

COMPUTER APPLICATION WITH CAD - LEVEL II DEC. 2019
Attempt any FIVE (5) questions out of SEVEN (7) questions.

1. (a) Define the following terms:
 - (i) Software
 - (ii) Software
 - (iii) Processing device
 - (iv) File - handler
 - (v) Peripheral device
- (b) Differentiate system software from application software.
2. What do you understand by the following terms as applied in spreadsheet:
 - (a) Cell
 - (b) Worksheet
 - (c) Range
 - (d) Function
3. (a) A worksheet consists of the following cell reference A2, B2, C2 D2 and user entered the following number 60, 65, 70 and 75. Write the function expression that could be used to calculate SUM and AVERAGE for 60, 70 and 75.
- (b) What will be given out if the following functions are applied in a Worksheet:
 - (i) Sumif
 - (ii) Sum
4. What do you understand by the following terms:
 - (a) Field name
 - (b) Data type
 - (c) Record
 - (d) Record set

5. (a) What do you understand by the following terms:
 - (i) Slide show view
 - (ii) Slide sorter view
- (b) Describe the importance of using a slide design template when creating a slide.
6. (a) Explain on the following terms as applied in a database:
 - (i) Table
 - (ii) Query
- (b) Explain two (2) advantages of primary key when creating database.
7. Outline the procedures of doing the following in word processor:
 - (a) Printing a document
 - (b) Saving a document
 - (c) Insert image to be behind the text
 - (d) Inserting dropcap

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