1. (a) Distinguish between *toggle case* and *title case* commands as used in word-processing package. (4 marks)

   (b) (i) Jerry intends to install a webcam on his computer system. Explain a circumstance that would require the use of the device. (2 marks)

   (ii) Jannet, a lecturer intends to use the following features during a CAD lesson:

   (I) pan;

   (II) stretch.

   Explain the function of each of the features. (4 marks)

   (c) Explain each of the following terms as used in financial accounting:

   (i) balance sheet;

   (ii) trial balance. (6 marks)

   (d) A hospital intends to install an expert system for medical diagnosis. Outline **four** benefits that the hospital is likely to realize from the system. (4 marks)

2. (a) Figure 1 is a typical toolbox in a database program. Outline the function of the controls labeled (i), (ii) and (iii). (3 marks)
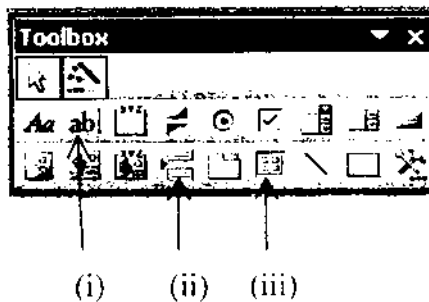

   (i)   (ii)   (iii)

   Fig. 1

   (b) (i) Distinguish between *instant online chart* and *email* as used in the Internet applications. (4 marks)

   (ii) Outline **three** functions of Computer Aided Manufacture (CAM) in a company that manufactures food products. (3 marks)

   (c) Joshua intends to modify the intersections of the two lines shown in figure 2 by applying either *fillet* or *chamfer* commands using a CAD program. Illustrate the output of each command. (4 marks)
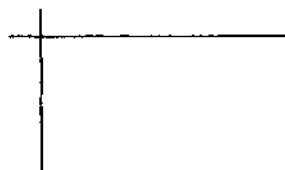

   Fig. 2

(d) A manufacturing company has introduced a procurement information system to facilitate its purchasing requirements. Explain **three** advantages of the system. (6 marks)

3. (a) Define each of the following terms as used in database systems:

   (i) primary key;

   (ii) form. (4 marks)

(b) Explain the function of each of the following features as used in word-processing:

   (i)

   (ii) (4 marks)

(d) (i) Explain the term *conditional formatting* as used in spreadsheet programs giving an example of its application. (3 marks)

   (ii) State **four** file attributes as used in computers. (2 marks)

(e) (i) "Office automation has created more employment opportunities than unemployment". Justify this statement using **three** examples. (3 marks)

   (ii) Differentiate between the functions of *Line* and *Pline* commands as used in CAD. (4 marks)

4. (a) Jeremmy discovered that his printer worked with other computers but failed to work with his computer. Outline **three** causes of this problem. (3 marks)

   (b) (i) An income statement is a document prepared by organizations at the end of every financial year. Explain **three** functions of this document. (6 marks)

   (ii) Outline the procedure that could be used to protect a sheet in a spreadsheet program. (3 marks)

(c) Assuming a database of two tables named A and B, explain the following types of relationships that may exist between them:

   (i) one-to-many;

   (ii) many-to-many. (4 marks)

(d) Explain the circumstance under which each of the following features would be applicable in desktop publishing programs:
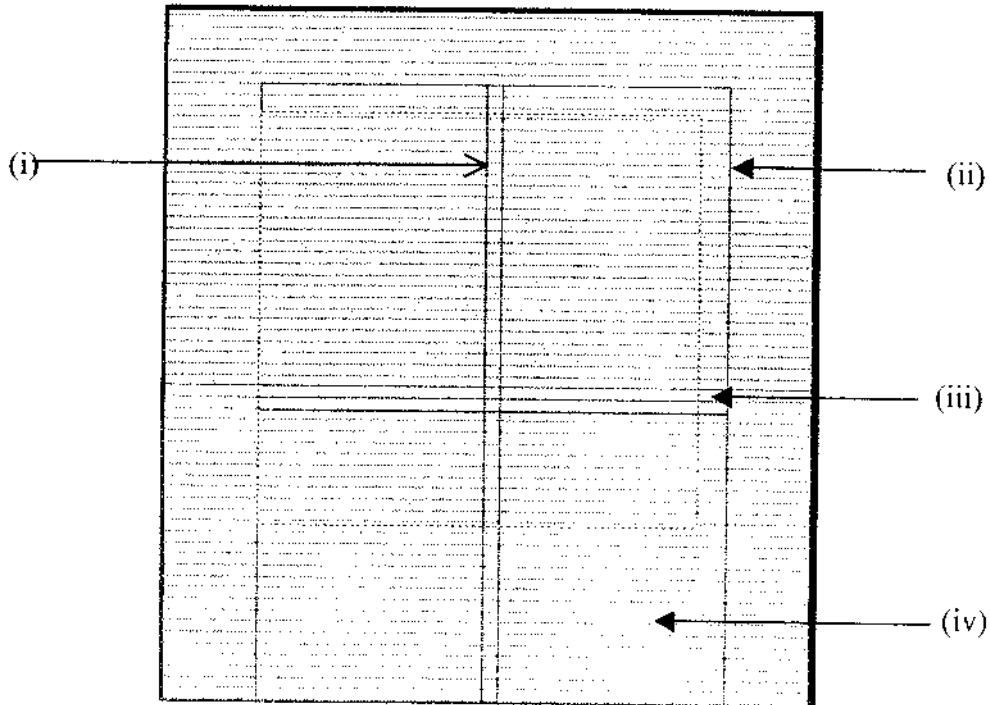
   (i) template;

   (ii) cropping. (4 marks)

5. (a) Explain the function of each of the following utility programs as used in computers:

   (i) dump;

   (ii) editor. (4 marks)

(b) (i) Janet intends to *wrap-text* an object in her publication. Describe **three** types of text wrapping options that she could apply. (6 marks)

   (ii) Outline **three** functions of *xrefs* feature in Computer Aided Drawing. (3 marks)

(c) Table 1 shows an extract of a payroll created using a spreadsheet program.

   (i) Using an appropriate function and cell addresses, write a formular to determine the total tax paid by employees whose net salary is more than Kshs. 80,000. (2 marks)

   (ii) Explain the output generated if the following formular is entered in cell A6.
   =COUNTIF (A2:A5,">75,000") (2 marks)

   (iii) Outline the cell formats used in the worksheet. (3 marks)

Table 1

	A	B
1	Net Salary (Kshs)	Tax Paid (Kshs)
2	70,000	13,000
3	100,000	21,000
4	87,000	17,000
5	230,000	52,000
6		
7	Total	

6. (a) A local international hotel has bought several computers for use in the housekeeping department. Outline **four** possible uses of the computers in the department. (4 marks)

(b) (i) Explain the function of a secondary file as used in mail merging. (2 marks)

   (ii) Explain the function of each of the following database functions as used in spreadsheet programs:

   (I) DPRODUCT;

   (II) DAVERAGE. (4 mark)

(c) A political scientist is using a computer system for research. Explain **three** ways in which the system could be applied for the work. (6 marks)

(d) Figure 3 is a layout guide of a desk top publishing program. Identify the guides labeled (i),(ii),(iii) and iv.

(4 marks)

7. (a) Explain the function of each of the following disk operating system Commands:

(i) ren c:\Windows\filex.txt filey.txt

(ii) move c:\June\stock.doc c:\May

(iii) deltree d:\ (6 marks)

(b) Distinguish between *tailor-made* software and *generic* software giving an example in each case. (4 marks)

(c) Define each of the following terms as used in spreadsheet programs:

(i) cell referencing;

(ii) what-if-analysis. (4 marks)

(d) (i) Describe the output of each of the following query statements as used in database systems:

(I) > #2/2/2006#

(II) Not Like U* (2 marks)

        (ii)   Outline **four** aspects that should be addressed by computer ergonomic issues. (4 marks)

8. (a) (i) Explain the security risk posed by the use of macros in computers. (2 marks)

        (ii)   Explain the function of a *subscript* feature in DTP programs giving an example. (2 marks)

(b) Distinguish between *parallel processing* and *multiprocessing* as used in computer applications. (4 marks)

(c) Outline **four** disadvantages of Automated Teller Machines to bank customers. (4 marks)

(d) Figure 4 shows an object drawn in an isometric view. Draw the *front*, *side* and *plan* elevation in first angle orthographic projection. (8 marks)
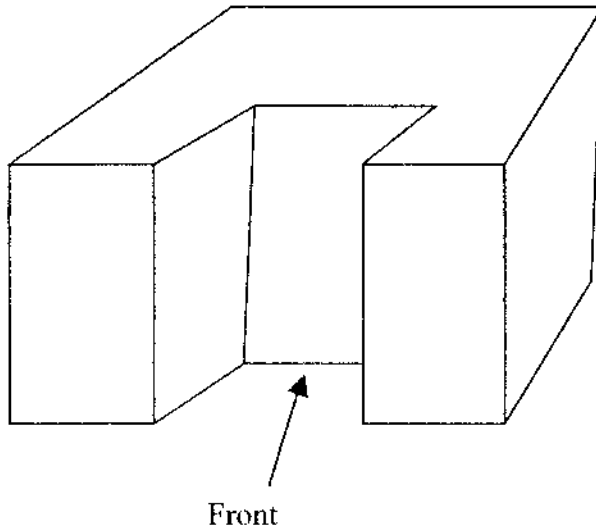

Front

Fig. 4