Candidate's Name: _____ Index Number: _____

Candidate's Signature: _____ Date of Examination: _____

2920/102A
COMPUTER APPLICATION 1
Paper 1
Theory
July 2012
Time: 2 hours

THE KENYA NATIONAL EXAMINATIONS COUNCIL

DIPLOMA IN INFORMATION COMMUNICATION TECHNOLOGY

MODULE I

COMPUTER APPLICATION I

Paper 1

Theory

2 hours

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 ANY FOUR of the six questions in the answer booklet provided.

For Official Use Only

Question	1	2	3	4	5	6
Marks						

TOTAL MARKS

This paper consists of 10 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) (i) Linnet a middle level manager would like to represent the trend of sales using a chart. Assuming a spreadsheet program, identify the most appropriate type of chart she could use justifying your answer. (2 marks)

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   (ii) Figure 1 show typical tools used in a spreadsheet program. Use it to answer the question that follows.
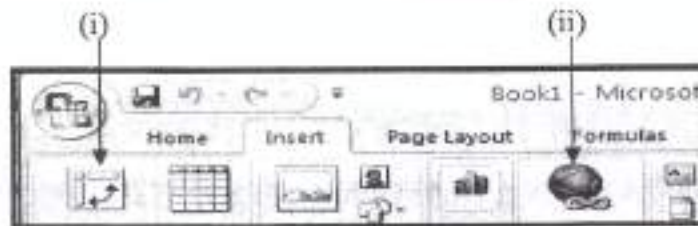
   Figure 1

   State the function of the tools labeled (i) and (ii). (2 marks)

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   (b) State **four** examples of utility software as used in computers. (2 marks)

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   (c) (i) Explain **two** arguments that could be set in the *print out action* option when printing macros. (3 marks)

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(ii) Carol realized the following errors displayed in a worksheet she was working on.

I   #####
II   #N/A

Identify the possible cause for each of the errors.   (2 marks)

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(d) (i) Jane has a task of designing a database for her company. Explain **two** types of *controls* that she could use for the design.   (3 marks)

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(ii) State two examples of word processors.   (1 mark)

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2.   (a) (i) Explain **one** function of the *paste link* feature as used in spreadsheets.   (2 marks)

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(ii) Distinguish between a *function* and a *formula* as used in spreadsheet programs.   (4 marks)

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(b) (i) Keya wishes to procure an operating system. Explain to him **two** advantages of a window-based operating system over a command line operating system.   (3 marks)

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(ii) Figure 2 shows a database model. Use it to answer the questions that follow:
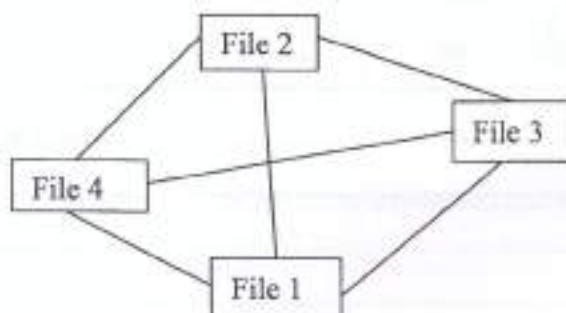
Figure 2

II   Identify the type of database model represented in figure 2   (1 mark)

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II   State **two** advantages of the database model identified in (I).   (2 marks)

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(c) Outline the keyboard key combinations that could be used to achieve each of the following in a window-based operating system.

(i) Locking a computer.   (1 mark)

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(ii) Closing an active window.   (1 mark)

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(iii) Copying an active window. (1 mark)

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3. (a) (i) State the importance of grouping as used in database reports. (1 mark)

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(ii) Outline the procedure that could be used to add borders on a worksheet. (2 marks)

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(b) (i) With the aid of an example, explain absolute cell referencing as used in worksheets. (4 marks)

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(ii) Lucy, a design expert with Limbo Company Ltd intends to design the company newsletter. Outline to her **two** advantages of using DTP software to accomplish the task. (3 marks)

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(c) Define the following terms as used in *artificial intelligence*.
(i) Knowledge base. (1½ marks)

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(ii) Intelligent systems. (1½ marks)

(d) With the aid of an example. Explain the term input mask as used in databases. (2 marks)

4 (a) (i) Outline **four** types of tracks that can be used in a publication. (2 marks)

(ii) Explain term *design checker* as used in DTP. (2 marks)

(b) (i) Outline **two** types of queries that can be used in databases. (2 marks)

(ii) Ken would like to procure a DTP program for her computer. Outline to him **two** factors other than cost that he should consider. (4 marks)

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(c) (i) Distinguish between *master page* and *work area* as used in DTP. (4 marks)

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(ii) Grace intends to print two copies of a 5-paged document in the order of 1,1,2,2,3,3, 4,4,5,5 and not 1,2,3,4,5,1,2,3,4,5. Identify the print feature she could use to achieve the objective. (1 mark)

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5 (a) (i) Maria would like to create a presentation document for a business forum. Explain **two** ways she could use to achieve the objective. (4 marks)

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(ii) Solomon would like to use the mail merge feature to create customized letters to his friends. Outline **three** files that would be created. (3 marks)

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Turn over

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(b) **(i)** Define *referential integrity* as used in databases. (2 marks)

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(ii) Outline **two** typical features of frames as used in DTP programs. (2 marks)

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(c) Distinguish between *validation rule* and *validation text* as used in databases. (4 marks)

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6 **(a)** Describe the *many-to-many relationship* as used in databases. (2 marks)

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(b) **(i)** Kayo is developing a research project. Outline **two** reasons for the inclusion of *the table of contents* in the report. (2 marks)

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(ii) With the aid of sketches, describe **three** types of views as used in presentation programs. (6 marks)

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(c) (i) Gilbert would like to share his word processed document with a spreadsheet application. Outline **two** methods that could be used to achieve the objective. (2 marks)

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(ii) Joseph included a number of animations in his project presentation document. Outline **three** benefits he would derive from this approach. (3 marks)

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