



## KIBABII UNIVERSITY COLLEGE (Constitute college of MMUST)

### UNIVERSITY EXAMINATIONS 2013/2014 ACADEMIC YEAR CSC 109 COMPUTER APPLICATIONS

SECTION A Answer all questions in this section (30 marks)

Question #1 General [30 marks]

a) Write formulas for the operations (i) – (iv) based on the spreadsheet given below along with the relevant cell address:

	A	B	C	D	E	F	G
1	SNO	Name	Science	Maths	Computers	Total	Average
2	1	Swati	70	80	87	--	--
3	2	Shruti	90	98	89	--	--
4	3	Neelu	90	90	98	--	--
5	4	Rosy	60	76	79	--	--
6	5	Shreya	50	45	67	--	--
7	Max				--		
8	Total		--				

- To calculate the Total Marks as sum of Science, Maths & Computers for each student and display them in column F. (2mks)
- To calculate the average marks for each student and display them in column G.(2mks)
- To calculate the highest marks in Computers and display it in cell E7.(2mks)
- To calculate the total number of students appearing for the Science test and display it in cell C8. (2mks)

b) Explain the following terms as used in databases

- File

- ii) Record
  - iii) Field
  - iv) Database (4 marks)
- c) i) Identify and explain any four features in an ms-word window (4 marks)
- ii) Describe how you would include a picture in a word document (3 marks)
  - iii) Explain why one will need excel in his/her office? (2 marks)
- d) i) What is a database ?(2 mark)
- ii) Explain the features of a database (4 marks)
- e) How are charts useful in Excel? Compare any three chart types available in Excel. (3mks)

### **SECTION B ANY TWO QUESTIONS (40 marks)**

#### Question #2 [20 marks]

- a) Explain the following terms as used on the internet
- i) Web browser
  - ii) Search engine
  - iii) URL
  - iv) Web page
  - v) E-mail (8 marks)
- b) State and briefly explain five advantages of using a database (8 marks)
- c) What is the difference between replying to a message and forwarding it?(2mks)
- d) Write names of any two websites where information about latest viruses, anti-virus software etc can be found(2mks)

#### Question #3 [20 marks]

- a) Describe how to create a table in word (4 marks)
- b) You have been appointed to give a talk on the effects of drugs on society
- i) What software will you use to organize your talk (2 marks)
  - ii) Describe some of the features you will include when using the software to enhance your lecture (4 marks)
- c) Explain any five applications of the internet (6 marks)
- d) Differentiate between relative and absolute cell referencing techniques with the help of sample data. (4mks)

#### Question #4 [20 marks]

- a) As a Principal of a school, you are required to invite parents for a PTA meeting to be held at the school.
- Required

- i) Using your knowledge on data communication, describe how you will achieve this using a computer (4 marks)
- ii) After the meeting you are required to ensure that the parents get the minutes of the meeting online. Explain how you will achieve this with your computer (4 marks)
- b) You are required to ensure that details of students are well organized in a way they can be found easily. Which software in your opinion will assist you achieve this. (2 marks)
  - i) Using the software mentioned above, describe how you will create and organize students details in your school (6 marks)
  - ii) Explain the procedures of creating columns in a word document (4 marks)

Question #5 [20 marks]

- a) i) Explain how you can create a folder on a flash disk (3 marks)
  - ii) Name and briefly explain any four features of a desktop (4 marks)
  - iii) Explain the procedure of putting a file on a secondary storage assuming you created the file on drive C (3 marks)
- b) What is the difference between Animation and Transition? Which view can be used to insert and test the: (4mks)
  - 1. Animation effects and
  - 2. Transition effects
- c) Briefly explain the usage of the crop option of the Picture toolbar.(2mks)
- d) Explain the usage of the Network Places component of the windows operating system.(4mks)