



KIBABII UNIVERSITY COLLEGE

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UNIVERSITY REGULAR EXAMINATIONS

2013 /2014 ACADEMIC YEAR

1ST YEAR 1ST SEMESTER EXAMINATIONS

(MAIN EXAMINATION)

CERTIFICATE IN INFORMATION TECHNOLOGY

COURSE CODE: ITC 011

COURSE TITLE: INTRODUCTION TO INFORMATION SYSTEMS

DATE: 12TH MAY, 2014

TIME: 9:00A.M. – 11:00A.M.

INSTRUCTIONS TO CANDIDATES:

Attempt question **ONE (1)** and **ANY TWO (2)** other questions from section B.

Question 1

1. Define the following terms: [4 mks]
 - a) Window
 - b) Icon
2. What is the difference between the following terms (10mks)
 - a) Sorting and filtering
 - b) Formula and function
 - c) Relative referencing and absolute referencing
 - d) Footnotes and endnotes
 - e) Alignment and indentation
3. You have been given a task by your information systems instructor to handle on your computer and save it in the folder with your name on the desktop. What is a folder? What are the steps? (3mks)
4. What is automatic recalculation in Ms Excel (2mks)
5. State the use of the following keyboard keys in word processing:
 - a) Ctrl + S
 - b) Ctrl + C
 - c) Ctrl + O(3 marks)
6. The following are some of file extensions for Microsoft office application. Which application do they represent? (2mks)
 - a) .doc
 - b) .xlsx

Question 2

- i) Explain the importance of the status bar (2mks)
- ii) Study the spreadsheet below and answer the questions that follow

	A	B	C	D
1	WESTLINK COMPUTER BOOKS CENTRE			
2	TITLE	PRICE	NO. SOLD	COST
3	Computer longhorn book2	320	25	
4	Visual basic (6) turbo	820	21	
5	Computer longhorn book4	350	100	

6	Computer science	900	12	
7	Computer Applications	845	36	
8	Computer hardware	1250	10	
9	Computer software	1250	27	

- a) Write down the formula that can be used to find the cheapest book (1 mk)
- b) Write down the formula that can be used to determine the total sales for the book titled 'computer Applications (1 mk)
- c) Write down the formula that can be used determine the average price of the books (2 mks)

iii) State any four advantages of using an electronic spreadsheet as compared to a traditional worksheet (2 mks)

iv) Differentiate between a column chart and a bar chart as used in spreadsheet (3 mks)

v) List and describe four areas of application of spreadsheets. (4 mks)

vi) Explain Data range, legend and axis as used in spreadsheet charts. (3 mks)

vii) State four datatypes acceptable to spreadsheets and explain each of them(2mks)

Question 3

Describe the following menu tools as used in Ms. Word (3mks)

Print layout

Web layout

Define the following terms as used in mail merging (4mks)

Main document

Data source

A company wishes to send a large number of standard letters to its customers. Each letter and envelope should have the personal details (name, address...) of the customer to give the impression of an individually printed item of correspondence. Discuss the facilities in a word processing package which would provide this result. (3marks)

Describe the steps to be followed to:

i) Print a document

ii) To duplicate text from one position to another (4 marks)

(e) State one purpose of drop caps on a text paragraph. (1mk)

f) Define the term graphic and give three examples (3mks)

Question 4

As a secretary to the Kibuco Sacco Ltd, you have been asked by the manager to invite all the shareholders to an Annual general Meeting. Describe how you will use the Mail Merge feature in Ms Word to achieve the same. Use your own arbitrary names, addresses and dates (6marks)

What is the meaning of the following as used in word-processing: (4mks)

Word wraps

Text tip

Header

Footer

What is an electronic spreadsheet? Explain its three components?(8mks)

Question 5

A student presented a budget in the form of a worksheet as follows.

A	B	
1	ITEM	AMOUNT
2	Fare	200
3	Stationary	50
4	Bread	300
5	Miscellaneous	150
6	Total	

- Write a formula to get the total in B6 (2mks)
- State the expression that would be used to obtain the least expenditure. (1mk)
- Distinguish between filtering and sorting (2 mks)
- Give any two methods you can use to start Ms Excel (2mks)
- Give three sources of images or objects in a word processor (3mks)
- What is a word processor? Apart from Ms Word give two examples of word processor (4mks)
- Why are charts used in spreadsheets and give four examples that you know (4mks)