(Knowledge for Development)

KIBABII UNIVERSITY

UNIVERSITY EXAMINATIONS
2018/2019 ACADEMIC YEAR

END OF SEMESTER EXAMINATIONS
YEAR ONE SEMESTER TWO EXAMINATIONS

FOR THE DEGREE OF
EDUCATION ARTS - SCHOOL-BASED

COURSE CODE   :   CSC 109
COURSE TITLE   :   COMPUTER APPLICATIONS

DATE: 05/12/2018   TIME: 11.30AM – 1.30AM

INSTRUCTIONS TO CANDIDATES

ANSWER QUESTIONS ONE AND ANY OTHER TWO.

QUESTION ONE

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

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 spread sheets. [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

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

a. Outline the **FOUR** views of Microsoft Word editor. [4 Marks]
b. Differentiate between Auto fill and Auto sum as used in spread sheets. [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

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 spread sheets. [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 spread sheet software in a clinical setting.[4 Marks]
f. Differentiate between move and copy operation on file. [3 Marks]