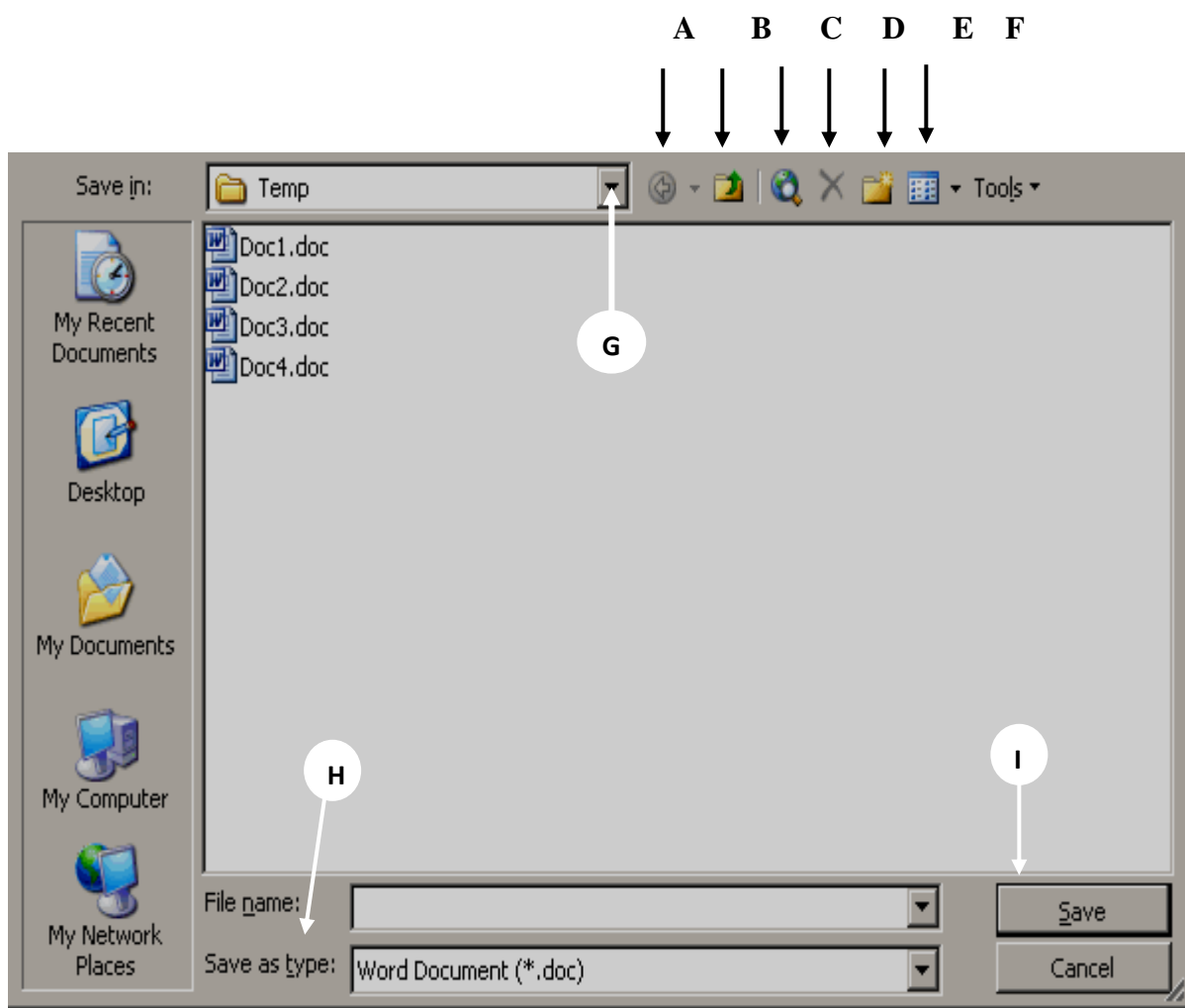


- i) State the name of the feature AND the name of the Operating system that supports the feature (2 mark)
- ii) Identify the elements labeled A to D stating the purpose of each (4 mark)
- iii) Describe the ordered steps you would follow to create a new folder at the point labeled E (4 mark)
- iv) Describe the ordered steps you would follow to create a MS Word file into the folder you would created in (iii) above (3 mark)
- e) Study the figure below and answer the questions that follow



- i) Explain the function(s) of each of the icons labeled A and E (2 marks)
- ii) State the use of each of the element labeled G, Hand I (3 marks)

Question 2(20 Marks)

- a) Define the following terms with respect to spreadsheets (5 marks)
 - i) Work book
 - ii) Spreadsheet
 - iii) Chart
 - iv) Sort
 - v) Filter

- b) Differentiate between a **spreadsheet formula** and a **spreadsheet function** (2 marks)
- c) Write the Spreadsheet **formulae** required for the following arithmetical operations
- Add the contents of the cells in column G, rows three through row eight. (1 mark)
 - Find the average of contents of the cells in row twelve, column B through column F in a given spreadsheet. (1 mark)
- d) The spreadsheet below shows an analysis of scores by Dartsmen of the WanaMCST Darts Club. Study it carefully and answer the questions that follow.

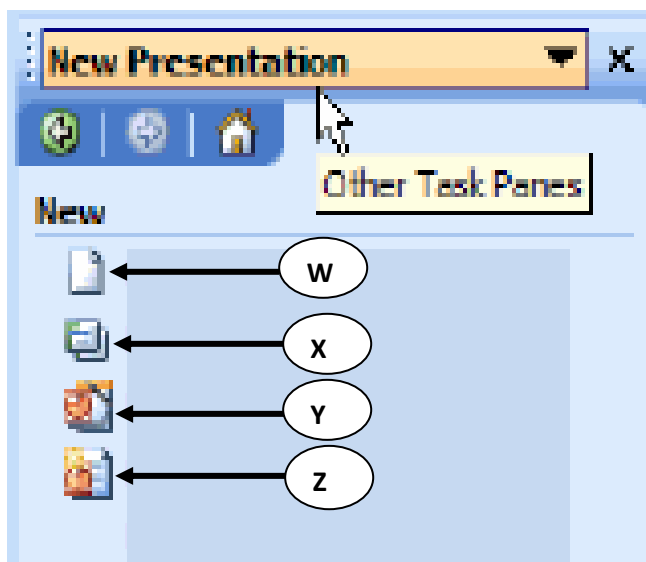
	A	B	C	D	E	F	G	H	I
1	WanaMCST Darts Club								
2									
3	Sports Men Scores for December 2011								
4									
5	Dartman	Match 1	Match 2	Match 3	Match 4	Total Score	Dartsman's average scores	Coment	
6	Waswa	20	8	6	67	101	25.25	Below Team Average	
7	Rono	35	40	15	55	145	36.25	Above Team Avarage	
8	Mutuku	68	33	23	6	130	32.50	Above Team Avarage	
9	Kim	23	18	2	4	47	11.75	Above Team Avarage	
10	Onyango	25	34	90	22	171	42.75	Above Team Avarage	
11	Kamau	10	15	10	62	97	24.25	Above Team Avarage	
12									
13	Match Averages	30.17	24.67	24.33	36.00				
14									
15						Team Average	28.79		
16									
17									
18									

- State with a reason, the currently active cell of the spreadsheet. (1 marks)
 - If the appropriate spreadsheet functions were used in the computations in columns F and G, write the function used in each of the following cell (1 marks)
 - Cell **F10**
 - Cell **G7**
- e) Note that in the spreadsheet diagram shown in d) above some of the comments in Column H are incorrect, despite the fact that the correct formula used in cell H6 was copied down-to cell H11:
- Write the *actual spreadsheet functions* that are currently effective in cells H6 and H11 respectively. (4 marks)
 - H6
 - H11

- ii) To avoid the errors noted in cells of column H, state the changes/precaution that should be taken before copying the formula from cell H6 down to cell H11 (2 marks)
- iii) Write the formula that would have to be copied down from cell H6 down to cell H11 in order to rectify the error (1 marks)
- f) The cell G5 in the spreadsheet diagram shown in d) above has been formatted to allow multiple lines of text within it. Highlight the ordered steps followed to effect the formatting (2 marks)

Question 3(20 Marks)

- a) Define the following terms as used in the context of presentation application software
 - i) Presentation (1 marks)
 - ii) Slide master (1 marks)
- b) The figure below is the **TaskPane** of MS Power Point showing the options available for creating a new presentation. Explain the function of each of the icons labeled W to Z (4 marks)



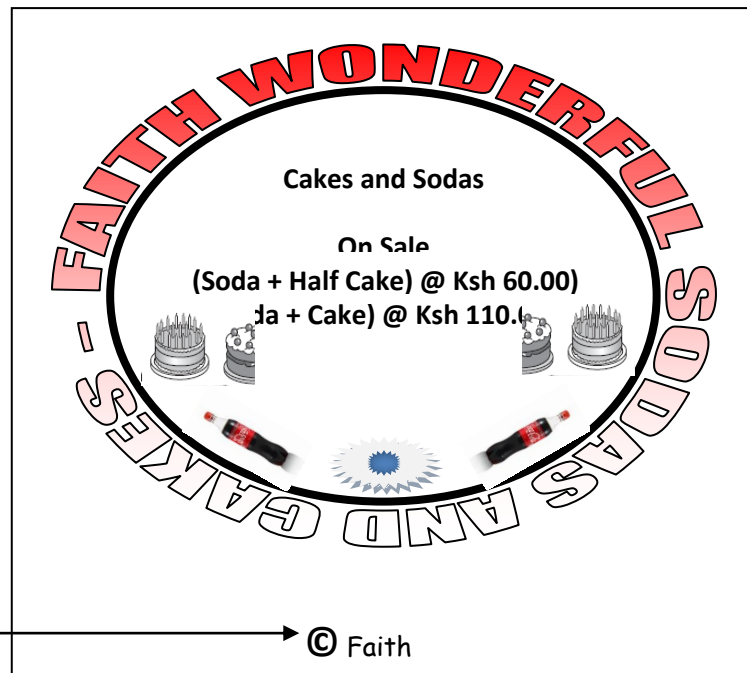
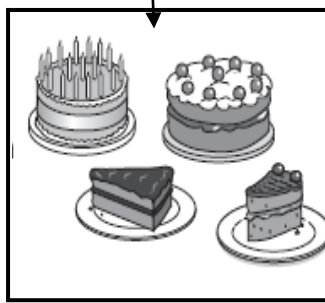
- c) PowerPoint provides different ways to view a presentation. Complete the table below by providing the correct information against each icon (6 marks)

	Icon	View Name	Description
i)			
ii)			
iii)			

- d) Faith created an advertisement in a DTP application software. She used some text and a graphic which she had previously stored in separate files on her computers' hard disk.

Original Graphic file on hard disk

Advert



- i) Describe **two** ways she could have placed the graphic from the file into the document (2 marks)
- ii) State **two** type of formatting she applied to the file graphic to attain the cake graphic(s) in the advert. (2 marks)
- iii) State **two** type of formatting she applied to the text placed within the elliptical feature (2 marks)
- iv) Explain the significance of the element labeled X (2 marks)

Question 4(20 Marks)

a) Define the terms: (2 marks)

- i) browser
- ii) URL

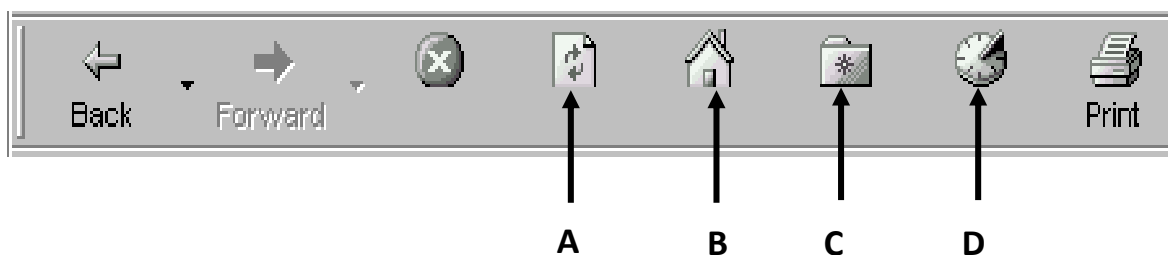
b) Below is a typical URL;

<http://www.must.edu/keziah/class2012/compApp.html>

Complete the table below with the appropriate descriptive information about the sections/parts of the URL (8 marks)

	URL Section/part	Description
i	http://	
ii	www.must.edu/	
iii	keziah/class201/	
iv	compApp.html	

c) The figure below shows a toolbar found in common browser application programs.



State the **name** and **purpose/usage** of each of the icons labeled with letters A to D(4 marks)

A	Refresh	
B	Home	
C	Favorites	
D	History	

d) Discuss the benefits of internet to a business organization (6 marks)