MACHAKOS UNIVERSITY

University Examinations for 1518/1519

SCHOOL OF ENGINEERING AND TECHNOLOGY

DEPARTMENT OF COMPUTING AND INFORMATION TECHNOLOGY

FIRST YEAR SECOND SEMESTER EXAMINATION FOR

DIPLOMA IN INFORMATION AND COMMUNICATION TECHNOLOGY

2920/102: COMPUTER APPLICATIONS

DATE: 16/4/2019   **TIME: 8.30-11.30 AM**

INSTRUCTIONS

Answer four of the six questions in this question paper.

All the questions carry 15 marks

QUESTION ONE (15 MARKS)

a)   Explain the term computer as used in ICT.   (2 marks)

b)   The following table is an extract from Ms Excel. Use it and answer the questions that follow.

	A	B	C	D	E	F	G
	Name	Eng	Kisw	Music	Totals	Mean	Score
1	Joy	58	89	56			
2	Ken	85	75	56			
3	Ben	63	85	52			
5	Mwai	65	42	52			
6	Yao	84	63	65			

Table 1

Grading range – *Use this range to answer question c(below)*

Marks	Grade
0-40	Fail
41-60	Pass
61-100	Distinction

Table 2

    i.   Write a formula that can be used to compute the totals for Ken   (2 marks)

    ii.   Write a formula that can be used to compute the mean for Mwai   (2 marks)

    iii.   Using the grading criteria in table 2, write the correct logical function that can be used in the grades computation for Joy.   (3 marks)

c)   With the aid of examples, explain each the following types of cell references as used in spreadsheets.

    i.   Mixed cell referencing   (2 marks)

    ii.   Relative referencing   (2 marks)

    iii.   Absolute cell referencing   (2 marks)

QUESTION TWO (15 MARKS)

a)   Explain the meaning of *menu* as used in I.C.T   (2 marks)

b)   Discuss the process of creating a folder called "MOD1" on the desktop.   (4 marks)

c)   Outline the procedure for saving a word document on the folder created in Question Two (b) above.   (4 marks)

d)   Outline the procedure that could be used to define a numbered bullets using word processing program.   (3 marks)

e)   Mali Yao came across each of the following terms when revising for there presentation program examination. Outline each of these terms.

    i.   Place holder   (1 mark)

    ii.   Slide sorter view   (1 mark)

    iii.   Slide transition   (1 mark)

QUESTION THREE (15 MARKS)

a)   Discuss the use of the following parts of Microsoft Word 1510 as used in word processing.

    i.   Title bar   (2 marks)

    ii.   Insertion point   (2 marks)

b)   Outline the functions of each of the following keys used in word processing

i.	Delete key	(2 marks)	iii. Caps lock	(2 marks)
ii.	Backspace	(2 marks)	iv. Spacebar	(2 marks)

c)   Explain the procedure that can be used by Microsoft Word user to insert tables to his/her document.   (3 marks)

QUESTION FOUR (15 MARKS)

a) Define each of the following terms as used in word processing:-

    i.   Formatting   (2 marks)

    ii.   Editing   (2 marks)

    iii.   Header   (2 marks)

b) In an effort to provide various ways in which to view your work in progress and remain organized, Ms Word offers different views for your document. Explain the following types of views.   (8 marks)

    i.   Print layout view

    ii.   Full Screen reading view

    iii.   Web layout view

    iv.   Outline layout view

    v.   Draft layout view

c) Explain **three** components of the CPU.   (6 marks)

QUESTION FIVE (15 MARKS)

a) The following are icons extracted from the Home menu of a Ms Word program. Indicate the name and function of the icons labeled A to E.   (10 marks)
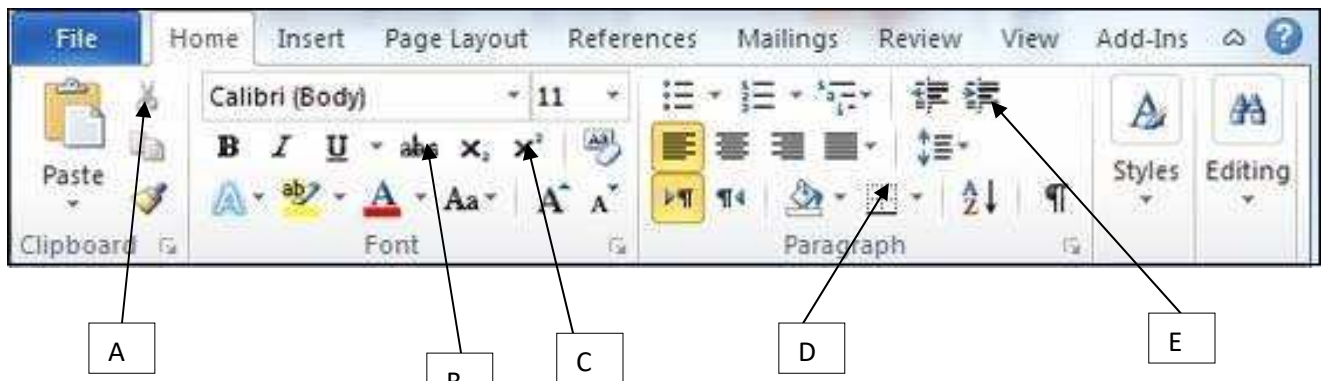
b) Outline the procedure of adding charts to your Microsoft Office Excel worksheet

    (3 marks)

c) State any two types of application packages   (2 marks)

QUESTION SIX (15 MARKS)

a) Explain *four* functions of operating systems   (8 marks)

b) Outline *three* advantages of computer networks.   (3 marks)

c) With the aid of diagrams, illustrate any *two* types of charts as used in spreadsheets.

    (4 marks)