

CHRISTIAN SOCIAL SERVICES COMMISSION (CSSC)
NORTHERN ZONE JOINTEXAMINATION SYNDICATE



398/1 FORM TWO PRE-NATIONAL ASSESSMENT AUGUST-2026

COMPUTER APPLICATION 1

SECTION A (15 MARKS)

1. Multiple Choice Questions (10 Marks)

Award 1 mark for each correct answer.

Item	i	ii	iii	iv	v	vi	vii	viii	ix	x
Answer	B	C	B	C	D	B	B	C	B	A

2. Matching Items (5 Marks)

Award 1 mark for each correct match.

Column A	i	ii	iii	iv	v
Column B	D	C	B	A	E

SECTION B (70 MARKS)

3. (10 Marks)

(a) Four input devices and their functions: (8 marks - 1 mark for naming, 1 mark for function each)

- **Keyboard:** Used to type letters, numbers, and commands into the computer.
- **Mouse:** Used to point, click, and select items on the screen.
- **Scanner:** Used to convert paper documents or photos into digital copies on the computer.
- **Microphone:** Used to record voice or input sound data into the computer.

(Accept any other correct input device like Touchpad, Barcode reader, etc.)

(b) Volatile vs. Non-Volatile Memory:(2 marks)

- **Volatile Memory (e.g., RAM)** loses its data completely when the computer power is turned off, while **Non-Volatile Memory (e.g., ROM or Hard Disk)** keeps its stored data permanently even without electricity.

4. (10 Marks)

(a) Three differences between LAN and WAN:(6 marks - 2 marks for each clear point)

1. **Area Covered:** LAN covers a small area like a room or school lab, while WAN covers a large geographical area like a whole country or continent.
2. **Ownership:** LAN is usually private (owned by an individual or a school), while WAN is public or owned by large telecom companies.
3. **Speed:** LAN generally has faster data transfer speeds because of shorter distances, while WAN is usually slower due to the massive global distance data travels.

(b) Two advantages of encryption or passwords:(4 marks - 2 marks each)

4. It stops unauthorized people from opening, reading, or stealing private student or school files.
5. It ensures data safety and privacy when sending sensitive financial or personal information over shared internet connections.

5. (10 Marks)

(a) Format Painter function:(4 marks)

- The Format Painter copies the design and look (font style, size, color) of a selected text and applies it to another text section. It saves time because the user does not have to manually repeat multiple formatting steps for every heading or paragraph.

(b) Underline issues:

(i) What it indicates: A wavy red underline indicates a **spelling error** (the word is misspelled or not found in the computer's dictionary). (2 marks)

(ii) Two ways to fix it:(4 marks - 2 marks each)

1. Right-click the underlined word and choose the correct spelling from the suggested list.
2. Run the **Spelling and Grammar Tool (F7)** to clean up spelling mistakes throughout the document.

6. (10 Marks)

(a) Line Spacing vs. Paragraph Spacing:(4 marks)

- **Line Spacing** is the blank space between individual lines of text within the same paragraph. **Paragraph Spacing** is the blank space added before or after an entire block of a paragraph to separate it from other paragraphs.

(b) Portrait vs. Landscape Orientation:(6 marks)

- **Portrait Orientation:** The page layout is vertical (taller than it is wide). Best used for official letters, essays, and standard school reading material. (3 marks)
- **Landscape Orientation:** The page layout is horizontal (wider than it is tall). Best used for wide tables, certificates, or large charts that need more sideways space. (3 marks)

7. (10 Marks)

(a) Excel Formula vs. Excel Function:(4 marks)

- An **Excel Formula** is a mathematical math operation written manually by a user from scratch (e.g., =A1+B1+C1). An **Excel Function** is a built-in, ready-made calculation formula that already exists inside Excel to simplify tasks (e.g., =SUM(A1:C1)).

(b) Purpose of functions:

- (i) **=AVERAGE()**: Automatically adds up a selected range of number values and divides the total sum by the count of those numbers to find the mean score. (3 marks)
- (ii) **=COUNTA()**: Counts all cells within a selected range that are not empty (it counts cells containing text, symbols, or numbers). (3 marks)

8. (10 Marks)

(a) Ascending vs. Descending Order:(4 marks)

- **Ascending Order** arranges data from smallest to largest (A to Z for text, or 0 to 9 for numbers). **Descending Order** arranges data from largest to smallest (Z to A for text, or 9 to 0 for numbers).

(b) Data Validation purpose and example:(6 marks)

- **Purpose:** Data Validation restricts or controls what a user can type into a specific cell. It prevents typos and entry errors by showing warning messages if wrong data is keyed in. (3 marks)
- **Practical Example:** A teacher can apply a rule to the exam score column so that it only allows numbers between 0 and 100. If someone accidentally types a number like 150 or a letter like A, Excel will block it and show an error message. (3 marks)

9. (10 Marks)

(a) Primary Key function:(6 marks)

- A **Primary Key** uniquely identifies each horizontal row (record) in a database table. It cannot be duplicated because if two rows had the same ID key, the system would mix up separate entries. It cannot be empty because every single row must have an identity code to be searchable.

(b) Field types definitions:

- **(i) Text / Short Text:** Used for storage of letters, sentences, symbols, or combination numbers that do not need mathematical calculations (e.g., Names, Phone Numbers, Registration Codes). (2 marks)
- **(ii) Number:** Used strictly for numerical digits that will be used in calculations (e.g., Age, Item Quantities, Exam Marks). (2 marks)

SECTION C (15 MARKS)

10. (15 Marks)

(a) Setting up an Excel inventory table:(5 marks)

- The user creates four vertical column headers: Item Name, Quantity, Expiry Date, and Status.
- To show low stock easily, the user selects the Quantity column and uses **Conditional Formatting**. They set a rule: *"If a cell value is less than 10, highlight the cell in Light Red."* This visual cue lets the worker see short supply instantly without manual reading.

((b) Using an MS Access Query to Filter Expired Items, a query extracts only the relevant data based on specific rules.

- The user creates a new query using the **Query Design** tool and selects the inventory table.
- They drag the necessary fields (like Item Name, Stock Quantity, and Expiry Date) into the query design grid.
- In the **Criteria** row under the Expiry Date column, they type an expression like Date() preceded by the "less than" symbol. This tells Access to look for dates in the past.
- When the doctor runs the query, Access instantly suppresses all valid medications and displays a tight, actionable list of expired stock.

(c) Presenting Trends to the Board of Directors

Recommended Software

MS PowerPoint (or an equivalent slide-based application like Google Slides) to build the visual presentation.

Two Crucial Design Rules for Clear Slides:

Rule 1: The "One Idea Per Slide" Rule Avoid crowded text blocks or "walls of words." Each slide should focus on a single key takeaway. Limit text to bullet points with a maximum of 6 lines per slide and roughly 6 words per line. This ensures the board can scan the slide in under 5 seconds while focusing their attention on the speaker.

Rule 2: Prioritize Visual Data over Raw Text (Data Visualization) Since the officer is showing monthly distribution *trends*, they should avoid pasting large numbers or data tables directly onto the slide. Instead, convert the Excel inventory numbers into a clean **Line Graph** or **Bar Chart**. Visual charts allow the board of directors to instantly see whether distribution is rising, falling, or remaining steady over time.