

2920/102A
COMPUTER APPLICATIONS I (THEORY)
Paper 1
July 2017
Time: 2 hours



21 AUG 2017

THE KENYA NATIONAL EXAMINATIONS COUNCIL
DIPLOMA IN INFORMATION COMMUNICATION TECHNOLOGY
COMPUTER APPLICATIONS I (THEORY)

Paper 1

2 hours

INSTRUCTIONS TO CANDIDATES

*This paper consists of SIX questions.
Answer any FOUR of the SIX questions in the answer booklet provided.
Candidates should answer the questions in English.*

This paper consists of 4 printed pages.

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

1. (a) State the function of each of the following features as used in word processing applications:
- (i) status bar; (1 mark)
 - (ii) drop cap; (1 mark)
 - (iii) ruler. (1 mark)
- (b) Purity intends to purchase different software for her company and the following options are available.
- VisiCalc, Oracle, Lotus 1-2-3, FoxPro, Vp Planner, Lotus Approach, Ms Excel, Ms Access.*
- Classify them as either spreadsheet or database software. (4 marks)
- (c) Judith intends to set different guides on a publication. Outline **four** guides that she could apply. (4 marks)
- (d) Distinguish between *cookies* and *history* as applied in Internet applications. (4 marks)
2. (a) (i) Define the term *mail merge*, giving the **three** files to be created during this process. *source file* (3 marks)
- (ii) Mariah intends to use the *format painter* and *conditional formatting* features while editing a worksheet document. Explain the function of each of the features. (3 marks)
- (b) Explain **two** ways in which an operating system achieves the function of enhancing computer security. (4 marks)
- (c) Kited prefers using *templates* to generate company presentations. Outline **two** reasons for his preference. (2 marks)
- (d) Define the term *search engine* giving **two** examples. (3 marks)
3. (a) Explain the reason that would necessitate a user to preview a word processing document before printing. (2 marks)
- (b) With the aid of a sketch in each case, describe the following types of presentation views:
- (i) normal; *W view* (2 marks)
 - (ii) slide sorter. (2 marks)



- (c) Fred wishes to understand the difference between *soft return* and *hard return* as used in word processing application. Explain to him the meaning of each of the terms. (4 marks)
- (d) Table 1 shows an extract of a worksheet with details of students' performance in a college. Use it to answer the questions that follow.

	A	B	C	D	E
1	Adm. No.	Student Name	CAT Marks	End Term	Final Mark
2	2007/002	Joel Juma	78	85	
3	2007/001	Kamau Ken	83	95	
4	2007/003	Hapkin Josh	60	70	

Table 1

- (i) Assuming the Final Mark comprise of 30% of the CAT Marks and 70% of the End Term Marks. Write a formula that would calculate the Final Mark for Joel Juma. (2 marks)
- $=SUM = (CAT) \frac{78}{100} \times 30 +$
- (ii) Assume that students are graded based on the criteria in Table 2.

Final Mark	Grade
75 - 100	Distinction
61 - 74	Credit
41 - 60	Pass
0 - 40	Fail

Table 2

Write a formula that would be used to grade Joel Juma. (3 marks)

4. (a) Define each of the following terms as used in DTP applications:
- (i) kerning; (1 mark)
- (ii) tracking; (1 mark)
- (iii) leading. (1 mark)
- (b) Explain each of the following types of cell references as applied in spreadsheet programs:
- (i) relative; (2 marks)
- (ii) absolute. (2 marks)

- (c) (i) Define the term *spam* as applied in Internet applications. (2 marks)
- (ii) Describe the term *contextual tab* as used in word processing applications. (2 marks)
- (d) Joel intends to design a master page for her presentation. List **four** elements that the page is likely to have. (4 marks)
5. (a) Explain each of the following features in database applications:
- (i) page footer; (2 marks)
- (ii) report footer. (2 marks)
- (b) With the aid of an example, explain the term *input mask* as used in database applications. (3 marks)
- (c) Distinguish between *linked object* and *embedded* as applied in DTP applications. (4 marks)
- (d) Explain a circumstance that would necessitate a computer user to apply each of the following data types in a database application:
- (i) OLE object; (2 marks)
- (ii) memo; (2 marks)
6. (a) State the function of each of the following features as applied in DTP applications:
- (i) watermark; (2 marks)
- (ii) crop; (1 mark)
- (b) Joy recommended that her company should acquire a customized accounting package for their operations. Explain **two** reasons for her recommendation. (4 marks)
- (c) Distinguish between *bound* and *unbound* controls as used in database applications. (4 marks)
- (d) Esther intends to proofread a document created in a word processing program. Explain **two** features that she could use to achieve her objective. (4 marks)

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