

## FORM FOUR CLUSTER KCSE MODEL9

### COMPUTER STUDIES PAPER 1 QUESTIONS

1. (a) Create a database in the cd named MULIRO UNIVERSITY COLLEGE.
- (b) Create a table with the following fields using appropriate data types: Adm No, First Name, Last Name, Course, Date of Admission and Completed. Set Adm No as primary key. Save it as STUDENTS DETAILS.
- (c) Create a Columnar form that would be used to enter data into STUDENTS DETAILS and save it as STUDENTS DATA ENTRY.
- (d) Use the above form to enter the following data into database.

<u>Adm No.</u>	<u>First name</u>	<u>Last name</u>	<u>Course</u>	<u>DOA</u>	<u>Completed</u>
3224	John	Flora.	IMIS	12/01/2010	Yes
4455	Mary	Mutua.	Accounts	24/12/2009	Yes
6677	Benard.	Maingi.	French	15/5/2010	No
7760	David.	Naja.	IMIS	0/04/2010	No
2312	Evy.	Danson	French	23/8/2009	Yes
6547	Joy.	Kelly.	IMIS	4/3/2010	No
6579	Mwangi.	Sam.	IMIS	18/4/2010	No

(e) Create a table named 'FEE PAYMENT' in the same DATABASE TO CONTAIN Adm No, Fee Paid and Receipt No.

(f) Link STUDENTS DETAILS table to FEE PAYMENT table.

(g) Enter the following details directly into the FEE PAYMENT table.

<u>Adm No.</u>	<u>Fee paid</u>	<u>Receipt number</u>
3224	12000	100
4455	30000	121
6677	30000	152
7760	25000	134
2312	30000	145
6547	23000	124
6579	30000	150

(h) Create a query to display the following details: Adm no, First name, Last name, Fee paid. Save as FEE PAID.

(i) Display a list showing the Last name and the Fee balance for all students who owe the over 10,000/=given the total fees for each course is 30,000. Save as END HOME.

(j) Certificates are to be given only those who have completed their course and have paid the full amount. Create a query, having the Adm No, First name, Last name and course for all students to be awarded the certificates. Save as GRADUANTS.

(k) Prepare reports for STUDENTS DETAILS, FEE PAYMENT, FEE PAID, SEND HOME, and GRADUANTS.

(l) Print the reports in "(I) above.

2. Using DTP software, create the following document as it issue it as software in the cd. Print your publication.

# COMPUTER SOFTWARE



**System software**  
system software performs a variety of fundamental operations that avails computer resources or to help the user accomplish specific tasks.

Functions :-

1. Booting the computer and making sure that all elements of the hardware are working properly.
2. Perform operations such as retrieving, loading, executing and storing programs.



System Software can further be divided into :

**Application software**  
Designed to help the user accomplish specific tasks.

**Classification according to acquisition**

- ◆ In-house developed programs
- ▲ Standard software

Advantages of standard software over the in-house developed programs

- They can be easily installed and run
- They are ready available for almost any task
- Since they are thoroughly tested before they are released, chances of errors in them are rare.
- They can be easily modified
- They are less expensive to acquire

Software	Uses	Examples
Word processor	Typing documents like letters.	Ms Word, Lotus, WordPro, WordStar.
Spreadsheets	Calculating budgets	Ms Excel, Lotus 123
DTP	Design Publications like Newspapers	Adobe Page Maker, Publisher
CAD	Technical Drawing	AutoCAD
Databases	Keeping records and files	Ms Access Dbase
Graphics Software	Creating & Manipulating pictures	Coral Draw, Adobe Photoshop

## Factors to consider when selecting software

The following factors should be considered when selecting software:

### **Authenticity**

This refers to genuineness, validity and or legitimacy of an item. Software should be accompanied by licenses and certificate of authenticity.

### **Compatibility and system configuration**

Refers to the ability of the computer program to run the software depending on the system setup.

### **User friendliness**

This is a measure of how easily the user can be able to operate the computer.

User needs determines the type of operating system and application programs that should be considered for application.