

1920/102A
COMPUTER APPLICATIONS I (THEORY)
Paper 1
July 2023
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

*This paper consists of 10 questions.
Answer all the questions in the answer booklet provided.
Candidates should answer the questions in English.*

This paper consists of 2 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 Outline **four** ways computers may be used in a hospital. (4 marks)
2. Distinguish between a *space bar key* and a *back space key* on a computer keyboard. (4 marks)
3. A school administrator intends to use a database to manage school records. Outline **four** advantages of using the database. (4 marks)
4. Explain the function of each of the following elements in a *graphical user interface* (GUI) operating system:
 - (a) dialog box;
 - (b) menu list. (4 marks)
5. With the aid of a sketch, outline **three** parts of a computer mouse. (4 marks)
6. John intends to modify a page border in a document created in a word processing program. State **four** ways he could use to modify the border. (4 marks)
7. The following is a function used in a spreadsheet program. Use it to answer the question that follows.
$$=SUM(A1 :A4)$$
Identify **four** components of the function. (4 marks)
8. Explain the function of each of the following feature as used in a presentation program.
 - (a) Speaker notes;
 - (b) Animation scheme. (4 marks)
9. A lab technician noted that one of the computers was operating abnormally and diagnosed the cause to be **malware infection**. Outline **four** likely abnormal operations of the computer. (4 marks)
10. Organisations have embraced the use of cloud computing in conducting their businesses.
 - (a) Explain the term *cloud computing*. (2 marks)
 - (b) State **two** advantages that organisations would gain from this technology. (2 marks)

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