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**UNIVERSITY EXAMINATIONS
2022/2023 ACADEMIC YEAR**

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

**FOR THE DEGREE OF
BACHELOR OF EDUCATION ARTS
(RETAKE CLASS)**

**COURSE CODE : CSC 109
COURSE TITLE : COMPUTER
APPLICATIONS**

DATE: 21/08/2023 TIME: 08.00 A.M – 10.00 A.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 Autofill 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]