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 1ST SEMESTER 2016/2017 ACADEMIC YEAR

KISII CAMPUS-FULLTIME

COURSE CODE: SCS 114

COURSE TITLE: INTRODUCTION TO SPREADSHEETS AND DATABASES

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

DATE: **EXAM SESSION:**

TIME: 2   HOURS

Instructions:

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) Define the term spreadsheet and explain the difference between an excel 'worksheet' and 'workbook'. (6 Marks)

b) Define the following terms as used in databases
   - i. Primary key (2marks)
   - ii. Record (2 Marks)
   - iii. Database (2 Marks)
   - iv. Functions (2 Marks)
   - v. Macro (2 Marks)

c) Give four reasons that explain the importance of MS- Access as a database application. (6 Marks)

d) Highlight four reasons to underscore the importance of select queries. (4 Marks)

e) Differentiate between Relative and absolute references as used in spreadsheets.

(4 Marks)

QUESTION TWO (20 MARKS)

a) Explain any five kinds of errors that you may encounter while working with excel.
(10 Marks)

b) Discuss the various operators one can use while working with excel. (10 Marks)

QUESTION THREE (20 MARKS)

a) Microsoft excel has many short-cut keys that one can use to make work easier and work with flexibility, state any 10 short-cut keys, highlighting their importance.
(10 Marks)

b) With a neat diagram, explain the features found on the excel spreadsheet window.
(10 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)