Name: _____ Index No: _____

1920/102A

Signature: _____

COMPUTER APPLICATIONS I (THEORY)
Paper 1
November 2014

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 this paper in the spaces provided.*
Candidates should answer the questions in English

For Examiners Use Only

Question	1	2	3	4	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.

Turn over

1. (a) With the aid of an example, explain the term *wildcard character* as used in database applications.

(2 marks)

_____

_____

_____

_____

(b) George applied section breaks when working on a word processing document. Explain **two** functions of this feature.

(2 marks)

_____

_____

_____

_____

_____

2. Table 1 shows an extract of a spreadsheet program used by Jurupa College. Use it to answer the questions that follow.

	A	B	C	D	E	F	G	H
1	Student Name	QT	Programming	Application	SAD	Networks	Pass	Mean Mark
2	Joan	50	85	55	66	58		
3	Zipporah	87	78	85	82	65		
4	Kiongera	45	69	25	76	42		
5	Shabeth	29	36	70	72	52		
6	Ledama	84	48	58	63	25		
7	Masibo	74	52	58	66	69		
8	Kamau	68	23	25	76	33		
9	Wekesa	58	57	59	72	69		

Table 1

(i) Suppose the college intends to count the number of subjects a student has passed. Write a formula that if entered in cell G2 would calculate the number of subjects given that the pass mark is 60.

(2marks)

_____

_____

_____

_____

(ii)   Write the formula in cell H2 that could be used to compute the mean mark for each student.

(2 marks)

_____

_____

_____

_____

3.   Table 3 shows a list of different icons in a web browser. Use it to answer the question that follows.
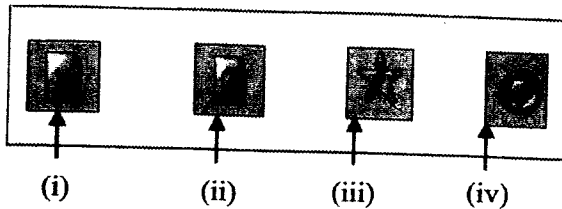
          (i)   (ii)   (iii)   (iv)

Table 3

Identify each of the icons labeled (i), (ii), (iii) and (iv).

(4 marks)

_____

_____

_____

_____

4.   Distinguish between *line spacing* and *character spacing* as used in word processing applications.

(4 marks)

_____

_____

_____

_____

_____

_____

5.   Explain the function of each of the following keyboard key combinations when applied to selected text in a word processing document:

(i)   shift + Ctrl + >

(2 marks)

_____

_____

_____

(ii)   shift + F3

_____

_____

_____

6.   (a)   Susan came across the following examples of software when revising for her computer application exam. Classify them as either application or system software.   (2 marks)

Sage, windows XP, Lotus word pro, Mac Os, Lotus 1-2-3, Linux.

_____

_____

_____

_____

_____

_____

_____

_____

(b)   Figure 1 shows an extract of part of a presentation program. Use it to answer the question that follows.

Public health surveillance

It is the ongoing process that involves

- *systematic collection,*
- *analysis,*
- *interpretation*

of data, closely integrated with the timely dissemination of these data to those responsible for preventing and controlling disease and injury

Public health surveillance is a tool to estimate the health status and behavior of the populations served by ministries of health, finance, and donors.

Because surveillance can directly measure what is going on in the population, it is useful both for measuring the need for interventions and for directly measuring the effects of interventions.

Figure 1

Outline **four** types of formats that were applied on the presentation.

(2 marks)

_____
_____
_____
_____
_____
_____
_____

7.   (a)   Explain the term *hacking* as used in computer security.

(2 marks)

_____
_____
_____
_____
_____

(b)   Peter intends to print a *12-paged* presentation document he created and wants to have three slides on each paper page. Explain the print option that he would activate to achieve his objective.

(2 marks)

_____
_____
_____
_____

8.   (a)   Outline the function of each of the following parts of a spreadsheet window:
       (i)   formula bar;

(1 mark)

_____
_____

       (ii)   name box;

(1 mark)

_____
_____

(b)   Explain the circumstance under which the *hide slide option* is most applicable to a presentation program.

(2 marks)

_____
_____
_____
_____
_____

9. (a) State the function of each of the following parts of a report as used in database applications:

(i) page footer;

(1 mark)

_____

_____

_____

(ii) report footer.

(1 mark)

_____

_____

(b) Explain the circumstance under which the *OLE* data type is most applicable in databases.

(2 marks)

_____

_____

_____

10. Explain the function of each of the following as used database programs:

(i) bound text box;

(2 marks)

_____

_____

_____

(ii) unbound text box.

(2 marks)

_____

_____

_____

_____