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

JOMO KENYATTA UNIVERSITY OF AGRICULTURE AND TECHNOLOGY

# **UNIVERSITY EXAMINATIONS 2017/2018**

EXAMINATION FOR THE DEGREE OF BACHELOR OF SCIENCE IN COMPUTER TECHNOLOGY

**BCT 2103 : SOFTWARE APPLICATIONS I**

**DATE: JANUARY 2018 TIME: 2 HOURS**

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

**==========================================================QUESTION ONE [30 MARKS]**

1. Define the following terms:-
2. Spreadsheets
3. Worksheet
4. Formula bar
5. Charts
6. Word processing [5 marks]
7. Describe 3 areas in which the use of spreadsheets is applicable [3 marks]
8. Explain the effects of the following keyboard use [5 marks]
9. Ctrl + home
10. End
11. Page down
12. Delete
13. Caps lock
14. Define a nested function and provide an example of a nested function. [2 marks]
15. Explain the process of adding a footer to a word document. [5 marks]
16. Define the term alignment and explain the 3 types of alignment. [4 marks]
17. Give four advantages of word processors. [4 marks]
18. Explain the procedure of opening a word existing document [2 marks]

**QUESTION TWO [20 MARKS]**

1. Explain the purpose of the following as used in word processing [6 marks]

(i) Title bar

(ii) document window

(iii) State bar

(iv) Quick access toolbar

1. Explain the following terms as used in tables [2 marks]
   1. Cell
   2. row
2. List any four (4) word processors in the market other than Microsoft work processor. [2 marks]
3. Give five (5) advantages of using electronic spreadsheets as applied to manual spreadsheets. [5 marks]
4. Define the procedure of performing the following tools in Ms excel.

(i) Renaming a worksheet [1 mark]

(ii) Hiding a column [1 mark]

(iii) Making cell reference absolute [1 mark]

(iv) Selecting / highlighting entire worksheet [1 mark]

(v) Insert a worksheet in a workbook [1 mark]

**QUESTION THREE [20 MARKS]**

1. State two types of excel charts and their applications [2 marks]
2. Briefly highlight the procedure of using the following filter methods and the merits and demerits of each.

(i) Auto filter [3 marks]

(ii) Advanced filter [5 marks]

1. Write down how you would use a function to find out the sum of the contents of the following cells.

(i) B1, B2, B3, B4 [2 marks]

(ii) B1, C10, E1 W46 [3 marks]

1. Why should there be no numbers in a spreadsheet formula? [6 marks]
2. Discuss any five (5) features of word processors. [5 marks]

**QUESTION FOUR [20 MARKS]**

1. Give the uses of following shortcut keys. [5 marks]

(i) Ctrl + end

(ii) Ctrl + C

(iii) Ctrl +B

(iv) Ctrl + X

(v) Ctrl +1

1. Explain the use of auto text feature used in Ms Word. [5 marks]
2. Outline the procedure of changing the color of text within your document. [4 marks]
3. Determine the process you would use to send one letter to may people using the mail merge feature in Ms Word. [6 marks]