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.

Turn over

1. State **one** example of a programming language used in each of the following computer generations.

   (i)   1st generation; *machine*   (1 mark)

   (ii) 2nd generation; *Assembly*   (1 mark)

   (iii) 3rd generation;   (1 mark)

   (iv) 4th generation.   (1 mark)

2. Differentiate between a *mechanical* computer mouse and an *optical* computer mouse. (4 marks)

3. Explain **one** function of each of the following in a computer operating system:

   (a) memory management;   (2 marks)

   (b) process management.   (2 marks)

4. (a) Outline the function of each of the following in a report design of a database program:

        (i)   report wizard;   (1 mark)

        (ii) report design.   (1 mark)

   (b) Explain the purpose of a primary key in a database.   (2 marks)

5. (a) State **two** circumstances that may prompt the use of an enter key when working on a word processor document.   (2 marks)

   (b) Mary would like to resize a picture she had inserted in a word document. Explain the feature she would use to enable her achieve her goal.   (2 marks)

6. John opted to use each of the following features in a document prepared using a presentation program. Explain the use of each feature:

   (a) speaker notes;   (2 marks)

   (b) timings.   (2 marks)

7. Keeping information secure over the Internet should be a priority for a company. Outline **four** ways in which a company can achieve this.   (4 marks)

8. Anne was working on a spreadsheet program and she got the following errors:

   (a) #NULL

   (b) #N/A

   Explain what would have caused each of the errors.   (4 marks)

9. (a) A computer student has been asked to state the options in page set-up that would be used to customize a document in a word document. Outline **two** of the options she would mention.   (2 marks)

(b)   The Science scores of students in a class are graded A, B and C and recorded in cells B2 to B20 in a worksheet. Using the cell reference and a function, write a formula that would display the number of students who scored only A.   (2 marks)

10.   Helen used the following features in an email drafted to her friends:

(i)   Attachment;

(ii)   Bcc.

Explain the use of each of the features.   (4 marks)

grade A B C

B2 + B20

sum = (B2+B20)

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