



JARAMOGI OGINGA ODINGA UNIVERSITY OF SCIENCE AND TECHNOLOGY
SCHOOL OF INFORMATICS AND INNOVATIVE SYSTEMS
DEPARTMENT OF INFORMATION SYSTEMS AND TECHNOLOGY
UNIVERSITY EXAMINATION FOR THE DEGREE OF BACHELOR OF EDUCATION
SCIENCE, ARTS SPECIAL NEEDS AND BUSINESS ADMINISTRATION
1ST YEAR 2ND SEMESTER 2018/2019 ACADEMIC YEAR
MAIN, KISII, KISUMU NAMBALE CAMPUSES

COURSE CODE: SCS 114

COURSE TITLE: INTRODUCTIONS TO SPREADSHEETS & DATASAS

EXAM VENUE:

DATE:

EXAM SESSION:

TIME: 2.00 HOURS

INSTRUCTIONS:

- 1. Answer Question 1 (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 examination room.**

QUESTION 1 [30 MARKS]

a) Use the above data from the employee table to answer the following questions:

Employee table

	EmployeeID	FirstName	LastName	HireDate	City
	1	Nancy	Davolio	1/5/1992 12:00:00 AM	Seattle
	2	Andrew	Fuller	14/8/1992 12:00:00 AM	Tacoma
	3	Janet	Leverling	1/4/1992 12:00:00 AM	Kirkland
	4	Margaret	Peacock	3/5/1993 12:00:00 AM	Redmond
	5	Steven	Buchanan	17/10/1993 12:00:00 AM	London
	6	Michael	Suyama	17/10/1993 12:00:00 AM	London
	7	Robert	King	2/1/1994 12:00:00 AM	London
	8	Laura	Callahan	5/3/1994 12:00:00 AM	Seattle
	9	Anne	Dodsworth	15/11/1994 12:00:00 AM	London

- i. Write the SQL statement that will select all the details from the table (2marks)
 - ii. Write the SQL statement that will do not live in London (2marks)
 - iii. Write SQL Statement that show employees who were hired between 1-june-1992 AND 15-december-1993 (2marks)
 - iv. Write SQL statement which will display employees from Seattle, Tacoma, or Redmond (2marks)
- b) Outline four application areas of electronic spreadsheets in any business organization (4 marks)
- c) i. Write down the cell reference highlighted below (2 marks)

	A	B	C
1			
2			
3			
4			
5			

- ii. Write down absolute cell reference of the highlighted cell above (2 marks)
- iii. Copy the above worksheet into your answer booklet and make following entries in under column B1 to B4 (5marks)

d) Explain the following terms as used in computers and spreadsheets :

- i. Cells (1 mark)
- ii. Row (1 mark)
- iii. Column (1mark)

e) Describe the following terms as used with databases:

- i. Tables (2 marks)
- ii. Queries (2 marks)
- iii. Forms (2 marks)
- iv. Reports (2 marks)

QUESTION TWO 20 MARKS

- a) Explain the steps of developing a chart in spreadsheets [7marks]
- b) Briefly explain the five instances that can make spreadsheet to have [5marks]
- c) Explain importance of importing data when dealing with database [3marks]
Explain five advantages of mail lists in excel [5mark]

QUESTION 3 [20 MARKS]

a. The following is an example of a table with a field that has been formatted with an Input Mask on the Social Security Field.

First Name	Last Name	Address	City	State	Zip	Employee ID	Social Security
MARY	SMITH	110 JONESDALE	METUCHEN	NJ	08840	1	555-##-####
CARRIE	JONES	45 HEMLOCK DR	EDISON	NJ	08820	2	
MARK	DAVIS	12 ANNETE DR	EDISON	NJ	08820	3	
STEVE	STIEN	15 COTTONWOOD	EDISON	NJ	08820	4	
MIKE	ROBERTS	67 UNIVERSAL	CRANFORD	NJ	08976	5	

- i. What is the key field in the figure above (2 marks)

- ii. List all the fields available on the above database (8 marks)
- b. When you select a cell, where does the value of the cell or formula appear? (2 marks)
- c. State and describe any four types data types in databases (8 marks)

QUESTION 4 [20 MARKS]

- a. Explain the following formulas and functions as used in electronic spreadsheets.
 - i. = AVERAGE(b1:b4) (2marks)
 - ii. = COUNTIF(A1: C2, ">5") (2 marks)
 - iii. = A1 + A2 (2 marks)
 - iv. = SUM(C1 : C2) (2 marks)
 - v. = A1 * (A2 + A3) (2 marks)
- b. Differentiate electronics spreadsheet from databases(3 marks)
- c. Compare workbook with worksheet (3 marks)
- d. State main benefits of sorting records in a table (4 marks)

QUESTION 5 [20 MARKS]

- a. What is a form? Outline steps used in Creating a Form Using the Forms Wizard. (6 marks)
- a. Compare manual data entry with automated one using computer. (5 marks)
- b. Name the figure below and explain the use of each item named in the figure (9 marks)

