

1. (a) (i) Define the term *record* as used in database programs. (1 mark)

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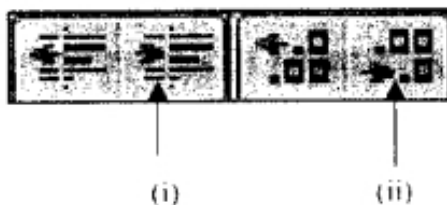
- (ii) Define the term *range* as used in spreadsheet programs. (1 mark)

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- (b) Figure 1 shows features of a spreadsheet program. Use it to answer the question that follows.



- Figure 1
Explain the function of each of the features labeled (i) and (ii). (4 marks)

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- (c) Distinguish between an *attribute* and an *entity* as used in database programs. (4 marks)

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- (d) Assuming a windows-based environment, outline the procedure that could be used to create an email account. (5 marks)

2. (a) (i) Outline **two** modules that could be included in a reservation system. (2 marks)

- (ii) A student in an ICT class wrote the formula = B4 + \$C8 in cell D5. If the formula was copied to cell F7, write the resultant formula. (2 marks)

- (b) Explain the function of each of the following utility programs:

- (i) linker; (2 marks)

- (ii) loader. (2 marks)

- (c) (i) Table 1 shows a list of DOS commands applied during a computer session. Classify the commands as either *internal* or *external*. (2 marks)

Command	Type
Copy	
Assign	
Type	
Attrib	

Table 1

- (ii) Explain **one** circumstance under which video communication programs could be applied in organizations. (2 marks)

- (d) With the aid of a sketch in each case, explain the following features as used in word processing program:

- (i) right align; (1 ½ marks)

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- (ii) right column presets. (1 ½ marks)

3. (a) (i) Define the term *clipboard* as used in word processing programs. (2 marks)

- (ii) Explain the function of each of the following features as used in database programs:

- I. report; (2 marks)

- (b) With the aid of a sketch, describe a *stacked column chart* as used in spreadsheets. (4 marks)

- (c) Figure 2 shows worksheets created using a spreadsheet program. Use it to answer the question that follows.

	A	B	C		F	G	H
1	Name	Adm no.	Marks	1	Name	Adm no.	Marks
2	Julius	4280	513	2	Ken	4289	650
3	Susan	4390	515	3	Peter	4330	590
4	Faith	5172	567	4	Joshua	5142	489
5	Mark	6030	600	5	Joyce	5430	610
6		Mean Mark		6			

Figure 2

Using cell reference and an appropriate function, write a consolidated formula that would be used to calculate the mean mark for the data in the two worksheets. (3 marks)

- (d) Table 2 shows students' information in a certain Institution prepared using a database program. Use it to answer the questions that follow.

Course ID	Course Name	Title	Dept	Dept Head	Start date
BUS 212	Business	Human Resource	Business	Mark	10/11/2011
ICT 110	ICT	Introduction to Computers	Computer	James	12/02/2010
ICT 310	ICT	Database Programming	Computer	Jane	11/2/2011
BCE 112	Building	Technical Drawing	Building	Julius	18/9/2010

Table 2

Write a query statement that could be used to extract records of students who registered for the ICT course. (2 marks)

4. (a) (i) Outline **two** disadvantages of a file based system. (2 marks)

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- (ii) Outline the procedure that could be used to print a selected section in a word document. (2 marks)

- (b) Distinguish between *caption* and *bookmark* as used in word processing programs. (4 marks)

- (c) Figure 3 shows typical features of a word processing program. Explain the function of the features labeled (i) and (ii). (4 marks)

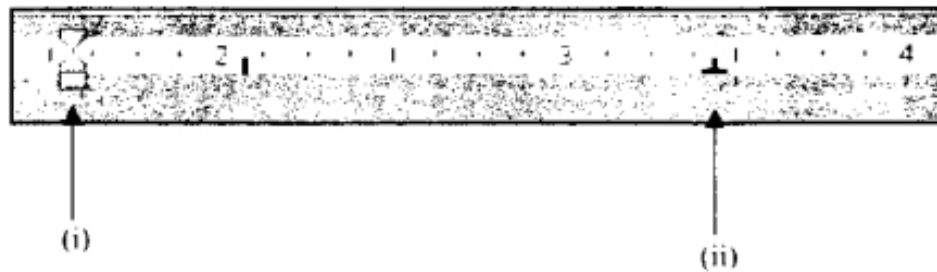


Figure 3

- (d) Marion intends to create three objects on top of each other using a presentation program. Outline **three** ordering options she could use to achieve her goal. (3 marks)

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5. (a) (i) Define the term *hyphenation* as used in DTP programs. (1 mark)

- (ii) Explain the term *defragmentation* as used in computer systems. (2 marks)

- (b) Distinguish between *object linking* and *object embedding* as used in DTP programs. (4 marks)

- (c) (i) Describe the output produced when the following command is executed.

C:\> DIR D:*.*scr

(2 marks)

- (ii) Write a DOS command that would duplicate information stored in a folder named KNEC in drive C to a folder named EXAMS in drive F. (2 marks)

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- (d) Margie intends to print a 12-page document prepared in a presentation program. Outline the procedure she could use to print the notes in the presentation. (4 marks)

6. (a) (i) State **four** search engines used in Internet. (2 marks)

(ii) Explain the function *column guide* feature as used in DTP programs. (2 marks)

(b) Employees of PGD Company Ltd. complained to the management about the usage of using email programs. Explain **two** limitations of the programs that they could have mentioned. (4 marks)

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(c) During a DTP practical lesson a teacher advised the students to use the following features:

- (i) sidebars;
- (ii) pull quotes.

Explain the function of each of the feature. (4 marks)

(d) Outline the circumstances under which each of the following features could be used in a presentation program:

(i) timing;

(1 ½ marks)

(ii) cropping.

(1½ marks)

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