Candidate's Name: _____   Index No: _____

1920/102A
COMPUTER APPLICATIONS I (Theory)   Signature: _____
Paper 1
November 2013   Date: _____
Time: 1 hour

THE KENYA NATIONAL EXAMINATIONS COUNCIL

CRAFT CERTIFICATE IN INFORMATION TECHNOLOGY

MODULE I

COMPUTER APPLICATIONS I (Theory)

Paper 1

1 hour

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.*
*This paper consists of **TEN** questions.*
Answer ALL the questions in the spaces provided on the question paper.
Candidates should answer the questions in English

For Examiners' Use Only

Question	1	2	3	4	5	6	7	8	9	10	Total Marks
Marks											

This paper consists of 6 printed pages.

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

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1. (a) State **two** elements that may be inserted in a spreadsheet *chart*. (2 marks)

_____

_____

(b) List **four** examples *of high level programming* languages. (2 marks)

_____

_____

_____

2. (a) Explain the function of the *format painter* command as used in spreadsheet programs. (2 marks)

_____

_____

(b) Describe the term *webpage* as used in Internet. (2 marks)

_____

_____

3. (a) Explain the term *template* as used in presentation programs. (2 marks)

_____

_____

(b) Table 1 shows part of a worksheet document used for stock control. Use it to answer the question that follows.

	A	B	C	D
1	Products in a Supermarket.			
2	Product code	Product name	Quantity	Remark
3	C100TP	Colgate	10000	
4	M200MF	Maize flour	5000	
5	W201WF	Wheat flour	4000	

Table 1

Using a function and cell references only, write a formula to be entered in cell D3 that would be used to display a *reorder* remark if the Quantity is less than 5000 else a *do not order* remark is displayed. (2 marks)

_____

_____

_____

4. (a) Differentiate between *hanging indent* and *first line indent* as used in word
        processing.   (2 marks)

        _____

        _____

        _____

        _____

    (b) Faith would like to increase the width of an object inserted in a word
        processing document. Outline the steps she would follow to achieve her
        objective.   (2 marks)

        _____

        _____

        _____

        _____

5. (a) Fernice would like to perform each of the following operations using
        MSDOS operating system. Write a command that she would used to
        accomplish each of the tasks.   (2 marks)

        (i)   clear screen;

        _____

        (ii) display the contents of the current folder;

        _____

        (iii) close the current folder;

        _____

        (iv) display the current system time.

    (b) Peter would like to create a document with the following details for 20
        students in a column format: *student number*, *student name* and *marks* scored
        in 3 subjects. Outline **two** appropriate word processing facilities that he would
        use to achieve his objective.   (2 marks)

        _____

        _____

        _____

        _____

        _____

6. (a) Philip would like to perform each of the following tasks in a windows operating system environment. State the steps he would used in each case.

(i) move a folder from one drive to another using a mouse;

_____

_____

_____

(ii) Select consecutive objects in a folder using a mouse and the keyboard.
(2 marks)

_____

_____

_____

(b) Anita, a computer student used the following formula in a worksheet.

$=(a1*c\$1)/d\$4-\$f\$1+b2$

Identify each of the following cell references from the formula.

(i) Absolute; (½ mark)

_____

_____

(ii) Mixed; (1 mark)

_____

_____

(iii) Relative. (½ mark)

_____

_____

7. (a) With the aid of an example, explain the term *web browser* as used in the Internet. (2 marks)

_____

_____

_____

(b) John would like to print three slides created in a presentation program on one page. Outline the steps he would follow to achieve his objective. (2 marks)

_____

_____

_____

_____

_____

8. (a) Paul saved a word document in the root directory of drive C: Outline the steps that he would follow to open the document while in the computer desktop folder. (2 marks)

_____

_____

_____

_____

(b) With the aid of a diagram, outline a hierarchical data model as used in databases. (2 marks)

9. (a) Alex a computer teacher has given his computer students an assignment to research on the emerging trends on computer software. State **two** resource materials they would use to carry out the assignment. (2 marks)

_____

_____

_____

(b) Phanuel intends to use the password *2013* in his email account. He has been advised by his teacher to change it. State **two** reasons that might have prompted the teacher to advice him to change. (2 marks)

_____

_____

_____

10. (a) Paul would like to display total values of a field named *marks* in a database during report generation. Write the general syntax of the formula that he would use to achieve his objective. (2 marks)

_____

_____

(b) Philip created two tables in a database program as follows.

Dept Table

DepartNo
DeptName

Employee Table

DeptNo
EmployeeID
EmployeeName

Explain the type of relationship which he could create between the tables.

(2 marks)

_____

_____

_____

_____

_____