

**W1-2-60-1-6**

JOMO KENYATTA UNIVERSITY OF AGRICULTURE AND TECHNOLOGY

# **UNIVERSITY EXAMINATIONS 2015/2016**

YEAR ONE SEMESTER ONE SPECIAL/SUPPLEMENTARY EXAMINATION FOR THE DIPLOMA IN INFORMATION TECHNOLOGY

**DIT 0102 : WORD PROCESSING**

**DATE: APRIL 2017 TIME: 1.30 HOURS**

**INSTRUCTIONS:**

**ANSWER QUESTION ONE [COMPULSORY] AND ANY OTHER TWO QUESTIONS**

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**QUESTION ONE**

1. What Micro Soft word? [1 mark]
2. Apart from Ms word, name other three word processing programs. [3 marks]
3. What are the importance of Ms Word to the market today? [4 marks]
4. Write down the steps followed when saving a word document [4 marks]
5. Describe the steps followed when saving a word document [4 marks]
6. Explain two factors to consider when choosing a word processor. [2 marks]
7. Describe the steps followed when opening a Ms word application. [4 marks]
8. Differentiate between formatting and editing as used in work processing. [4 marks]
9. Explain four features of MS word [4 marks]

**QUESTION TWO**

1. Outline how the following features can be applied to a text in a work processor. [8 marks]

(i) Double line spacing

(ii) Page border

(iii) Page number

(iv) Header

1. Describe steps followed to create a three column table in the work document [4 marks]
2. Write down the procedure for copying and pasting data in Ms Word [4 marks]
3. Describe the steps followed when applying bullets and numbe4s in a word document. [4 marks]

**QUESTION THREE**

1. Discuss the following ways of viewing a document [10 marks]

(i) Normal view

(ii) Print layout view

(iii) Web layout view

(iv) Print preview

(v) Full screen view

(b) Explain five parts of a Microsoft Word window [10 marks]

**QUESTION FOUR**

1. Explain what happens when a user who has one page performs using the following [10 marks]

(i) Ctrl+B

(ii) Ctrl+u

(iii) Ctrl+c

(iv) Ctrl+v

(v) Ctrl+z

1. Differentiate the following terms as used in word processors [10 marks]

(i) Copy and Move

(ii) Header and footer

(iii) Auto complete and Auto correct

(iv) Save and Save As

(v) Insert mode and type over mode