



MACHAKOS UNIVERSITY COLLEGE

(A Constituent College of Kenyatta University)

University Examinations 2013/2014

SCHOOL OF BUSINESS AND ECONOMICS

DEPARTMENT OF ACCOUNTING AND SECRETARIAL

Examination for Certificate in Secretarial

ICT

Date: 25/7/2014

Time: 2Hours

INSTRUCTIONS: ANSWER ALL THE QUESTIONS

- Q1 Define the following terms used in spreadsheets:
- (a) Data label
 - (b) Data table
 - (c) Freeze
 - (d) Worksheet (4 marks)
- Q2 (a) State FOUR functions of spreadsheets programs (4 marks)
- (b) Explain TWO professional values one should consider while working with computers in an organization. (4 marks)
- Q3 (a) Explain the term “Filtering of data” (2 marks)
- (b) Describe the process of displaying a form in spreadsheets (4 marks)
- Q4 In spreadsheets, there is a feature called “What – if – analysis”. Explain how and when it is used. (4 marks)

Q5 Charts are used in spreadsheets to enable the user present worksheet data effectively in graphical form. List and describe briefly any FIVE types of charts available in Ms – Excel. (10 marks)

Q6 Using relevant examples, explain the following types of Cell Referencing:

- (a) Relative Referencing
- (b) Label Cell Referencing
- (c) Range of Cells Referencing
- (d) Absolute Referencing (16 marks)

Q7 In spreadsheets, there is a variety of inbuilt worksheet functions that can be used to perform both simple and complex calculations. Explain the following Mathematical and Trigonometric functions:

- (a) SUM
- (b) POWER
- (c) PRODUCT
- (d) SORT
- (e) ROUND
- (f) P I
- (g) ABS
- (h) RADIANS (16 marks)

Q8 With the aid of a diagram, display and label a Ms – Excel Window (10 marks)