

2920/102A  
COMPUTER APPLICATIONS I  
July 2016  
Time: 2 hours



THE KENYA NATIONAL EXAMINATIONS COUNCIL  
DIPLOMA IN INFORMATION COMMUNICATION TECHNOLOGY  
MODULE 1

COMPUTER APPLICATIONS I

2 hours

**INSTRUCTIONS TO CANDIDATES**

*Answer any FIVE of the following SIX questions in the answer booklet provided.*

*ALL questions carry equal marks.*

*Candidates should answer the questions in English.*

**This paper consist of 4 printed pages.**

**Candidates should check the questions paper to ascertain that all the pages are printed as indicated and that no questions are missing.**

1. (a) State the expected output from each of the following spreadsheet functions:
- (i) Round down (2334.978,1); (1 mark)
  - (ii) Roundup (2334.978,1); (1 mark)
  - (iii) Truncate (2334.978,1). (1 mark)
- (b) Distinguish between *report footer* and *page footer* as used in database applications. (4 marks)
- (c) The operating system performs the function of file management. Explain **two** such functions. (4 marks)
- (d) Table 1 shows an extract of records of students in the database of a college. Use it to answer the questions that follow.

| Student Name | Country | Date Of Birth | Course     | Fees Balance |
|--------------|---------|---------------|------------|--------------|
| Lukendi      | Uganda  | 21/3/1995     | Mechanical | 8,000.00     |
| Kenedy       | Kenya   | 5/5/1990      | Journalism | 60000.00     |
| Koela        | Uganda  | 4/6/1990      | Computer   | 50000.00     |
| Rebeka       | Kenya   | 5/3/1995      | Computer   | 800.00       |

Table 1

Write query criteria that would be used to extract each of the following statements:

- (i) all students whose names' start with letter 'K' and come from Uganda; (2 marks)
  - (ii) students born before 6/5/1995 with fees balance less than 50,000.00; (2 marks)
2. (a) Explain each of the following features as applied in word processing applications:
- (i) footnote; (2 marks)
  - (ii) end note; (2 marks)
  - (iii) watermark. (2 marks)
- (b) (i) Explain the circumstance that would necessitate a computer user to apply the mail merge feature in word processing. (2 marks)
- (ii) Explain the term *referential integrity* as used in database applications. (2 marks)
- (c) Figure 1 shows a text placeholder in a DTP program. Use it to answer the question that follows.

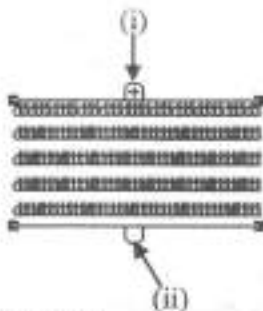


Figure 1

State the function of each of the parts labeled (i) and (ii). (2 marks)

(d) Kabana had the following formulas entered in different cells of a worksheet:

(i) =D29/\$D\$36\*160;

(ii) =\$D\$3 \* \$F\$13;

Explain the cell reference used in each of the formulas. (3 marks)

3. (a) Explain the function of *section breaks* as used in word processing applications. (2 marks)

(b) Paul noticed the following errors displayed in different cells of a worksheet.

- #DIV/0!

- #REF!

- #VALUE!

(i) Explain the cause of each of the errors. (3 marks)

(ii) Explain the remedy for each of the errors identified in (i). (3 marks)

(c) A college management has installed an Internet for its library use. Outline **three** advantages of this network to the college. (3 marks)

(d) Explain the circumstance under which each of the following features could be applied in a spreadsheet program:

(i) filtering; (2 marks)

(ii) sorting. (2 marks)

4. (a) Define each of the following terms as used in presentation applications:

(i) use presenter view; (2 marks)

(ii) Slide master. (2 marks)

(b) (i) State the function of *input mask* as used in database applications. (1 mark)

(ii) Differentiate between *MEMO* and *OLE* data types as in database application, giving an example in each case. (4 marks)

(c) Distinguish between *slide sorter* and *slide layout* as applied in presentation programs. (4 marks)

(d) *Figure 2* was transformed to *Figure 3* and *Figure 4* respectively using a presentation program.



Figure 2



Figure 3



Figure 4

Explain the feature that was used to get the transformations. (2 marks)

5. (a) State the function of each of the following as used in DTP applications:
- (i) deck; (1 mark)
  - (ii) horizontal ruler. (1 mark)
- (b) Explain the function of each of the following options when applied to a presentation:
- (i) hide slide; (2 marks)
  - (ii) custom animation. (2 marks)
  - (iii) Placeholder. (2 marks)
- (c) With the aid of a diagram in each case, describe the following database models:
- (i) hierarchical; (2 marks)
  - (ii) network. (2 marks)
- (d) Distinguish between *design view* and *datasheet view* as applied in databases. (3 marks)
6. (a) (i) \* State the function of *lock guide* as used in the design of DTP applications. (1 mark)
- (ii) Explain a circumstance under which a *handout option* would be applied during the printing of a presentation. (2 marks)
- (b) Write a validation rule for each of the following conditions to be used during the design of database tables:
- (i) accept any characters between (a-z) only; (2 marks)
  - (ii) accept any 8 numeric characters only; (2 marks)
- (c) Explain a circumstance that would necessitate the use of each of the following features on an e-mail application:
- (i) Bcc; (2 marks)
  - (ii) Cc. (2 marks)
- (d) State the function of each of the following desktop publishing features:
- (i) kerning; (2 marks)
  - (ii) tracking. (2 marks)

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