



*(Knowledge for Development)*

**KIBABII UNIVERSITY**

**(KIBU)**

**UNIVERSITY EXAMINATIONS  
2019/2020 ACADEMIC YEAR**

**SPECIAL/SUPPLEMENTARY EXAMINATIONS  
YEAR ONE SEMESTER ONE**

**FOR THE DIPLOMA IN  
(INFORMATION TECHNOLOGY)**

**COURSE CODE : DIT 051 /DCR 053/DSC 053**

**COURSE TITLE : COMPUTER APPLICATIONS**

**DATE: 08/02/2021**

**TIME: 2.00 P.M– 4.00 P.M.**

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**INSTRUCTIONS TO CANDIDATES**

**ANSWER QUESTIONS ONE AND ANY OTHER TWO.**

**QUESTION ONE (COMPULSORY) [24 MARKS]**

- a. Explain the meaning of: [6 marks]
  - i. Computer hardware
  - ii. Computer software
  - iii. Osgware
- b. Differentiate between fourth and fifth computer generation [4 marks]
- c. Discuss various computer hardware components [8 marks]
- d. Explain the meaning of an operating system and briefly outline its role in a computer system. [6 marks]

**QUESTION TWO [18 MARKS]**

- e. Give two uses of a spreadsheet in an organization. [2 marks]
- f. Outline the procedure of the following activities when you are interacting with Microsoft Excel.
  - i. How to add a sheet. [2 marks]
  - ii. How to delete a sheet. [2 marks]
  - iii. To add a row. [2 marks]
- g. Use the worksheet below to answer the following questions based on the records given.

| RECORDS FOR ITEMS SOLD IN THE YEAR 2020 FROM JANUARY TO MAY |                  |         |          |       |       |      |
|-------------------------------------------------------------|------------------|---------|----------|-------|-------|------|
|                                                             | A                | B       | C        | D     | E     | F    |
|                                                             | NAME OF EMPLOYEE | JANUARY | FEBRUARY | MARCH | APRIL | MAY  |
| 1                                                           | JANE             | 60      | 450      | 850   | 1250  | 1850 |
| 2                                                           | NELIMA           | 120     | 780      | 1440  | 2100  | 2760 |
| 3                                                           | ROBERT           | 123     | 900      | 1677  | 2454  | 3231 |
| 4                                                           | FRANCIS          | 100     | 1160     | 2149  | 3138  | 4128 |
| 5                                                           | JUDY             | 191     | 1835     | 3390  | 4845  | 6500 |
| 6                                                           | SALMA            | 227     | 2265     | 4217  | 6119  | 8081 |
| 7                                                           |                  |         |          |       |       |      |

- i. Write the formula of getting the totals of all sales in January. [2 marks]
- ii. Write the formula in cell D7 for getting the average sales of JUDY [2 marks]
- iii. Write a formula in cell B7 that will display the maximum sales made by Salma [2 marks]

- iv. Write the **IF** function using Jane, to satisfy this statement, “if she sold one thousand and above in a given month, gets a reward, else no reward ” [2 marks]
- v. Explain how you will draw a pie-chart including months and items sold by Jane [2 marks]

### QUESTION THREE [18 MARKS]

- a. Differentiate between a database and a database management system. [4 marks]
- b. Explain the use of primary key and foreign key in database table. [2 marks]
- c. Good database design mean better storage, security and little maintenance effort. List four factors to consider in designing a good database. [4 marks]
- d. Write an sql statement that would be used to display employees details from a payroll database, employee table who earn between 90,000 and 240,000. [4 marks]
- e. Explain the implication of the following field properties [4 marks]
  - i. Field size
  - ii. Default value
  - iii. Validation rule
  - iv. Validation text

### QUESTION FOUR [18 MARKS]

- a. What is the meaning of a presentation software? [1 mark]
- b. Explain the procedure of adding an image on a slide [3 marks]
- c. State and explain three guidelines in creating a good presentation. [6 marks]
- d. Describe the four power point views that help you to view your work in different ways. [8marks]

### QUESTION FIVE [18 MARKS]

- a. Explain the following concepts as used in word processing software
  - i. Word processing [1 mark]
  - ii. Formatting [1 mark]
  - iii. Editing [1 mark]
- b. Explain how you will perform the following activities in Ms Word
  - i. Add a table with four (4) rows and two (2) columns [3 marks]
  - ii. Divide the content of a page into two (2) columns [3 marks]
  - iii. Apply a Drop cap to span 3 lines [3 marks]
- c. Linnet was working on a document having the content of just concluded departmental meeting. Apart from mailing feature explain other Ms Word features that she is likely to utilize. [6 marks]