



MASENO UNIVERSITY

**FIRST YEAR SECOND SEMESTER EXAMINATIONS FOR THE
DEGREE BACHELOR OF SCIENCE IN INFORMATION
TECHNOLOGY
(CITY CAMPUS - EVENING)**

CIT 112: INTRODUCTION TO COMPUTER APPLICATION

Date: 2nd April, 2014

Time: 5.30 – 7.30 p.m.

INSTRUCTIONS:

- **Answer Question ONE and any other TWO questions.**



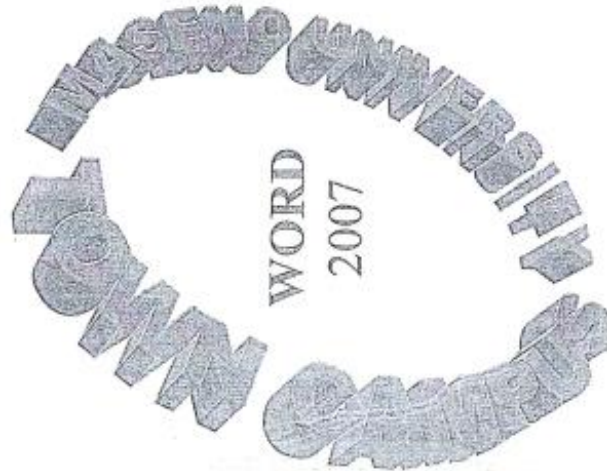
CIT112: INTRODUCTION TO COMPUTER APPLICATION

QUESTION ONE

- a) Define the term Spreadsheet. (2mks)
- b) List TWO functions of a Spreadsheet. (2mks)
- c) Name a popular Spreadsheet Package used today. (1mk)
- d) Within a cell there are Three types of information that can be entered. Describe each and give an example (3mks)
- e) A word processor is a program that enables users to create, edit and manipulate text.
 - i) How can one create text? (2mks)
 - ii) List any **THREE** Word Processors. (3mks)
 - iii) List **FIVE** functions of a Word Processor (5mks)
 - iv) List five object that can be inserted inside the word working area (5mks)
 - v) Five advantages of using word document (5mks)
- f) Identify the ribbon tab that can be used to do the following functions
 - i) Zoom
 - ii) Watermark
 - iii) Table of contents
 - iv) Page number
 - v) Drop cap (5mks)

QUESTION TWO

- (a) There are TWO categories of alignment. Name and explain them. (6Mks)
- (b) Explain how one can create the below text in a word document (4mks)



- c) Briefly describe the following terms as they relate to Microsoft Excel:
- i) Cell (2Mks)
 - ii) Workbook (2Mks)
 - iii) Worksheet (2Mks)
 - iv) Range (2Mks)
 - v) Reference (2Mks)

QUESTION THREE

- a) In your own terms, briefly explain a chart. (2Mks)
- b) Name any FOUR types of charts you can create in Excel. (4Mks)
- c) Briefly explain the FOUR steps required when creating an excel chart. (4Mks)
- d) Differentiate the following terms as used in word office 2007? (10Mks)
 - i) Thesaurus and spelling & grammar
 - ii) Spacing and indentation
 - iii) Line break and page break
 - iv) Margin and orientation
 - v) Watermark and page background

QUESTION FOUR

- a) Use the spreadsheet simulation illustrated below, to answer the questions:

	A	B	C	D	E	F
1	Grocery Sale	TOMATOES	PEPPER	ONIONS	CABBAGES	CARROTS
2	Mama Tom	120	35	45	89	145
3	Naku. Mega	145	70	31	71	128
4	Sun Beam	100	96	41	59	130
5	Ukwala supermarket	140	88	67	60	118
6	Jakinda	125	72	46	66	116

Provide the formula for finding:-

- i) Total tomatoes sold within all the grocery stores. (2Mks)
- ii) Lowest sale at Mama Tom's grocery store. (2Mks)
- iii) Average Onions sold within all the grocery stores. (2Mks)
- iv) Total sale for all fruits sold within all the grocery stores. (2Mks)
- v) Highest sale at Sun Beam's grocery store. (2Mks)
- b) Briefly describe Headers and Footers and where they are found on documents. (4Mks)
- c) Describe Superscript and Subscript and justify your answer using appropriate examples. (4Mks)
- d) In your own terms explain what **formatting** of a text is. (2Mks)

QUESTION FIVE

- a) Explain the importance of the Print Preview/ Text Preview in Microsoft Word. **(2Mks)**
- b) Briefly describe the following forms of text cases **(6Mks)**
 - i. Sentence Case
 - ii. Lower Case
 - iii. Upper Case
 - iv. Title Case
 - v. Toggle Case
 - vi. All Caps
 - vii. Small Caps
- c) State and explain the elements of a Microsoft Word window. **(4Mks)**
- d) Outline the steps in which you would use to insert a clip art in a document. **(4Mks)**
- e) Explain how you would carry out the following tasks while working on Spreadsheets: **(4Mks)**
 - i. Start a new Workbook
 - ii. Rename a Worksheet
 - iii. Insert a Worksheet
 - iv. To save a Workbook