JARAMOGI OGINGA ODINGA UNIVERSITY OF SCIENCE AND TECHNOLOGY

SCHOOL OF INFORMATICS AND INNOVATIVE SYSTEMS UNIVERSITY EXAMINATIONS FOR THE DEGREE OF BACHELOR OF EDUCATION WITH I.T

1ST YEAR ,2ND SEMESTER 2016/17 ACADEMIC YEAR

NAMBALE LEARNING CENTRE

COURSE CODE: SCS 114

COURSE UNIT: INTRODUCTION TO SPREADSHEET AND DATABASE

EXAM VENUE: NAMBALE CAMPUS

STREAM: B.ED

DATE: DECEMBER, 2016

TIME: 2 HOURS

Instructions

1. Answer question one (compulsory) and any other two 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 examinations room

Question #1 [30 marks]

a) Explain the term "Database Management System"   2 mks

(b) Database software can be categorized into PC-based and Corporate based.
Explain the two terms giving two examples for each.   4 mks

c) Briefly describe THREE advantages and THREE applications of a Database
Management System 6 mks

d) Explain the following terms as used in Ms Access   4 mks
  i. Record
  ii. Primary key
  iii. Database Object
  iv. Attribute

e) Describe the steps to be followed to:
  i) Create a table in design view   3mks
  ii) Create a query using Design view   3mks

f) Differentiate between the following terms   4 mks
  i)   Field name and field description
  ii)   Table Design view and Table datasheet view

g) Explain Four main features of Ms Excel program.   (4 Mks)

Question #2 [20 marks]

a) What do you understand by the term Chart?   (2 Mks)

b) State the steps to be followed when creating a chart.   (6 Mks)

c) Explain the following features as used with chart toolbar   (4 Mks)
  i)   Legend
  ii)   Data table
  iii)   Format
  iv)   Chart type

d) Explain the functions of the following commands as used in Ms Excel.   (8 mks)
  i) Conditional formatting
  ii) File protection
  iii) Page Setup
  iv) Header and Footer
  v) Import External data
  vi) Print Area

Question #3 [20 marks]

a) Define the term Function.   (2 Mks)

b) Explain how to use functions in Microsoft Excel.   (3 Mks)

c) Describe any four Function categories as used in Ms Excel   (5 Mks)

d) Describe the steps to be followed to achieve the following   10 mks
  i) Rename a worksheet
  ii) Change the margins
  iii) Insert a new column

iv) Apply borders and shading to a range
v) Insert a graphic from ClipArt

Question #4 [20 marks]

a) Explain the following terms as used in Ms Excel giving an example for each (10mks)
  i) Spreadsheet:
ii) Cell:
iii) Row identifiers:
iv) Columns identifiers:
v) workbook
 b) Explain Four basic application areas of spreadsheet program.   (4 Mks)
 c) Using an appropriate example describe how a cell is referenced (3 marks
 d) Describe steps of inserting a row and column in a worksheet (3 marks

Question #3 [20 marks]

a)   Differentiate between the following terms giving an example for each   (12 mks)
          i) Standard toolbar and formatting toolbar
          ii) Workbook and worksheet
          iii) Absolute referencing and Relative referencing
          iv) Formula bar and Name Box
          v)   Label and Constant data type
          vi)   Font and Font color
  b) Define the term Fill Handle as used in Ms Excel and explain its importance
      (4mks)
  c)) Define the term "Relationship" and list the steps to be followed when creating
      a   relationship in one or more tables   (4mks)