



**MASENO UNIVERSITY**  
**UNIVERSITY EXAMINATIONS 2013/2014**

**FIRST YEAR SECOND SEMESTER EXAMINATIONS FOR THE  
DEGREE OF BACHELOR OF EDUCATION WITH INFORMATION  
TECHNOLOGY**

**(HOMA BAY CAMPUS - SCHOOL BASED)**

**SCS 114: SPREADSHEETS AND DATABASES**

*Date: 22<sup>nd</sup> May 2014*

*Time: 2.00 - 4.00pm*

**INSTRUCTIONS:**

- Section A: Attempt QUESTION ONE which is compulsory (30 marks).
- Section: Attempt any TWO questions (20 marks each).
- Start a new question on a new page.
- Mobile phones are prohibited in the Examination room.



**SECTION A: COMPULSORY QUESTION {30 MARKS}**

**QUESTION 1**

- a) Define the term database. **(2 Marks)**
- b) Outline any **FOUR** application softwares that can be used to manage data. **(4 Marks)**
- c) Data and information have been very important components of the business organizations in the current day society.
  - i. Explain the difference between data and information. **(2 Marks)**
  - ii. Discuss any **FOUR** types of Databases. **(8 Marks)**
- d) Outline any **THREE** ways in which the organization can take to provide security to their sensitive data. **(6 Marks)**
- e) Explain any **FOUR** ways in which the modern organizations can make use of their information and data to improve on service delivery and the ultimate success of the organization. **(8 Marks)**

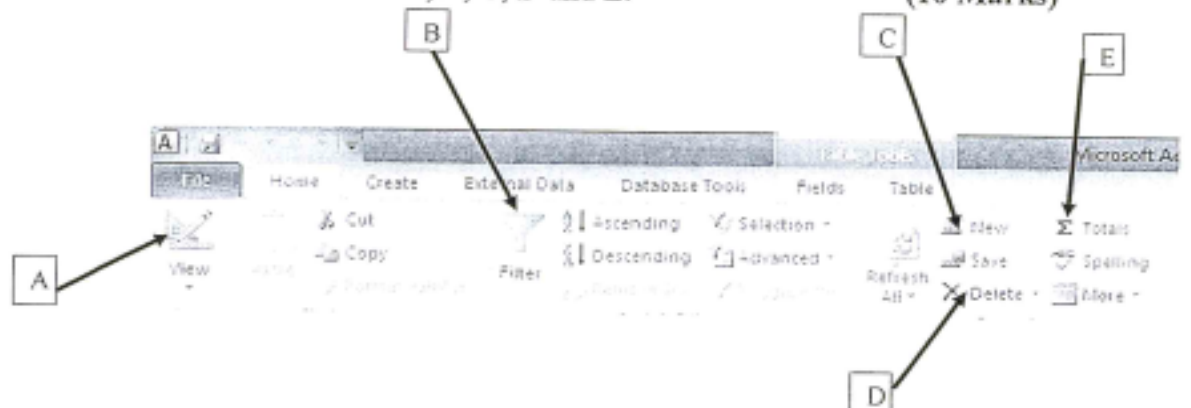
**SECTION B: ANSWER ANY TWO QUESTIONS (20 MARKS EACH)**

**QUESTION 2**

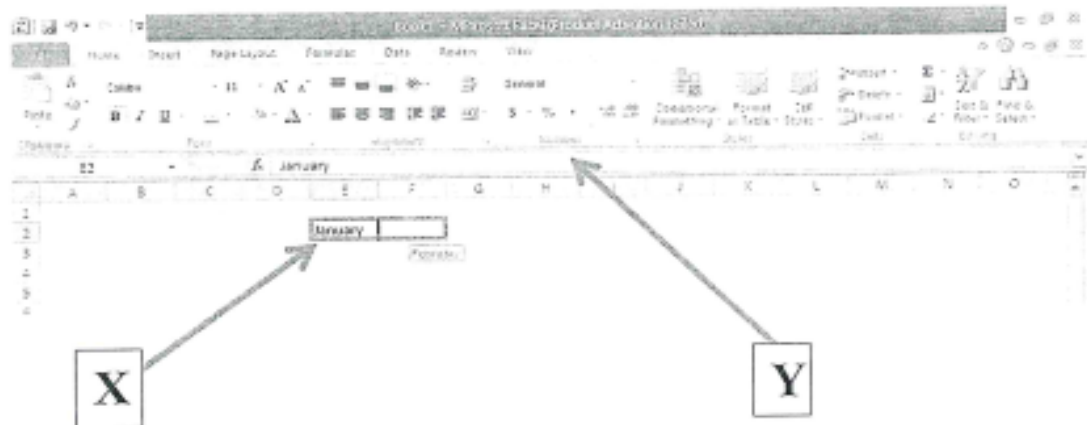
- a) Explain any four data types used in databases. **(8 Marks)**
- b) The use of spreadsheets has been hailed as a breakthrough in the need to bring efficiency of operations in the business set-ups. In relation to the MS Excel application, explain with examples any **FOUR** ways on how this can be achieved. **(8 Marks)**
- c) Define the following terms as used in Excel. **(4 Marks)**
  - i. Data Validation
  - ii. Page Orientation
  - iii. Relative cell reference
  - iv. Absolute cell reference

**QUESTION 3**

- a) Identify the **THREE** methods available for creating a report in MS Access. **(3 Marks)**
- b) Given the diagram below. Identify and explain the use of each command labelled A, B, C, D and E. **(10 Marks)**



c) Use the diagram below to answer the questions that follows



- i. Identify the process represented by letter X. (1 Mark)
- ii. Explain any **FOUR** reasons that make the process so important in the MS Excel environment. (4 Marks)
- iii. Outline any **FOUR** functions of the part labeled Y in the MS Excel application shown above. (2 Marks)

#### QUESTION 4

- a) Explain the meaning of the term *query* as used in MS Access application. (2 Marks)
- b) Explain the use of the following types of queries used in the MS Access application. (8 Marks)
- c) Outline any **FOUR** ways in which the use of queries in MS Access has improved the general office work as far as handling of the office documents and data are concerned. (4 Marks)
- d) Distinguish between Forms and Reports in Access and explain in what situation each is used. (6 Marks)

**QUESTION 5**

- a) Differentiate between the terms data type and database. (2 Marks)
- b) Explain how the following processes can be accomplished in MS Excel. (8 Marks)
- i. Create three identical worksheets without manually switching between worksheets.
  - ii. Copying and pasting data that were initially entered using formula.
  - iii. Freezing panes
  - iv. Splitting screen
- a) With the aid of a diagram, explain any three chart types. (6 Marks)
- b) Define the term Macros as used in MS Excel. (2 Marks)
- c) Outline the major advantage of using macros in MS excel. (2 Marks)

**End of Exam**