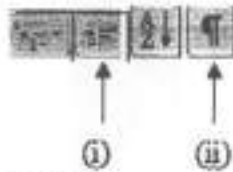

Figure 1

Explain the function of each of the parts labelled (i) and (ii). (4 marks)

3. (a) List **two** challenges that end users face while using *command based* user interfaces. (2 marks)

   (b) Explain the function of the *macro tool* in a word processing application. (2 marks)

4. Figure 2 is an extract of a worksheet showing daily sales made at Mama Zawadi shop. Use it to answer the questions that follow.

	A	B	C	D
1		MAMA ZAWADI SHOP		
2	Day of the week	Sales per day (Kshs.)	Expenditure per day (Kshs.)	Profit per day (Kshs)
3	Monday	1500	500	
4	Tuesday	2500	1500	
5	Wednesday	1900	1000	
6	Thursday	2000	500	
7	Friday	3000	1500	
8				
9	Total Sales		Total Profit	

Figure 2

   (a) Using cell references only, write a formula that could be used to calculate the total sales. (2 marks)

   (b) Using the *sumproduct* function and cell references only, write a formular *to* determine the *total profit*. (2 marks)

SUM(B3:B7)

5. (a) Table 1 shows a database table containing student details. Use it to answer the questions that follow.

Student
Name
Gender
IdNo
course

Table 1

    (i)   State the appropriate field that could be used as a *primary key*.   (1 mark)

    (ii) Give **one** reason for your answer in (i).   (1 mark)

    (b) Explain the term *referential integrity* as used in database applications.   (2 marks)

6. Explain the function of each of the following *print* options in a presentation program:

    (a) slides;

    (b) handouts.   (4 marks)

7. (a) Adada has prepared a presentation and wishes to have her name and registration number appear at the bottom and top of every slide respectively. Describe the presentation tool that she could use to achieve this.   (2 marks)

    (b) Differentiate between an *email mail merging* and *letter mail merging* as used in word processing.   (2 marks)

8. (a) Describe *systems software* as used in computer systems.   (2 marks)

    (b) Explain a circumstance under which the *Blind Carbon Copy (Bcc)* option could be used when sending an email.   (2 marks)

9. (a) Computer devices such as keyboards and mice have become *wireless* due to technological developments. State **two** advantages of such wireless devices.   (2 marks)

    (b) Differentiate between the terms *auto correct* and *auto complete* as used in word processing applications.   (2 marks)

10.   Figure 3 shows an extract of a worksheet. Use it to answer the questions that follow.

	A	B	C
1	**Student Names**	**Marks/100**	
2	DAVID	78	
3	LENA	56	
4	JOHN	58	
5	ANN	95	
6	MARY	25	
7	KENNEDY	24	
8	PAULA	65	
9	RICHARD	55	
10	JOSEPH	50	
11	MARY	74	
12			
13			

Figure 3

(i)   Assuming the records are to be arranged *alphabetically* on student names' column, describe a spreadsheet tool that could be used to achieve this.   (2 marks)

(ii)   Describe a spreadsheet tool that could be used to display the *names of students* who have scored more than 50 marks.   (2 marks)

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