**NAME..................................................................................ADM NO..................... STRM...................**

**ELERAI MCK GIRLS’ SECONDARY SCHOOL**

**P. O. BOX 435**

**SULTAN HAMUD**

***Motto “Discipline and Hard Work for Excellence”***

**FORM II**

**COMPUTER STUDIES**

**CAT II**

**TERM III 2013**

**INSTRUCTION**

* *Answer* ***ALL*** *the questions in the spaces provided below each question*
* **SECTION A (*short answer Qns*)**
1. The database table DENTAL PATIENTS has the following fields

|  |  |
| --- | --- |
| **Field Name** | **Data Type** |
| PatientNo |  |
| FirstName |  |
| DOB |  |
| Address |  |

1. Fill in the grid with suitable data types for the fields listed (2mks)
2. List any two additional fields that you could add to the database table above (2mks)
3. What field in this database table would you use as the primary key? (1mk)
4. State any two disadvantages of manual database (2mks)
5. Differentiate between a field and a record as used in database (2mks)
6. Name any two examples of database packages (2mks)
7. Define desktop publishing (2mks)
8. Give any two examples of publications you can produce using DTP (2mks)
9. Highlight any two advantages of using desktop publisher over Microsoft word (2mks)
10. Define the following terms as used in DTP
11. Cropping (1mk)
12. Text wrap (1mk)
13. List any two tools used to design a publication that are provided by Microsoft Publisher (2mks)
14. If you set the order of a graphical object to ‘Bring to Front’, what will happen when you drag it over a text block? (1mk)
15. Name any two examples of a DTP software you know (2mks)
16. Differentiate between margin guides and column guides (2mks)
17. What is text frame (1mk)
18. Differentiate between kerning and tracking (2mks)
19. Explain how you would rotate an object (1mk)
20. What is object grouping (1mk)

**SECTION B (*Multiple Choice Qns*)**

*Choose the best answer to each question by cycling. (8mks)*

* 1. Which of the following types of information can be stored in an electronic database?
1. Text
2. Alphanumeric
3. Date
4. All of the above
	1. All of the following are problems associated with manual database except:
5. Easy and fast retrieval of information
6. Easily misplaced folders
7. Large amounts of space required for storage of data
8. Accessing information from another location is difficult
	1. Which of the following are not objects found in a computerised database?
9. Form
10. Table
11. Spreadsheet
12. Report
	1. An organised collection of related records is a:
13. Cell
14. Field
15. Table
16. Record
	1. A group of related fields pertaining to a single person is a:
17. Record
18. Query
19. Table
20. Report
	1. In a record containing these fields: FIRST NUMBER, SURNAME, DOB the PHONENO is considered a \_\_\_\_\_\_\_ data type
21. Number
22. Text
23. Date/time
24. None of the above
	1. A primary key can:
25. Speed up data retrieval
26. Sort records according to values in fields
27. Enable you to establish relationships between tables
28. All of the above
	1. Which database object allows you to enter, view and prints information in a table or query other than in rows and columns?
29. Report
30. Form
31. Table
32. Query