(Knowledge for Development)

KIBABII UNIVERSITY

UNIVERSITY EXAMINATIONS
2019/2020 ACADEMIC YEAR

SPECIAL/SUPPLEMENTARY EXAMINATIONS
YEAR ONE SEMESTER TWO EXAMINATIONS

FOR THE DEGREE OF
BACHELOR OF EDUCATION ARTS

COURSE CODE   :   CSC 109

COURSE TITLE   :   COMPUTER
                             APPLICATIONS

DATE: 16/02/2021   TIME: 02.00 P.M - 04.00 P.M

INSTRUCTIONS TO CANDIDATES

ANSWER QUESTIONS ONE AND ANY OTHER TWO

QUESTION ONE [COMPULSORY] [30 MARKS]

a. Define the following terms as used in computing.   [4 Marks]
   - i. Word Processing
   - ii. Database
   - iii. Cell
   - iv. Slide
b. Outline any **FOUR** areas the Internet is widely used today.   [4 Marks]
c. Briefly explain how to insert a picture in a Microsoft Word document. [3 Marks]
d. Differentiate between a Workbook and a worksheet.   [2 Marks]
e. Explain any **FOUR** features of a desktop area of a Windows Operating System.
       [4 Marks]
f. Explain any **TWO** scenarios you can use a spread sheet application in a clinical environment.   [3 Marks]
g. Write the following initials in full as used in computing.   [3 Marks]
   - i. HTTPS
   - ii. FTP
   - iii. DNS
h. The Excel sheet below shows marks of three students in four subjects.

	A	B	C	D	E	F	G
1	ENG	KIS	MAT	BIO	SUM	AVERAGE	COMMENT
2	10	45	65	25			
3	23	32	54	48			
4	46	67	43	68			

   a. What is the name of the cell with the value **65**   [1 Mark]
   b. Write a formula that will calculate the sum of each student   [2 Marks]
   c. Write a formula that will calculate the average for each student.   [2 Marks]
   d. Write an **IF…THEN** statement that will award comment to **PASS** if average is above 50 and to **FAIL** otherwise.   [2 Marks]

QUESTION TWO [20 MARKS]

a. Using examples differentiate between a browser and a search engine.   [4 Marks]
b. State any **FOUR** features found in Microsoft Word editor.   [4 Marks]
c. Differentiate between a function and a formula as used in spreadsheets.   [3 Marks]
d. Explain any **FOUR** advantages of using database packages.   [4 Marks]
e. Outline **FIVE** ways you can use a mouse in a Windows environment.   [5 Marks]

QUESTION THREE [20 MARKS]

a. Explain the **THREE** parts of an E-mail.   [6 Marks]
b. Explain how to insert a drop cap that spans three lines in a word document. [3 Marks]
c. Write the shortcuts of performing the following tasks in Microsoft applications.
       [2 Marks]
   - i. Copy text
   - ii. Cut text
   - iii. Paste text
   - iv. Bold text

d. Differentiate between entity and field as used in database packages. [2 Marks]
e. Explain any **FOUR** data types used in database packages. [4 Marks]
f. Explain the **THREE** possible file operations in a Windows environment. [3 Marks]

QUESTION FOUR [20 MARKS]

a. Outline the **FOUR** views of Microsoft Word editor. [4 Marks]
b. Differentiate between Autofil and Autosum as used in spreadsheets. [4 Marks]
c. State any **FOUR** features of a database application. [4 Marks]
d. Briefly explain how to move a file from the desktop area in a Windows environment to a flash disk connected to the computer. [4 Marks]
e. Outline any **FOUR** features of a file in a Windows environment. [4 Marks]

QUESTION FIVE [20 MARKS]

a. Briefly explain how to insert a table of 4 rows and 5 columns in a Microsoft Word document. [3 Marks]
b. Outline THREE basic types of data that can be used in spreadsheets. [3 Marks]
c. Differentiate between a query and a report as used in database applications. [3 Marks]
d. You are asked by your manager to design a database to store information about patients in your hospital.
    i. State any **THREE** pieces of information you will store. [3 Marks]
    ii. What piece of information will you use as a primary key? [1 Mark]
e. Explain **TWO** ways you can use spreadsheet software in a clinical setting. [4 Marks]
f. Differentiate between move and copy operation on file. [3 Marks]