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**University Examinations 2015/2016**

FIRST YEAR, FIRST SEMESTER EXAMINATION FOR THE CERTIFICATE IN INFORMATION TECHNOLOGY

**CIT 1101: MICROSOFT WORD**

**DATE: NOVEMBER 2015 TIME: 11/2 HOURS**

**INSTRUCTIONS:** *Answer question* ***one*** *and any other* ***two*** *questions*

**QUESTION ONE (30 MARKS)**

a) i) What is a word processor (1 Mark)

1. Explain five types of document views/layouts in Microsoft Word (5 Marks)
2. Define WYSIWYG (1 Mark)

b) Name three tabs contained on the Ribbon tab and give two examples for each. (9 Marks)

c) Describe the steps involved in inserting a Clip art in Ms-Word (3 Marks)

d) i) State the use of bullets and numbering as used in formatting text in a word document. (1Mark)

ii) Describe how you insert bullets in a word document. (4 Marks)

e) Describe how you can achieve the following in Ms-Word. (3 Marks)

 i) Delete a character to the left of the cursor.

 ii) Delete a character to the right of the cursor.

1. Delete a block of text.

f) State the steps you follow when creating a table in word document. (4 Marks)

**QUESTION TWO (15 MARKS)**

1. Explain the process of adding a blank page in Ms Word (2 Marks)
2. Explain two different ways you can CUT and PASTE data in Ms Word (4 Marks)
3. Explain two functions of an electronic word processor (4 Marks)
4. What are the uses of the following keyboard shortcuts? (3 Marks)
5. ctrl + c
6. ctrl + x
7. ctrl + v
8. Describe the following (2 Marks)
9. Quick access toolbar
10. Title bar

 **QUESTION THREE (15 MARKS)**

1. Explain the process of printing a document in Ms Word (4 Marks)
2. State the steps of inserting word art (4 Marks)
3. Describe three formatting techniques used in Ms Word (6 Marks)
4. Name the standard font format and size used in writing mails (1 Mark)

**QUESTION FOUR (15 MARKS)**

1. Draw and name an Ms Word Window. (5 Marks)
2. Differentiate between the following terms as used in a word document (4 Marks)
3. Header and footer
4. Vertical scroll bar and horizontal
5. Explain different ways you can CUT and PASTE data in Ms Word. (4 Marks)
6. Explain step by step procedure of mail merge in Ms Word. (2 Marks)

**QUESTION FIVE (15 MARKS)**

1. Differentiate between: (7 Marks)
2. Save and Save as
3. Cut, copy and paste
4. What is the importance of spelling and grammar tool in Ms Word?
5. Name and describe four features of Ms Word (4 Marks)
6. What is the difference between undo and redo (4 Marks)