(Knowledge for Development)

KIBABII UNIVERSITY

UNIVERSITY EXAMINATIONS
2021/2022 ACADEMIC YEAR

RETAKE EXAMINATIONS
YEAR ONE SEMESTER TWO EXAMINATIONS

FOR THE RETAKE GROUP

COURSE CODE : CSC 109

COURSE TITLE : COMPUTER APPLICATIONS

DATE: 9/9/2022   **TIME:** 2.00 P.M – 4.00 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			

    i. What is the name of the cell with the value **65** [1 Mark]

    ii. Write a formula that will calculate the sum of each student [2 Marks]

    iii. Write a formula that will calculate the average for each student. [2 Marks]

    iv. 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 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 [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 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 [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 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]