

Question One (30 Marks)

- a. *Using examples, differentiate between the following terms as used in computer applications*
- i) Primary and foreign keys (4 marks)
 - ii) Value and label (4 marks)
 - iii) Workbook and Worksheet (4 marks)
 - iv) Cell and Table (2 marks)
- b. Briefly describe the procedure of creating and renaming a folder in a window explorer. (4 marks)
- c. The formula $\$A\$1 + \$B\1 was entered on cell C1. How would the formula be if copied to F2? Give a reason for your answer. (4 marks)
- d. Explain 3 types of views in Ms PowerPoint (6 Marks)
- e. 'A workbook is considered a file'. Justify this statement. (2 marks)

Question Two (20 Marks)

- a. Describe 3 pitfalls of storing data in a traditional file (6 marks)
- b. State and explain any two types of computer backups (4 marks)
- c. Explain how to: (10 Marks)
- i. Put a table in a word document
 - ii. Search for a word in a word document
 - iii. Insert an image in a word document
 - iv. Change for American to British language in Ms word
 - v. Save a word document in a flash disk

Question Three (20 Marks)

- a. Explain the purpose of the following in MS Excel (6 Marks)
- a. CountIF
 - b. SumIF
 - c. IF
- b. Explain 4 important components of MS Excel (4 Marks)
- c. Excel offers different types of cell referencing. Using suitable example, state and explain any two types of cell referencing. (8 marks)
- d. Importance of queries in Ms Access (2 Marks)

Question Four (20 Marks)

- a. Write short notes on the following (20 Marks)
- i. Word processors
 - ii. Spreadsheet applications
 - iii. Database system
 - iv. System software

Question Five (20 Marks)

- a. Some companies still maintain their records using tradition file systems. Explain any five weaknesses of this kind of approach. (10 marks)
- b. Discuss the five different kinds of errors that could occur while working in Excel. (10 marks)