

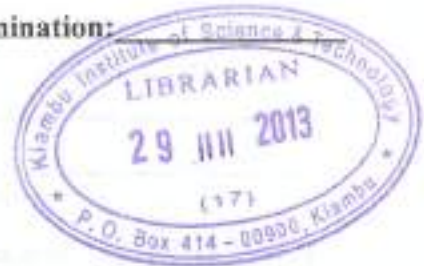
SCAN

Candidate's Name: _____ Index Number: _____

2920/102A
COMPUTER APPLICATIONS I (THEORY)
Paper 1
July 2013
Time: 2 hours

Candidate's Signature: _____

Date of Examination: _____



THE KENYA NATIONAL EXAMINATIONS COUNCIL

DIPLOMA IN INFORMATION COMMUNICATION TECHNOLOGY

MODULE I

COMPUTER APPLICATIONS I (THEORY)

Paper 1

2 hours

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.

Answer Four of the following Six questions.

For Examiner's Use Only

Question	1	2	3	4	5	6	Total Marks
Marks							

This paper consists of 10 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 the function of each of the following computer *utility* programs:
- (i) translator; (1 mark)
-
- (ii) editor; (1 mark)
-
- (b) Define the term *label* as used in spreadsheet programs. (2 marks)
-
- (c) (i) Explain the function of the *tracking* command as applied in DTP. (2 marks)
-
- (ii) List **four** types of *slide transitions* that can be applied on a presentation program slide. (2 marks)
-
- (d) Figure 1 shows a query tab dialog box extracted from a database program. Use it to answer the questions that follow.

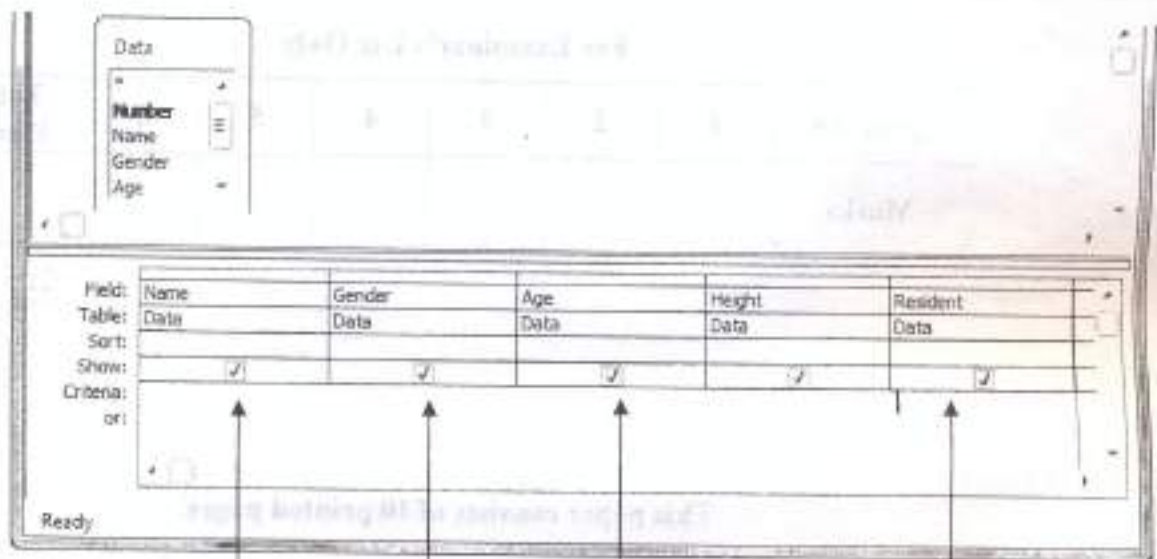


Figure 1

I II III IV

- (i) Write expressions that would be entered in the cells labeled II, III and IV to display all the students whose gender is female, are less than 20 years old and residing at Don. (4 marks)

- (ii) Write expressions that would be entered in the cells labeled I and II to display records of all male students whose name starts with letter P. (3 marks)

2. (a) List six types of publications that can be created using a DTP program. (3 marks)

- (b) Explain the function of each of the following facilities as used in presentation programs.

- (i) task pane; (2 marks)

- (ii) outlining toolbar. (2 marks)

- (c) With the aid of an example, differentiate between a *formula* and a *function* as used in spreadsheet programs. (4 marks)

- (d) (i) Table 1 shows a list of computer combination keyboard keys and functions. Use it to answer the question that follows.

	Keys	Functions
1	Ctrl+ end	Creates a new page
2	Shift + →	Moves the cursor to the end of the document
3	Ctrl+ enter	Reduces the font size of the current line
4	Ctrl+ }	Moves the cursor one word to the right

Table 1

Match each key combination with its correct function. (4 marks)

	Keys	Functions
1	Ctrl+ end	
2	Shift + →	
3	Ctrl+ enter	
4	Ctrl+ }	

3. (a) Figure 2 shows a part of a document created in a DTP program. Use it to answer the question that follows.



Love your country maintain peace and promote a working culture.
Love your country  promote a working culture.
Love your country  promote a working culture.
Love your country maintain peace and promote a working culture.
Love your country maintain peace and promote a working culture.
Love your country maintain peace and promote a working culture.

Figure 2

Outline the steps that would be followed to apply the *text wrap* on the object. (2 marks)

(b) Explain each of the following terms as used in office automation:

(i) teleconferencing; (2 marks)

(ii) telecommuting. (2 marks)

(c) The management of Utumishi college would like to computerize their library system. They have been advised to create a database to capture the following details: Book title, Author, Price, Serial number, Student name, student ID, Course, Age, Supplier name and Supplier ID.

(i) Identify **three** appropriate tables that are likely to be created in the database. (3 marks)

(ii) Justifying your answer, outline **three** possible relationships that are likely to be created in the tables mentioned in (i). (3 marks)

(d) Amina would like to perform each of the following tasks in a computer using MSDOS operating system. Write the correct syntax for each case.

(i) format a diskette in drive B. (1 mark)

(ii) copy all the contents of a diskette in drive A to another of the same size in drive B. (1 mark)

(iii) display the current system time. (1 mark)

4. (a) Outline the function of each of the following types of lines as used in presentation programs.
- (i) grids; (1 mark)

- (ii) guides. (1 mark)

- (b) (i) Explain the term *hyperlink* as used in Internet. (2 marks)

- (i) With the aid of a diagram, explain the term *adjustment handle* as used in DTP programs. (3 marks)

- (c) Figure 3 shows a section of word processing document screen. Use it to answer the question that follows. (4 marks)

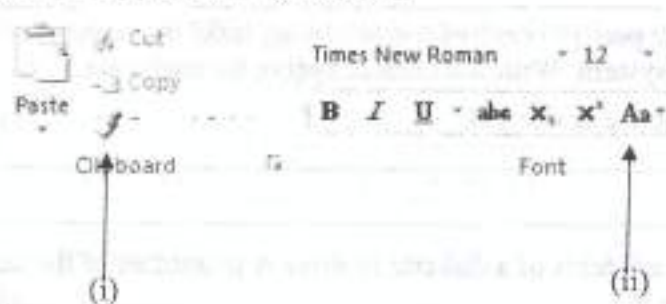


Figure 3

Explain the function of the icons labeled (i) and (ii).

- (d) Peter typed each of the following MS DOS commands at the DOS prompt. Explain the expected result when each of the commands is successfully executed.

(i) `C:\>copy a:\exam\Cat.doc f:\exam` (2 marks)

(ii) `C:\total\sum\average> ren d:\pay.xls pay1.xls` (2 marks)

5. (a) State the function of each of the following presentation programs view options:

(i) notes page ; (1 mark)

(ii) slide show. (1 mark)

- (b) Differentiate between a *slide layout* and *slide design* as used in presentation programs. (4 marks)

- (c) Table 2 is an extract from a spreadsheet program. Use it to answer the questions that follow.

	A	B	C	D	E
1	Product Name	Quantity	Cost per item	Discount	Total
2	Iron Sheets	300	1800		
3	Cement	40	800		
4	Paint	20	450		
5					
6	Percentage Discount	5			

Table 2

- (i) The following formula was entered in cell D2:
 $=SBS6/100*(B2*C2)+B2*C2$
 Write the resulting formula after it is copied to cell D4. (2 marks)

- (ii) The following formula was entered in cell B5:
 $=COUNTIF(B2:B4, ">50")$
 Write the result after the formula is executed. (2 marks)

- (d) (i) Nicol intends to create a query on a database table. Outline **three dynaset** that she would get from the use of the query. (3 marks)

- (ii) With the aid of an example, state the function of an *action button* as used in presentation program. (2 marks)

6. (a) Define the term *wizard* as used in presentation programs. (2 marks)

- (b) Differentiate between *data security* and *data integrity* as used in database programs. (4 marks)

- (c) Outline the steps followed when creating a *pie chart* in a spreadsheet program. (3 marks)

- (d) (i) With the aid of a diagram, describe the term *text frame* as used in Desktop Publishing programs. (3 marks)
