

**MERU UNIVERSITY OF SCIENCE AND TECHNOLOGY**

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**University Examinations 2014/2015**

STAGE 1EXAMINATION FOR CERTIFICATE IN INFORMATION TECHNOLOGY

**CIT 1104: MICROSOFT ACCESS**

**DATE: APRIL 2015 TIME: 11/2 HOURS**

**INSTRUCTIONS:** *Answer question* ***one*** *and any other* ***two*** *questions*

**QUESTION ONE (30 MARKS)**

1. Define the following terms:
2. Data (2 Marks)
3. Data type (2 Marks)
4. Database (2 Marks)
5. Database Management System (2 Marks)
6. Datasheet (2 Marks)
7. In Microsoft Access, a database designer cannot create a table without primary key. Highlight three importance of setting a primary key for a database table (3 Marks)
8. Explain three functions of Database Management System (6 Marks)
9. Explain three ways of creating a database table in Microsoft Access (3 Marks)
10. In the design of a student database, the following were identified as ideal for the database tables

Table 1: Student details

.Admin number

.Name

.Date of Birth

.Course

.Gender

.Telephone number

.ID number

Table 2: Student Finance

.Admission number

.Tuition fee

.Caution fee

.Medical fee

Giving examples from the tables above identify the following database keys

1. Candidate key (1 Mark)
2. Primary key (1 Mark)
3. Alternate key (1 Mark)
4. Foreign key (1 Mark)

f) Give a brief description of the following types of database users

1. Database Administrators (1 Mark)
2. Database designers (1 Mark)
3. Sophisticated users (1 Mark)
4. Naïve users (1 Mark)

**QUESTION TWO (15 MARKS)**

1. Define the following terms:
2. Input Mask (1 Mark)
3. Field (1 Mark)
4. Attribute (1 Mark)
5. Caption (1 Mark)
6. State any three examples of a file management system software (3 Marks)
7. Explain four database models (8 Marks)

**QUESTION THREE (15 MARKS)**

1. Explain two advantages of computerized database (2 Marks)
2. Explain any two functions of queries (4 Marks)
3. Explain three ways of setting the primary key in Microsoft Access (6 Marks)
4. Briefly describe the Three Form Views (3 Marks)

**QUESTION FOUR (15 MARKS)**

1. Discuss the following types of relationships
2. One-to-many relationship (2 Marks)
3. Many-to-many relationship (2 Marks)
4. Give any four disadvantages of traditional file system (4 Marks)
5. State any two ways of sorting a record (4 Marks)
6. State one function of report (1 Mark)
7. Define the term normalization as used in database users (2 Marks)