Name_____   Index No._____/____

1913/103A   Signature _____
COMPUTER APPLICATION IN
INFORMATION (THEORY)   Date_____
Paper 1
November 2014
Time: 1 hour

MANYAM FRANCHISE
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THE KENYA NATIONAL EXAMINATIONS COUNCIL

CRAFT CERTIFICATE IN INFORMATION STUDIES

COMPUTER APPLICATION IN INFORMATION (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.
Answer **all** the questions in this paper in the spaces provided after each question.
Candidates should answer the questions in English.

For Examiner's Use Only

Question	1	2	3	2	5	6	7	8	9	10	Total Score
Candidate's Score											

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 **four** examples of microcomputers used in organizations. (2 marks)

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(b) Distinguish between *merge cells* and *merge and center* feature as used in spreadsheet programs. (2 marks)

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2. (a) Explain the term *drag and drop* as used by computers. (2 marks)

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(b) The Management of Tome Company Ltd. intends to improve the security of **computers**. Outline **two** types of security measures it has to address. (2 **marks**)

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3. (a) Outline **two** roles of a *computer technician* in an organization. (2 marks)

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(b)   Jemima has been instructed to use *Bcc* while sending emails. Explain **one** benefit of the feature.
                                                                                                (2 marks)

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4.   (a)   Explain **one** advantage of using *fax* as an automated service in an organization.
                                                                                                (2 marks)

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(b)   Josephine intends to insert a new page between pages of a word document. Outline the procedure she is likely to use to achieve her goal.   (2 marks)

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5.   (a)   State **four** examples of *operating systems* from different families used in organizations.
                                                                                                (2 marks)

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(b)   The Principal of Treetop Institute intends to use a presentation document during orientation of new students that should take 15 minutes. Outline the procedure that he could use to ensure that the slide show is set to 15 minutes.   (2 marks)

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6. (a) Explain the term *computer security breach* as used in computers. (2 marks)

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(b) Joshua intends to place some slides prepared in a presentation document out of sight. Describe the feature he could use to achieve his goal. (2 marks)

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7. (a) Employees of Mashuu Company Ltd. were facing challenges with the emerging trend of software. Explain **one** way in which the employees could cope. (2 marks)

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(b) Morris intends to replace a word that he had misspelt severally in a spreadsheet document. Outline the procedure he could use to achieve his goal. (2 marks)

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8. (a) Nichole intends to explain the term *computer hardware* to a group of managers in a workshop. Provide the possible explanation she could have used. (2 marks)

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(b)   Explain **one** circumstance under which tables could be used in a word document.
(2 marks)

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9.   (a)   Voinovich intends to procure a computer keyboard for his desktop. Outline **two** examples of categories she is likely to acquire.
(2 marks)

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(b)   During a database lesson the instructor required the trainees to create an interface that could be used to capture data. Explain the feature they are likely to use.   (2 marks)

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10.   (a)   ACB supermarket intends to automate its information services. Outline **two** services that are likely to be implemented.
(2 marks)

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(b)   Figure 1 shows features in a typical word processing program. Explain the function of the part labelled (i).
(2 marks)

(i)

Figure 1