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UNIVERSITY REGULAR EXAMINATION

2013/2014 ACADEMIC YEAR

SEMESTER EXAMINATION

FOR THE DIPLOMA IN INFORMATION TECHNOLOGY

COURSE CODE: DIT 051

COURSE TITLE: COMPUTER APPLICATIONS

DATE: 19TH AUGUST, 2014   TIME: 2:00P.M.-4:00P.M.

INSTRUCTIONS TO CANDIDATES:

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

QUESTION ONE (24 MARKS) COMPULSORY

a) Define the following terms giving an example in each. (6 marks)

    i.   Word processing software

    ii.   Electronic spread sheet software

    iii.   Spreadsheet

b) State the meaning of the following key board shortcuts. (6marks)

    i.   CTRL + F

    ii.   CTRL + X

    iii.   CTRL + C

    iv.   CTRL + V

    v.   CTRL + Z

    vi.   CTRL + S

c) State and explain FIVE power point views. (5mks)

d) Define the term mail-merge (2mks)

e) What is a database? List any FOUR uses of a database Management system (DBMS). (5mks)

Question 2

a) Explain how you would perform the following in Ms word. (6marks)

    i)   Highlight a whole document

    ii)   Indent a paragraph

    iii)   Make your text bold

b) State the steps involved in creating a chart in Ms excel. (2marks)

c) The worksheet below shows performance of diploma students of Kibabii University in three subjects.

	A	B	C	D	E	F	G	H	I	J
1	Name	Adm	CourseId	COMP APP	HIV/AIDS	QS	Total	Mean	Position	
2	P. nyakio	1613	DIT	72	68	81				
3	J. Kiharu	1639	DCR	48	90	51				
4	B. Smith	1671	DSW	29	43	65				
5	M. Kitui	1722	DIT	38	58	60				
6	P. Otieno	1728	DIT	71	52	69				
7	D. Hamsa	1729	DCR	70	75	55				
8	C. Letio	1733	DCR	33	49	42				
9	W. Cheruto	1738	DSW	83	80	85				

i)   Write a formula to show the number of students from the DIT courseId.   (2mks)
ii)   Write a formula to be entered in cell G2 that can be copied to range G3:G9 to calculate the total marks for each student.   (2mks)
iii)   Provide a formula in cell H2 to be copied to range H3:H9 to compute mean of each student for the three subjects.   (2mks)
iv)   Provide a function that can be entered in cell I2 then copied to range I3:I9 to return the position of each student based on total marks.   (2mks)
d)   List four features of a database management software   (2mks)

Question 3

a)   Explain the following terms as used in Ms Access   (4marks)
      i.   Input mask
      ii.   Default value
      iii.   Table
      iv.   Query

b)   Describe the following features found in spreadsheets;   (3 marks)
    i.   Sheet tab
    ii.   Formula bar
    iii.   Name box

c)   Differentiate between the following terms:
    i.   Header and footer   (2 Marks)
    ii.   Title case and sentence case   (2 Marks)

d)   Highlight the procedure for inserting page numbers to a document.   (3 Marks)

e)   Paul was preparing a PowerPoint presentation and noticed his text had green and red wavy underline. What caused the green and red underlines?   (2 Marks)

f)   Describe how you can perform the following action on a computer
   i)   Create a folder
   ii)   Remove a flash disk   (2marks)

Question Four

a)   Define the following terms as used in database and give two examples of each
   i.   Primary Key   [6 marks]
   ii.   Field Name
   iii.   Data type

b)   Giving three examples of database management software   [3marks]
c)   Differentiate between a workbook and a worksheet.   (2 Marks)
d)   Outline how you would perform the following in Ms Power Point.   (2 Marks)
   i)   Apply a slide/layout to a group of slides.

ii)   Apply a colour scheme to a group of slides.
e) Outline how you would perform the following in Ms excel.   (2 Marks)
i)   Delete a column.
ii)   Copy a formula to neighboring cells.
f) Outlinehow the following tasks can be accomplished in Ms Word.
i)   Creating a table
ii)   Inserting a clip art
iii)   Setting the page margin   (3Marks)

Question Five

a) Distinguish between absolute referencing and relative referencing. (4 Marks)
b) List any three types of horizontal alignment.   (3 Marks)
c) Name THREE icons you will normally have on the desktop.   (3 Marks)
d) List any TWO toolbars in Microsoft Word.   (2 Marks)
e) Explain the TWO procedures of creating a folder.   (2 Marks)
f) Explain the difference between the following: (2 Marks)
i)   Copy and cut
ii)   Formatting and Editing
g) Define the following terms as used in Ms excel.   (2marks)
i) Formula
ii) Functions