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(Knowledge for Development)

KIBABII UNIVERSITY

**UNIVERSITY EXAMINATIONS
2020/2021 ACADEMIC YEAR**

**END OF SEMESTER EXAMINATIONS
YEAR ONE SEMESTER TWO EXAMINATIONS**

**FOR THE DEGREE OF
BACHELOR OF SCIENCE COMPUTER SCIENCE**

**COURSE CODE : CSC 124
COURSE TITLE : FUNDAMENTALS OF
COMPUTING ESSENTIALS II**

DATE: 13/07/2021 TIME: 02:00 P.M – 04 :00 P.M

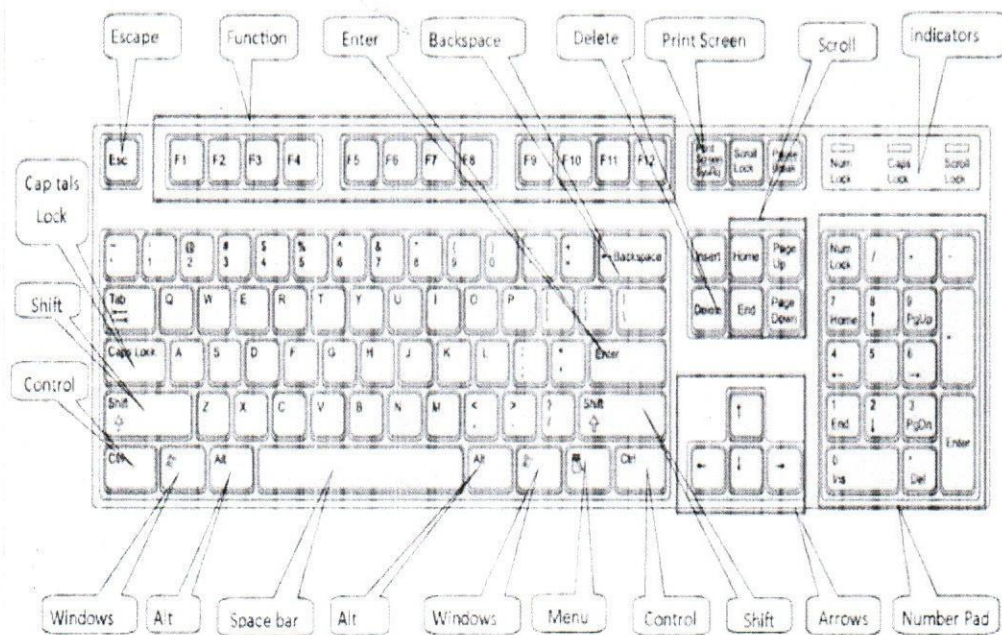
INSTRUCTIONS TO CANDIDATES

ANSWER QUESTIONS ONE AND ANY OTHER TWO

QUESTION ONE [COMPULSORY][30MARKS]

- a. What is a computer? [1 Mark]
- b. Define the following computer terminologies. [2 Marks]
- i. Firmware
 - ii. software

Explain the functionality of the following essential keys on the keyboard below. [4 Marks]



- i. Escape
 - ii. Shift key
 - iii. Enter/return key
 - iv. Backspace
 - v. alt key.
 - vi. Space bar
 - vii. toggle key
 - viii. Tab key
- c. State any three windows features. [3 Marks]
- d. To edit any text, there is need to select. State two methods that can be used to select a text

- [2 Marks]**
- e. What is formatting in word processor? Give to example of formatting. **[2 Marks]**
- f. Differentiate between worksheet and workbook as the terms used in Microsoft excel. **[2 Marks]**
- g. Describe on how to add a row in a given worksheet. **[2 Marks]**
- h. There are several methods to start access depending on how you have installed it. The most straightforward way is using the start button. Outline the procedure. **[4 Marks]**
- i. Highlight any two guidelines in creating a good presentation. **[2 Marks]**
- j. Using a table distinguish between functions and tools found in the standard tool bar and the formatting tool bar in Ms Powerpoint. **[6 Marks]**

QUESTION TWO [20 MARKS]

- a. Define Microsoft power point. **[1 Mark]**
- b. State and explain three guidelines in creating a good presentation. **[6 Marks]**
- c. Describe the four power point views that help you to view your work in different ways. **[8 Marks]**
- d. State the procedure of saving a presentation. **[3 Marks]**
- e. What is the function of place holders in Ms Powerpoint. **[2 Marks]**
- f. Describe what is warm booting and how it is done **[2 Marks]**

QUESTION THREE [20 MARKS]

- a. Good database design mean better storage, security and little maintenance effort. List four factors to consider in designing a good database. **[4 Marks]**
- b. Write down the criteria you would use to display employees details from a payroll database who earn between 90,000 and 240,000. **[2 Marks]**

c. Explain the following field properties:

- i. Field size [2 Marks]
- ii. Default value [2 Marks]
- iii. Validation rule [2 Marks]
- iv. Validation text [2 Marks]

d. A school keeps information on each of its pupils and part of the information contained on the computer file is shown below.

Ad no	Surname	First name	Date of birth	Tutor initial
200	John	Kamau	19/2/90	JK
201	Kinyua	Kamau	1/2/90	KK
202	Martin	Mwaura	21/3/90	MM
203	Murith	Kamau	22/4/90	MK
204	Mwai	Tom	24/4/90	MT

- i) How many records are shown? [1 Mark]
 - ii) How many fields does each record have? [1 Mark]
 - iii) In all computer database systems there is a unique field. Which is the unique field in this section of this file? [1 Mark]
 - iv) Why is it important to have a unique field? [1 Mark]
- e. Illustrate the importance of a database to a business. [2 Marks]

QUESTION FOUR [20 MARKS]

a. Define the following terms as used in spread sheets:

i) Columns **[1 Mark]**

ii) Rows **[1 Mark]**

iii) Cell **[1 Mark]**

b. An Agrovet Company wants to analyze its employee's personal details using Microsoft Excel. The company has five employees: Mary Anne, Francis Kihara, Lena Achieng, Hellen Wanjiku, and Mwangi Peter. Their ages are 20, 45, 90, 45 and 34 years respectively. Mary department; Mwangi Peter in finance department and Hellen Wanjiku in Computer department. Mary Anne and Hellen Wanjiku are single whereas Francis Kihara, Lena Achieng and Mwangi Peter are married.

Construct a worksheet showing the above information. Use appropriate column headings

[6 Marks]

c. i) What is a cell reference?

[1 Mark]

ii) Study the worksheet below and answer the questions that follow:

	A	B	C	D	E	F
1						
2	SKYWAYS AGENCIES					
3	PRODUCT	REGION	REGION	REGION	REGION	TOTAL
		1	2	3	4	Sale
4	Rexona	3400	3,700	4000	4100	
5	Lifebuoy	2500	2600	2100	2500	
6	Omo	6000	6100	6300	1600	
7	Ushindi	1200	1500	1400	6400	
8	Carmel	7000	6900	7200	8000	
9	Total					
10	Maximum					
11	Average					

i) Write functions that can be entered to get total, maximum, and average of each region.

[3 Marks]

ii) Write down the function that returns the number of sales in the four regions whose value is greater than or equal to 2000.

[2 Marks]

iii) function = sum (B4:E4) is entered at F5 and then copied to F8. Write down the function as it appears in the destination cell. **[3 Marks]**

iv. Elaborate two features of excel that make its use popular in computing. **[2 Marks]**

QUESTION FIVE [20 MARKS]

a. Define the term word processor. **[1 Mark]**

b. Differentiate between cut and copy in Microsoft word. **[2 Marks]**

c. We can transfer data or produce many copies by using the copy, cut and paste commands.

Highlight the procedure to make copies of data **[5 Marks]**

d. Describe the step by step mail merge that will enable combining information from two or more documents to produce an entirely new document. **[10 Marks]**

e. What is Macros and why is it important in Ms Word? **[2 Marks]**