



MACHAKOS UNIVERSITY

University Examinations for 2019/2020

SCHOOL OF ENGINEERING AND TECHNOLOGY

DEPARTMENT OF COMPUTING AND INFORMATION TECHNOLOGY

FIRST YEAR THIRD SEMESTER EXAMINATION FOR

CERTIFICATE IN INFORMATION TECHNOLOGY

1920/102A: COMPUTER APPLICATIONS 1 (THEORY)

DATE: 16/12/2020

TIME: 8:30 – 11:30 AM

INSTRUCTIONS

Answer all the questions

QUESTION ONE

- a) State a single mouse technique that would be applied in each of the following cases
 - i. Opening a Microsoft word file
 - ii. Moving a file from folder a to folder b
 - iii. Drawing a rectangular shape
 - iv. Selecting a command. (4 marks)
- b) Outline two requirements for one to access the World Wide Web. (2 marks)

QUESTION TWO

- a) Outline two advantages of a relational database model as used in database. (2 marks)
- b) Mary would like to perform each of the following in a database:
 - i. Input records in a already created file,
 - ii. Increase the fee by 10% in a field named fee
 - iii. Provide some information for decision making
 - iv. Use a single key stroke to perform tasks which would have been done using multiples strokes.

State the objects in the database that she should use in each case. (4 marks)

QUESTION THREE

- a) State two examples of presentation programs. (2 marks)
- b) Maurice would like to arrange the slides he has created in a presentation using the slide view option. Outline two ways that he could use to achieve his goal. (4 marks)

QUESTION FOUR

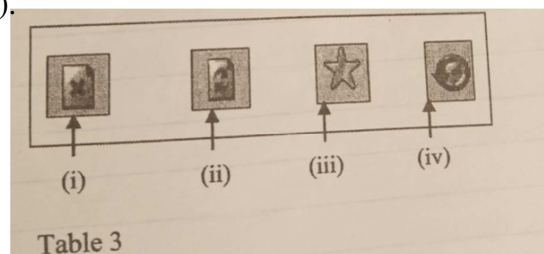
- a) Explain the function of each of the following as used in database programs:
 - i. Bound text box
 - ii. Unbound textbox. (4 marks)
- b) Mary preferred using templates when creating presentations. Outline two advantages she would gain from this. (2 marks)

QUESTION FIVE

- a) Explain two negative impacts of computers in the society. (4 marks)
- b) George applied section breaks when working on a word processing document. Explain two functions of this feature. (2 marks)

QUESTION SIX

- a) Anita has a graphical user interface operating system installed in her computer. Explain two benefits she would gain from using this type of operating system. (2 marks)
- b) Table 3 shows a list of different icons in a web browser. Identify each of the icons labeled (i), (ii), (iii) and (iv). (4 marks)



QUESTION SEVEN

- a) Explain a circumstance under which the following features would be used in a word processor:
 - i. Word wrap,
 - ii. Footer. (4 marks)

- b) With the aid of an example, explain the term wildcard character as used in database applications. (2 marks)

QUESTION EIGHT

- a) 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	PROG	APP	SAD	TOTAL	MEAN MARK	GRADE
2	Joan	50	85	65	23			
3	Zipporah	87	45	23	43			
4	Kiongera	45	67	43	23			
5	Shabeth	29	23	12	56			
6	Ledama	84	78	56	76			
7	Masibo	74	45	87	86			
8	Kamau	68	23	98	75			
9	Wekesa	58	56	56	56			

- b) 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. (2 marks)
- c) Write the formula in cell H2 that could be used to compute the mean mark for each student. (2 marks)
- d) Write the formula to calculate the grade for each student given:
<40 FAIL
>=40 PASS. (2 marks)

QUESTION NINE

- b) Peter intends to print a 12- paged presentation document he created and wants to have three slide on each paper page. Explain the print option that he would activate to achieve his objective. (4 marks)
- c) Explain the circumstances under which the hide slide option is most applicable to a presentation program . (2 marks)

QUESTION TEN

- a) State the function of each of the following parts of a report as used in a database applications
 - i. Page footer
 - ii. Report footer (4 marks)
- b) Explain the circumstance under which the OLE DATATYPE is most applicable in databases. (2 marks)