



## **CERTIFIED INFORMATION SYSTEMS SOLUTIONS EXPERT (CISSE)**

### **FOUNDATION LEVEL**

#### **COMPUTER INFORMATION SYSTEMS APPLICATIONS**

**TUESDAY: 2 December 2025. Afternoon Paper.**

**Time Allowed: 3 hours.**

**This paper consists of two (2) 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. Answer ALL questions.**

**Required resources:**

- **A computer**
- **MS Office suite 2016**

#### **SECTION I (30 MARKS)**

1. Mary is working on a Word document and wants to quickly jump to the next occurrence of a specific word without scrolling manually. Which feature should she use?  
A. Page Layout  
B. Find  
C. Replace  
D. Clipboard  
(1 mark)
2. What is the program that makes computer software applications and hardware work together?  
A. Main Memory  
B. Central processing unit  
C. Operating system  
D. Arithmetic and Logic Unit  
(1 mark)
3. Jane's professor replies asking her to add proper citations and warns against plagiarism. Which of the following practices should Jane follow to ensure academic integrity?  
A. Copy text directly from online PDFs without attribution  
B. Use "incognito mode" to avoid plagiarism detection  
C. Hide copied content in images  
D. Summarise content in her own words and provide references  
(1 mark)
4. While browsing, Jane accidentally clicks a suspicious link. Her browser shows a warning about a possible phishing site. What is the safest action for her to take?  
A. Ignore the warning and continue  
B. Close the tab immediately without entering any details  
C. Provide personal details to test the site  
D. Turn off antivirus and retry  
(1 mark)
5. A group of students have created long reports in Microsoft Word. To automatically generate a table of contents, what should they first apply to their headings?  
A. SmartArt  
B. WordArt  
C. Styles  
D. Track Changes  
(1 mark)

6. When you press the following letters ABC on the keyboard, where do they get into first within the computer system?  
A. CPU  
B. Monitor  
C. Main Memory  
D. Hard disk (1 mark)

7. Mr. Andrew wants to ensure that in Microsoft Access, every “Order” record must correspond to an existing “Customer” record. Which database feature enforces this?  
A. Referential Integrity  
B. Data Redundancy  
C. Input Mask  
D. AutoNumber (1 mark)

8. Which one of the following is not checked before application program installation?  
A. Processor speed to be 2 GHz or higher  
B. RAM size to be 4 GB minimum  
C. Free flash disk space  
D. Operating system compatibility (1 mark)

9. A researcher wants to display the trend of monthly sales over one year in MS Excel. Which of the following chart types is **MOST** suitable?  
A. Bar Chart  
B. Pie Chart  
C. Line Chart  
D. Scatter Plot (1 mark)

10. Which one of the following search operators would help you find an exact phrase in Google search?  
A. Quotation marks  
B. AND  
C. OR  
D. Asterisk (1 mark)

11. Which of the following security feature verify the authenticity and integrity of a word document?  
A. Data Loss Prevention  
B. Document Encryption  
C. Information Rights Management  
D. Digital signature (1 mark)

12. Derrick is a trader and intends to market his job to a nearby college. Which one of the following publications should he use?  
A. Brochure  
B. Business card  
C. Newsletter  
D. Flyer (1 mark)

13. Which one of the following reasons best explains why typesetters are advised not to use too much WordArt?  
A. It may become blurry and difficult for readers to interpret  
B. It always enhances the appearance of every document section  
C. It can reduce the impact and make the document appear cluttered  
D. It causes the computer to update the display at a slower rate (1 mark)

14. A company uses a shared database. To monitor which user changed records last week, which one of the following features should be enabled?  
A. Validation Rules  
B. Input Masks  
C. Audit Trail  
D. Lookup Wizard (1 mark)

15. Which one of the following statements correctly explains the use of address bar in a web browser?  
A. Display installed extensions  
B. Enter URLs or search queries  
C. Store cookies  
D. Configure system settings (1 mark)

16. You are in a training session where participants need to collaboratively edit a document in real time. Which one of the following tools is most appropriate?  
A. Microsoft Word (offline version)  
B. Google Docs  
C. Adobe Acrobat Reader  
D. Notepad (1 mark)

17. During a presentation, a teacher wants bullet points to appear one by one as she explains them. Which of the following PowerPoint features should she adjust?  
A. Animation Pane  
B. Transition Gallery  
C. Design Ideas  
D. Format Background (1 mark)

18. A student intends to link a chart in MS Word to a source on the web so that clicking it opens the webpage. Which one of the following features should be used?  
A. Wrap Text  
B. Hyperlink  
C. Track Changes  
D. Merge Cells (1 mark)

19. In PowerPoint, which of the following printing options allows each slide to be printed together with its presenter's notes underneath for reference?  
A. Handouts  
B. Outline View  
C. Notes Pages  
D. Full Page Slides (1 mark)

20. A computer user intends to ensure that other users cannot edit parts of a MS Word document. Which one of the following options is best to use?  
A. Track Changes  
B. Save As PDF  
C. Restrict Editing  
D. Insert Bookmark (1 mark)

21. In a hospital database, the relationship between "Patients" and "Appointments" is best described as \_\_\_\_\_.  
A. One-to-One  
B. One-to-Many  
C. Many-to-Many  
D. Independent (1 mark)

22. In a banking system, Accounts table is linked to Transactions table. Which one of the following fields should be used as a foreign key in Transactions table?  
A. TransactionID  
B. AccountID  
C. Balance  
D. CustomerName (1 mark)

23. Susan intends to create decorative and stylised text in MS Publisher. Which of the following MS Publisher tools is **BEST** suited for creating decorative and stylised text, such as headings?  
A. Page Border  
B. Shape Tool  
C. WordArt  
D. Text Box (1 mark)

24. A teacher has a task to create a slide layout in PowerPoint to add custom graphics without any predefined placeholders. Which one of the following layouts should be used?  
A. Section Header  
B. Title Slide  
C. Blank  
D. Title and Content (1 mark)

25. Which one of the following statements correctly explains the purpose of adding speaker notes to slides?  
A. To display additional animations  
B. To guide the presenter during the slideshow  
C. To be printed with the audience handouts only  
D. To insert hidden hyperlinks (1 mark)

26. A school is designing an annual magazine with articles, student photos and advertisements. Which one of the following Desktop Publishing (DTP) features are most critical?  
A. Mail merge and animations  
B. Query building and pivot tables  
C. Slide transitions and speaker notes  
D. Master pages and layering (1 mark)

27. A search engine robot automatically visits new websites and follows links to discover more content. This technique can be classified as?  
A. Crawling  
B. Ranking  
C. Indexing  
D. Rendering (1 mark)

28. During a group project, a team of students editing a shared Word document intends to monitor who made specific edits and have the ability to accept or reject those changes later. Which one of the following features should they use?  
A. Find and Replace  
B. Track Changes  
C. AutoCorrect  
D. Spell Check (1 mark)

29. You are tasked with designing a restaurant menu. Which one of the following combination of features would help ensure both readability and attractive design?  
A. Tables, colour schemes and text wrapping  
B. Pivot charts, data validation and formulas  
C. Animations, hyperlinks and transitions  
D. Code editor, debugger and compiler (1 mark)

30. A product image must be placed in the middle of the brochure with descriptive text wrapping around it. Which feature should you use?  
A. Image scaling  
B. Text wrapping  
C. Rotation handles  
D. Page breaks (1 mark)

## SECTION II (70 MARKS)

31. Create a document named “QUESTION 31” and use the document to save solutions to questions (a) and (b) below.

(a) Using a word processor, create a document organised into four columns. Each column should contain one of the following sections: (4 marks)

1. **Protecting Personal Data**

Individuals must safeguard sensitive details such as identification numbers, passwords, and banking information. Simple measures like using strong passwords and avoiding public Wi-Fi for transactions help protect against identity theft.

2. **Responsible Social Media Use**

Oversharing on social networks may expose users to fraud, harassment, or reputational harm. It is advisable to limit the posting of personal details, adjust privacy settings, and remain cautious about accepting friend requests from strangers.

3. **Corporate Data Security**

Organisations are responsible for securing employee and customer records. Data breaches often occur through phishing attacks or poor password management. Companies must train staff in cybersecurity awareness and adopt encryption measures to enhance protection.

4. **Government and Legal Measures**

Governments play a vital role in data protection by establishing regulations such as privacy laws and digital rights charters. Citizens are expected to comply with these laws while institutions remain accountable for safeguarding stored information.

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

(i) Apply a page border with a box style around the entire document (3 marks)

(ii) Insert the text titled “Data Privacy” as a watermark in the background. (4 marks)

(iii) Type the phrase “Privacy Matters” and align it to the left side of the header area. (3 marks)

(iv) Insert automatic page numbers in the format “Page x of y” aligned to the right side of the footer. (4 marks)

(v) Insert the comment ‘*Add a quick example and a tip on how to avoid phishing*’ next to the phrase “phishing attacks”. (3 marks)

(vi) Format each of the four subheadings using the “Heading 2” style. (4 marks)

Save “QUESTION 31” document and upload.

**(Total: 25 marks)**

32. Create a document named “QUESTION 32” and use the document to save solutions to questions (a) to (f) below.

You are provided with the employee dataset for JIKAZEE TECH SOLUTIONS as outlined in the table. Using Microsoft Excel, perform the following tasks to analyse, format and visualise the data:

Employee ID	Name	Department	Project	Basic pay	Allowance	Workday
JKZ001	Aden Mwangi	Finance	Budgeting	52000	8000	Wednesday
JKZ002	Brain Ostend	Marketing	Campaign A	47000	5000	Monday
JKZ003	Carobi Mwangi	Finance	Audit Prep	53000	8500	Thursday
JKZ004	David Wayne	IT	System Dev	60000	10000	Tuesday
JKZ005	Edith Naune	Marketing	Campaign B	48000	5200	Friday
JKZ006	Fred Oneidas	IT	Infrastructure	59000	9500	Wednesday

(a) In order to distinguish employees with higher remuneration, formatting can be applied to highlight specific salary thresholds. Apply conditional formatting to the Basic Pay column such that all values exceeding 55,000 are automatically highlighted with a green cell background. (4 marks)

(b) Financial data is often presented using customised currency formats to enhance clarity and regional relevance. Format the Allowance column using a custom currency style so that each value is displayed in the form: KES 8,000.00. (3 marks)

(c) Data integrity in Excel can be enhanced by restricting user entries to pre-defined options through data validation. Apply a drop-down list in the Workday column to ensure only the following values can be selected: Monday, Tuesday, Wednesday, Thursday and Friday. (3 marks)

(d) Subtotals allow aggregated calculations to be generated automatically for groups of related records. Using the Subtotal feature, compute the total Allowance for each Department. Then collapse the worksheet view so that only the subtotal rows remain visible. (3 marks)

(e) Database functions in Excel can be used to calculate conditional totals based on specified criteria. Using the DSUM function, determine the total Basic Pay for employees in the IT Department. Clearly show the criteria used along with the resulting value. (4 marks)

(f) A combined chart allows for simultaneous comparison of two different data series using both primary and secondary axes. Construct a combined chart with the following specifications: (8 marks)

- X-Axis: Employee Names
- Primary Axis (Column): Basic Pay
- Secondary Axis (Line): Allowance
- Include a descriptive chart title, data labels, and a legend.

Save “QUESTION 32” document and upload.

**(Total: 25 marks)**

33. Create a document named “QUESTION 33” and use the document to save solutions to questions (a) to (d).

Use the provided information to answer the questions that follow.

### Slide 1: Title Slide

Title:

Artificial Intelligence in Business: Opportunities and Risks

Student Name: Your name

Student ID: Your registration No

Date: Today's date.

### Slide 2: Introduction to Artificial Intelligence (AI)

Artificial Intelligence refers to computer systems capable of performing tasks that normally require human intelligence, such as decision-making, language processing, and learning.

Key Aspects:

Machine Learning (ML): Algorithms that learn from data to improve performance over time.

Natural Language Processing (NLP): Enables computers to understand and respond to human language.

Robotics and Automation: Machines and systems capable of performing repetitive or complex tasks efficiently.

Visual Suggestion:

A diagram showing AI at the center with three surrounding branches (ML, NLP, Robotics).

### **Slide 3: Applications of AI in Business**

Customer Service: AI chatbots and virtual assistants providing 24/7 support.

Marketing and Personalisation: Predictive analytics to tailor customer recommendations.

Supply Chain Optimisation: Automation and demand forecasting to improve efficiency.

### **Slide 4: Benefits of AI in Business**

Increased Efficiency and Productivity: Automating repetitive tasks reduces costs and errors.

Data-Driven Insights: Businesses can analyse large datasets for strategic decisions.

Enhanced Customer Experience: Personalised services and faster responses.

### **Slide 5: Challenges of AI in Business**

High Implementation Costs: Advanced AI systems require significant investment.

Job Displacement Risks: Automation may reduce demand for certain roles.

Ethical and Bias Concerns: Algorithms can reinforce inequalities if not properly managed.

### **Slide 6: Conclusion & Call to Action**

Summary:

Artificial Intelligence is transforming industries by improving efficiency, innovation, and decision-making. However, it presents challenges in cost, employment and ethics.

Call to Action:

Businesses should adopt AI responsibly by ensuring transparency, addressing ethical concerns, and providing workforce reskilling programs.

Visual Suggestion:

Insert an image showing collaboration between humans and AI systems.

- (a) Using Microsoft PowerPoint, prepare a six-slide presentation on “Artificial Intelligence in Business: Opportunities and Risks.” Select and apply a suitable professional design theme that enhances visual appeal. (6 marks)
- (b) Insert automatic slide numbers and configure the date to update dynamically on all slides except the Title Slide. Display and capture the results using the Slide Sorter View. (4 marks)
- (c) Configure the slide show to advance slides automatically at intervals of 6 seconds and to restart continuously until manually exited. Capture and display the Slide Show settings window. (4 marks)
- (d) Create a Custom Slide Show titled “AI Applications” that contains only Slide 3 (Applications of AI in Business) and Slide 4 (Benefits of AI in Business). Provide a screenshot of both the Custom Slide Show dialog box and the preview of the selected slides. (6 marks)

Save “QUESTION 33” document and upload

**(Total: 20 marks)**

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## CISSE FOUNDATION LEVEL

### COMPUTER INFORMATION SYSTEMS APPLICATIONS

**TUESDAY: 19 August 2025. 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. In a file management system, which of the following features enables users to view hidden files and folders?
  - File extension
  - View options
  - Compression
  - Shortcut(1 mark)
2. The process of setting up software on a computer system, copying files and configuring settings is called \_\_\_\_\_.
  - running
  - execution
  - installation
  - compilation(1 mark)
3. Headers and footers allow users to include repeating content at the top or bottom of each page in a document. Which of the following is **MOST** commonly included in a header?
  - Page number
  - Table of contents
  - Text alignment
  - Document title(1 mark)
4. When a computer starts up, it performs a Power-On Self-Test (POST). What is the main purpose of this test?
  - To check hardware functionality
  - To load the operating system
  - To detect viruses
  - To connect to the internet(1 mark)

5. Which feature helps arrange text and graphics precisely on a page?  
A. Formula bar  
B. Layout guides  
C. Address bar  
D. Page orientation (1 mark)

6. When working collaboratively, which one of the following is the **BEST** practice?  
A. Work on the same slide at the same time  
B. Assign slide sections to each collaborator  
C. Keep the file offline  
D. Use printouts for review (1 mark)

7. In spreadsheet applications, 'Merge and Center' is a frequently used formatting tool. Which of the following statements **BEST** describes its function?  
A. It combines the content of multiple cells and places them in separate centered cells.  
B. It centers text across multiple cells without altering the structure of the cells.  
C. It duplicates the content of a cell into all selected cells and centers them horizontally.  
D. It merges selected cells into one and centers the content within the merged cell. (1 mark)

8. Before printing to a newly installed printer, you must usually install:  
A. Motherboard driver  
B. Operating system  
C. Screen saver  
D. Printer driver (1 mark)

9. When "Track Changes" function is enabled, how are insertions typically displayed?  
A. As bold red text  
B. As hidden text until accepted  
C. As comments in the margin  
D. As underlined text in a different colour (1 mark)

10. Goal Seek is a feature within Excel's What-If Analysis tools. Which one of the following **BEST** describes its primary purpose?  
A. Filters table rows based on conditions  
B. Creates quick charts from selected data  
C. Finds input value to match desired result  
D. Sorts worksheet data using fixed rules (1 mark)

11. Data integrity must be preserved in Microsoft Access in order to guarantee accurate and trustworthy information storage. Which feature of a database ensures that duplicate records are not entered into a table?  
A. Data Redundancy  
B. Primary Key  
C. Data Integrity

D. Foreign Key (1 mark)

12. In Microsoft Access, each field in a record stores a specific type of data. Which one of the following statements **BEST** explains how this structure improves data retrieval and organisation?  
A. It ensures every record is formatted and stored in the same exact way  
B. It allows faster data entry using a uniform design for each table  
C. It reduces the size of the database by limiting text in all fields  
D. It improves sorting and filtering by keeping data types consistent (1 mark)

13. Which one of the following is **MOST** important in a hospital publication design for patient communication?  
A. Heavy text blocks  
B. Decorative fonts  
C. Bright neon colours  
D. Clear and readable typography (1 mark)

14. Sorting in Microsoft Access enables users to arrange records based on specific criteria. Which one of the following tools allows you to sort records in ascending or descending order?  
A. Use Filter Options  
B. Use Totals Feature  
C. Use Sort & Filter Tab  
D. Use Expression Builder (1 mark)

15. You are writing a research project document. Why would you use citations in a project report document?  
A. To insert footnotes for images  
B. To reduce the number of pages  
C. To add comments to the reviewer  
D. To credit sources of information or quotes (1 mark)

16. Which is the core component of an operating system?  
A. Desktop  
B. Kernel  
C. BIOS  
D. Icons (1 mark)

17. James is advised to use a "Parameter Query" in Access database. Under what circumstances does he use parametric query?  
A. To prompt the user to enter criteria at runtime  
B. To update multiple records at once  
C. To automatically format reports  
D. To join unrelated tables (1 mark)

18. In a word processor, what does the 'Wrap Text' option allow you to do when adding a graphic or chart?  
A. To animate the chart for presentations  
B. To convert the chart into plain text

C. To control how text flows around the graphic  
D. To increase the font size around the image (1 mark)

19. To help your audience take notes during your presentation, which PowerPoint print layout should you use?  
A. Full Page Slides  
B. Handouts  
C. Notes Pages  
D. Outline View (1 mark)

20. What is the maximum number of relationships that can be created between two tables in Access?  
A. Unlimited  
B. One to one  
C. One to many  
D. Many to many (1 mark)

21. You are using Microsoft Publisher to create a promotional handout for a nearby event. For a flyer layout that is ready to print, which one of the following publication types should you select?  
A. Flyer  
B. Business Card  
C. Calendar  
D. Postcard (1 mark)

22. A designer was setting up a flyer in Microsoft Publisher and wanted to ensure there's enough space around the content for trimming after printing. Which page layout setting should he adjust?  
A. Paper Size  
B. Bleed  
C. Orientation  
D. Color Scheme (1 mark)

23. Your supervisor wants you to insert a block of text that can be moved and resized independently within a newsletter in Microsoft Publisher. Which feature would you use for this task?  
A. Page Border  
B. WordArt  
C. Shape Tool  
D. Text Box (1 mark)

24. “Reuse Slides” feature in power point allow you to do \_\_\_\_\_.  
A. import slides from another presentation  
B. use the same slide multiple times in the same presentation  
C. save your slides in multiple formats  
D. export slides to PDF (1 mark)

25. A customer has requested you to design a small, foldable card to attach to a gift. Which publication type in Microsoft Publisher would be appropriate for this purpose?

- A. Brochure
- B. Greeting Card
- C. Business Card
- D. Gift Certificate

(1 mark)

26. Which feature is used to apply a consistent set of fonts, colours and effects to a document?

- A. Format Painter
- B. Styles
- C. Themes
- D. Templates

(1 mark)

27. For easy search engine visibility, a blogger included keywords and meta tags in his post. This primarily assists in which stage of a search engine's process?

- A. Indexing
- B. Crawling
- C. Ranking
- D. Rendering

(1 mark)

28. A student is editing a research paper in Microsoft Word. To ensure consistency, they need to replace all instances of a certain term with a new one. Which feature should the student use to accomplish this efficiently?

- A. Format Painter
- B. Find and Highlight
- C. Spell Check
- D. Find and Replace

(1 mark)

29. Web browser in internet is used to \_\_\_\_\_.

- A. store data
- B. send emails
- C. access and display web pages
- D. to create web pages

(1 mark)

30. Which of the following is an example of a domain name?

- A. 192.168.0.1
- B. https:// URL
- C. Play store app
- D. www.example.com

(1 mark)

## SECTION II (70 MARKS)

31. Create a document named “Question 31” and use the document to save solutions to questions (a) to (f) below. Launch your word processing software and enter the following information.

**TO:** Sales Executive  
**FROM:** Alex Joomah  
Regional Manager, South-East

**SUBJECT: South-East Region Annual Sales Report**

As we close the year, I am proud to report the achievements of the South-East Region's team sales. Demand for fiber optic internet services surged in the fourth quarter, while business clients showed strong interest in our Unified Communications solutions throughout the third quarter, outpacing all other regions.

We exceeded our first-quarter sales forecast by Sh.3,000,000 despite conservative projections due to market uncertainty and rising competition in the telecom sector.

The team worked persistently to secure several key enterprise accounts. A major highlight was finalising a three-year service agreement with KulfTech Industries, now the region's largest client for our Business Pro Connectivity Suite.

Special recognition goes to Scarlet Wembah for outstanding performance—she exceeded her individual sales targets by 175% to 215% for three consecutive quarters. Her dedication and customer-centric approach were instrumental to our regional success.

We look forward to maintaining this momentum into the first quarter of the new year.

**Required:**

(a) Insert a section break immediately after the memo text. In the new section, add a title “South-East Region Sales Table and Graph” formatted in bold, font size 16, center alignment and underline the title. (5 marks)

(b) Insert a sample table with the specified data beneath the title and apply a suitable table design. (3 marks)

Quarter	Sales (Sh.)
Q1	19,000,000
Q2	15,500,000
Q3	17,800,000
Q4	20,800,000

(c) Below the table, insert a Column Chart based on the table values. Use a chart title: Quarterly Sales Performance. Ensure the vertical axis is labeled as Sales (Sh.) and the horizontal axis as Quarter. (3 marks)

(d) Adjust the page setup so that the page containing the table and chart is best suited for wide content. Display document layout options with print view. (4 marks)

(e) Insert an appropriate business-related image below the chart. Resize it to a height of 5 cm while maintaining aspect ratio and apply appropriate shadow effect. (3 marks)

(f) Add a header to the entire document with the company name "ABC Telecoms" aligned to the left and the date aligned to the right. Add a footer with the page number centered. (4 marks)

Save “Question 31” document and upload.

**(Total: 25 marks)**

32. Create a word document named “HustlerDB” and save solutions to question (a) to (e) below.

(a) Using a database management system, create and design a database named HustlerDb. (1 mark)

(b) Create and design tables; Hustler and Payment below using the most ideal data types. Capture the table design screenshots. (3 marks)

**Hustler** ( HustleNO, HustlerName, Gender, DateOfBirth, CellphoneNo).

**Payment** ( PaymentNo, Hustler NO, PayRate, DaysWorked , GrossPay).

(c) Establish and capture a screenshot of relationship between Hustler and Payment tables. (2 marks)

(d) Populate table HUSLTER with data below and capture a screenshot. (1 mark)

HustlerNo	Gender	HustlerName	DateOfBirth	CellphoneNo
1	Male	John	01/09/2000	0722635193
2	Male	Derrick	03/06/1989	0712345678
3	Female	Consolata	30/05/2001	0119876543

(e) (i) Create form “HustlerDet” to capture hustler details for Hustler table. Gender control should allow one to select male or female. (2 marks)

(ii) Create form “Payments” to capture payment details for payment table. HustlerNo control should allow user to select from the existing hustler numbers. (2 marks)

(iii) Create “Hustler form” using the design below. Add subforms Hustler and Payment in Hustler details and payment details respectively. (3 marks)

### HUSTLER FORM

(iv) Ensure that the payment's subform display Hustler name but stores the hustler no. (1 mark)

(v) Disable GrossPay control to hide users from entering data. (1 mark)

(vi) Create and design the following commands:
 

- I. Calculate Pay, such that, whenever you click it, gross pay is calculated and displayed on the grayed grosspay control. User the form to populate payment details with atleast 3 records. (3 marks)
- II. Save command to save payment data. (1 mark)
- III. Close command to close the form. Capture the dialogue box that appears on clicking close command. (1 mark)

(vii) Design a query named “PMQuery” that prompts user to enter HustlerNo and in return displays HustlerNo, Hustler Name, PayRate, DaysWorked and GrossPay. (2 marks)

(viii) Create and generate report named “DuePay” based on PMQuery to be displayed whenever DuePayment command is clicked. (2 marks)

Save “Question 32” document and upload.

**(Total: 25 marks)**

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

Use the provided information to answer the questions that follow.

### **Slide 1: Title Slide**

Title:

The Digital Economy: Opportunities and Challenges

Student ID: Your registration No

Date: Today's date

### **Slide 2: Introduction to the Digital Economy**

The Digital Economy is an economy based on digital computing technologies, particularly the internet, resulting from billions of online connections among people, businesses, devices, data and processes.

Key Components:

Digital Infrastructure – The physical and virtual systems that enable digital communication, including broadband, mobile networks and cloud computing.

Digital Services – Online platforms and tools that provide services like e-commerce, e-learning, fintech and digital media.

Digital Platforms – Marketplaces and ecosystems (such as Amazon, Uber, Airbnb) that enable transactions, collaboration and service delivery.

Visual Suggestion:

Insert an appropriate smart art on this slide

### **Slide 3: Key Drivers of the Digital Economy**

Internet of Things (IoT): Enables smart devices to communicate and collect data for automation and efficiency.

Artificial Intelligence (AI): Enhances decision-making, personalisation and predictive analytics across sectors.

Cloud Computing: Facilitates remote data storage collaboration and scalable digital services.

### **Slide 4: Benefits of the Digital Economy**

Increased Global Connectivity: Businesses and individuals can connect across borders in real time.

New Job Opportunities in Tech Sectors: Demand for roles in data science, software development and cybersecurity is rising.

Growth in Digital Financial Services: Mobile banking, digital wallets and cryptocurrency are transforming finance access.

### **Slide 5: Challenges of the Digital Economy**

Digital Divide: Unequal access to digital tools and internet limits participation, especially in rural or low-income regions.

Cybersecurity Threats: Increasing cyberattacks on businesses and governments threaten trust and operations.

Data Privacy Concerns: Users risk having personal data misused or exposed by organisations or hackers.

### **Slide 6: Conclusion and Call to Action**

Summary:

The digital economy is reshaping how we work, live and interact globally. While it offers immense opportunities in connectivity, innovation and finance, it also poses challenges like inequality, security and privacy.

Call to Action:

Governments should invest in inclusive digital infrastructure and enforce data protection laws.

Individuals should enhance digital literacy and adopt secure online practices to thrive in this economy.

Visual Suggestion:

Insert suitable image of digital transformation

(a) Using Microsoft PowerPoint, create a six-slide PowerPoint presentation that applies an appropriate built-in theme. (6 marks)

(b) Apply slide number and automatic date (updated each time) on all slides except the Title Slide. View and capture this in Slide Sorter View. (4 marks)

(b) Set the slideshow to run continuously (loop until Esc) and advance slides automatically every 5 seconds. Capture the Slide Show settings window. (4 marks)

(c) Create a Custom Slide Show named “AI & Analytics” that includes only slides 3 and 5. Capture the custom show dialog box and preview of selected slides. (6 marks)

Save “Question 33” document and upload.

**(Total: 20 marks)**

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## CISSE FOUNDATION LEVEL

### COMPUTER INFORMATION SYSTEMS APPLICATIONS

**WEDNESDAY: 23 April 2025. 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. A command bar that organises a program's features into a series of tabs at the top of a window is known as \_\_\_\_\_.  
A. internet explorer  
B. finder  
C. toolbar  
D. ribbon (1 mark)

**ANSWER: D**

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

**ANSWER: C**

3. A feature in office applications that is part of the spell checker and is used to correct common spelling or typing errors, saving time for the user is known as \_\_\_\_\_.  
A. autoFormat  
B. autoCorrect  
C. autoChange  
D. SmartTags (1 mark)

**ANSWER: B**

4. A feature used to control the amount of space between the inner border of an element and its elements is known as \_\_\_\_\_.  
A. margin  
B. padding  
C. ruler  
D. alignment (1 mark)

**ANSWER: B**

5. A type of cell addressing that contains a dollar sign (\$) in the row or column coordinate in a spreadsheet is known as \_\_\_\_\_.

- A. relative
- B. absolute
- C. active
- D. anchor

(1 mark)

**ANSWER: B**

6. A spreadsheet function used to search for a certain value in a column in order to return a value from a different column in the same row is known as \_\_\_\_\_.

- A. SUM
- B. COUNTIF
- C. AND
- D. VLOOKUP

(1 mark)

**ANSWER: D**

7. A tool used to transfer effects of an object to another object in a presentation program is known as \_\_\_\_\_.

- A. freeze pane
- B. animation Painter
- C. Go-To
- D. autofill

(1 mark)

**ANSWER: B**

8. The element that contains the chart and graph headers in a spreadsheet is known as \_\_\_\_\_.

- A. legend
- B. clipart area
- C. plot area
- D. chart area

(1 mark)

**ANSWER: D**

9. Which one of the following key combination is used to reverse your last action in a publication program?

- A. Ctrl+A
- B. Ctrl+P
- C. Ctrl+V
- D. Ctrl+Z

(1 mark)

**ANSWER: D**

10. A slide that contains a pattern or blueprint of a slide or group of slides containing layouts, colors, fonts, effects, background styles and even content is known as \_\_\_\_\_.

- A. bullet slide
- B. title slide
- C. master slide
- D. template slide

(1 mark)

**ANSWER: D**

11. A view that shows a smaller version of a slide with a small area for additional content underneath is known as \_\_\_\_\_.

- A. outline view
- B. notes page view
- C. slide sorter view
- D. slide show view

(1 mark)

**ANSWER: B**

12. A feature used to view or preview a presentation to ensure it is clear, focused and impactful in the way you want is known as \_\_\_\_\_.  
A. slide view  
B. slide show  
C. slide Sorter  
D. slide transitions (1 mark)

**ANSWER: A**

13. A field with values that are unique throughout a database table is known as \_\_\_\_\_.  
A. foreign key  
B. candidate key  
C. primary Key  
D. composite key (1 mark)

**ANSWER: C**

14. A tool that establishes relationship between tables and creates a foreign key that refers back to the primary key of another is known as \_\_\_\_\_.  
A. OLE Object  
B. memo  
C. lookup Wizard  
D. hyperlink (1 mark)

**ANSWER: C**

15. A form that allows one to navigate around an Access database is known as \_\_\_\_\_.  
A. database Window  
B. panelboard  
C. switchboard  
D. query Window (1 mark)

**ANSWER: C**

16. A reference to data that a user can follow by clicking in order to navigate to a whole document or to a specific element within a publication is known as \_\_\_\_\_.  
A. hyperlink  
B. memo  
C. currency  
D. text (1 mark)

**ANSWER: A**

17. A tool that allow user to zoom in and zoom out of a document without having to press any commands or keys in a document is known as \_\_\_\_\_.  
A. zoom slider  
B. magnifier  
C. help button  
D. worksheet (1 mark)

**ANSWER: A**

18. A presentation tool that allows you to make two or more objects into a single object that you can easily move around and manage on your slide is known as \_\_\_\_\_.  
A. aggregation  
B. clustering  
C. sorting  
D. grouping (1 mark)

**ANSWER: D**

19. The working area on a graphical user interface of a computer is known as \_\_\_\_\_.  
A. taskbar  
B. desktop  
C. hard disk  
D. recycle bin (1 mark)

**ANSWER: B**

20. A program that allows you to open, access and rearrange files and folders in desktop view is known as \_\_\_\_\_.  
A. File Explorer  
B. SharePoint  
C. Onedrive  
D. Google drive (1 mark)

**ANSWER: A**

21. What is the file system that operating system uses for storing and retrieving files on hard disk drives and solid state drives?  
A. EXFAT  
B. FATX  
C. GPT  
D. NTFS (1 mark)

**ANSWER: D**

22. The default file format for saving files in Libre office is \_\_\_\_\_.  
A. doc  
B. pdf  
C. odt  
D. lbs (1 mark)

**ANSWER: C**

23. Which one of the following is a statistical function that takes into account the number of cells that meet a certain criterion?  
A. SUM  
B. COUNTIF  
C. AND  
D. VLOOKUP (1 mark)

**ANSWER: B**

24. A feature that can be used to analyse, rearrange, extract and build text strings is known as \_\_\_\_\_.  
A. accrint  
B. text features  
C. text structures  
D. text functions (1 mark)

**ANSWER: D**

25. Which one 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)

**ANSWER: D**

26. An Access database object that is primarily designed for data input is known as a \_\_\_\_\_.  
A. form  
B. query  
C. macro  
D. report (1 mark)

**ANSWER: A**

27. An action or a set of actions that you can record, give a name, save and run as many times as you want is known as \_\_\_\_\_.  
A. mail chimp  
B. mail merge  
C. outlook  
D. macro (1 mark)

**ANSWER: D**

28. An online meeting in which participants can participate in real time via voice, video, and chat is known as \_\_\_\_\_.  
A. web conferencing  
B. zoho Projects  
C. GitHub  
D. teleworking (1 mark)

**ANSWER: A**

29. A cloud-based file storage and file-sharing service that allows users to store and synchronise files across multiple devices and share files and folders with others is known as \_\_\_\_\_.  
A. Teams  
B. Onedrive  
C. Dropbox  
D. SharePoint (1 mark)

**ANSWER: C**

30. A \_\_\_\_\_ are examples of peripheral devices.  
A. mouse and keyboard  
B. printer and monitor  
C. webcam and scanner  
D. hard disk and motherboard (1 mark)

**ANSWER: C**

## SECTION II (70 MARKS)

31. Use a Desktop Publishing program of your choice to create a cover page of a book with the following features:

- (a) Size – A4. (2 marks)
- (b) Orientation – Portrait. (2 marks)
- (c) Students details on the top page. (2 marks)
- (d) Insert a photo of your choice on the cover page. (2 marks)
- (e) Insert a simple logo with the name of the school. (2 marks)

Save the publication as “Cover page” and upload.

**(Total: 10 marks)**

32. Use a word processing program to perform the task given below:

- (a) Type the text given below in a word processing program and save your document as CBC. (4 marks)  
Education system in Kenya  
Under Competency Based Curriculum (CBC), learners will now spend 2 years in Pre-primary, 6 years in Primary (Grade 1–6), 3 years in Junior Secondary (Grade 7, 8, 9), 3 years in Senior Secondary (grade 10,11,12) - retaining 12 years of basic education schooling - and 3 years in university.
  - (i) Format the title using Garamond font and double underline. (2 marks)
  - (ii) Insert a drop cap in your text and justify the text. (2 marks)
  - (iii) Insert a picture of your choice in the CBC document. (2 marks)
  - (iv) Use a table to summarise the data in (i) above. (4 marks)
  - (v) On page 2 of CBC document, insert; page number, watermark of your choice and ensure page 2 is in landscape orientation. The first page should be in portrait orientation. (6 marks)

Save CBC document and upload.

**(Total: 20 marks)**

- (b) Use the text given in question 32 (a) above to perform the following task using a presentation program:
  - (i) Create a title slide with introductory details about your presentation. (2 marks)
  - (ii) On the second slide, Insert a SmartArt appropriate to the text. (2 marks)
  - (iii) Include animation and a transition of your choice in the first slide. (2 marks)
  - (iv) Type speaker notes in slide one and slide two. (2 marks)
  - (v) Capture a screen shot displaying your presentation in “Show presenter view”. Insert this screen-shot as your third slide. (2 marks)

Save your presentation as CBC and upload.

**(Total: 10 marks)**

33. Create a document named “Question 33” and use the document to save solutions to questions (a) to (b) below.

(a) (i) Using a spreadsheet program key in the following data as it appears in the worksheet below. Save the workbook as Dresses. (6 marks)

	A	B	C	D	E	F	G	H
1	MODERN DRESS DEALERS							
2	DRESS DESCRIPTION	SIZE	UNIT PRICE	QUANTITY	DRESSES SOLD	AMOUNT SOLD	IN STOCK	REMARK
3	Children dresses	6	1500	20	13			
4	Children dresses	8	1700	25	18			
5	Children dresses	9	1500	50	17			
6	Children dresses	10	1800	14	9			
7	Full dress	11	1800	18	13			
8	Full dress	12	1500	11	11			
9	Long dress	14	1700	15	10			
10	Short dress	16	1700	10	4			
11	Straight dress	16	2000	12	2			
12	Straight Dress	18	1800	15	6			
13	Circular dress	14	2000	16	9			
14	Straight sleeveless	18	2000	25	20			
15								

(ii) Calculate the amount sold for each dress description. (2 marks)

(iii) Find the quantity in stock in column G. (2 marks)

(iv) Determine the re order level for the dresses in column H based on the conditions in the table below. (6 marks)

IN STOCK	Remark
0 – 5	Reorder
6-9	OK
Otherwise	Overstocked

(v) Copy the content of sheet 1 to sheet 2. Create an embedded 3-D column chart in sheet2 showing the dress description and quantity in stock with the following properties: (6 marks)

Chart title: Number in Stock  
Legend: Show at the bottom

Save “Dresses” workbook and upload.

(b) Using the data given in question 33 (a) (i) above, create a database named Modern dress with appropriate object. In the database you have created, create a form as shown below. (8 marks)



The form is titled "Modern" and is for "Modern Dress Dealers". It contains the following fields:

- Dress ID: (New)
- Description:
- Unit price:  0
- Quantity:  0
- Dress sold:

Buttons at the bottom: Next, Save

Save "Modern dress" database and upload.

(Total: 30 marks)

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## 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?
  - Hardware maintenance
  - Software installation
  - Network configuration
  - Data backup

(1 mark)
2. The purpose of using the 'Word Count' option in a document is to \_\_\_\_\_.
  - find and replace specific words, characters, and paragraphs in the document
  - format the document's layout and margins
  - count the number of words, characters and paragraphs in the document
  - 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 \_\_\_\_\_.
  - crosstab query
  - wizard
  - macro
  - 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?
  - Simply unplugging the device
  - Shutting down the computer
  - Formatting the device
  - 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   
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

In 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

### AUTOMATED SALONS AND SPAS

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
<b>HIGH RISK</b>	<b>RED</b>	Will result in loss
<b>MODERATE RISK</b>	<b>AMBER</b>	Will result in a manageable loss
<b>LOW RISK</b>	<b>GREEN</b>	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	Employee Records						
2	Emp_ID	Name	Department	Joining_Date	Salary	Status	Email
3	EID1001	Daniel Mwangi	Sales	1/10/2023	55000	Active	<a href="mailto:daniel.mwangi@xyz.com">daniel.mwangi@xyz.com</a>
4	EID1002	Mary Maingi	HR	3/15/2022	60000	Active	<a href="mailto:mary.maingi@xyz.com">mary.maingi@xyz.com</a>
5	EID1003	Daniel Ochieng	IT	6/22/2023	62000	Active	<a href="mailto:daniel.ochieng@xyz.com">daniel.ochieng@xyz.com</a>
6	EID1004	Lucy Njeri	Sales	11/5/2021	57000	Inactive	<a href="mailto:lucy.njeri@xyz.com">lucy.njeri@xyz.com</a>
7	EID1005	Peter Kamau	IT	8/17/2022	65000	Active	<a href="mailto:peter.kamau@xyz.com">peter.kamau@xyz.com</a>
8	EID1006	Aisha Abdallah	HR	2/20/2023	59000	Active	<a href="mailto:aisha.abdallah@xyz.com">aisha.abdallah@xyz.com</a>
9	EID1007	John Wafula	Sales	7/25/2022	58000	Active	<a href="mailto:john.wafula@xyz.com">john.wafula@xyz.com</a>
10	EID1009	Grace Lokinyar	IT	10/30/2021	63000	Active	<a href="mailto:grace.lokinvar@xyz.com">grace.lokinvar@xyz.com</a>
11	EID1010	Samuel Otieno	HR	4/12/2023	61000	Inactive	<a href="mailto:samuel.otieno@xyz.com">samuel.otieno@xyz.com</a>
12	EID1011	Elizabeth Tanui	Sales	5/18/2022	56000	Active	<a href="mailto:elizabeth.tanui@xyz.com">elizabeth.tanui@xyz.com</a>

(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	❖ Dairy products
❖ Cleaning products	❖ Bakery goods
❖ Fresh vegetables	❖ Frozen foods
❖ Fresh fruits	❖ Beauty products
❖ Spices and herbs	❖ Baby products
❖ Oils	❖ Pet supplies
❖ Bathing products	

**Slide 3:**

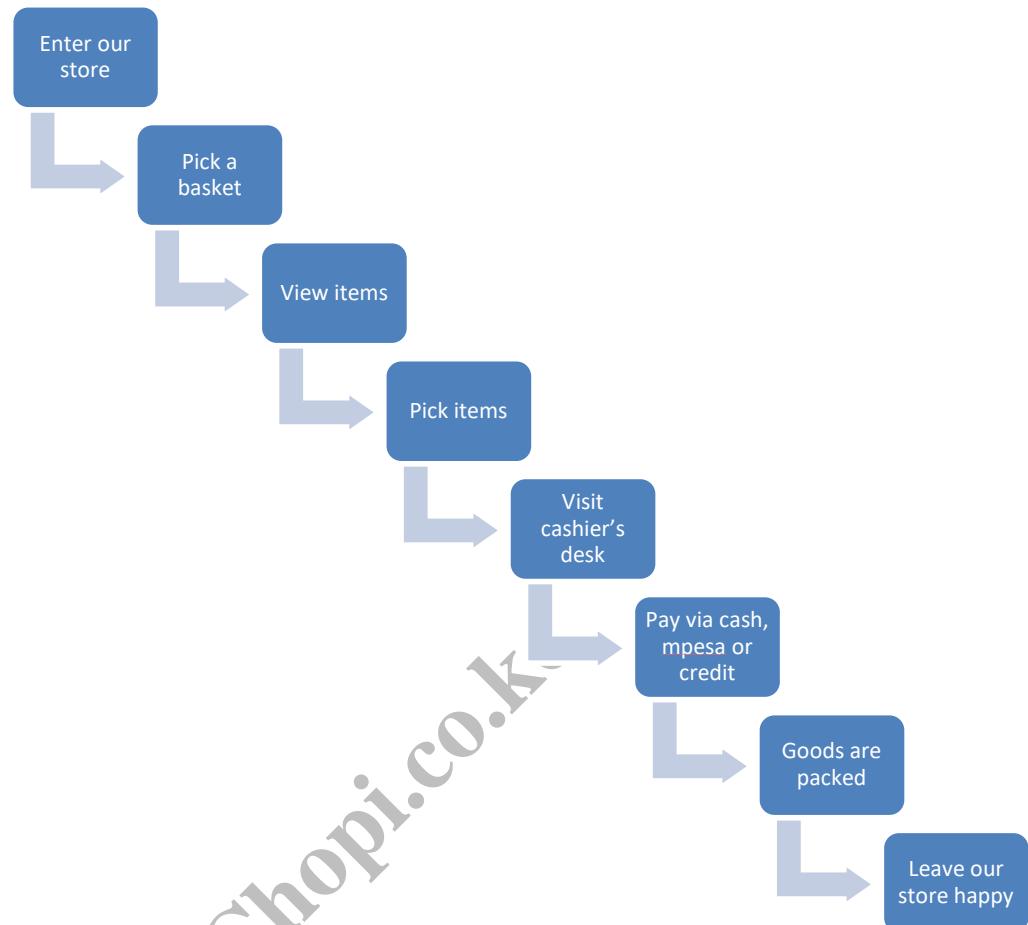
**ADVANTAGES OF SHOPPING WITH US**

- 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**

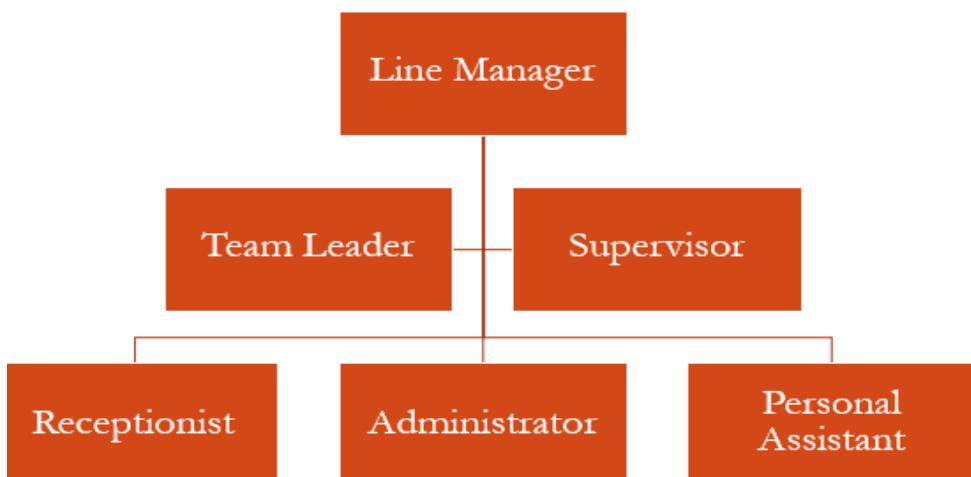
**Slide 5:**



**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.



(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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## CISSE FOUNDATION LEVEL

### 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.  
**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)



## 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?
  - Manage network connections
  - Create and edit documents
  - Control input devices
  - 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?
  - Merge Cells
  - Split Cells
  - Convert to Text
  - Distribute Rows

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

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

(1 mark)
5. What is the primary function of a search engine?
  - To create websites
  - To design and roll out web pages
  - To search and retrieve information from the web
  - 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)

## SECTION II (70 MARKS)

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 aboard 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 Queen’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 9<sup>th</sup> 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)

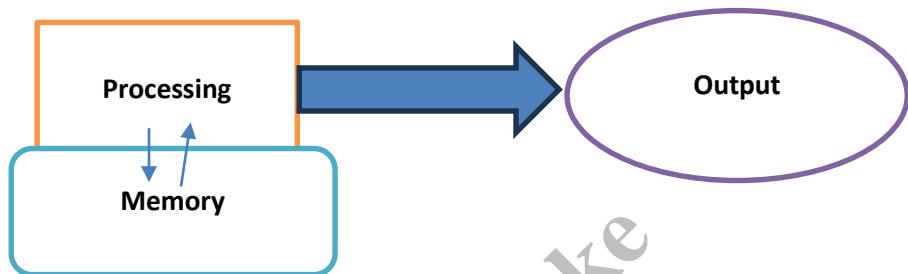
(c) Change the first column width to be 2.5 inches and spacing to be 0.1 inches. (5 marks)

(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
<b>Transport</b>	1000/-
<b>Sodas</b>	400/-
<b>Fruits</b>	300/-
<b>French Fries</b>	800/-
<b>Total</b>	<b>2500/-</b>

(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?
  - Web conferencing
  - Zoho Projects
  - GitHub
  - 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?
  - Desktop
  - Favorites
  - Trust center
  - Toolbar
3. Which of the following is a feature in windows operating system that allows you to configure accessibility settings in a centralised location?
  - Indexing options
  - Registry Editor
  - User Account Control (UAC)
  - Ease of access center
4. State the Word processing application short cut key that is used to delete a selected text from a document.
  - CTRL+C
  - CTRL+X
  - CTRL+P
  - 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?
  - F11
  - Ctrl+Alt+Del
  - Ctrl+F4
  - Ctrl+End

6. State the type of break that divides your document into different parts each with its own formatting, headers and footers.

- Column
- Section
- Page
- 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:

- Title bar
- Zoom slider
- Status bar
- 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?

- Relative cell reference
- Absolute cell reference
- Mixed cell reference
- Bottom cell reference

9. Which of the following feature in Word processing application enables you to add text or images behind the document content?

- Clip Art
- SmartArt
- Bookmarks
- 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?

- Reading View
- Normal view
- Outline view
- Notes page view

11. The intersection of a row and column in spreadsheet is called:

- Workbook
- Cell
- Row
- 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 range
- A collection
- Autofill
- 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?

- Top Margin
- Left Margin
- Bottom Margin
- 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:

- Mail chimp
- Zapier
- Power Automate
- 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?

- Notes master
- Slide notes
- Master slide
- 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:

- Memo
- OLE object
- Auto number
- GUID

17. Which function is used in a spreadsheet program to check if all conditions are TRUE as used in logical functions?

- IF
- OR
- AND
- NOT

18. Which Presentation software feature allows you to control when animations start and how long they last?

- Add Animation
- Transition Effects
- Timing and Delay
- Preview Animations

19. What is the purpose of a table relationship in a database application?

- Creating data validation rules
- Combining data from multiple tables into one
- Managing user-level security
- 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:

- Query
- Module
- View
- Macro

21. Which is the following Access database view allows you to build and modify the structure of tables?

- Table design view
- Datasheet view
- Materialised view
- 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:

- Secondary key
- Primary key
- Foreign key
- Composite key

23. What is the function of the "Slide Sorter" view in PowerPoint?

- To add animations to slides
- To view slides in full-screen mode
- To edit slide content
- 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:



- 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

## **SECTION II (70 MARKS)**

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)

### **WELCOWIDE SPORTING GOODS Product Information**

---

#### **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
- 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.

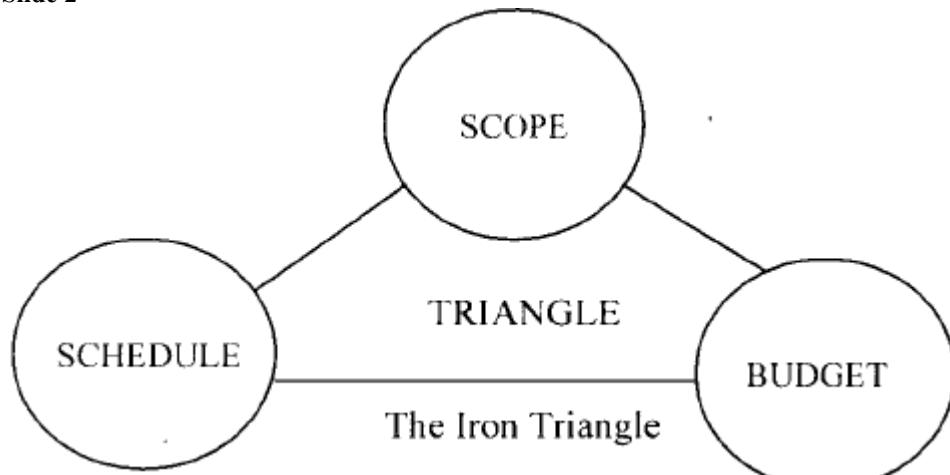
**(Total: 20 marks)**

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
<b>Early stage</b>	45%	60%	20%
<b>Middle stage</b>	60%	80%	45%
<b>Final stage</b>	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)**

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## 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?
  - Online collaboration tools
  - Video conferencing
  - Teleconferencing
  - 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?
  - Desktop
  - Favorites
  - Ribbon
  - 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?
  - Template
  - Gutter
  - Kerning
  - Widow
4. \_\_\_\_\_ allows the items being transferred to be formatted in several different ways.
  - Format painter
  - Paste special
  - Copy paste
  - 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?
  - Spacing
  - Indentation
  - Kerning
  - 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 application 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  $\frac{3}{4}$  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 Near Tehran**

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:**

- 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)
- Insert appropriate graphical image to appear at the bottom left of each slide. (3 marks)
- Add the slide number and an automatic date to all slides in the presentation, except the title slide. (3 marks)
- 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:**

- Create a database called “Question 33”. (2 marks)
- 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)
- Create a design to establish the relationship among the three tables: (3 marks)
- 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)**

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## 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 copy 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)

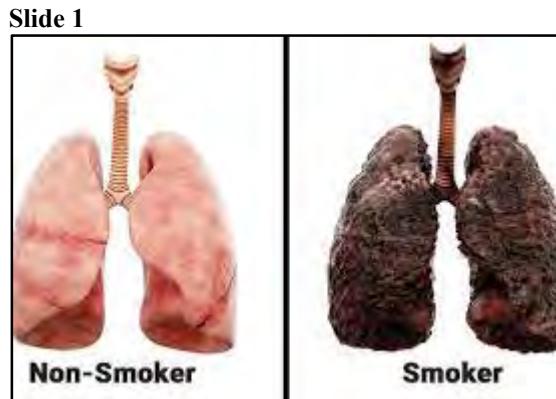
50. \_\_\_\_\_ is a startup program that tests the microprocessor, tests the main memory and then tests the input/output devices? (2 marks)

### 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 2

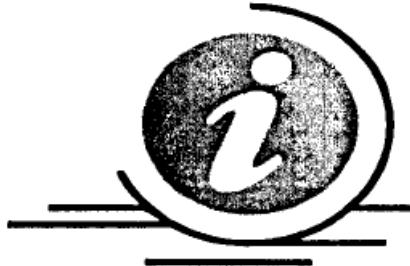
### Smoking effects

- ❖ 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

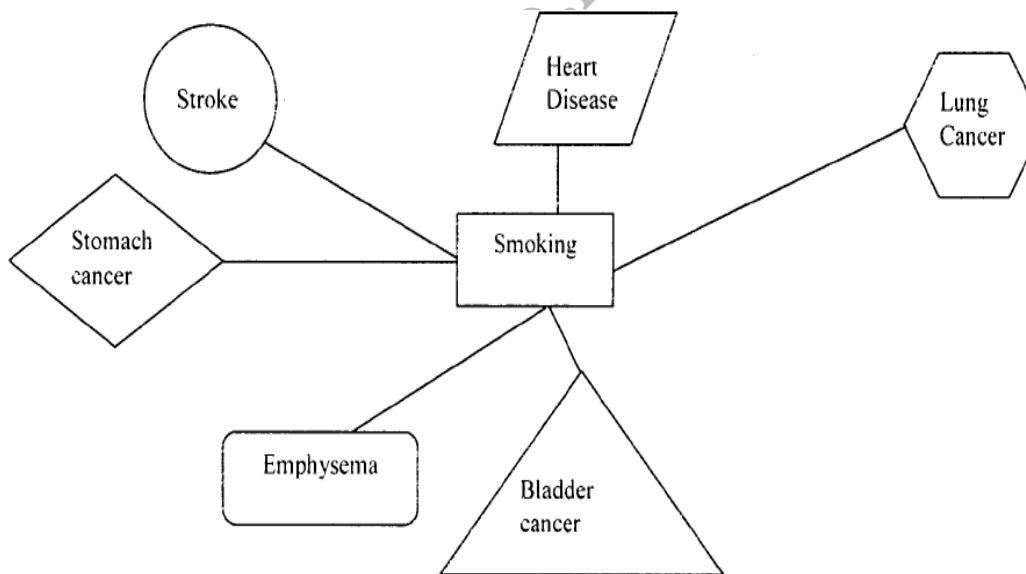
### Causes that lead to smoking

- 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)

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## 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. Ctrl + 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. Specsheets (1 mark)

25. Which one of the following key combinations is used to insert a duplicate of the selected slide in PowerPoint?  
A. Ctrl+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)

### SECTION III

**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:**

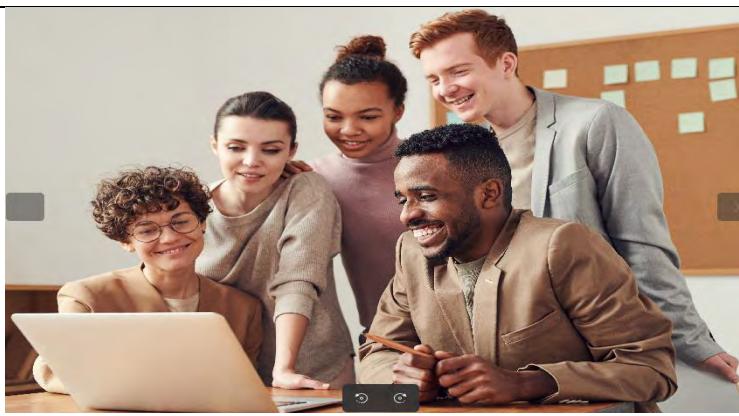
- (i) Create a workbook named “Fertiliser credit sales” and enter the data as shown above. (5 marks)
- (ii) Use appropriate formulae to calculate values for the deposits, balance and monthly installments for every farmer. Insert borders on all entries of the sheet. (5 marks)
- (iii) Open a new sheet 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.

<b>Debtors no</b>	<b>dates</b>	<b>Company name</b>	<b>Product no.</b>	<b>Quantity</b>	<b>Total cost</b>
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)**

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## CISSE FOUNDATION LEVEL

### COMPUTER INFORMATION SYSTEMS APPLICATIONS

TUESDAY: 2 August 2022. Afternoon paper.

Time Allowed: 3 hours.

This paper has two sections. SECTION I has thirty (30) multiple choice questions. SECTION II has three (3) practical questions of seventy (70) marks. All questions are compulsory. Marks allocated to each question are shown at the end of the question.

#### 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. Ctrl+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. Ctrl+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	
	<b>TOTALS</b>			

(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)

	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>
1	<b>SALES</b>	<b>JANUARY</b>	<b>FEBRUARY</b>	<b>MARCH</b>
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

	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>
1	<b>EXPENSES</b>	<b>JANUARY</b>	<b>FEBRUARY</b>	<b>MARCH</b>
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		<b>Monthly Total Sales</b>	<b>Monthly Total Expenses</b>	<b>Monthly Net Income</b>
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) Ctrl+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<sup>2</sup>  
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 life 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	
	<b>Total</b>			

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
	<b>Total</b>	115,000	86,250	28,750
	<b>AVERAGE</b>	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**

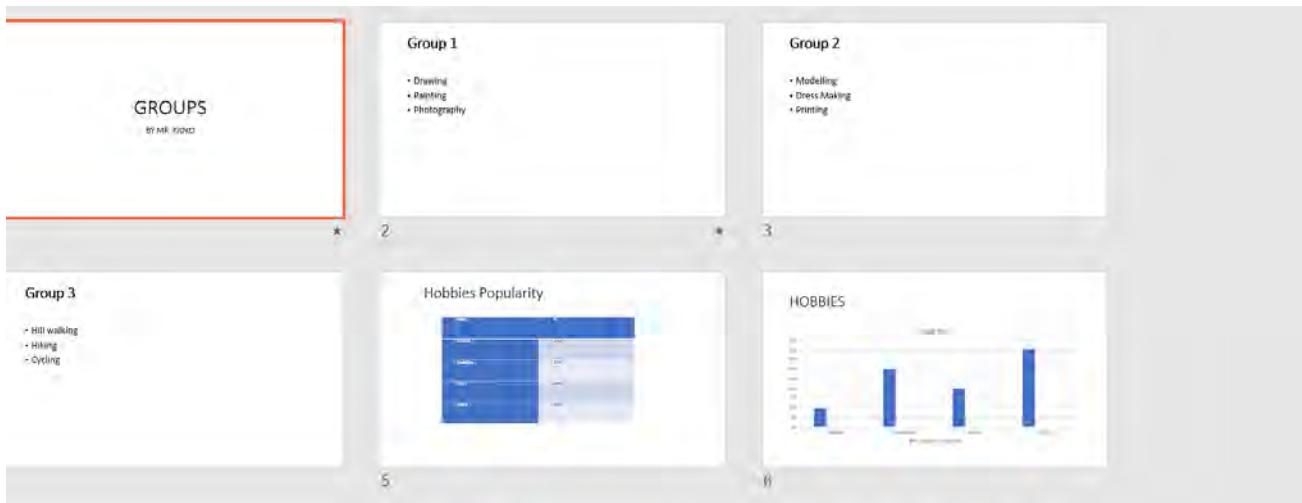
- a. Create a power point presentation and save as "Question 2" **(6 mks)**
- b. Input the following data in slide one. "GROUPS", "BY MR. KIOKO" **(2 mks)**
- c. Insert a new slide after slide 4 and input the following information **(5 mks)**

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)**

**SOLUTION**



### 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

- Enter the above data in a spreadsheet software as it is and save it as “plots” (8 marks)
- Perform the following calculations using functions by insert the relevant row or column header
  - Total contributions for each person (4 marks)
  - Input the target contribution for all members as 1,800,000 (3 marks)
  - 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				TOTAL	DEFECIT	
NO	NAMES	YEAR 1	YEAR 2	YEAR 3	YEAR 4			
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)	=\$B\$13-G7	
M59	PAUL EKENO	200	280	350	400	=SUM(C8:F8)	=\$B\$13-G8	
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**

