CISSE FOUNDATION LEVEL

COMPUTER INFORMATION SYSTEMS APPLICATIONS

TUESDAY: 3 December 2024. Afternoon Paper.   **Time Allowed: 3 hours.**

Answer ALL questions. This paper has two sections. SECTION I has thirty (30) Multiple Choice Questions. Each question is allocated one (1) mark. SECTION II has three (3) practical questions of seventy (70) marks. Marks allocated to each question are indicated in the question.

Required resources:
• **A computer**
• **MS Office suite 2016**

SECTION I (30 MARKS)

1. Which one of the following tasks involves setting up a program on a computer to enable it to perform specific functions?
    A.   Hardware maintenance
    B.   Software installation
    C.   Network configuration
    D.   Data backup   (1 mark)

2. The purpose of using the 'Word Count' option in a document is to _____.
    A.   find and replace specific words, characters, and paragraphs in the document
    B.   format the document's layout and margins
    C.   count the number of words, characters and paragraphs in the document
    D.   check for spelling errors in the document   (1 mark)

3. When you write a Microsoft Access query using the SQL SELECT statement, the result returned by the query is known as _____.
    A.   crosstab query
    B.   wizard
    C.   macro
    D.   recordset   (1 mark)

4. A USB flash drive is a portable storage device that connects to a computer through a USB port. Which one of the following steps should be followed to safely eject a USB flash drive from a computer?
    A.   Simply unplugging the device
    B.   Shutting down the computer
    C.   Formatting the device
    D.   Right-clicking and selecting 'Eject'   (1 mark)

5. Eunice entered the URL https://www.xyz.co.ke into a browser. Which part of this address represents the website's domain name?
   A. xyz
   B. https://
   C. www.
   D. .ke   (1 mark)

6. The following are features in a Microsoft Excel application window, **EXCEPT** _____.
   A. Status bar
   B. Row header
   C. Formula bar
   D. Themes   (1 mark)

7. Which one of the following statements is a benefit of using desktop publishing software over traditional printing methods?
   A. Higher cost
   B. More complex designs
   C. Greater control over layout and design
   D. Requires more physical printing materials   (1 mark)

8. When organising files on a computer, which one of the following file properties assures that a file can only be seen but not changed?
   A. Hidden
   B. System
   C. Read-only
   D. Executable   (1 mark)

9. A type of cell referencing where the reference is made to a specific address and does **NOT** change even if the formula is copied to a different cell is called _____.
   A. mixed
   B. absolute
   C. relative
   D. logical   (1 mark)

10. Icons are pictorial representations of a command. Identify the following command button as used in word processing

    x^2

    A. Change text
    B. Superscript
    C. Clear all formatting
    D. Increase font size   (1 mark)

11. The purpose of Mail Merge tool is to _____.
    A. format documents consistently across different platforms
    B. merge multiple documents into one cohesive file
    C. create a document template that can be filled in manually by multiple users
    D. create a single document with personalised information for each recipient   (1 mark)

12. A type of number format that is used to line up the currency symbols and decimal points in Excel is known as
    _____.
    A.   general
    B.   number
    C.   accounting
    D.   currency   (1 mark)

13. Ann Kasuku wants to use the keyboard to change the font. Which one of the following keyboard shortcuts should she
    use to change the font?
    A.   CTRL + F
    B.   CTRL + SHIFT + F
    C.   CTRL + SHIFT + >
    D.   SHIFT + F3   (1 mark)

14. An object used to change and analyse specific data from tables in Microsoft Access is called _____.
    A.   reports
    B.   modules
    C.   forms
    D.   queries   (1 mark)

15. Which one of the following Excel features allows you to format cells based on certain conditions, such as highlighting
    cells with values that exceed a given threshold?
    A.   Conditional Formatting
    B.   Filtering
    C.   VLOOKUP
    D.   Pivot Tables   (1 mark)

16. Which one of these operations moves a file to a different location on the same drive without using the keyboard
    shortcuts or the toolbars?
    A.   Drag and drop the file
    B.   Copy and paste the file
    C.   Drag and drop the file while holding the Ctrl key
    D.   Use the Task Manager   (1 mark)

17. Which one of the following types of relationship in a database design indicates that multiple records in Table A can
    be associated with multiple records in Table B?
    A.   Many-to-many
    B.   One-to-one
    C.   One-to-many
    D.   Many-to-one   (1 mark)

18. A super calculator that is used to perform computations involving rows and columns is known as _____.
    A.   workbook
    B.   worksheet
    C.   scientific
    D.   spreadsheet   (1 mark)

19.   Which database analysis tool allows you to choose display entries that satisfy certain criteria, like removing transactions that total less than a given amount?
        A.   Filter
        B.   Reports
        C.   Modules
        D.   Sort   (1 mark)

20.   The purpose of Track Changes in Word is to _____.
        A.   highlight text in a word processor
        B.   track word count in a word processor
        C.   record all edits made to the document
        D.   keep track of footnotes   (1 mark)

21.   Which one of the following statements **BEST** explains how a master slide applies and manages design elements, such as headers and logos, throughout a presentation?
        A.   It allows you to create and edit individual slides manually
        B.   It automatically updates design elements on all slides, ensuring consistency
        C.   It limits the number of design elements you can use in a presentation
        D.   It provides options for adding animations to each slide individually   (1 mark)

22.   Which action in PowerPoint enables you to include additional information that is not visible to the audience but serves as a reference for you during the presentation?
        A.   Embedding Media Files
        B.   Creating Action Buttons
        C.   Adding Speaker Notes
        D.   Inserting Hyperlinks   (1 mark)

23.   Which feature is used to apply formatting in multiple places in word processing?
        A.   Mail Merge
        B.   Paste Special
        C.   Compare and Combine
        D.   Clipboard   (1 mark)

24.   Which function returns the number of records that meet a given criteria in a Microsoft Excel spreadsheet?
        A.   COUNT()
        B.   SUMIF()
        C.   PRODUCT()
        D.   COUNTIF()   (1 mark)

25.   How can you ensure that design elements extend to the edge of the page after trimming?
        A.   Use a margin
        B.   Set a bleed area
        C.   Increase the font size
        D.   Use a smaller paper size   (1 mark)

26. Which view allows you to see all slides in your presentation?
    A.   Slide Show View
    B.   Normal View
    C.   Slide Sorter View
    D.   Outline View   (1 mark)

27. When designing a layout in desktop publishing software, which feature lets you set dimensions like letter, legal or custom proportions to accommodate different printing requirements?
    A.   Page Margins
    B.   Page Orientation
    C.   Master Pages
    D.   Page Size   (1 mark)

28. Which document in desktop publishing software is commonly used to convey thorough information about a company's products or services in a concise and visually appealing format?
    A.   Brochure
    B.   Newsletter
    C.   Report
    D.   Memo   (1 mark)

29. Which feature in Excel enables you to set rules that restrict the types of data that can be entered into a field, such as only dates or specific number ranges?
    A.   Data Validation
    B.   Data Filtering
    C.   Freezing pane
    D.   Paste special   (1 mark)

30. Which option in PowerPoint allows you to set exit effects so that slide items fade out when transitioning to the next slide?
    A.   Animation Pane
    B.   Slide Layout
    C.   Custom Animation
    D.   Slide Transitions   (1 mark)

SECTION II (70 MARKS)

31. Create a Word document called "Question 31". Use it to save your answers to questions (a) to (e) below:

    (a)   Create the document shown below.   (4 marks)

    Automated salons and spas
    In a spa environment, clients NOT only have the goal of receiving a skin or body treatment to solve problems, but they also want to focus on their well-being and feel rejuvenated. Salons and spas have been improving how they carry out their activities by using different supplies, tools, machines and equipment. Spas have become the new age beauty service providers. The fastest-growing segment of the beauty industry is day Spas.

    Through the years, many pieces of equipment have been developed to help the beauty industry meet its goals and offer better customer service. Some time back and even now in some areas and countries, if you want your hair done, or any other beauty service, you have to go to a salon and wait in a queue for your turn.

This causes delays and if the employees rush to serve every client, it may lead to poor customer service, talk about the time the client had to wait to be attended to. Society is coming up with ways to try and solve this, but sometimes their effort is futile. Demand for salons and spas will continue to grow because people want to keep up with the upcoming trends.

(b) Using the document in Question 31 (a) generate a balanced three-column document. (3 marks)

(c) Insert a vertical line in between the three columns. (3 marks)

(d) Add an in-margin drop cap to the first letter in the first paragraph. (3 marks)

(e) Apply the following formats to the heading **"Automated salons and spas":**

(i) Change case to uppercase. (2 marks)

(ii) Align the heading to the center. (2 marks)

(iii) Change the font to Arial black. (2 marks)

(iv) Increase the font size to 12. (2 marks)

SOLUTION

AUTOMATED SALONS AND SPAS

I n a spa environment clients NOT only have the goal of receiving a skin or body treatment to solve problems, they also want to focus on their well-being and feel rejuvenated. Salons and spas have been improving how they carry out their activities, by using different supplies, tools, machines, and equipment. Spas have become the new age beauty service providers. The fastest-growing

segment of the beauty industry is day spas.

Through the years many pieces of equipment have been developed to help the beauty industry meet its goals and offer better customer service. Some time back and even now in some areas and countries, if you want your hair done, or any other beauty service, you have to go to a salon and wait in a queue for when it is your turn.

This causes delays and if the employees rush to serve every client, it may lead to poor customer service, talk about the time the client had to wait to be attended to. Society is coming up with ways to try and solve this, but sometimes their effort is futile. Demand for salons and spas is growing and will continue to grow because people want to keep up with the upcoming trends.

(f) Create the table below in Microsoft word. (4 marks)

Overall Risk Rating	Risk Colour Code	Interpretation
HIGH RISK	**RED**	Will result in loss
MODERATE RISK	**AMBER**	Will result in a manageable loss
LOW RISK	**GREEN**	Loss is already under control

Save and upload "Question 31".

(Total: 25 marks)

32. Create a document named "Question 32" and use the document to save solution to questions (a) to (f) below.

Using Spreadsheet software and dataset below, perform the following:

	A	B	C	D	E	F	G
1				Emplyee Records			
2	Emp_ID	Name	Department	Joining_Date	Salary	Status	Email
3	EID1001	Daniel Mwangi	Sales	1/10/2023	55000	Active	dniel.mwangi@xyz.com
4	EID1002	Mary Maingi	HR	3/15/2022	60000	Active	mary.maingi@xyz.com
5	EID1003	Daniel Ochieng	IT	6/22/2023	62000	Active	daniel.ochieng@xyz.com
6	EID1004	Lucy Njeri	Sales	11/5/2021	57000	Inactive	lucy.njeri@xyz.com
7	EID1005	Peter Kamau	IT	8/17/2022	65000	Active	peter.kamau@xyz.com
8	EID1006	Aisha Abdallah	HR	2/20/2023	59000	Active	aisha.abdallah@xyz.com
9	EID1007	John Wafula	Sales	7/25/2022	58000	Active	john.wafula@xyz.com
10	EID1009	Grace Lokinyar	IT	10/30/2021	63000	Active	grace.lokinyar@xyz.com
11	EID1010	Samuel Otieno	HR	4/12/2023	61000	Inactive	samuel.otieno@xyz.com
12	EID1011	Elizabeth Tanui	Sales	5/18/2022	56000	Active	elizabeth.tanui@xyz.com

(a) Sort the dataset by "Joining_Date" in ascending order. (3 marks)

(b) Sort the dataset by Salary in descending order. (3 marks)

(c) Using the custom set feature sort the dataset first by Department (ascending) and then by Salary (descending). (4 marks)

(d) Filter the dataset to show only employees with the Status "Active". (4 marks)

(e) Use data validation in the Department column to verify that only "Sales", "HR" or "IT" can be input. (5 marks)

(f) Ensure data integrity in the Email column by validating that all addresses follow the standard format, including "@" and ".com". Inform users of any errors with the message "Please enter a valid email address." (6 marks)

Save and upload "Question 32".

(Total: 25 marks)

33. Create a document named "Question 33" and use the document to save solutions to questions (a) to (d) below.

Using PowerPoint software perform the following:

(a) Using presentation software, create slides containing the data shown below. (12 marks)

Slide 1:

JOKEZI GENERAL SHOP
COME 1! COME 2! COME ALL!

Slide 2:
PRODUCTS AVAILABLE

❖ Soft drinks
❖ Cleaning products
❖ Fresh vegetables
❖ Fresh fruits
❖ Spices and herbs
❖ Oils
❖ Bathing products

❖ Dairy products
❖ Bakery goods
❖ Frozen foods
❖ Beauty products
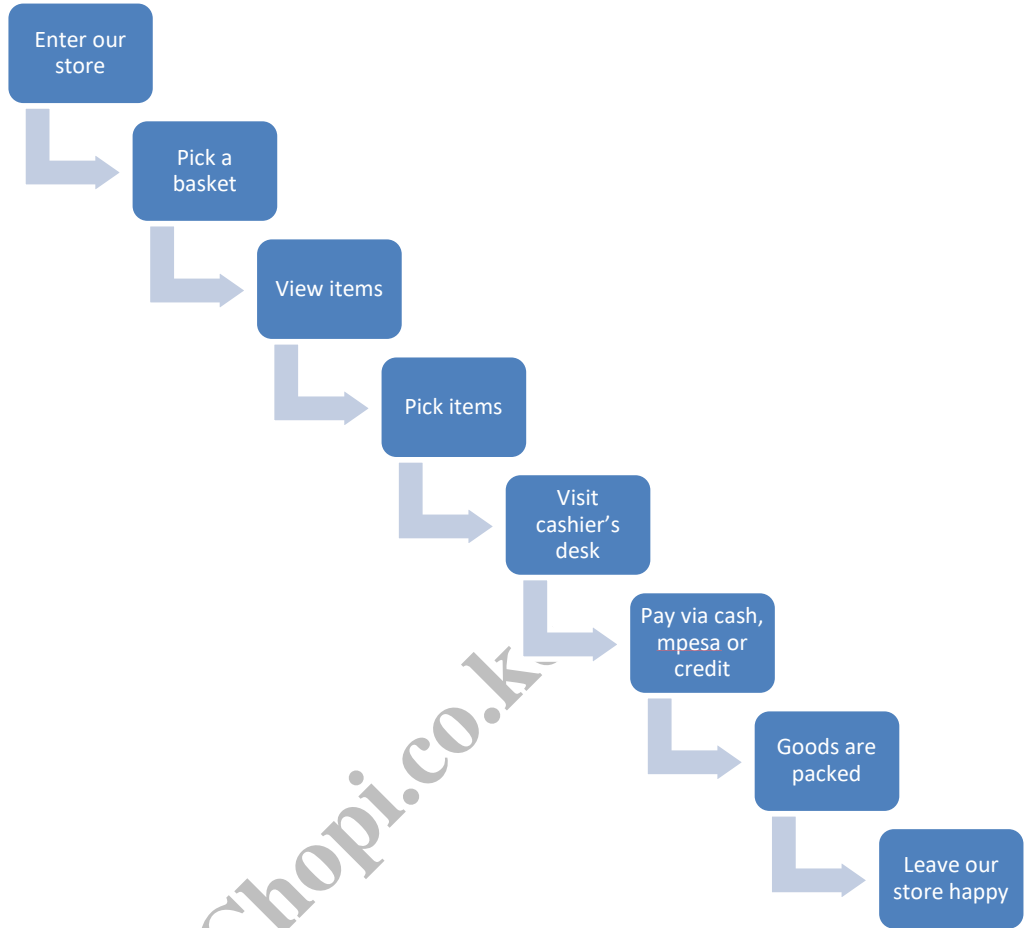❖ Baby products
❖ Pet supplies

Slide 3:

ADVANTAGES OF SHOPPING WITH US
➢ We have the most popular brand products in our store
➢ Our produce is fresh
➢ We offer amazing discounts to our customers
➢ We offer credit to our loyal customers
➢ Pay via cash or mpesa
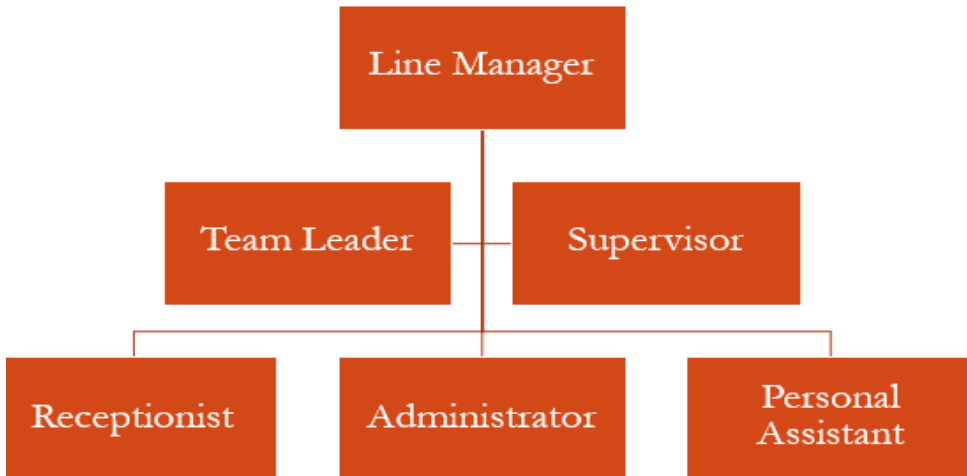
Slide 4:

CONTINUE TO VIEW OUR PURCHASE PROCESS

Slide 5:

Slide 6:

THANK YOU AND WELCOME BACK
WE VALUE YOU!

(b)   Using Smart Art, create a new slide as shown below after slide 5. Format the entered text to Garamond font, size 20 and set it to bold.   (4 marks)

(c)   Insert slide number to all the presentation slides.   (2 marks)

(d)   Apply the transition effect of your choice.   (2 marks)

Save and upload "Question 33".

(Total: 20 marks)

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COMPUTER INFORMATION SYSTEMS APPLICATIONS

TUESDAY: 20 August 2024. Afternoon Paper.   **Time Allowed: 3 hours.**

Answer ALL questions. This paper has two sections. SECTION I has thirty (30) Multiple Choice Questions. Each question is allocated one (1) mark. SECTION II has three (3) practical questions of seventy (70) marks. Marks allocated to each question are indicated in the question.

Required resources:
• **A computer**
• **MS Office suite 2016**

SECTION I (30 MARKS)

1. The purpose of a master slide in a presentation application is to _____.
    A.   manage the overall design and layout of the entire presentation
    B.   insert new slides quickly
    C.   apply animations to text
    D.   create speaker notes   (1 mark)

2. Which one of the following functions returns the current date and time in a spreadsheet?
    A.   TODAY()
    B.   NOW()
    C.   DATE()
    D.   TIME()   (1 mark)

3. Which one of the following consists of three slide thumbnail images on the left side and several printed lines for note-taking on the right of each thumbnail?
    A.   Handouts page
    B.   Master slide
    C.   Notes master
    D.   Slide sorter   (1 mark)

4. The advantage of using master slides and templates in a presentation program is that they _____.
    A.   allow for greater flexibility in slide design
    B.   save time by providing pre-designed layouts and formatting options
    C.   improve collaboration by enabling real-time editing of presentations
    D.   enhance the functionality of PowerPoint with advanced features   (1 mark)

5. Which one of the following actions can be used to create a relationship between two tables?
    A.   Drag any field from the parent table and drop onto the child table
    B.   Drag the foreign key of a table into primary key of a table
    C.   Drag the primary key of a table into foreign key of another table
    D.   Drag any field from the child table and drop onto the parent table   (1 mark)

6. Which type of formula addressing is this, SUM ($B7, C2)?
    A.   Absolute addressing
    B.   Mixed addressing
    C.   Relative addressing
    D.   Circular referencing   (1 mark)

7. The function of a PivotTable in a spreadsheet program is to _____.
   A.   perform calculations on data
   B.   create visual representations of data
   C.   summarise and analyse large datasets
   D.   join text from multiple cells   (1 mark)

8. Which one of the following file formats can be used for saving publications in desktop publishing software?
   A.   .txt
   B.   .pdf
   C.   .docx
   D.   .xlsx   (1 mark)

9. Which one of the following features of a web browser allows users to extend its functionality with additional tools and features?
   A.   Plugins
   B.   Address bar
   C.   Bookmarks
   D.   History   (1 mark)

10. Which one of the following actions is the first step when installing an operating system on a new computer?
   A.   Downloading antivirus software
   B.   Formatting the hard drive
   C.   Setting up user accounts
   D.   Installing application software   (1 mark)

11. Which one of the following file management operations would you use to have a duplicate of a file to a new location?
   A.   Rename
   B.   Move
   C.   Delete
   D.   Copy   (1 mark)

12. What should you do if software installation process gets stuck or fails?
   A.   Restart the computer immediately
   B.   Contact customer support without trying any other options
   C.   Check the system requirements and log files and try reinstalling the software
   D.   Install a different software   (1 mark)

13. Which one of the following statements **BEST** describes the term Cell as used in Spreadsheet application?
   A.   The intersection of a row and a column
   B.   A group of worksheets within a workbook
   C.   A range of data within a worksheet
   D.   A type of chart on a worksheet   (1 mark)

14. Which one of the following SQL statements is used to remove data or objects from a database or a table?
   A.   DELETE
   B.   ALTER
   C.   DROP
   D.   REMOVE   (1 mark)

15. In Microsoft word, which one of the following processor toolbars includes the options for bold, italic and underline?
   A.   File toolbar
   B.   Home toolbar
   C.   Review toolbar
   D.   Layout toolbar   (1 mark)

16. In the context of cell referencing, $F$1 can be categorised as?
   A.   Circular
   B.   Mixed
   C.   Relative
   D.   Absolute   (1 mark)

17. Which one of the following features in a word processor allows application of consistent formatting across a document?
    A.   Template design
    B.   Styles duplicator
    C.   Format Painter
    D.   Macros copy   (1 mark)

18. The type of chart that is currently in place can be changed by _____.
    A.   double-clicking on the chart
    B.   going to the filing menu
    C.   right-clicking the chart and selecting "change chart type"
    D.   using the home tab options   (1 mark)

19. Which one of the following publications is **BEST** suited for creating interactive digital documents?
    A.   E-book
    B.   Newsletter
    C.   Poster
    D.   Brochure   (1 mark)

20. In the context of desktop publishing, the primary purpose of frames is to _____.
    A.   display animations
    B.   manage colour schemes
    C.   hold and position text or images within a document
    D.   create hyperlinks   (1 mark)

21. Which one of the following database application tools lets you enter, modify and view records in a table?
    A.   Forms
    B.   Reports
    C.   Modules
    D.   Macros   (1 mark)

22. Which one of the following devices is commonly used for video conferencing and live streaming?
    A.   Printer
    B.   Webcam
    C.   Speaker
    D.   External hard drive   (1 mark)

23. Which one of the following features in Microsoft Word allows a user to create stylised text with various effects such as textures, outlines, and shadows?
    A.   Thesaurus
    B.   Drop Cap
    C.   WordArt
    D.   SmartArt   (1 mark)

24. When working on data captured in a worksheet, an error "#Num!" was reported. What might be the cause of this error?
    A.   A reference was deleted after creating a formula
    B.   The number is too large or too small to be displayed
    C.   An unexpected value was entered somewhere in the formula
    D.   The column is too narrow to display the output   (1 mark)

25. Which one of the following statements show the importance of a relationship in a relational database?
    A.   Establishes a connection between a pair of tables that are logically related to each other
    B.   Filters records containing only certain fields and of certain criteria
    C.   Allows users to automate tasks and add functionality directly to your tables
    D.   Allows users to input information in a prescribed order and in which subsequent steps may depend on information entered in previous ones   (1 mark)

26. How can a user quickly navigate to the last data-containing cell in a worksheet?
    A.   Shift + End
    B.   Shift + Enter
    C.   Ctrl + End
    D.   Ctrl + Shift + L   (1 mark)

27. Which one of the following features allows you to change data in a cell based on the data in another cell?
    A.   PivotTable
    B.   Data Validation
    C.   What-If Analysis
    D.   Conditional Formatting   (1 mark)

28. Which one of the following commands will display a list of files and directories in the current directory?
    A.   cls
    B.   dir
    C.   cd
    D.   rm   (1 mark)

29. The primary purpose of saving a publication in desktop publishing software is to _____.
    A.   print the publication
    B.   close the software
    C.   share the publication with others
    D.   delete the publication   (1 mark)

30. What does the PMT function calculate in a spreadsheet?
    A.   Payment for a loan based on constant payments and a constant interest rate
    B.   Principal amount of a loan
    C.   Total interest paid over the life of a loan
    D.   Future value of an investment   (1 mark)

SECTION II (70 MARKS)

31. Create a document named "Question 31" and use the document to save solution to questions (a) to (b) below.

    (a)   Using word processing software perform the following:

           (i)   Type the poetic short story below.   (3 marks)

                  God's Boxes
                  I have in my hands two boxes,
                  Which God gave me to hold.
                  He said, "Put all your sorrows in the black box,
                  And all your joys into the gold."

                  I heeded His words, and in the two boxes,
                  Both my joys and sorrows I stored,
                  But though the gold became heavier each day,
                  The black was as light as before.

                  With curiosity, I opened the black,
                  I wanted to find out why,
                  And I saw, in the base of the box, a hole,
                  Which my sorrows had fallen out by.

                  I showed the hole to God and mused,
                  "I wonder where my sorrows could be?"
                  He smiled a gentle smile and said,
                  "My child, they're here with me."

                  I asked God why He gave me the boxes,
                  Why the gold and the black with the hole?
                  "My child, the gold is for you to count your blessings.
                  The black is for you to let go."

           (ii)   Above the title, insert two well labelled Black coloured and Gold coloured boxes.   (4 marks)

(iii)   Change the Title using WordArt to have fill: Black, Text colour: 1, Outline: white, Background colour:1 Hard shadow: Blue.   (3 marks)

(iv)   Make letter I at the start of stanza 5 to be in margin.   (2 marks)

(v)   Insert a text box in stanza 5 and rotate it 180 degrees.   (3 marks)

(b)   Assume you are an employee of a company called "Jumay Solutions". Your task is to create, customise and manage invoices using Microsoft Word's Invoice template.

(i)   Find and insert on a new page, a suitable template for creating an invoice.   (3 marks)

(ii)   Replace the placeholder company information with the following details.   (3 marks)
        Company Name: Jumay Solutions
        Tagline: Today's solutions for better tomorrow
        Address: P.O. Box 1111 Kwemba Highlands
        Phone: (254) 123-456-789
        Email: info@jumaysolutions.co.ke

(c)   Design and insert a logo on the invoice.   (4 marks)

Save "Question 31" document and upload.   **(Total: 25 marks)**

32.   Create a Word processing document named "Question 32" and use the document to save solution to questions (a) to (c) below.

Using Spreadsheet software perform the following:

(a)   Create a workbook named "Zalisha Co".

(i)   Create a worksheet named "Sales Rep" with the following data: (3 marks)

	A	B	C	D	E	F	G	H
1	Last Name	First Name	Hire Date	Hire Month	Department	Division	Salary	Bonus
2	Juma	Alex	4/2/2023	Apr	Sales	5	Kshs35,000	Kshs2,917
3	Wayne	Kamau	3/8/2023	Mar	Administration	2	Kshs33,000	Kshs2,750
4	Sarah	Hussein	11/18/2023	Nov	Support	2	Kshs32,000	Kshs2,667
5	Alex	Kemboi	1/2/2023	Jan	New Tech	5	Kshs72,000	Kshs6,000
6	Moses	Jabulani	9/7/2023	Sep	Support	4	Kshs29,000	Kshs2,417
7	Winnie	Adisa	10/4/2023	Oct	Administration	4	Kshs60,000	Kshs5,000
8	Tan	Muthee	1/6/2023	Jan	New Tech	2	Kshs34,000	Kshs2,833
9	George	Kirui	6/12/2023	Jun	Sales	2	Kshs35,000	Kshs2,917
10	Williams	Otieno	8/18/2023	Aug	Sales	2	Kshs35,000	Kshs2,917
11	Davis	Kimani	1/4/2023	Jan	Support	2	Kshs38,000	Kshs3,167
12	Burt	Janice	9/13/2023	Sep	Support	2	Kshs40,000	Kshs3,333
13	Morrison	Ndege	3/24/2023	Mar	New Tech	2	Kshs51,000	Kshs4,250
14	Odongo	Mike	5/12/2023	May	Administration	3	Kshs35,000	Kshs2,917
15	Ken	Ekai	9/29/2023	Sep	Sales	4	Kshs36,000	Kshs3,000

(ii)   Filter the Department in Ascending order and capture the resulting screen.   (2 marks)

(iii)   Determine the subtotal for the average salary and bonus in each department and capture the result.
                                                                                (3 marks)

(iv)   Sort the data by multiple values in the following order: (4 marks)

Column	Sort on	Order
Department	Values	A to Z
Division	Values	Largest to smallest
Salary	Values	Smallest to largest
Hire date	Values	Oldest to newest

(b)   Using the data below, create a new worksheet named "Similar records". Use the appropriate tool to eliminate duplicates in the data.   (4 marks)

	A	B	C	D	E	F	G	H	I	J	K
1	Dataset with Duplicate Records						Dataset with Unique Records				
2											
3	Salesperson ID	First Name	Last Name	Office Location	Sales £		Salesperson ID	First Name	Last Name	Office Location	Sales £
4	A147	Jayden	Miller	London	260,500		A147	Jayden	Miller	London	260,500
5	A148	Isabella	Jones	Cardiff	185,900		A148	Isabella	Jones	Cardiff	185,900
6	A149	Ann	Luna	Glasgow	174,800		A149	Ann	Luna	Glasgow	174,800
7	A150	Harper	Green	Birmingham	220,400		A150	Harper	Green	Birmingham	220,400
8	A151	Paula	West	Bristol	185,600		A151	Paula	West	Bristol	185,600
9	A152	Wayne	Milner	London	305,300		A152	Wayne	Milner	London	305,300
10	A147	Jayden	Miller	London	260,500		A147	Jayden	Miller	London	260,500
11	A150	Harper	Green	Birmingham	220,400		A150	Harper	Green	Birmingham	220,400

(c)   (i)   Create a new worksheet named "County" with the following data.   (2 marks)

	A	B	C
1	County	County Extracted	County code Extracted
2	KitaleKTL		
3	MombasaMBS		
4	NairobiNRB		
5	BungomaBGM		
6	Maasai MaraMSM		

(ii)   Using appropriate function extract the county name without the code.   (4 marks)

(iii)   Using the appropriate function, extract the county code from the name.   (3 marks)

Save "Question 32" document and upload.   **(Total: 25 marks)**

33.   Create a document named "Question 33" and use the document to save solution to questions (a) to (e) below.

(a)   Create a blank database named Stock Items.   (2 marks)

(b)   Design a table named Item Prices with the following fields: (3 marks)

Field Name	Data Type
Item	Short Text
ItemCode	Short Text
Quantity	Short Text
Price (Ksh)	Number

(c)   Set ItemCode as the primary key.   (1 mark)

(d)   Insert the following data in the "Item Prices" table: (4 marks)

Item Code	Item	Quantity	Price (Ksh.)
WTC-20	Cylindrical water tank	20 liters	850
WTC-200	Cylindrical water tank	200 liters	3600
WCT-500	Cylindrical water tank	500 liters	7500
WTR-500	Rectangular water tank	500 liters	9500
WTC-1000	Cylindrical water tank	1000 liters	9100
ST-1000	Steel cage water tank	1000 liters	8500
WTC-3000	Cylindrical water tank	3000 liters	25000
WTC-6000	Cylindrical water tank	6000 liters	54000
WTC-8000	Cylindrical water tank	8000 liters	85000
WTC-10000	Cylindrical water tank	10000 liters	120000

(e)   Create a query to display the cylindrical and rectangular water tanks. Run the query and save it as "**Plastic tanks query**".   (4 marks)

(f)   Create a form to display the Item Code, Quantity and Price fields in a tabular layout format. Save the form as "**Plastic tanks form**".   (2 marks)

(g)   Create a report to display the Item, Quantity and Price fields. Sort the data in ascending order using the Item field. Add a function to sum all the figures in the Price column. Save the report as "**Prices report**".   (4 marks)

Save "Stock Items" database and upload.   **(Total: 20 marks)**

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CISSE FOUNDATION LEVEL

COMPUTER INFORMATION SYSTEMS APPLICATIONS

TUESDAY: 23 April 2024. Afternoon Paper.   **Time Allowed: 3 hours.**

Answer ALL questions. This paper has two sections. SECTION I has thirty (30) Multiple Choice Questions. Each question is allocated one (1) mark. SECTION II has three (3) practical questions of seventy (70) marks. Marks allocated to each question are indicated in the question.

Required resources:
• A computer
• MS Office suite 2016

SECTION I (30 MARKS)

1.   What purpose does the Basic Input/Output System (BIOS) of a computer serve?
A.   Manage network connections
B.   Create and edit documents
C.   Control input devices
D.   Bootstrap the computer and load the operating system   (1 mark)

2.   Which one of the following features in Microsoft Word allows you to combine multiple cells of a table into a single cell?
A.   Merge Cells
B.   Split Cells
C.   Convert to Text
D.   Distribute Rows   (1 mark)

3.   Which one of the following feature in Microsoft Excel allows you to automate repetitive tasks and operations?
A.   Macros
B.   Formulas
C.   Functions
D.   Templates   (1 mark)

4.   Given a file path that starts with "C:\Users\Username\Documents\File.txt," what does "File.txt" stand for?
A.   Folder name
B.   File name
C.   File extension
D.   Drive letter   (1 mark)

5.   What is the primary function of a search engine?
A.   To create websites
B.   To design and roll out web pages
C.   To search and retrieve information from the web
D.   To store files on the internet   (1 mark)

6. Which feature in desktop publishing software allows you to create and apply consistent formatting and styles across multiple pages in a document?
   A. Templates
   B. Master Pages
   C. Styles
   D. Layers (1 mark)

7. Which term refers to a unique address assigned to each device connected to the internet?
   A. Domain Name
   B. URL
   C. IP Address
   D. Search Query (1 mark)

8. In Microsoft Excel, the feature that allows a user to group and summarise data based on specific categories or criteria is known as_____.
   A. Charts
   B. Tables
   C. PivotTables
   D. Formulas (1 mark)

9. Which term refers to a collection of related data that is organised in a structured format for efficient storage, retrieval and management?
   A. Spreadsheet
   B. Database
   C. Document
   D. Presentation (1 mark)

10. Which one of the following feature in Microsoft PowerPoint allows you to add and format text, images, shapes and other objects on slides to convey information effectively?
    A. Slide Sorter
    B. Design Ideas
    C. Slide Master
    D. Slide Layout (1 mark)

11. Which one of the following features in desktop publishing software allows you to set the size, orientation and margins of a document before designing the layout?
    A. Templates
    B. Guides
    C. Page Setup
    D. Master Pages (1 mark)

12. Which Excel formula can be used when you have a column of numbers and you want to sum them in each row?
    A. =SUM(LEFT)
    B. =SUM(RIGHT)
    C. =SUM(ABOVE)
    D. =ADD(ABOVE) (1 mark)

13. Which one of the following option in desktop publishing software allows you to preview, export and print the final document, ensuring the design, layout and formatting appear as intended?
    A. Export Settings
    B. Print Preview
    C. Output Options
    D. Publish Settings (1 mark)

14. In Microsoft Word, which ribbon has text formatting commands?
    A. Home
    B. Insert
    C. Page Layout
    D. References (1 mark)

15. Which keyboard shortcut in Microsoft Word can be used to reverse the last action?
    A.   Ctrl + X
    B.   Ctrl + Z
    C.   Ctrl + C
    D.   Ctrl + V   (1 mark)

16. In Microsoft Word, which of the following is **NOT** a text alignment option?
    A.   Justify
    B.   Center
    C.   Zigzag
    D.   Distribute   (1 mark)

17. Which one of the following describes a computer's volatile memory?
    A.   Random Access Memory (RAM)
    B.   Hard Disk Drive (HDD)
    C.   Central Processing Unit (CPU)
    D.   Solid State Drive (SSD)   (1 mark)

18. Which one of the following Ms-Access objects can be used to build a unique display of data from one or more tables?
    A.   Table
    B.   Form
    C.   Report
    D.   Query   (1 mark)

19. In the context of desktop publishing, what does the term "bleed" mean?
    A.   Extending images beyond the page edge
    B.   Adding color to text
    C.   Removing unwanted elements from a document
    D.   Adjusting font spacing   (1 mark)

20. What does the term "Cache" mean as used in the context of a web browser?
    A.   History of visited websites
    B.   Temporary storage for web pages
    C.   Bookmarked websites
    D.   Downloaded files   (1 mark)

21. What role does the data source play in the mail merge process?
    A.   Checking spelling errors
    B.   Designing graphics
    C.   Formatting the document
    D.   Providing recipient information   (1 mark)

22. Which one of the following is an Excel function that joins two text strings together?
    A.   JOIN ()
    B.   MERGE ()
    C.   CONCATENATE()
    D.   COUNT()   (1 mark)

23. Which one of the following feature in Microsoft PowerPoint lets you add a preset style to text?
    A.   ClipArt
    B.   WordArt
    C.   Theme
    D.   Design   (1 mark)

24.   For precise object alignment and distribution on a page, which desktop publishing feature is used?

       A.   Crop tool

       B.   Snap to Grid

       C.   Gradient tool

       D.   Rotate tool   (1 mark)

25.   Which type of software controls the basic operations of a computer system?

       A.   Application Software

       B.   Utility Software

       C.   System Software

       D.   Device driver   (1 mark)

26.   Which one of the following is **NOT** a valid task in managing files and folders?

       A.   Organise files and folders based on content and relevance

       B.   Secure files and folders by defining permissions

       C.   Adding the contents of the files and folders

       D.   Archiving and deleting that are not frequently used or not required respectively   (1 mark)

27.   A function in Microsoft Excel which totals the number of cells that contain numbers in a range or array of cells is known as_____.

       A.   SUM

       B.   AVERAGE

       C.   MAX

       D.   COUNT   (1 mark)

28.   The following are types of relationships that can be setup in Database Management System (DBMS), **EXCEPT**_____.

       A.   One-to-one relationship

       B.   Two-to-two relationship

       C.   Many-to-many relationship

       D.   Self-referencing relationship   (1 mark)

29.   Which of the following is **NOT** an example of desktop publishing software?

       A.   AutoCAD

       B.   QuarkXPress

       C.   Adobe FrameMaker

       D.   Canva   (1 mark)

30.   What is the role of the Address bar feature in web browsers?

       A.   To enable users to open multiple web pages simultaneously in separate tabs or windows for efficient multi-tasking and browsing

       B.   To navigate between web pages, reload content and return to the browser's homepage

       C.   To enter the Uniform Resource Locator (URL) of a website or search query

       D.   To display the details retrieved from a website   (1 mark)

31.   Use a word processor to create a document called "Question 31" and use it to save your solution to questions (a) to (f).

(a)   Create the document shown below.   (2 marks**)**

Tour Newsletter Dated May 13, 2023

Noreb Tours Safaris Company celebrates summer with a variety of sailings to historic ports and popular cities on the Mississippi, Ohio and Tennessee rivers. The voyages take place aboad the 432-passenger Queen Cruise. Longer than a football field and towering six decks high, she is one of the largest riverboats cruising these waterways. This unique vessel combines modern cruise amenities with an astute attention to service.

This company is offering our customers some terrific deals, which have been listed below. Click the links to see departure dates and rates.

Save $450 per couple ($225 per persons) on select sailing when you **book by May 31**.

Receive free on board credits of up to $350 per stateroom on select departures.

Enjoy a free hotel night before your cruise when you book select cruises 60 days before departure.

Enjoy free shore excursions on every voyage.

The Noreb Tours Safaris Company is staffed by all-Asian crew. The dress code is "elegant casual," and formal wear is not required. The ship recalls an earlier era of Mississippi River travel, with its fluted stacks, white gingerbread trim and red paddle wheel.

Though filled with a full complement of comforts and amenities, the American Queen's staterooms and public areas reflect antebellum elegance, with polished woodwork, antiques and fresh flowers. Enjoy lectures and musical revues in the two-deck-tall Grand Saloon, borrow a book from the Mark Twain Gallery or even play a few notes on the calliope.

Every river cruise includes complimentary wine with dinner and complimentary sodas, bottled water and specialty coffees throughout the voyage. Menus feature regional cuisine; enjoy beignets at breakfast and five-course dinners in the elegant J.M. White Dining Room. You can also dine in the newly remodeled Front Porch Café.

The Queeen's Good Old Summertime itineraries recall the days of lemonade, brass bands, picnics and ice cream social. Fly kites off the top deck, enjoy apple pies and cherry cobbler and listen to the music and stories of a time gone by. The Aug 8 departure from KL ends in Singapore, where guests will watch 9th Aug fireworks from the spacious decks of the Cruise Queen.

(b)   Using the document in Question 31 (a) generate a balanced two-column document.   (4 marks)
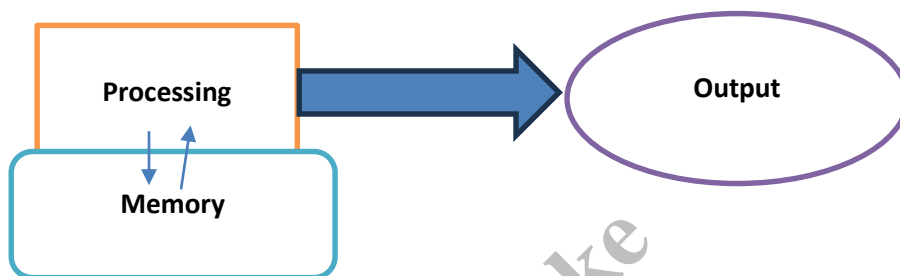
(c)   Change the first column width to be 2.5 inches and spacing to be 0.1 inches.   (5 marks)

(d)   Add a vertical line between the columns.   (4 marks)

(e)   On blank page, create a table formatted and designed as shown below.   (3 marks)

Personal Weekend Budget	
Item	Cost
Transport	1000/-
Sodas	400/-
Fruits	300/-
French Fries	800/-
Total	**2500/-**

(f)   Insert a page break and in it draw the image below.   (2 marks)

Save and upload "Question 31".

(Total: 20 marks)

32.   Use a word processor to create a document called "Question 32" and use it to save your solution to questions (a) to (f).

(a)   Using a spreadsheet application create a workbook named "CONRAD GAS LTD" containing the data as shown below.   (2 marks)

1	CONRAD GAS LTD - Employee Details						
2							
3	**Last Name**	**First Name**	**Hire Date**	**Hire Month**	**Department**	**Division**	**Salary**	**Bonus**
4	Wekesa	Alex	4/2/2011	Apr	Sales	5	$35,000	$2,917
5	Juma	John	3/8/2010	Mar	Administration	2	$33,000	$2,750
6	Wemba	Albert	11/18/1998	Nov	Support	2	$32,000	$2,667
7	Wanjiru	Sherissa	1/2/2004	Jan	New Tech	5	$72,000	$6,000
8	Atieno	Amy	9/7/1997	Sep	Support	4	$29,000	$2,417
9	Nafula	Christine	10/4/2002	Oct	Administration	4	$60,000	$5,000
10	Kimani	Ronald	1/6/2001	Jan	New Tech	2	$34,000	$2,833
11	Kamau	Terry	6/12/2000	Jun	Sales	2	$35,000	$2,917
12	Katana	Wayne	8/18/2001	Aug	Sales	2	$35,000	$2,917
13	Sulubu	Henry	1/4/1999	Jan	Support	2	$38,000	$3,167
14	Adisa	Laura	9/13/2001	Sep	Support	2	$40,000	$3,333
15	Metwa	Carl	3/24/2003	Mar	New Tech	2	$51,000	$4,250

(b)   Create an average subtotal list using the department column for salary and bonus of each employee.
                                                                                          (6 marks)

(c)   Capture a screenshot displaying collapse of the outline details for each department. Save the screenshot in a new worksheet named "Screenshots". (2 marks)

(d)   Sort data by multiple levels as follows:

Column	Sort on	Order
Department	Cell values	A to Z
Division	Cell values	Largest to Smallest
Salary	Cell values	Smallest to Largest

Capture the screen shot of the final sorted data and save it in "screenshots" worksheet created in Question 32 (c) above. (6 marks)

(e)   Display the month in the order of January, February and March by using the Custom sort feature and capture the final screen shot then save it in "Screenshots" worksheet. (6 marks)

(f)   Highlight **THREE** benefits of validating data in Excel. (3 marks)

Save and upload "Question 32" document.

(Total: 25 marks)

33.   Use a word processor to create a document called "Question 33" and use it to save your solution to questions (a) to (f).

Use the content below to create a document using appropriate presentation software.

Slide 1
Oceanwide Telephony Trading
Business Presentation

Slide 2
About Us
- ✓ Established in 1980, Oceanwide Telephony Trading is a privately held global company and world's leading provider of integrated network solutions.
- ✓ We support a full range of network solutions with excellent value.
- ✓ Our business is innovative and international.

Slide 3
Success-Satisfaction Partnership
- ✓ Success is our objective
- ✓ Satisfaction is our mission
- ✓ Partnership is the key

Slide 4
A Time of Transition
- ✓ Telecom service companies are going through metamorphosis.
- ✓ A whole new set of players are emerging as competitors.
- ✓ Many (perhaps all) market segments in the industry are supplied with the emphasis placed on minimising costs.

Slide 5
VoIP Opportunities and Benefits
Opportunities and Benefits of adopting VoIP for voice services include:
- ✓ Low call charges
- ✓ Convergence of voice and data onto a single network
- ✓ Reduced management costs
- ✓ Easy integration with other applications

Slide 6
Building Partnership

(a) Create a six-slide presentation and include an oval basic shape on the final slide's right side. Capture this screen shot.   (6 marks)

(b) Apply linear right gradient shape fill to the oval shape.   (4 marks)

(c) Apply appropriate 3D effect on the oval object.   (6 marks)

(d) Apply appropriate animation to the text of 'About Us' to start on Mouse Click.   (3 marks)

(e) Apply appropriate transitions to all the slides.   (3 marks)

(f) List three advantages of applying themes in PowerPoint.   (3 marks)

Save and upload "Question 33" document.

(Total: 25 marks)

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CISSE FOUNDATION LEVEL

COMPUTER INFORMATION SYSTEMS APPLICATIONS

TUESDAY: 5 December 2023. Afternoon Paper.   **Time Allowed: 3 hours.**

Answer ALL questions. This paper has two sections. SECTION I has thirty (30) multiple choice questions. Each question is allocated one (1) mark. SECTION II has four (4) practical questions of seventy (70) marks. Marks allocated to each question are indicated in the question.

Required resources:
• A computer
• MS Office suite 2016

SECTION 1 (30 MARKS)

1.   Which one of the following refers to the name given to online meetings in which participants can participate in real time via voice, video and chat?
   A.   Web conferencing
   B.   Zoho Projects
   C.   GitHub
   D.   Teleworking

2.   Which of the following is a centralised location where a user can customise numerous security and privacy settings to control how Office handles potentially dangerous content and documents?
   A.   Desktop
   B.   Favorites
   C.   Trust center
   D.   Toolbar

3.   Which of the following is a feature in windows operating system that allows you to configure accessibility settings in a centralised location?
   A.   Indexing options
   B.   Registry Editor
   C.   User Account Control (UAC)
   D.   Ease of access center

4.   State the Word processing application short cut key that is used to delete a selected text from a document.
   A.   CTRL+C
   B.   CTRL+X
   C.   CTRL+P
   D.   CTRL+Y

5.   Miss Luna wants to hide the Tools bar when working with a word processing document to increase the working space. Which of the following keyboard shortcut keys would you recommend her to use?
   A.   F11
   B.   Ctrl+Alt+Del
   C.   Ctrl+F4
   D.   Ctrl+End

6.   State the type of break that divides your document into different parts each with its own formatting, headers and footers.
     A.   Column
     B.   Section
     C.   Page
     D.   Odd page

7.   A user interface element seen in many applications software at the bottom of the program window that gives various forms of information or quick access to certain functions is known as:
     A.   Title bar
     B.   Zoom slider
     C.   Status bar
     D.   Web layout

8.   When copying a formula, which of the following is useful when you want one part of the reference to change while the other part remains constant?
     A.   Relative cell reference
     B.   Absolute cell reference
     C.   Mixed cell reference
     D.   Bottom cell reference

9.   Which of the following feature in Word processing application enables you to add text or images behind the document content?
     A.   Clip Art
     B.   SmartArt
     C.   Bookmarks
     D.   Watermark

10. Which of the following viewing mode is designed to help one review and present slides in a distraction-free and streamlined manner when using PowerPoint?
     A.   Reading View
     B.   Normal view
     C.   Outline view
     D.   Notes page view

11. The intersection of a row and column in spreadsheet is called:
     A.   Workbook
     B.   Cell
     C.   Row
     D.   Worksheet

12. A group of cells selected together, often defined by a starting cell and an ending cell, such as A1:B5 is called:
     A.   A range
     B.   A collection
     C.   Autofill
     D.   Cell address

13. Margins relates to the blank spaces around the edges of a page. Which type of margin ensures space between the lower most edge of the page and the end of the content?
     A.   Top Margin
     B.   Left Margin
     C.   Bottom Margin
     D.   Right Margin

14. A powerful tool that lets you to produce personalized documents like letters, envelopes, labels, or email messages by combining a common document template with a data source holding recipient information is known as:
     A.   Mail chimp
     B.   Zapier
     C.   Power Automate
     D.   Mail merge

15. Which of the following is a view and editing option that allows you to personalize and format the appearance of your presentation's speaker notes?
   A.   Notes master
   B.   Slide notes
   C.   Master slide
   D.   Slide sorter

16. In a database application, the data type that allows you to store and manipulate data in various formats, including images, documents and other binary data is called:
   A.   Memo
   B.   OLE object
   C.   Auto number
   D.   GUID

17. Which function is used in a spreadsheet program to check if all conditions are TRUE as used in logical functions?
   A.   IF
   B.   OR
   C.   AND
   D.   NOT

18. Which Presentation software feature allows you to control when animations start and how long they last?
   A.   Add Animation
   B.   Transition Effects
   C.   Timing and Delay
   D.   Preview Animations

19. What is the purpose of a table relationship in a database application?
   A.   Creating data validation rules
   B.   Combining data from multiple tables into one
   C.   Managing user-level security
   D.   Defining the order of records

20. A set of predefined actions or instructions that can be applied to automate common tasks in a database application such as opening a form, running a query or printing a report is known as:
   A.   Query
   B.   Module
   C.   View
   D.   Macro

21. Which is the following Access database view allows you to build and modify the structure of tables?
   A.   Table design view
   B.   Datasheet view
   C.   Materialised view
   D.   Normal view

22. The database application unique identifier for each record in a table used to ensure that each record is distinct for establishing relationships between tables is called:
   A.   Secondary key
   B.   Primary key
   C.   Foreign key
   D.   Composite key

23. What is the function of the "Slide Sorter" view in PowerPoint?
   A.   To add animations to slides
   B.   To view slides in full-screen mode
   C.   To edit slide content
   D.   To rearrange and manage slides

24. Which of the following is a cloud-based file storage and file-sharing service that allows users to store and synchronize files across multiple devices and share files and folders with others?
    A. Teams
    B. Onedrive
    C. Dropbox
    D. SharePoint

25. Which of the following keyboard shortcut keys is used to create a file?
    A. ALT+F11
    B. CTRL+N
    C. ALT+SPACEBAR
    D. SHIFT+F10

26. Identify the icon shown below as used in Microsoft Word:

    x^2

    A. Superscript
    B. Change case
    C. Increase font
    D. Decrease font

27. What is the most common file format for saving Microsoft Publisher publications for sharing and printing?
    A. .jpg
    B. .pdf
    C. .docx
    D. .pub

28. Which of the following keyboard shortcut keys is for opening the "Find feature" in Microsoft word?
    A. Ctrl+Shift +U
    B. CTRL+SHIFF
    C. CTRL+F
    D. Ctrl+Shift+B

29. Which of the following features in spreadsheet application allows you to immediately inspect and edit the formula in a cell?
    A. Formula Viewer
    B. Formula Bar
    C. Formula Editor
    D. Formula Wizard

30. Functions in spreadsheet program allow you to perform calculations, manipulate data and analyse information in spreadsheet. What is the function VLOOKUP?
    A. To format cells as currency
    B. To create pivot tables
    C. To search for a value in a table and return a corresponding value from another column
    D. To vertically align text in cells

31.   Create a word document called "Question 31". Use it to save your answers to question (a) to (c) below:

(a)   Create the document shown below.   (4 marks)

<div align="center">

WELCOWIDE SPORTING GOODS
Product Information

</div>

Product-by sales order

      1)   Handphone
      2)   Life-Fit 805 Treadmill
      3)   Body Lean Folding Stepper
      4)   Exer-Fit Exercise Bike
      5)   Body Lean Exercise Bike
      6)   Printer

Product Specifications

HandPhone
    5.5" Display for Immersive Viewing
    Advanced Camera with OIS+
    Fully enclosed chain guard
Body Lean Folding Stepper
    Adjustable tension control
    Slip-resistant pedals
    Built-in family safety system
    Requires key to start
Exer-Fit Exercise Bike
    Provides vigorous upper and lower body work-outs
    Electronic display monitors time, speed, distance and calories burned
    Cushioned seat and handgrips
Life-Fit 805 Treadmill
    Manual, adjustable incline. Handrails and casters
    Fold-away design
Life-Fit 820 Deluxe Treadmill
    Four-window electronic display monitors speed, time, distance, pulse and calories burned
    Child-proof safety system, requires key to start
    Adjustable incline
Printer
    All-in One Printer
    Scanner Bit Depth: 48-bit color input / 24-bit color output
    4-color (CMYK) drop-on-demand MicroPiezo® inkjet technology

(b)   Apply multi-level outline numbering using list under "Product Specifications" in (a) above.   (4 marks)

(c)   Select the text "Product - by sales order" to create the following formatting styles:

    (i)   Bold Italic.   (2 marks)

    (ii)   New character style named special notes.   (6 marks)

    (iii)   Modify the newly created "special notes" style and apply font Times New Roman.   (4 marks)

Save Question 31 document and upload.

           (Total: 20 marks)

32. (a) Using a spreadsheet application, create a workbook named "Upeo Groceries" containing the data in the table as shown below. (3 marks)

	A	B	C	D
1	**Crop**	**Amount (Kshs)**	**Remarks**	**Amount ($)**
2	Cereal Crops	150,000		
3	Oilseed Crops	300,000		
4	Vegetable Crops	850,000		
5	Fiber Crop	1040,000		

(b) Fill out the "Remarks" column established in (a) above using a suitable function. Use the criteria given below. (4 marks)

Amount	Remark
Less than 201,000	Not viable
Less than 1,000,000	Moderate
Greater than or equal to 1,000,000	Viable

(c) Calculate the values in Amount ($) column based on column B details. One dollar is equivalent to Kenya Shillings 147. (3 marks)

(d) Insert a pie chart based on "Crop" and "Amount (Kshs)" columns with the following characteristics:

  (i) Chart title-UPEO farmers

  (ii) Data labels in percentage

  (iii) Legend positioned at the bottom (4 marks)

(e) Using an appropriate command, highlight cells in Amount ($) that are greater than $3000 using green fill with dark green text. (6 marks)

Save "Upeo Groceries" workbook and upload.

(Total: 20 marks)

33. Use the information given below to prepare a PowerPoint presentation called "Question 33". Use the information to answer questions (a) to (f) below.

Slide 1
Today's organisations are required to carry out and deliver projects under a set of limitations, such as scope, schedule, and budget. The "iron triangle" is formed by these restrictions, in which one side cannot be modified without having an effect on the other two.

Slide 2
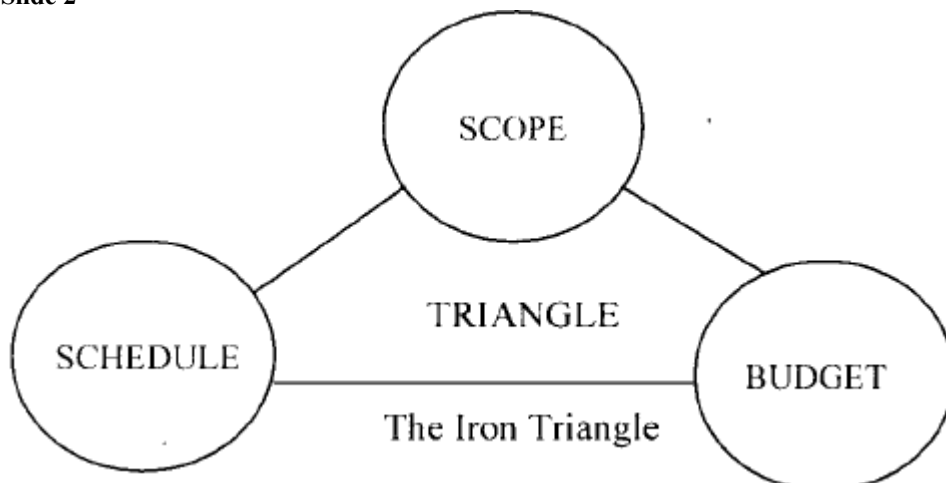
Slide 3

Although scope management can be managed, cost and schedule control are still difficult. Early project scope determination is challenging, as is the process of turning concepts into tangible things. As a result, there is opposition to the development of measurement programmes until efforts at process improvement have started.

Slide 4

Here is an example of how the iron triangle is typically used in business.

	Schedule	Budget	Scope
Early stage	45%	60%	20%
Middle stage	60%	80%	45%
Final stage	75%	92%	70%

Slide 5

The Approach: A Repeatable Process
Project delivery companies should take particular measures to incorporate basic scope management into their budget and schedule procedures.

Slide 6

These steps include:

(a)   Implementing a process to estimate the size of projects within 5% of the initial cost estimates.

(b)   Use a repeatable process to identify the cost drivers of projects:
(i)   Complexity
(ii)   Domain
(iii)   Team capability
(iv)   Technology drivers

Slide 7

The Solution
Most organisations can benefit from basic repeatable process that will enable them to look at investments in a more consistent fashion. Repeatable process help project managers to use internal historical data in gauging future investments and apply the lessons learned and available capabilities.

Slide 8

When organisations understand the efforts behind the cost of a project, they can control the scope and learn to respect the "iron triangle".

Required:

(a)   Prepare an eight (8) slide presentation including an introduction and summary slide.   (4 marks)

(b)   Insert date and slide number at the bottom of every slide.   (2 marks)

(c)   Apply the background style to all the slides.   (4 marks)

(d)   Apply split transition with a duration of 2 seconds to all slides.   (3 marks)

(e)   Setup the slide show to loop continuously every 2 seconds until escape.   (4 marks)

(f)   List three file extension available in PowerPoint application.   (3 marks)

Save Question 33 presentation and upload.

(Total: 20 marks)

34. Create a database called "dbSales" using an appropriate database software and use it to answer the questions (a) to (d) below.

Required:

(a) Create a table called "SALES" based on the table below. (4 marks)

CUST-NO	NAME	SALESPERSON	REGION
7023	Detlify	Sammy	Kisumu
6167	Ghubb	Kibet	Eldoret
8924	Mrupential	Thuku	Kakamega
5837	Negonn	Osir	Nyeri
4596	Boyul	Muthuku	Laikipia
9018	Kyfetra	Nassir	Kilifi

(b) Make CUST_NO field be the Primary Key. (2 marks)

(c) Filter the CUST_NO in Ascending order. (1 mark)

(d) Access object dependencies refer to the relationships and connections between different objects within a Microsoft Access database. Highlight **THREE** access object dependencies. (3 marks)

Save your dbSales workbook and upload.

(Total: 10 marks)

……………………………………………………………………….

CISSE FOUNDATION LEVEL

COMPUTER INFORMATION SYSTEMS APPLICATIONS

TUESDAY: 22 August 2023. Afternoon Paper.   **Time Allowed: 3 hours.**

Answer ALL questions. This paper has two sections. SECTION I has thirty (30) multiple choice questions. Each question is allocated one (1) mark. SECTION II has practical questions of seventy (70) marks. Marks allocated to each question are indicated in the question.

Required resources:
- A computer
- Ms office suite 2016

SECTION 1 (30 MARKS)

1.   Which one of the following refers to apps, software programs, or platforms that help businesses and their people streamline creative process, and work together more effectively, and efficiently?
      A.   Online collaboration tools
      B.   Video conferencing
      C.   Teleconferencing
      D.   Teleworking

2.   Which one of the following is a command bar that organises a program's features into a series of tabs at the top of a window?
      A.   Desktop
      B.   Favorites
      C.   Ribbon
      D.   Trust center

3.   In typesetting and word processing, a single line of a paragraph that appears at the top of a page, separated from the rest of the paragraph that follows it is called?
      A.   Template
      B.   Gutter
      C.   Kerning
      D.   Widow

4.   _____allows the items being transferred to be formatted in several different ways.

      A.   Format painter
      B.   Paste special
      C.   Copy paste
      D.   Typeface

5.   The adjustment of space between individual characters in a text to help improve the visual appearance and legibility of the text by optimising the spacing between letters is referred to as?
      A.   Spacing
      B.   Indentation
      C.   Kerning
      D.   Annotation

6. John, a student was working with office applications software. Which of the following shortcut keys can he use to exit from currently selected window?
    A. Ctrl+F11
    B. Alt+F4
    C. Ctrl+X
    D. Alt+F12

7. You can easily use _____ in a document when using a word processing appliction to change its magnification level at the lower-right corner of the application window.
    A. Status bar
    B. Title bar
    C. Zoom slider
    D. Web layout

8. Which one of the following is a statistical function used to count the number of cells that meet specific criteria within a range in spreadsheet software such as Microsoft Excel?
    A. COUNTIF
    B. COUNTA
    C. COUNTBLANK
    D. IF FUNCTION

9. Which type of cell reference will use a dollar symbol ($) such as $F$2 to make a reference to cell F2?
    A. Relative cell reference
    B. Mixed cell reference
    C. Absolute cell reference
    D. Bottom cell reference

10. Which of the following functions when used in a word processing application will add the numbers in the column above the cell you are in?
    A. =ADD(LEFT)
    B. =SUM(RIGHT)
    C. =ADD(ABOVE)
    D. =SUM(ABOVE)

11. Which one of the following can be used to begin the slideshow from the beginning of your PowerPoint presentation?
    A. F5
    B. F3
    C. F4
    D. Ctrl + F8

12. What is the name to the process of combining a cell with its adjacent neighboring cell(s) known as?
    A. Split cell
    B. Merge Cell
    C. Freeze pane
    D. Hide window

13. Which feature in Microsoft Office Word allows a user to quickly search through the document they are working on and appears as a sidebar on the left or right side of the document window?
    A. Headings
    B. Margins
    C. Navigation Pane
    D. Immersive reader

14. What does the "Pack and Go" feature in Microsoft Publisher do?
    A. It compresses the publication files into a single file for easy sharing
    B. It exports the publication to different file formats
    C. It creates a backup of the publication
    D. It checks the publication for errors and inconsistencies

15. Mary was making a presentation and desired her notes to be visible on her monitor, but not to the audience. Which one of the following **BEST** illustrates the place to store talking points to be mentioned when giving presentation?
    A.   Slide notes
    B.   Master slide
    C.   Notes master
    D.   Slide sorter

16. A _____ is a predefined set of colors, fonts, and visual effects that you apply to your slides for a unified, professional look in PowerPoint presentation?
    A.   Screensaver
    B.   Theme
    C.   Wallpaper
    D.   Homescreen

17. Which of the following function will automatically display current system date in a spreadsheet cell?
    A.   MONTH()
    B.   EDATE
    C.   TODAY()
    D.   HOUR

18. The computer hardware that is used to convert physical documents, photos, or images into digital format is referred to as?
    A.   Photocopier
    B.   Scanner
    C.   MICR
    D.   Optical Reader

19. In word processing, the process of creating links or references within a document to other sections, pages, figures, tables, or any other relevant content is referred to as?
    A.   Linking
    B.   Embedding
    C.   Cross-referencing
    D.   Hyphenation

20. The virtual table that is derived from the data in one or more tables for presenting the data in a specific way, allowing users to query and retrieve information without directly accessing or modifying the underlying tables is called?
    A.   Trigger
    B.   View
    C.   Materialised view
    D.   Normal view

21. What name is given to the association between two tables based on a common field to establish a logical link between the data in related tables to allow you to perform queries, join tables, enforce referential integrity, and create more efficient and effective databases?
    A.   Merging
    B.   Relationship
    C.   Entities
    D.   Linking

22. Which Spreadsheet function is used to remove leading and trailing spaces from cells useful when dealing with data imported from external sources or when working with text data that may contain extra spaces?
    A.   CONCATENATE
    B.   REPLACE
    C.   TRIM
    D.   IF AND

23. With reference to database application, what do we call the collection of related data organised in rows and columns?
    A. Form
    B. Wizard
    C. Query
    D. Table

24. The online transmission and playback of audio and video content in real-time, allowing users to watch or listen without downloading the entire file is called?
    A. Scrubbing
    B. Downloading
    C. Streaming
    D. Uploading

25. Which of the following wildcard character in database application represents a single character?
    A. *
    B. ?
    C. #
    D. %

26. Which one of the following helps you maintain the alignment of objects, such as pictures, text boxes, and tables in desktop publishing software?
    A. Layout guides
    B. Flexbox
    C. Layout mvc
    D. Gridlines

27. Which object in database application is used to create a user interface for entering and manipulating data?
    A. Table
    B. Query
    C. Form
    D. Report

28. Which option in the page setup dialog box allows you to change the orientation of a document to landscape?
    A. Margins
    B. Paper Size
    C. Layout
    D. Orientation

29. _____ is a collection of web pages and related content that is accessible through a specific domain name?
    A. Intranet
    B. Website
    C. Extranet
    D. Repository

30. Mail merge lets you create a batch of documents that are personalised for each recipient. Which one of the following is **NOT** a type of document required for Mail merge?
    A. Main Document
    B. Data Source
    C. PDF reader
    D. Merge Document

SECTION II (70 MARKS)

31. The table below shows temperatures in degrees census for different towns. Create the worksheet shown below and save it in a workbook called "Question 31".   (4 marks)

Use Question 31 workbook to answer questions (a) to (e) below:

	A	B	C	D	E	F
1	TOWN/DAY	Monday	Tuesday	Wednesday	Thursday	Friday
2	Meru	30	29.5	31	28.5	32
3	Kisii	31	33	30	30	32
4	Nanyuki					
5	Nairobi	24	23.5	22	23	24.5
6	TOWN/DAY	Monday	Tuesday	Wednesday	Thursday	Friday
7	Meru					
8	Kisii					
9	Nanyuki					
10	Nairobi					

Required:

(a) Use a formula to calculate the temperature for all days in Nanyuki in cells B4 to F4 given that the temperature for Nanyuki is ¾ that of Meru.   (3 marks)

(b) Create a blank row below the first row and type "Temp. in degrees Celsius" on it.   (2 marks)

(c) Create a blank row below the sixth row and type "Temp. in degrees Fahrenheit" on it.   (2 marks)

(d) Calculate the temperatures for all towns in Fahrenheit using the conversion factor as F=(C+19) * 9/5.   (4 marks)

(e) Format all cells containing Temp. in degrees Fahrenheit to Arial black, italic, size 12, yellow fill color and one decimal place.   (5 marks)

Save Question 31 workbook and upload.

(Total: 20 marks)

32. Use the content below to answer the questions (a) to (d) that follows:

Slide 1
Tehran Land Tours

Slide 2
Whittier to Tehran
Travel by Alaskan Railroad
Luxury passenger coaches (buses)
On-train guides
Picture windows
All meals included
Slide 3

Expert Guide
Samuel
M.S., 1979, Wildlife Biology
22 years of experience as Denali guide
Recognised naturalist, biologist, photographer and author

Slide 4

Sample Land-Tour Sequence of Activities NearTehran
Visit Denali National Park and Preserve
Fly over Mt. McKinley
Take horseback trail ride
Raft down Whitewater River
Fly-fish for salmon

Slide 5

Cost of Other Activities (per Person)
Kayaking on Mirror Lake $145
Whitewater rafting $110
Fly fishing for salmon $275
Horseback riding $130
Backpacking (4 days, 3 nights) $1100

Slide 6

Contact Us
Alaskan Cruises and Land Tours
898 Talkeetna Street
Fairbanks, AK 99701
907-555-3828
www.alaskantravelpackages.com

Required:

(a)   Prepare an elegant six (6) slide presentation using the above content using features such as design templates, animations and transition effects. Save the presentation as "Question 32".   (6 marks)

(b)   Insert appropriate graphical image to appear at the bottom left of each slide.   (3 marks)

(c)   Add the slide number and an automatic date to all slides in the presentation, except the title slide.   (3 marks)

(d)   On the master slide change the font color of the master title style to blue and font type to Tahoma with size 48.   (3 marks)

Save Question 32 presentation and upload.

(Total: 15 marks)

33.   Use a database application to answer questions (a) to (d) below:

Required:

(a)   Create a database called "Question 33".   (2 marks)

(b)   Create and design the following tables using appropriate data types: (7 marks)

DOCTOR (Doctor No, Full Name, Cellphone No, Specialisation)

PATIENT (Patient No, Patient Name, Cellphone No, Next of kin)

DIAGNOSIS (Diagnosis No, Patient No, Visit Date, Doctor No, Diagnosis, Charges)

(c)   Create a design to establish the relationship among the three tables: (3 marks)

(d)   Write SQL statement to display a query to display all the doctors specialised in "TB":   (3 marks)

Save "Question 33" database and upload.

(Total: 15 marks)

34.   MATIBABU Pharmaceutical company is a supplier for medicines to different companies on credit. The company invoice template is as shown in table 2 and a list of all the companies it has supplied medicine during the year 2022 is shown on Table 1 below:

Table 1

Debtors No	Dates	Company Name	Product Name	Quantity	Total cost(sh)
50010	12/12/2022	Kendo ltd	Antibiotics	10 boxes	4,500
50020	11/01/2022	Aconsult ltd	Vaccines	10 pieces	500,000
50033	15/01/2022	Cardinal Health	Adalimumab	5 pieces	100,000
50030	06/02/2022	Chacabeth inc	Apixaban	7 pieces	140,000
50040	08/02/2022	Phambez health	Etanercept	14 units	70,000
50050	23/02/2022	Soinahealth group	ustekinumab	4 pieces	80,000
50060	05/03/2022	Hydro solutions	Bevacizumab	34 boxes	6,800

Table 2

MATIBABU PHARMACEUTICAL COMPANY INVOICE	
Debtor No:	
Date:	
Company Name:	
Product Name:	
Quantity:	
Total Cost:	
All Amounts Inclusive of 16% VAT	

Required:

(a)   Use the word processing mail merge feature to create a recipient list for all the debtors for the pharmaceutical company shown in Table 1.   (4 marks)

(b)   Using an appropriate word processing tool, generate invoices for all debtors and save as "Pharm invoices". Save "Pharm invoices" and upload.   (10 marks)

(c)   (i)   Create and design the word document shown below and save it as "Workplace".   (2 marks)

Collaboration in the Workplace

Collaboration in the workplace occurs when people work together to achieve a goal. It's another way of looking at teamwork. The team can use many different ways to work together depending on the project they are working on. Sharing ideas and discussing the approach the group is going to take is an excellent way to make the process work much more smoothly for everyone.

Types of Collaborative Working

- Team Collaboration
- Community Collaboration
- Network Collaboration
- Cloud Collaboration

(ii)   Insert a comment "Digital Workplace" at the end of the document.   (2 marks)

(iii)   Insert a footer showing page numbers.   (1 mark)

(iv)   Find and replace the word "approach" with the word "method" in the entire document. (1 mark)

Save "Workplace" document and upload.

(Total: 20 marks)

CISSE FOUNDATION LEVEL

COMPUTER INFORMATION SYSTEMS APPLICATIONS

TUESDAY: 25 April 2023. Afternoon Paper.   **Time Allowed: 3 hours.**

Answer ALL questions. This paper has three sections. SECTION I has thirty (30) multiple choice questions. Each question is allocated one (1) mark. SECTION II has twenty (20) questions comprising of single answer. Each question is allocated two (2) Marks. SECTION III has TWO practical questions total of thirty (30) marks. Marks allocated to each question are shown at the end of the question(s).

SECTION 1 (30 MARKS)

1.   Which type of mailbox provides a common calendar that allows multiple users to schedule and view vacation time or work shifts?
   A.   Shared mailbox
   B.   User mailbox
   C.   Group mailbox
   D.   Regular mailbox

2.   Which type of toolbar entails collection of shortcuts to the features, options, commands, or option groups that is used frequently?
   A.   Application toolbar
   B.   Search toolbar
   C.   Quick access toolbar
   D.   Keyboard toolbar

3.   Which of the following is an infrastructure that allows you to specify managed configurations for users and computers?
   A.   Security policy
   B.   Active directory
   C.   Local policy
   D.   Group policy

4.   When you delete a file in your computer, where does it go?
   A.   Recycle bin
   B.   Hard disk
   C.   Taskbar bin
   D.   Desktop bin

5.   Which of the following does **NOT** apply to open-source software?
   A.   Can access to source code
   B.   Requires a license
   C.   Can freely make copies
   D.   Can freely distribute to your friends

6.   Which of the following is used in Microsoft word and other word-processing software to indent a paragraph?
   A.   Ctrl+X
   B.   Ctrl+M
   C.   Ctrl+V
   D.   Ctrl+P

7. Which one of the following can be used to align the text, tables, graphics and other elements of the document?
   A. Margin flutter
   B. Padding inline
   C. Ruler
   D. Gap CSS

8. Which of the following is a predominant key used to activate a search function in applications?
   A. F3
   B. F4
   C. Shift + F5
   D. Ctrl + F5

9. Which of the following is **NOT** a factor to consider when buying a program?
   A. Hardware compatibility
   B. User Requirement
   C. Authenticity
   D. None of the options

10. Which of the following key combination in word document is used to remove all formatting from a highlighted paragraph?

    A. Ctrl + R
    B. Ctrl + T
    C. Alt + H
    D. Ctrl + Q

11. Which of the following cell reference can either make a column or row constant?
    A. Relative Cell Reference
    B. Absolute Cell Reference
    C. Mixed Cell Reference
    D. Bottom Cell Reference

12. Which of the following function in spreadsheet can be used repeatedly in the same column for section subtotals and then be used again at the end for a grand total?
    A. SumIF
    B. Sum
    C. Vlookup
    D. SubTotal

13. Which mode of formula addressing is this =SUM ($B7, C2) applied in a certain cell?
    A. Absolute addressing
    B. Relative addressing
    C. Mixed addressing
    D. None of the options

14. Which of the following appear at the bottom of a spreadsheet window?
    A. Database query design window title bar
    B. Formula bar
    C. Work sheet tabs
    D. Name box

15. Which one of the following Spreadsheet features keeps rows and columns visible while the rest of the worksheet scrolls based on current selection?
    A. Split cell
    B. Freeze pane
    C. Merge Cell
    D. Hide window

16. Which of the following consists of three slide thumbnail images on the left side and several printed lines for note-taking to the right of each thumbnail?
    A.   Handouts page
    B.   Master slide
    C.   Notes master
    D.   Slide sorter

17. Which feature of Office applications is used to automate different functions to make it easier for end users to perform certain tasks or to display different types of content?
    A.   Power query
    B.   Macros
    C.   Help function
    D.   CSV files

18. Why would the function of 'Paste Special' most likely be used?
    A.   To copying text from a webpage and making it more editable
    B.   To prevent formatting of an image
    C.   To allow text to be transferred between documents
    D.   Removing hyperlinks from a webpage

19. In which menu could you find features like images and text?
    A.   Insert
    B.   Format
    C.   Tools
    D.   Slide show

20. Which is the second object to be created when designing a database application?
    A.   Tables
    B.   Reports
    C.   Forms
    D.   Macros

21. Mr. John a lead consultant with a medical research institute was preparing a PowerPoint presentation to a group of medical interns. Which of the following keyboard shortcut keys can help him insert a comment to his presentation?
    A.   Ctrl+Alt+V
    B.   Ctrl+Alt+M
    C.   Ctrl+Y
    D.   Ctrl+P

22. Which of the following explains the way database objects, such as tables, forms, queries, and reports, interact with or depend on other objects?
    A.   Object dependencies
    B.   Object documenter
    C.   Performance analyser
    D.   Relationships

23. What allows a user to edit a primary key, even though the key is on the one side of a one-to-many relationship and referential integrity is enforced?
    A.   Cascade Update
    B.   Cascade deletes
    C.   Referential integrity
    D.   Enforce integrity

24. Which of the following is **NOT** a feature of a web browser?
    A.   The user interface.
    B.   The navigation and address bar
    C.   Options to view browsing history
    D.   Browser taskbar

25. Mary downloaded an image from the web, copied and pasted it in a document. Which of the following procedure can be used to remove unwanted part of the image?
   A. Cropping
   B. Cutting
   C. Hiding
   D. Bordering

26. The software that helps computer internet users to locate information from the world wide web is referred to as?
   A. Web browser
   B. Search engine
   C. Bing
   D. Google

27. Which of the following **CANNOT** be classified as an internet protocol?
   A. Transmission control protocol
   B. File transfer protocol
   C. Database transfer protocol
   D. Simple mail transfer protocol

28. A validation rule is one way to restrict input in a table field or a control on a form. Which one among the following refers to other fields in the same table?
   A. Field validation rule
   B. Uniqueness Check
   C. Record validation message
   D. Record validation rule

29. The term that **BEST** describes the number of rows in a database table is?
   A. Cardinality
   B. Tuple
   C. Degree
   D. Relationship

30. Which of the following actions can be used to create a relationship between two tables?
   A. Drag any field from the parent table and drop onto the child table
   B. Drag the foreign key of a table into the primary key of a table
   C. Drag the primary key of a table into foreign key of another table
   D. Drag any field from the child table and drop onto the parent table

SECTION II (40 MARKS)

31. The software that is designed to operate the computer hardware in order to provide basic functionality is referred to as? (2 marks)

32. What is the name given to the database table attribute whose contents cannot be repeated and cannot contain null values? (2 marks)

33. The type of operating system that enables computer users to load several applications in the memory and use them simultaneously is referred to as? (2 marks)

34. Name the operating system user interface that supports the use of keyboard shortcuts and the mouse to manipulate data? (2 marks)

35. State the keyboard shortcut key that can be used to undo an action in Microsoft word. (2 marks)

36. John an employee of Berry company wants to send a common letter to several suppliers. Which Microsoft word feature will enable John to perform the task? (2 marks)

37. An author has written many books. A book can be written by many authors. Which multiplicity does this scenario represent in a database application? (2 marks)

38. In a database, the activity of displaying only the rows that meet a criteria that is specified and hiding rows that are not necessary for one or more columns of data is referred to as? (2 marks)

39. _____ in a database are used for entering, modifying, and viewing records? (2 marks)

40. The database feature which allows different database users to simultaneously use and update database contents is referred to as? (2 marks)

41. Name the PowerPoint presentation view that shows small versions of all the slides arranged in horizontal rows. (2 marks)

42. The Spreadsheet feature which supports detailed analysis of numerical data and answering of anticipated questions about the data is referred to as? (2 marks)

43. _____ is a software developed for completing the design and layout of documents such as magazines, advertising banners, catalogs and books. (2 marks)

44. The publishing activity that refers to the integration of links, videos, GIFs and images into social media posts is referred to as? (2 marks)

45. _____is the software that allows internet users to surf the web? (2 marks)

46. The internet service that allows two or more people who are simultaneously connected to the internet to hold live, interactive conversations is referred to as? (2 marks)

47. _____refers to a company that provides access to the internet to both personal and business customers. (2 marks)

48. In spreadsheet, a collection of worksheets contained within a single file is referred to as? (2 marks)

49. Give an example of a basic formula to find the sum of a range of cells in a spreadsheet? (2 marks)

50. _____is a startup program that tests the microprocessor, tests the main memory and then tests the input/output devices? (2 marks)

SECTION III (30 MARKS)

Instructions:

Answer all questions in this section. Each question is allocated 15 marks

51. (a) Using a presentation program, prepare a presentation as shown below. Save the presentation as "Smoking".

Slide 1

Slide 2
Smoking effects
❖   Addictive tendencies.
❖   Bad breath.
❖   Dental plaque on teeth.
❖   Increased risk of stroke and heart attack.
❖   Increased risk of getting diabetes
❖   Lung, throat and mouth cancer.

Slide 3
Causes that lead to smoking
➢   Young people are attracted to the image
➢   Because their friends and families are smokers
➢   Cultural influences
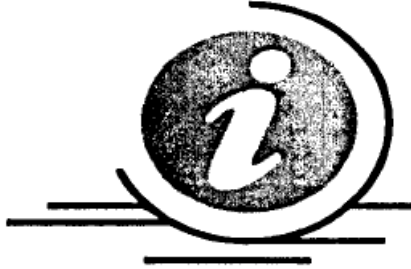
Slide 4
Consequences of smoking
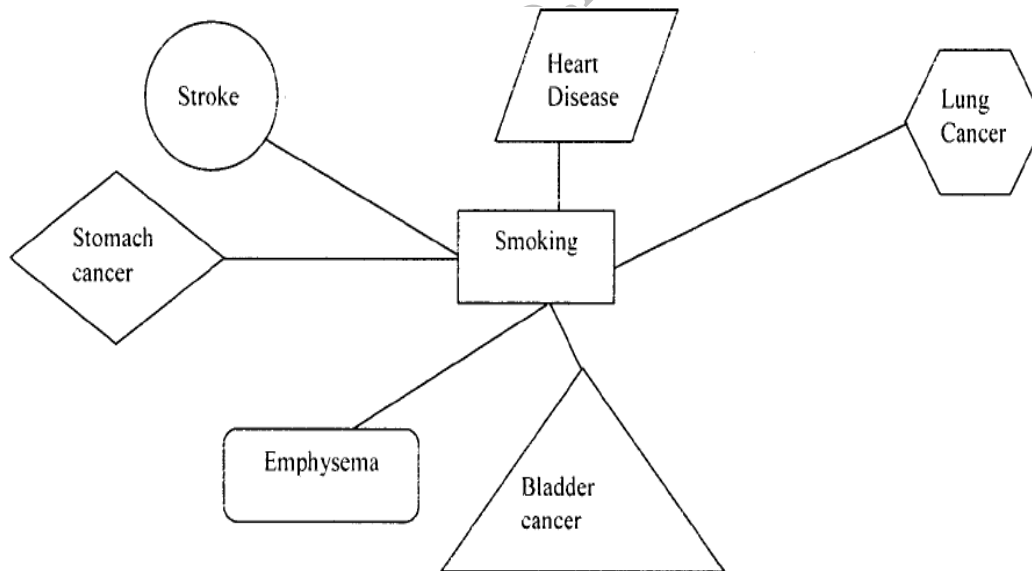
Slide 5
How to quit smoking
✓   S= Set a quit date.
✓   T= Tell family, friends that you plan to quit.
✓   A= Anticipate and plan for the challenges.
✓   R= Remove cigarettes from home and car.
✓   T= Talk to your doctor about getting help to quit.

(10 marks)

(b)   Use the slides created in (a) above to perform the following:

(i)   Create a master slide with the image of slide 1 as the logo on the bottom left of each slide.   (3 marks)

(ii)   Group all the diagrams appearing in slide 4 of your presentation.   (2 marks)

Save and upload "Smoking" presentation.

(Total:15 marks)

52.   (a)   Use a word processing program to create the document shown below.   Save the document as "Safety".

ONLINE SAFETY.

Online safety is important no matter your age or life stage, but there are particular concerns for certain vulnerable groups like children, teenagers and senior citizens.

Internet Safety for Kids

If you have children of any age, you need a strategy for how to keep your kids safe online. The internet can be a great tool for learning and entertainment, but children should only look at age-appropriate images, videos and information.
Parental controls and content filters are a great place to start. Search engines have "safe search" features for filtering objectionable content, and there are even special search engines for kids.

Internet Safety For Teens

As kids grow up, they will use the internet without direct supervision. We encourage parents to continue having conversations about cybersecurity and online safety in order to ensure teenagers are creating healthy internet habits. Here are some quick internet safety tips for teens:
You could implement a rule that all family members including parents charge their devices in the kitchen or living room overnight.

How to Protect Seniors Online

Senior citizens are especially vulnerable to online scams and hoaxes. Scammers take advantage of seniors because many seniors have a lifetime's worth of savings, home equity and other valuable assets. Some seniors become victims of elder financial abuse, which occurs when an individual misuses their privileged access to an older person's financial information.

(4 marks)

(b)   In the document created in (a) above, perform the following tasks:

(i)   Insert the image "Online safety" as background.   (4 marks)

(ii)   Insert the words "Safety is vital" on the left of the header area.   (3 marks)

(iii)   Insert page numbers in the format "page x of y" on the right of the footer area.   (4 marks)

Save and upload "Safety" document.

(Total:15 marks)

……………………………………………………………..

CISSE FOUNDATION LEVEL

COMPUTER INFORMATION SYSTEMS APPLICATIONS

TUESDAY: 6 December 2022. Afternoon Paper.   **Time Allowed: 3 hours.**

Answer ALL questions. This paper has three sections. SECTION I has thirty (30) multiple choice questions. Each question is allocated one (1) mark. SECTION II has twenty (20) short response questions. Each question is allocated two (2) marks. SECTION III has TWO practical questions of thirty (30) marks. Marks allocated to each question are shown at the end of the question(s).

SECTION 1

1.   What is the location on a server used to store a computer username, password and other information known as?
     A.   User account
     B.   User profile
     C.   Service profile
     D.   Default account   (1 mark)

2.   Which one of the following refers to the access point of programs displayed on the desktop where users can view the open primary and secondary window with the ability to quickly switch between them?
     A.   Internet explorer
     B.   Finder
     C.   Toolbar
     D.   Taskbar   (1 mark)

3.   Which of the following refers to a hierarchical database that contains data critical for the operation, applications and services that run on Windows?
     A.   Configuration files
     B.   Group policy
     C.   Registry
     D.   Access   (1 mark)

4.   Which one of the following key combination is used to make a cursor go to the next section or chunk?
     A.   Crtl + Home
     B.   Ctrl +End
     C.   Ctrl +PgDn
     D.   Ctrl +PgUp   (1 mark)

5.   Which one of the following keyboard shortcut keys are used in Microsoft word to open insert file menu?
     A.   Ctrl+I
     B.   Ctrl+M
     C.   Alt+I
     D.   Ctrl + F8   (1 mark)

6.   Which of the following is a software feature used in word processing programs that corrects common typographical and spellings errors in a document?
     A.   AutoFormat
     B.   AutoCorrect
     C.   AutoChange
     D.   SmartTags   (1 mark)

7.   What is the name given to blank spaces that line the top, bottom, and left and right sides of a document to make it look neat and professional?
       A.   Margin
       B.   Padding
       C.   Ruler
       D.   Alignment   (1 mark)

8.   Which one of the following is an excel feature that allows a user to quickly copy formulas and apply them to cells of choice?
       A.   Archiving
       B.   Absolute
       C.   Active
       D.   Anchoring   (1 mark)

9.   Which of the following function count cells containing any type of information, including error values and empty text ("")?
       A.   SUMIF
       B.   COUNTIF
       C.   AND
       D.   COUNTA   (1 mark)

10.   Which of the following function keys is used to print the file in the active window?
       A.   F12
       B.   F1
       C.   F8
       D.   F9   (1 mark)

11.   Ms Lyn an intern in the accounting department of an organization wanted to quickly fill suppliers transaction details using excel. Which of the following tools could be appropriate to be used?
       A.   Freeze pane tool
       B.   Format Painter tool
       C.   Vscode
       D.   Autofill Tool   (1 mark)

12.   Which of the following is a tool used in excel to illustrate small visual representation of the chart's data series directly linked to a chart data range?
       A.   Legend
       B.   Clipart area
       C.   Plot area
       D.   Chart area   (1 mark)

13.   Which of the following key combination in word document is used to open the find and replace tool in order to enable a user search for a character, word, or phrase and replace it with something else?
       A.   Ctrl+A
       B.   Ctrl+P
       C.   Ctrl+V
       D.   Ctrl+H   (1 mark)

14.   Which of the following slides is used to outline main business objectives for purposes of marketing and orientation presentations?
       A.   Quantitative charts.
       B.   Title slide
       C.   Text slides
       D.   Conceptual slides   (1 mark)

15. A group of cells on a worksheet, where you set the rules for filtering the data with a specific setup is referred to as?
   A. Hlookup
   B. Criteria Range
   C. Average Range
   D. Sum Range   (1 mark)

16. Which one of the following is an excel function used to calculate accrued interest for a security that pays interest on a periodic basis?
   A. ACCRINT
   B. COUNTBlank
   C. COUNTIF*
   D. ACOS   (1 mark)

17. Which one of the following view slides in PowerPoint makes it easy for one to sort and organize the sequence of your slides as you prepare to print the slides?
   A. Outline view
   B. Notes page view
   C. Slide sorter
   D. Slide show   (1 mark)

18. Which one of the following key combinations is used to underline the selected text?
   A. Ctrl+ C
   B. Ctrl+ O
   C. Ctrl+ E
   D. Ctrl+ U   (1 mark)

19. Which of the following are animation-like effects that happen when you move from one slide to the next during a presentation?
   A. Slide view
   B. Slide show
   C. Slide Sorter
   D. Slide transitions   (1 mark)

20. Which of the following key combination is used to highlight all text from the current position to the end of the text or page?
   A. Ctrl + Shift + End
   B. Ctrl+Shift+C
   C. Ctrl+Shift+Drag
   D. Ctrl+Shift + >   (1 mark)

21. Which of the following refers to a combination of two or more columns in a table that can be used to uniquely identify each row in the table as used in database package?
   A. Foreign key
   B. Candidate key
   C. Primary Key
   D. Composite key   (1 mark)

22. Which of the following tools gives you a more detailed outlook of the structure of the form as used in access?
   A. Ole Object
   B. Datasheet view
   C. Design View
   D. Lookup Wizard   (1 mark)

23.   Which one of the following gives you an answer to a simple question, perform calculations, combine data from different tables, add, change, or delete data from a database?
        A.   Filter
        B.   Form
        C.   Query
        D.   Macro   (1 mark)

24.   In a database package, what is a simple view of data arranged in rows and columns called?
        A.   Datasheet
        B.   Table
        C.   Form
        D.   Specsheet   (1 mark)

25.   Which one of the following key combinations is used to insert a duplicate of the selected slide in PowerPoint?
        A.   Crtl+I
        B.   Ctrl+T
        C.   Ctrl+W
        D.   Ctrl+D   (1 mark)

26.   Which of the following key is used to switch between help window and active program?
        A.   ALT+TAB
        B.   ALT+F4
        C.   ALT + HOME
        D.   F1   (1 mark)

27.   What is used to create a batch of documents that are personalized for each recipient?
        A.   Mail Chimp
        B.   Mail merge
        C.   Outlook
        D.   Google Drive   (1 mark)

28.   Which of the following is used to identify groups of similar objects in datasets with two or more variable quantities?
        A.   Aggregation
        B.   Clustering
        C.   Sorting
        D.   Grouping   (1 mark)

29.   Which of the following key combination is used to move between the current view and the actual view in publisher?
        A.   F9
        B.   Ctrl + F9
        C.   Ctrl + W
        D.   Ctrl + M   (1 mark)

30.   A graphic designer was editing a logo of a client. Which of the following commands can be used to increase font size to the next larger size?
        A.   Ctrl + Shift + <
        B.   Ctrl + Shift + >
        C.   Ctrl + [
        D.   Ctrl +]   (1 mark)

SECTION II

31. State the software that makes individuals or businesses performs tasks specific to their needs. (2 marks)

32. What is a data structure that helps speed database queries for large datasets called? (2 marks)

33. In Excel, a built-in function that is designed to work with data that is organised into columns is known as? (2 marks)

34. What is the name given to a software tool in some word processors that provides synonyms for selected words on command? (2 marks)

35. In a spreadsheet, what is the name given to an address or pointer that changes when the target item is moved or the relationship to it has changed? (2 marks)

36. What is the name given to a column or group of columns in a relational database table that provides a link between data in two tables. (2 marks)

37. In a word processing package, what is the name of the temporary holding area the computer uses for any item that has been copied or cut? (2 marks)

38. Built-in formulas that are used to enter either commonly used or very complex formulas are known as? (2 marks)

39. What is the name given to a stored procedure set to execute a particular event, usually a change to a table's data? (2 marks)

40. What is the term given to the global address that specifies the location of documents and other resources on the World Wide Web? (2 marks)

41. The process of adding or subtracting space between specific pairs of characters in desktop publish software is known as? (2 marks)

42. Which spreadsheet error is displayed when a formula or function contains invalid numeric values? (2 marks)

43. In desktop publishing, the space placed between columns in a design to add breath or white space is referred to as? (2 marks)

44. A company that provides access to the internet to both personal and business customers is referred to as? (2 marks)

45. In databases, what is defined as a single person, place, or thing about which data can be stored? (2 marks)

46. Which is the software program that helps people find the information they are looking for online using keywords or phrases called? (2 marks)

47. An interconnected system of public webpages accessible through the Internet is referred to as? (2 marks)

48. What is the element in an HTML document that links to either another portion of the document or to another document called? (2 marks)

49. Jolly was using Microsoft Excel working on figures in a worksheet. Which error would be displayed on the screen if an invalid cell is referenced? (2 marks)

50. Which is the spreadsheet function that calculates and gives the current date? (2 marks)

Instructions:

Answer all questions in this section. Each question is allocated 15 marks

51. **Use a spreadsheet package to answer the following questions:**

An Agricultural corporation sells Fertilizers to farmers on credit. The credit terms require the farmer to make a deposit of 25%, the balance after the deposit is paid in monthly installments over a period of 24 months without interest.

The table below shows the farmers details and their credit values.

	A	B	C	D	E
1	Farmers details				
2	Name	Fertilizer's value	deposits	balance	Monthly installments
3	Bernice	35,000			
4	Thiago	40,000			
5	Paul	30,000			
6	Roselyn	25,000			
7	Juma	28,000			
8	Wayne	27,000			

Required:

(i) Create a workbook named "Fertiliser credit sales" and enter the data as shown above. (5 marks)

(ii) Use appropriate formulae to calculate values for the deposits, balance and monthly installments for every farmer. Insert borders on all entries of the sheet. (5 marks)

(iii) Open a new sheet and show the formulas you have used to calculate the deposits, balance and monthly installments. (5 marks)

Upload "Fertiliser Credit Sales" workbook.

(Total: 15 marks)

52. **Use a word processing package to answer the following question.**

The following is a blank invoice for KEUGTZ Enterprises.

KEUGTZ ENTERPRISES	
INVOICE	
DEBTOR NO	
DATE	
COMPANY NAME	
NAME OF PRODUCT	
QUANTITY	
TOTAL COST	
ALL AMOUNTS ARE INCLUSIVE OF 16% VAT	

Listed below are debtors for KEUGTZ Enterprises.

Debtors no	dates	Company name	Product no.	Quantity	Total cost
20010	12/12/2019	Eldotec systems Inc.	Diskettes	10 boxes	4500
20020	11/01/2020	Kembwo company ltd.	Computers	10 pieces	500000
20030	15/01/2020	kemikal.LTD	Printers	5 pieces	100000
20060	06/02/2020	Agro-chemicals	CPU	7 pieces	140000
20050	08/02/2020	Noreb porland	UPS	14 units	70000
20065	23/02/2020	Sysco ltd	Printers	4 pieces	80000
20088	05/03/2020	Mjianite ltd	sockets	34 pieces	6800

Required:
Using a word processing tool, generate invoices for any **THREE** debtors. Include all listed records and pictures.
(Total: 15 Marks)

SECTION 1

1. _____ are used by users to carry out tasks that require special permissions, such as installing software or renaming a computer.
   A.   Administrator account
   B.   Standard account
   C.   Guest account
   D.   Default account   (1 mark)

2. Which of the following is a command bar that organizes a program's features into a series of tabs at the top of a window?
   A.   Internet explorer
   B.   Finder
   C.   Toolbar
   D.   Ribbon   (1 mark)

3. What is one of the following is **NOT** a type of user profile.
   A.   Local User Profile
   B.   Roaming User Profile
   C.   Remote User Profile
   D.   Mandatory User Profile   (1 mark)

4. Which one of the following key combination is used to close a program, window, tab, or document?
   A.   Crtl+X
   B.   Ctrl+End
   C.   Ctrl+W
   D.   Ctrl+Home   (1 mark)

5. Which one of the following is used to indent a paragraph in Microsoft word?
   A.   Ctrl+I
   B.   Ctrl+M
   C.   Alt+I
   D.   Escape   (1 mark)

6. Identify a feature in office applications that is part of the spell checker to correct common spelling or typing errors, saving time for the user.
   A.   AutoFormat
   B.   AutoCorrect
   C.   AutoChange
   D.   SmartTags   (1 mark)

7. Which one of the following is used to control the amount of space between the inner border of an element and its elements?
   A.   Margin
   B.   Padding
   C.   Ruler
   D.   Alignment   (1 mark)

8. Which one of the following is a cell address that contains a dollar sign ($) in the row or column coordinate, or both when used in Excel?
   A. Relative
   B. Absolute
   C. Active
   D. Anchor (1 mark)

9. Which of the following is a Excel function that is used to search for a certain value in a column in order to return a value from a different column in the same row.
   A. SUM
   B. COUNTIF
   C. AND
   D. VLOOKUP (1 mark)

10. Which of the following function keys is used to enter the window start-up menu to access safe mode?
    A. F12
    B. F1
    C. F8
    D. F9 (1 mark)

11. Which of the following tools is used to copy and paste character and paragraph formats to existing text?
    A. Freeze pane tool
    B. Format Painter tool
    C. Go-To tool
    D. Autofill Tool (1 mark)

12. _____Contains the chart and graph headers in a document or spreadsheet.
    A. Legend
    B. Clipart area
    C. Plot area
    D. Chart area (1 mark)

13. Which of the following key combination is used to reverse your last action?
    A. Ctrl+A
    B. Ctrl+P
    C. Ctrl+Z
    D. Ctrl+V (1 mark)

14. Which of the following is a pattern or blueprint of a slide or group of slides that contain layouts, colours, fonts, effects, background styles and even content?
    A. Bullet slide
    B. Title slide
    C. Master slide
    D. Template (1 mark)

15. _____is used to retrieve information from a table by searching a row for the matching data and output from the corresponding column.
    A. Hlookup
    B. Criteria
    C. Average Range
    D. Sum Range (1 mark)

16. Which one of the following function returns the inverse cosine of a number?
    A. ACCRINT
    B. COUNTBlank
    C. COUNTIF*
    D. ACOS (1 mark)

17. _____shows a smaller version of the slide with a small area for additional content underneath.
    A.   Outline view
    B.   Notes page view
    C.   Slide sorter
    D.   Slide show   (1 mark)

18. Which one of the following key combination is used to change the alignment of a line or selected text so that it is centered on the page?

    A.   Ctrl+ C
    B.   Ctrl+ O
    C.   Ctrl+ E
    D.   Ctrl+ U   (1 mark)

19. _____offers the best way to view or preview a presentation to ensure it is clear, focused, and impactful in the way you want.
    A.   Slide view
    B.   Slide show
    C.   Slide Sorter
    D.   Slide transitions   (1 mark)

20. Which one of the following is used to Format letters as small capitals.
    A.   Ctrl+Shift+K
    B.   Ctrl+Shift+C
    C.   Ctrl+Shift+Drag
    D.   Ctrl+Shift + >   (1 mark)

21. _____are fields or fields with values that are unique throughout a table when building an access database.
    A.   Foreign key
    B.   Candidate key
    C.   Composite Key
    D.   Primary key   (1 mark)

22. Which one of the following establishes relationship between tables and creates a foreign key that refers back to the primary key of another?
    A.   Ole Object
    B.   Memo
    C.   Lookup Wizard
    D.   Hyperlink   (1 mark)

23. _____ is a form that allows you to navigate around your Access database.
    A.   Database Window
    B.   Panelboard
    C.   Switchboard
    D.   Query Window   (1 mark)

24. _____is a reference to data that the user can follow by clicking or tapping that point to a whole document or to a specific element within a document.
    A.   Hyperlink
    B.   Memo
    C.   Currency
    D.   Text   (1 mark)

25. Which one of the following key combinations is used to display the Font dialog box after text or object is selected in PowerPoint?
    A.   Crtl+I
    B.   Ctrl+T
    C.   Ctrl+W
    D.   Ctrl+D   (1 mark)

26. _____ allow the user to zoom in and zoom out of a document without having to press any commands or keys.
   A. Zoom Slider
   B. Zoom descargar
   C. Help button
   D. Worksheet   (1 mark)

27. Which one of the following is a file extension for Excel Template.
   A. .xks
   B. .xltx
   C. .xlsb
   D. .xlsx   (1 mark)

28. _____allows you to make two or more PowerPoint objects into a single object that you can more easily move around and manage on your slide.
   A. Aggregation
   B. Clustering
   C. Sorting
   D. Grouping   (1 mark)

29. Mr. Jumapele was designing a document using publisher. Which of the following key combination can be used to open a new instance of publisher?
   A. Ctrl + N
   B. Ctrl + K
   C. Ctrl + Q
   D. Shift +Ctrl + P   (1 mark)

30. _____is a handy feature that incorporates data from both Microsoft Word and Microsoft Excel and allows you to create multiple documents at once, such as letters, saving you the time and effort of retyping the same letter over and over.
   A. Mail Chimp
   B. Mail Merge
   C. Outlook
   D. Macro   (1 mark)

SECTION II

31. Create a word processor document named Question 31 and use it to save answers to questions (a) and (b) below:

   (a) Create a word processor file and enter the following details as shown below: (3 marks)

JIJENGE WOMEN GROUP				
SN	MONTH	INCOME	EXPENSES	SAVINGS
1	JAN	22000	12000	
2	FEB	18000	9000	
3	MAR	25000	23000	
4	APR	15000	13000	
	TOTALS			

   (i) Format the outside border of the table to be double underline.   (1 mark)

   (ii) Using a word processor feature, compute totals for "income'' and "expenses".   (2 marks)

   (iii) Use a word processor feature to compute savings for the four months. Savings is expenses less income.   (4 marks)

(b) Type the message below in a word processor document and save it in Question 31 document.

Hacking steps

Reconnaissance
This is the first step of Hacking. This is the preparatory phase where a threat actor collects as much information as possible about the target. Collection of information is based on the following three groups: Network, host and people involved **Scanning** This phase involves scanning the target for the information like open ports, Live systems, and various services running on the host. It also entails Checking the target for weaknesses or vulnerabilities which can be exploited. **Gaining Access** This phase is where an attacker breaks into the system/network using various tools or methods. After entering into a system, he has to increase his privilege to administrator level so he can install an application he needs or modify data or hide data.

(i) Change the font type of the entire document to Garamond.   (2 marks)

(ii) Justify the heading, underline and increase the font to size 20 and change font style to Arial.
                                                                                  (4 marks)

(iii) Insert a footer with the phrase "Be watchful" and center it and upload Question 31 document.
                                                                                  (4 marks)

Upload Question 31 document.

(Total: 20 marks)

32.

(a) The data below shows a spread sheet file for sales and expenses of a Pharmaceutical Company for a three-month period of January, February and March: (4 marks)

	A	B	C	D
1	**SALES**	**JANUARY**	**FEBRUARY**	**MARCH**
2	Amoxicillin	133,000	136,000	142,000
3	Dupixent	58,000	60,000	62,000
4	Lexapro	36,000	38,000	38,000
5	Buprenorphine	10,000	11,000	11,000
6	Ciprofloxacin	4,000	4,000	4,000

	A	B	C	D
1	**EXPENSES**	**JANUARY**	**FEBRUARY**	**MARCH**
2	Cost of goods	72,250	74,800	76,900
3	Cost of merchandise	7,000	7,700	7,700
4	Payroll	90,000	90,000	90,000
5	Internet	3,250	3,250	3,250
6	Building	21,000	21,000	21,000
7	Advertising	6,000	6,000	6,000
8	Capital assets	15,000	15,000	15,000
9	Miscellaneous	13,000	13,000	13,000

The Company's cashier uses a spreadsheet application to track sales and expenses data. Sales data are recorded on sales worksheet while expenses are recorded on expenses worksheet.

Required:

(i) Create a workbook called Question 32 and key in above data in two separate worksheets named Sales and Expenses respectively.   (10 marks)

(ii) Add a worksheet named "Summary" and on it calculate the monthly total sales, monthly total expenses and monthly net income using the format given below.

	A	B	C	D
1		Monthly Total Sales	Monthly Total Expenses	Monthly Net Income
2	January			
3	February			
4	March			

Note: The monthly net income=monthly total sales-monthly total expenses. (4 marks)

(i)   Create a line graph in "summary" worksheet to illustrate the trend in monthly net income for every Month. (4 marks)

(ii)   Insert header titled "Drugs "with appropriate time and page number. (2 marks)

Upload Question 32 workbook.

(Total: 20 marks)

33.

(a)   Using a presentation software, create a slide containing the data shown below and save the presentation as question 33. (2 marks)

ITEM	SALES QUANTITY(KSHS)
Alamycin	1500
Butalex	2250
Calf-Pelletes	3000
Layers Mash	1250

(i)   Apply custom animation to make the slide content appear as flying in. (2 marks)

(ii)   Insert a photo your choice on the slide. (1 mark)

(iii)   Apply transition effect of your choice and set the slide to advance automatically after two seconds. (3 marks)

(iv)   Insert slide number to the presentation slide. (1 mark)

(v)   Insert ink annotations of your choice in the slide. (1 mark)

Upload Question 33 presentation.

(Total: 10 marks)

(b)   Using a database application, create a database named Question 34 with appropriate objects to store the data below. (6 marks)

Customers

Customer No	Customer Name	Gender	Date of Birth	Booking Date
CN20/13	Bakari	Male	30/4/1957	16/5/2022
CN25/13	Juma	Male	27/9/1988	17/5/2022
CN28/13	Swaleh	Male	8/11/1965	17/5/2022
CN30/13	Maria	Female	30/12/1985	18/5/2022

Front desk supervisors

Supervisor No	Supervisors Name	Customer No
SN/201	Mr.Wayne	CN20/13
SN/225	Miss Adia	CN25/13
SN/305	Miss Wonder	CN28/13
SN/310	Mr Sunday	CN30/13

Rooms

Room No	Room Name	Customer No
RN1	Chui	CN20/13
RN2	Ndovu	CN25/13
RN3	Simba	CN28/13
RN4	Duma	CN30/13

(i)   Establish relationship among the objects you have created in the tables shown above.   (2 marks)

(ii)   Using forms, populate your database with the data given in tables; Customers, Front desk supervisors and Rooms.   (12 marks)

(Total: 20 marks)

CERTIFIED INFORMATION SYSTEM SOLUTION EXPERT (CISSE)

FOUNDATION LEVEL

COMPUTING INFORMATION SYSTEM APPLICATIONS

TIME:3HRS

INSTRUCTIONS: ANSWER ALL QUESTIONS. MARKS ALLOCATED TO EACH QUESTION ARE SHOWN

SECTION I

1. Which one among the following is a user interface that allows the user to interact with the operating system by working with icons and menus?
   a. API
   b. CLI
   c. GUI
   d. PnP

2. Which one of the following is a built-in user account provided by the operating system?
   a. Administrator account
   b. Standard account
   c. Guest account
   d. Default account

3. Which one of the following is not a benefit associated with New technology File system (NTFS)?
   a. Performance
   b. Security access control
   c. Disk space utilization
   d. Intermediary between user and hardware.

4. Which one of the following tasks would best suitable the use of a word processor document?
   a. Compute income and expenditure
   b. Draw a diagram
   c. Paint a picture
   d. Type board meeting minutes

5. Which one of the following key combination moves the cursor to the end of the document?
   a) Crtl+X
   b) Ctrl+End
   c) Ctrl+W
   d) Ctrl+Home

6. Which one of the following keys is used to increase left indents?
   a. Ctrl+I
   b. Ctrl+M
   c. Alt+I
   d. Escape

7. Identify the use of pasteboard in graphics design.
   a. Working area

b. Print graphics
c. Backup graphics
d. Placing unwanted graphics

8. Identify the output device that produces durable carbon copies.
   a. Laser printer
   b. Dot matrix
   c. Inkjet
   d. Thermal

9. Identify the word processor feature in this text X^2
   a. subscript
   b. Superscript
   c. Window
   d. Orphans

10. Which one of the following is a cell reference in spreadsheets that does not change when it is copied?
    a. Relative
    b. Absolute
    c. Active
    d. Anchor

11. Which one of the following is a special toolbar at the top of the Excel worksheet window, labeled with function symbol (fx)?
    a. Psi function
    b. Menu
    c. Icon
    d. Formula bar

12. What is the name of the intersection between a row and a column in spreadsheets applications?
    a. Cell
    b. Tabs
    c. Name box
    d. Worksheet

13. Which one of the following is a file extension for excel files?
    a. .doc
    b. .xls
    c. .ppt
    d. .db

14. Which one among the following is a feature in excel that fixes a row or column to be displayed when scrolling in spreadsheet?
    a. Freeze pane tool
    b. Format Painter tool
    c. Go To tool
    d. Autofill Tool

15. Excel charts allow spreadsheet users to create visualizations of data sets. What is the name of the region surrounding the chart?
    a. Legend
    b. Axis
    c. Plot area
    d. Chart area

16. Which of the following technology stores volatile data?
    a. RAM
    b. EPROM
    c. EEPROM
    d. Flash disk

17. What is the name given to giving live to text in presentation applications?
    a. Transition

b. Slide show
c. **Animation**
d. Fade

18. The interlinking of worldwide computers for communication purposes over the public network is called?
    a. Network
    b. WWW
    c. Web
    d. **Internet**

19. Where is the physical location of swap memory in a computer system?
    a. RAM
    b. ROM
    c. **Hard disk**
    d. Flash disk

20. Which one of the following functions counts the number of cells within a range that meet a given criteria?
    a. COUNTA
    b. COUNTBlank
    c. **COUNTIF**
    d. ACCRINT

21. The trimming of excess area of an image in Desktop publishing is called:
    a. Framing
    b. Bleeding
    c. **Cropping**
    d. Layering

22. _____is the slide that controls the design of all other slides.
    a. **Master slide**
    b. Title slide
    c. Formatting slide
    d. Editing slide

23. Which of the following is an internet protocol that automatically translates internet addresses to their numeric machines address that computers use?
    a. HTTP
    b. **DNS**
    c. FTP
    d. NAT

24. Which one among the following is **NOT** an Access Database object?
    a. **Worksheets**
    b. Forms
    c. Queries
    d. Reports.

25. Which one of the following establishes a relationship between tables?
    a. Ole Object
    b. Memo
    c. **Lookup Wizard**
    d. Hyperlink

26. Identify the query that displays its own dialog box prompting you to enter information before executing.
    a. Select Query
    b. Crosstab Query
    c. Dialog Query
    d. **Parameter Query**

27. Which among the following allows you to navigate around your Access database application?
    a. Database Window

      b.   Design View Window

      c.   Switchboard

      d.   Query Window

28. Which one among the following indicates the format of valid input values such as ##### being displayed when one enters data?

      a.   Input Mask

      b.   Subnet mask

      c.   Indexed

      d.   Validation Rule

29. Which of the following Desktop Publishing tools is used to locate the exact position to place graphics?

      a.   Ruler

      b.   Gridlines

      c.   Pixels

      d.   Pasteboard

30. A set of instructions that perform a specific task is known as?

      a.   Hardware

      b.   CPU

      c.   Software

      d.   Orgware

SECTION II

QUESTION 31

    a. Create the following table and enter the following details using a word processor application and save it as "Question one".

                                                                                 (6 mks)

Projections				
S/N	Type of Farming	Income(Kshs.)	Expenses(Kshs.)	Savings(Kshs.)
1	Dairy Farming	30,000	22,500	
2	Bee Keeping	25,000	18,750	
3	Poultry Farming	28,000	21,000	
4	Horticultural Farming	32,000	24.,000	
	Total			

    b. Compute savings using table formula as income minus expenses for Farming type

                                                                                      (3 mks)

    c. Calculate totals for "Income","expenses", and "savings" for all types of farming

                                                                                    (3 mks)

    d. Add a row just below totals for the projections and compute average for "Income","expenses", and "savings" for all types of farming.   **(3 mks)**

SOLUTION

Projections				
S/N	Type of Farming	Income (Kshs.)	Expenses (Kshs.)	Savings (Kshs.)
1	Dairy Farming	30,000	22,500	7,500
2	Bee Keeping	25,000	18,750	6,250
3	Poultry Farming	28,000	21,000	7,000
4	Horticultural Farming	32,000	24,000	8,000
	Total	115,000	86,250	28,750
	AVERAGE	28,750	21,562.5	7,187.5

QUESTION 32

Consider the information from Mr. Kioko's presentation below

Slide 1:

Slide 2:

Group 1

✓ Drawing

✓ Painting

✓ Photography

   Slide 3:

Group 2

✓ Modelling

✓ Dress Making

✓ Printing

   Slide 4:

Group 3

✓ Hill walking

✓ Hiking

✓ Cycling

Required

   a.   Create a power point presentation and save as "Question 2"   **(6 mks)**

   b.   Input the following data in slide one. "GROUPS", "BY MR. KIOKO"   **(2 mks)**

   c.   Insert a new slide after slide 4 and input the following information   **(5 mks)**
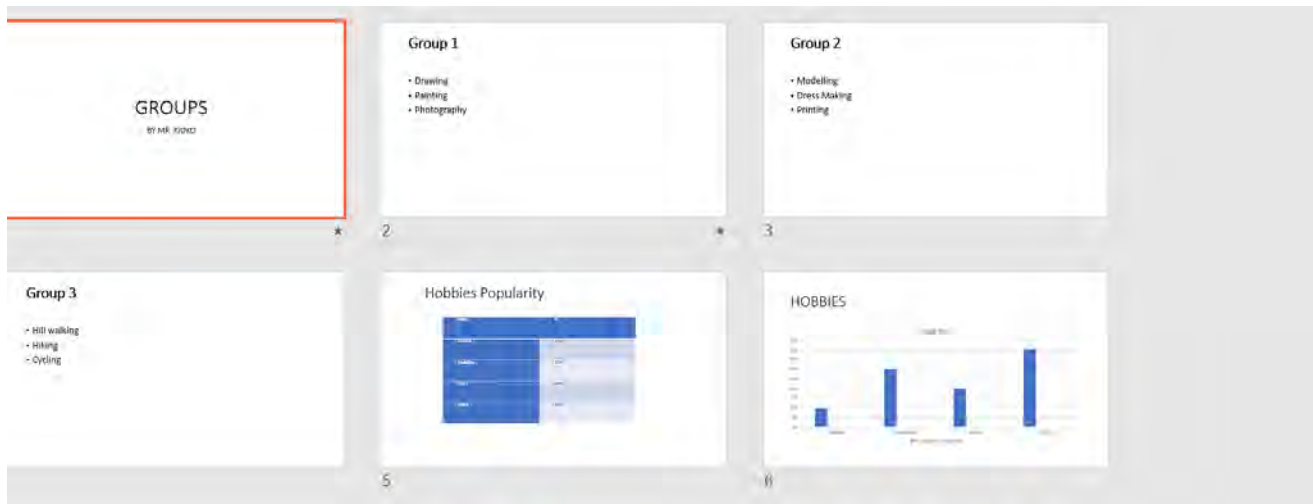
Hobbies Popularity

Hobby	%
Drawing	10%
Modelling	30%
Hiking	20%
cycling	40%

   d.   Insert a slide after the one in (c). Insert a column chart to compare the % per hobby

                                                          (3mks)

   e.   Apply animation of your choice for text in slide 1 and 2   **(4mks)**

<u>SOLUTION</u>

QUESTION 33

Consider the information below about Mavuno land buying company

MAVUNO LAND BUYING COMPANY					
PERSONAL DETAILS		YEARLY CONTRIBUTIONS IN '000			
NO	NAMES	YEAR 1	YEAR 2	YEAR 3	YEAR 4
M55	PATRICK KIMANI	200	500	750	800
M56	AMON KULEL	180	230	600	900
M57	ANN KEMUNTO	220	280	320	700
M58	WILBER OMONDI	150	200	350	500
M59	PAUL EKENO	200	280	350	400
M60	ESTHER WANJIRU	230	290	300	450
M61	EDWIN WAFULA	320	350	450	500

    a.   Enter the above data in a spreadsheet software as it is and save it as "plots"   (8 marks)

    b.   Perform the following calculations using functions by insert the relevant row or column header
        i.   Total contributions for each person   (4 marks)
        ii.   Input the target contribution for all members as 1,800,000   (3 marks)
        iii.   While refereeing to the cell with the value 1,800,000 in (ii) above calculate the deficit for each member   (5 marks)

SOLUTION

PERSONAL DETAILS		YEARLY CONTRIBUTIONS IN '000					
NO	NAMES	YEAR 1	YEAR 2	YEAR 3	YEAR 4	TOTAL	DEFECIT
M55	PATRICK KIMANI	200	500	750	800	=SUM(C4:F4)	=$B$13-G4
M56	AMON KULEL	180	230	600	900	=SUM(C5:F5)	=$B$13-G5
M57	ANN KEMUNTO	220	280	320	700	=SUM(C6:F6)	=$B$13-G6
M58	WILBER OMONDI	150	200	350	500	=SUM(C7:F7) =SUM(C8:F8)	=$B$13-G7 =$B$13-G8
M59	PAUL EKENO	200	280	350	400	=SUM(C9:F9)	=$B$13-G9
M60	ESTHER WANJIRU	230	290	300	450	=SUM(C10:F10)	=$B$13-G10
M61	EDWIN WAFULA	320	350	450	500	=SUM(C11:F11)	=$B$13-G11
TARGET CONTRIBUTION	1800						

(Total:20 marks)

QUESTION 34

Using a desktop publisher create the following publication name it as "Question 4"   (15 marks)

UPPER HILL COLLEGE

Certificate of merit

This certificate is issued to:
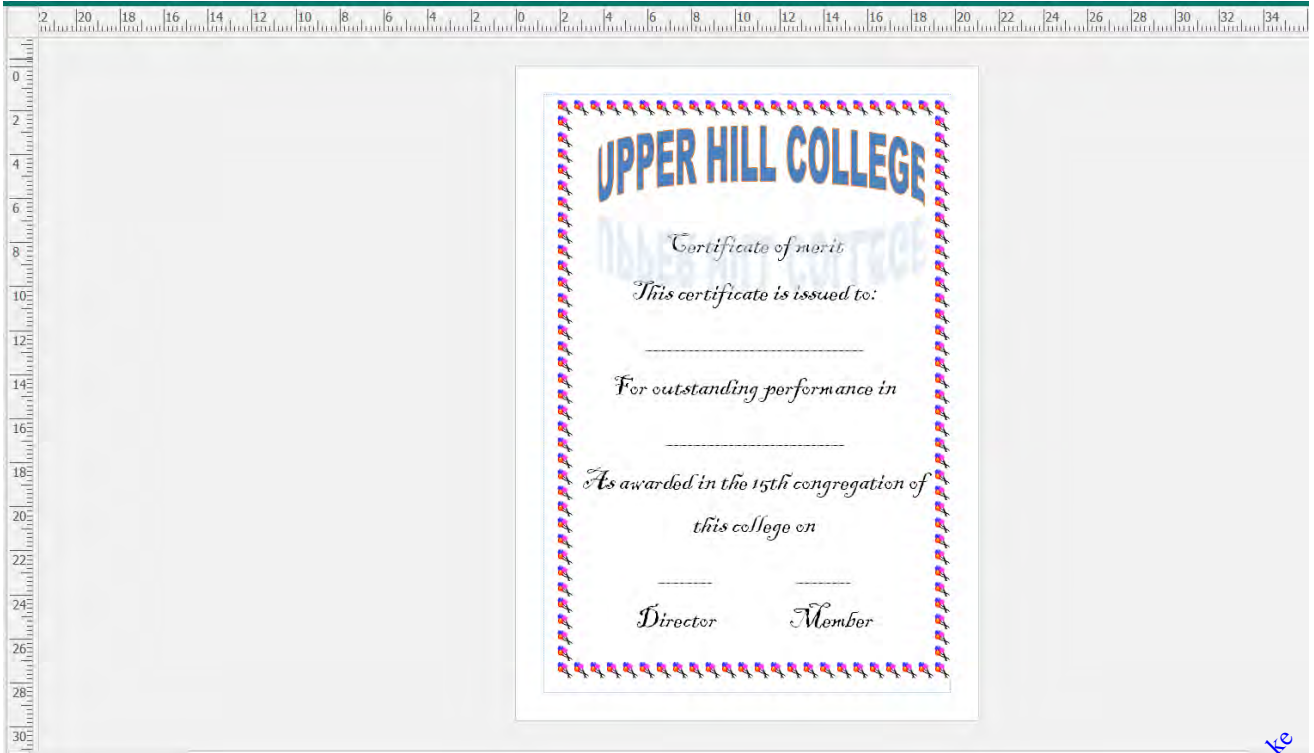

For outstanding performance in

As awarded in the 15th congregation of

this college on

------   ------

Director   Member

SOLUTION