

Question One (30 Marks)

- a. Steps for creating a new word document (5 Marks)
- b. Importance of queries in Ms Access (2 Marks)
- c. Using an example, differentiate between a formula and a function as used in Excel. (4 Marks)
- d. Function of the following combination as used in Ms Office packages (5 Marks)
 - i. Ctrl +Z
 - ii. Ctrl +X
 - iii. F5
 - iv. Ctrl +T
 - v. Ctrl +V
- e. 'A workbook is considered a file'. Justify this statement. (2 marks)
- f. A Database is the backbone of the data storage and subsequent information processes in an organization. State and explain the three types of databases. (6 marks)
- g. Given a column called AGE_GROUP and the information below, write a Nested IF statement that will determine the age group status of students. (6 marks)

Age Groups

- >= 60 Old Man
- >= 35 Middle Aged
- >=20 Youth
- >=13 Teenager
- >=7 Toddler
- < 7 Infant

Question Two (20 Marks)

- a. Explain 3 types of paragraph alignment as used in Ms Word (6 marks)
- b. State and explain any two types of computer backups (4 marks)
- c. Explain how to (10 Marks)
 - i. Create a table in a word document.
 - ii. To save a word document in a flash disk
 - iii. You wish to attach reference notes to the text you are typing in your document. Explain how you can do this, and put the notes at the end of the document or at the bottom of each page.
 - iv. In your document you have typed some words in American spelling with "ize", which you need to change to British spelling with "ise". Explain how you will do it.
 - v. Create folders in Ms Windows

Question Three (20 Marks)

- a. Explain the need for presentation software (4Marks)
- b. Explain 3 types of database models. (6 Marks)
- c. The picture below was extracted from spreadsheet 2007. Use it to answer the questions below.

	A	B	C	D	E	F	G	H	I	J	K	L
	Students							Total	Avarage			
1	Names	Sex	Maths	English	Kiswahili	Chemistry	Biologhy	marks	Marks	Highest	Lowest	
2	Doreen	F	62	50	30	20	90					
3	Leila	F	36	32	60	65	18					
4	Tom	M	56	65	62	32	45					
5	Joyce	F	89	98	45	45	56					
6	Fatma	F	23	20	12	12	54					
7	Mildred	F	12	14	45	89	10					
8	Linnet	F	24	50	89	52	89					
9	John	M	81	14	56	30	56					
10	Joseph	M	45	56	23	23	56					
11	Kassim	M	50	90	56	56	54					
12												

- i. State and explain the feature used in cells A1, H1 and I1 above. (2 marks)
- ii. Write the formula that can be used to calculate (8 marks)
 - i. Total marks in cell H2
 - ii. Average mark in cell I3
 - iii. Highest mark in cell J5
 - iv. Lowest mark in cell K11

Question Four (20 Marks)

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

iv. Presentation Software

Question Five (20 Marks)

- a. As a person with knowledge about application software, and assuming that you have been called to advice on the same. Explain fully any five factors that the business should consider so as to buy the most appropriate application packages (10 Marks)
- b. Word processing package is suitable in the preparation of textual documents among others. Identify with examples three features supported by the Word Processor. (6 marks)
- c. Using a suitable example define the term 'Range' as used in spreadsheets. (4 marks)