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COMPUTER APPLICATIONS I (THEORY)
Paper 1
November 2021
Time: 1 hour

THE KENYA NATIONAL EXAMINATIONS COUNCIL

CRAFT CERTIFICATE IN INFORMATION TECHNOLOGY

MODULE I

COMPUTER APPLICATIONS I (THEORY)

Paper 1

1 hour

INSTRUCTIONS TO CANDIDATES

This paper consists of Ten questions.
Answer all the questions in the answer booklet provided.
Candidates should answer the questions in English.

This paper consists of 3 printed pages.

Candidates should check the question paper to ascertain that all the pages are printed as indicated and that no questions are missing.

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1. Explain two advantages of the 1st generation programming language. (4 marks)

2. Differentiate between a *normal layout view* and *slide sorter view* as applied in a presentation program. (4 marks)

3. Explain how computer operating system performs each of the following functions:
   (a) process communication; (2 marks)
   (b) Input/output operations. (2 marks)

4. (a) State the type of database models for each of the following descriptions: (2 marks)
      (i) data is organised in two-dimensional tables and the relationship is maintained by storing a common field.
      (ii) data is organised more like a graph, and is allowed to have more than one parent node.
   (b) Outline the purpose of a foreign key in a database program. (2 marks)

5. Joy used the following features while creating documents using computer programs:
   (a) Word wrap;
   (b) Text wrap.
   Explain the function of each. (4 marks)

6. Master slides are used in preparation of presentations. Explain two advantages that are realized from the use of this feature. (4 marks)

7. Marion was advised to enhance network security by use of firewalls on her computer. Explain two reasons for this advice. (4 marks)

8. A student would like to enter numbers in a worksheet he created. Outline four category of number he is likely to use in the worksheet. (4 marks)

9. A technical institute connected their computers to the Internet. Explain two negative effects this connection would have. (4 marks)

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10. Figure 1 was created using a word processing program. Use it to answer the question that follows.

> A key requirement of the National Law is to ensure the safety, health and wellbeing of children attending education and care services (*section 51*). Every reasonable precaution must be taken to protect children being educated and cared for by the service from harm and from any hazard likely to cause ~~injury~~.[1]
>
> **Management**, educators and staff are aware of their roles and responsibilities to identify and respond to every child at risk of abuse or neglect (*element 2.2.3*). At all times, reasonable precautions and adequate supervision ensure children are protected from harm and hazard

Figure 1

Identify **eight** font formats that have been applied on the text. (4 marks)

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