CIR 107: COMPUTER APPLICATIONS

DATE: JANUARY, 2025
HOURS
TIME: 3

INSTRUCTIONS:

- Answer **ALL** Questions in **Section A** and any other TWO from **Section B**
- Write your registration number on all sheets of the answer booklet used.
- Use a **NEW PAGE FOR EVERY QUESTION** attempted and indicate number on the space provided on the page of the answer sheet.
- Fasten together all loose answer sheets used.
- No mobile phones in the examination room.

SECTION A: ANSWER ALL QUESTIONS

Question one (30 marks)

a) Explain the difference between an operating system and utility programs. Give two popular examples of each type of system software. *[Windows/ios payment]*   **[6 marks]**

b) Given examples, describe the architecture behind a relational model database.   **[4 Marks]**

c) Mary scored the following marks in an examination: 70, 80, 76, 33, 53. If the values are written at cells B5 to B9, write a formula that will be used to sum all the marks in Ms Excel.   **[4 Marks]**

is a model that contains tables with a common characteristics which reduces the amount of time for Searching and provides the user with quick and easy to retrieve data.

d) Briefly describe how you can create a folder on the computer music library [3 Marks]

e) A watermark is one of the security features for word documents. Clearly explain how you will place a diagonal watermark with your name in your word document. [5 Marks]

f) Explain two ways that can be used to retrieve any accidentally deleted document. [4 marks]

g) Mike was typing a letter on Monday. Unfortunately, the power went off unexpectedly and she could not recover the letter. Advice Mike how she can avoid data loss in the future. [4 Marks]

SECTION B: ANSWER ANY TWO QUESTIONS

Question Two (20 marks)

a) State and briefly explain any four types of formats that can be used to determine the type of data to be stored in a cell. [4 marks]

margin, orientation, long, integers, Date & time, currency

b) Describe any four alignment styles that can be applied in Excel worksheet. [4 marks]

- left alignment
- Right alignment [2 marks]
- Center alignment
- Justified. [2 marks]

c) Explain the following terms as applied in spreadsheets.

i) Cell and cell reference.

ii) Row and Row Header. *row reference*

iii) Column and Column Header. [2 marks]

a) Use appropriate examples to explain three types of cell referencing in Excel. [3 marks]

a) State and briefly explain any three views that can be used to display a word document. [3 marks]

- portrait - a word document is displayed with the right and left margins longer than the top and bottom margin.
- landscape - a word document is displayed with the right and left margins shorter than the top and bottom margins

Question Three (20 marks)

a) Define each of the following word processing features [4 Marks]
   i. Text wrap
   ii. Drop Cap - *this is the capital letter at the beginning of a sentence, that is below the line*
   iii. Paragraph mark
   iv. Insertion point.

b) Why do we use charts in spreadsheets [1 mark]

c) Describe the steps of creating a pie chart in a spreadsheet [3 Marks]

d) Explain three transition effects that could be applied to a slide during animation of objects in a presentation program [3 Marks]

e) With examples, explain the meaning of each of the following field properties as used in databases - *data type, field size* [6 Marks]

f) Differentiate between cold booting and warm booting. [3 Marks]

Question Four (20 marks)

a) Mail merge is the process of generating personalized letters or document by combining a main document. Discuss the three stages involved in mail merge. [8 marks]

b) Explain the importance of a status bar [2 marks]

c) What are page margins? Why are they important [2marks]

d) Describe how you would do the following using a word processor

    i) Set page orientation [2 marks]

    ii) Set page size [2 marks]

    iii) Add page numbers [2 marks]

    iv) Insert a page footer [2 marks]

Question Five (20 Marks)

a) You are asked to give grade, remarks and reward the lecturer of each unit based on the average marks in the five years using the following criteria.

AVERAGE	GRADE	REMARK	REWARD
Above 70	A	Excellent	Ksh. 5,000
60-69	B	Above average	Ksh. 3,000
50-59	C	Average	Ksh. 2,000
40-49	D	Below average	
Below 40	F	Poor	

    i) Write the formula to give the grade. [4 marks]

    ii) Write the formula to provide the remark. [4 marks]

    iii) Write the formula to compute the reward. [4 marks]

b) Kambo Enterprise sells items to make profit. It uses what-if decision to determine the highest unit