JARAMOGI OGINGA ODINGA UNIVERSITY OF SCIENCE AND TECHNOLOGY

SCHOOL OF INFORMATICS AND INNOVATIVE SYSTEMS

UNIVERSITY EXAMINATION FOR THE DEGREE OF BACHELOR OF EDUCATION ARTS WITH IT

1ST YEAR 2ND SEMESTER 2016/2017 ACADEMIC YEAR

KISII CAMPUS-FULLTIME

COURSE CODE: SCS 114

COURSE TITLE: SPREADSHEETS AND DATABASES

EXAM VENUE: **STREAM: (B. ED ARTS)**

DATE: **EXAM SESSION:**

TIME: 2   HOURS

<u>**Instructions:**</u>

1. **Answer Question ONE (COMPULSORY) and ANY other 2 questions**
2. **Candidates are advised not to write on the question paper.**
3. **Candidates must hand in their answer booklets to the invigilator while in the examination room.**

QUESTION ONE (30 MARKS)

a) Explain the following terms: (8 Marks)
    i.   Spreadsheet.
    ii.   Functions.
    iii. Record.
    iv. Text concatenation operator.

b) State how you can select a range of cells in MS Excel. (3 Marks)

c) What do the following errors imply: (4 Marks)
    i.   #DIV/0!
    ii.   #NAME?

d) Explain any five elements of a database with reference to MS. Access. (5 Marks)

e) Explain the importance of MS- Access as a database application. (4 Marks)

f) What is the importance of select queries? (4 Marks)

g) Briefly explain how you will sort a database with specific reference to MS. Access.
(2 Marks)

QUESTION TWO (20 MARKS)

a) Explain how you will sort data in an Ms. Excel environment and show how sorting differs with filtering. (6 Marks)

b) Give the procedure you would use to rename a worksheet. (4 Marks)

c) Discuss arithmetic operators in excel in detail. (10 Marks)

QUESTION THREE (20 MARKS)

a) By enumerating the steps, and with and example describe how to enter a formula in Excel. (10 Marks)

b) Explain how the following can be done in MS. Excel:
    i.   Cell alignment (5 Marks)
    ii.   Insert cells, rows and columns (5 Marks)

QUESTION FOUR (20 MARKS)

a) Representation of data in Access takes various types. Describe the various data types that are used in Access. (10 Marks)

b) Information representation and reporting in Access involves the creation of Queries that give only the information that is required. Discuss how you will ''create queries'' in Access. (10 Marks)

QUESTION FIVE (20 MARKS)

a) Describe how to create reports in Access. (10 Marks)

b) What do you understand by the term ''Forms''? Explain how you will create forms using an Access database application. (10 Marks)