

1. (a) Distinguish between *toggle case* and *title case* commands as used in word-processing package. (4 marks)
 - (b) (i) Jerry intends to install a webcam on his computer system. Explain a circumstance that would require the use of the device. (2 marks)
 - (ii) Jannet, a lecturer intends to use the following features during a CAD lesson:
 - (I) pan;
 - (II) stretch.
 Explain the function of each of the features. (4 marks)
 - (c) Explain each of the following terms as used in financial accounting:
 - (i) balance sheet;
 - (ii) trial balance. (6 marks)
 - (d) A hospital intends to install an expert system for medical diagnosis. Outline **four** benefits that the hospital is likely to realize from the system. (4 marks)
2. (a) Figure 1 is a typical toolbox in a database program. Outline the function of the controls labeled (i), (ii) and (iii). (3 marks)

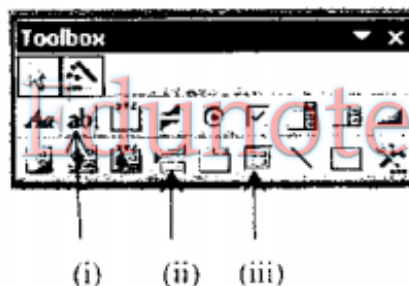




Fig. 1

- (b) (i) Distinguish between *instant online chart* and *email* as used in the Internet applications. (4 marks)
- (ii) Outline **three** functions of Computer Aided Manufacture (CAM) in a company that manufactures food products. (3 marks)
- (c) Joshua intends to modify the intersections of the two lines shown in figure 2 by applying either *fillet* or *chamfer* commands using a CAD program. Illustrate the output of each command. (4 marks)



Fig. 2

- (d) A manufacturing company has introduced a procurement information system to facilitate its purchasing requirements. Explain **three** advantages of the system. (6 marks)
3. (a) Define each of the following terms as used in database systems:
- (i) primary key;
- (ii) form. (4 marks)
- (b) Explain the function of each of the following features as used in word-processing:
- (i) 
- (ii)  (4 marks)
- (d) (i) Explain the term *conditional formatting* as used in spreadsheet programs giving an example of its application. (3 marks)
- (ii) State **four** file attributes as used in computers. (2 marks)
- (e) (i) "Office automation has created more employment opportunities than unemployment". Justify this statement using **three** examples. (3 marks)
- (ii) Differentiate between the functions of *Line* and *Pline* commands as used in CAD. (4 marks)
4. (a) Jeremy discovered that his printer worked with other computers but failed to work with his computer. Outline **three** causes of this problem. (3 marks)
- (b) (i) An income statement is a document prepared by organizations at the end of every financial year. Explain **three** functions of this document. (6 marks)
- (ii) Outline the procedure that could be used to protect a sheet in a spreadsheet program. (3 marks)
- (c) Assuming a database of two tables named A and B, explain the following types of relationships that may exist between them:
- (i) one-to-many;
- (ii) many-to-many. (4 marks)
- (d) Explain the circumstance under which each of the following features would be applicable in desktop publishing programs:
- (i) template;
- (ii) cropping. (4 marks)

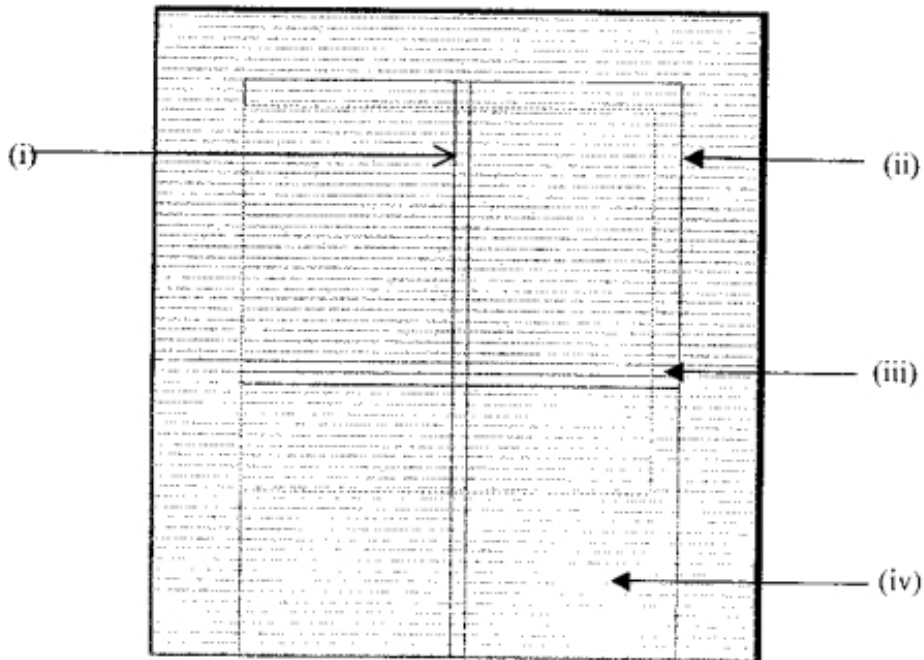
5. (a) Explain the function of each of the following utility programs as used in computers:
- (i) dump;
 - (ii) editor. (4 marks)
- (b) (i) Janet intends to *wrap-text* an object in her publication. Describe **three** types of text wrapping options that she could apply. (6 marks)
- (ii) Outline **three** functions of *xrefs* feature in Computer Aided Drawing. (3 marks)
- (c) Table 1 shows an extract of a payroll created using a spreadsheet program.
- (i) Using an appropriate function and cell addresses, write a formula to determine the total tax paid by employees whose net salary is more than Kshs. 80,000. (2 marks)
 - (ii) Explain the output generated if the following formula is entered in cell A6.
=COUNTIF (A2:A5, ">75,000") (2 marks)
 - (iii) Outline the cell formats used in the worksheet. (3 marks)

Table 1

	A	B
1	Net Salary (Kshs)	Tax Paid (Kshs)
2	70,000	13,000
3	100,000	21,000
4	87,000	17,000
5	230,000	52,000
6		
7	Total	

6. (a) A local international hotel has bought several computers for use in the housekeeping department. Outline **four** possible uses of the computers in the department. (4 marks)
- (b) (i) Explain the function of a secondary file as used in mail merging. (2 marks)
- (ii) Explain the function of each of the following database functions as used in spreadsheet programs:
- (I) DPRODUCT;
 - (II) DAVERAGE. (4 mark)

- (c) A political scientist is using a computer system for research. Explain **three** ways in which the system could be applied for the work. (6 marks)
- (d) Figure 3 is a layout guide of a desk top publishing program. Identify the guides labeled (i),(ii),(iii) and iv.



Edunotes.co.ke (4 marks)

7. (a) Explain the function of each of the following disk operating system Commands:
- `ren c:\Windows\filex.txt filey.txt`
 - `move c:\June\stock.doc c:\May`
 - `deltree d:\` (6 marks)
- (b) Distinguish between *tailor-made* software and *generic* software giving an example in each case. (4 marks)
- (c) Define each of the following terms as used in spreadsheet programs:
- cell referencing;
 - what-if-analysis. (4 marks)
- (d) (i) Describe the output of each of the following query statements as used in database systems:
- `> #2/2/2006#`
 - `Not Like U*` (2 marks)

8. (a) (i) Outline **four** aspects that should be addressed by computer ergonomic issues. (4 marks)
- (i) Explain the security risk posed by the use of macros in computers. (2 marks)
- (ii) Explain the function of a *subscript* feature in DTP programs giving an example. (2 marks)
- (b) Distinguish between *parallel processing* and *multiprocessing* as used in computer applications. (4 marks)
- (c) Outline **four** disadvantages of Automated Teller Machines to bank customers. (4 marks)
- (d) Figure 4 shows an object drawn in an isometric view. Draw the *front*, *side* and *plan* elevation in first angle orthographic projection. (8 marks)

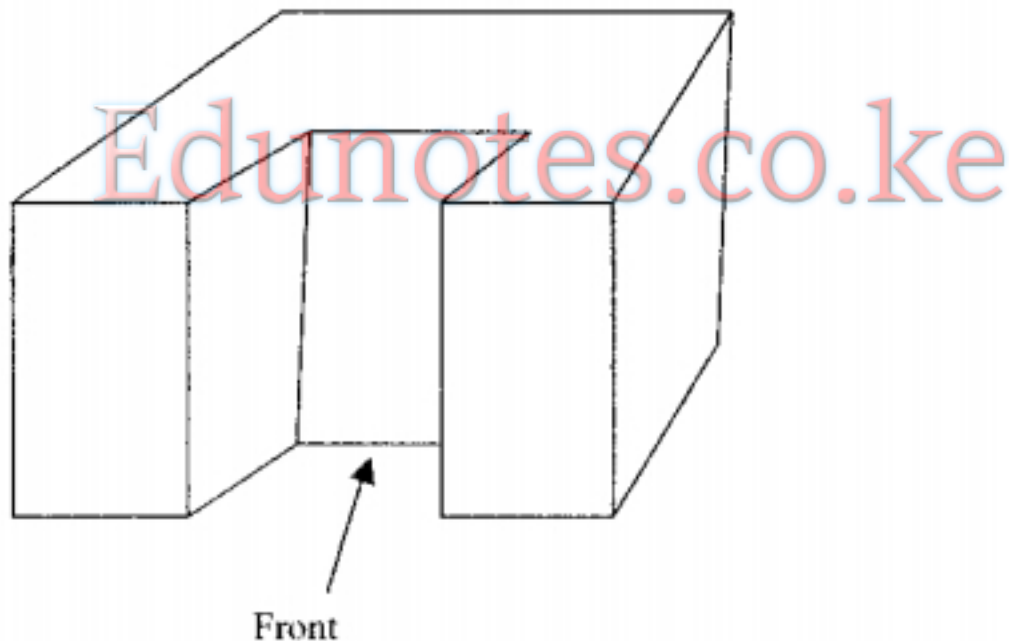


Fig. 4