



MACHAKOS UNIVERSITY

University Examinations for 2018/2019

SCHOOL OF ENGINEERING AND TECHNOLOGY

DEPARTMENT OF COMPUTING AND INFORMATION TECHNOLOGY

FIRST YEAR SECOND SEMESTER EXAMINATION FOR

CERTIFICATE IN INFORMATION COMMUNICATION TECHNOLOGY

2920/103: COMPUTER APPLICATION

DATE: 15/4/2019

TIME: 8.30-11.30 AM

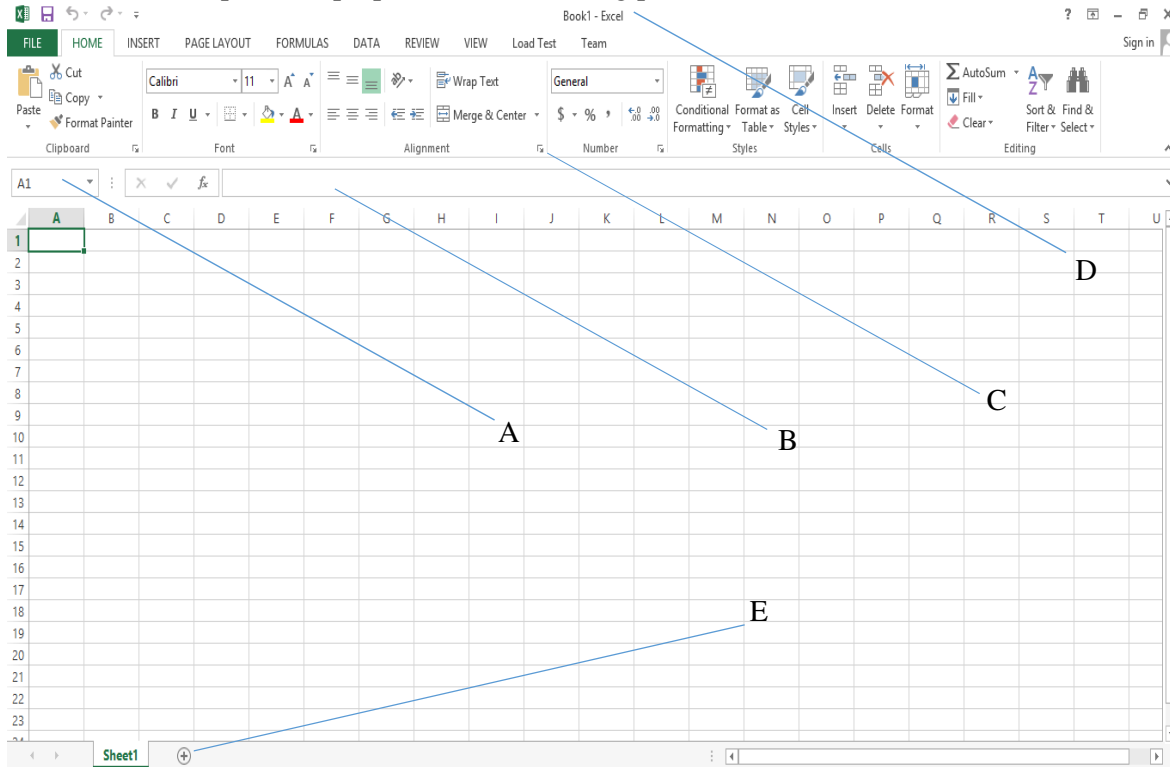
INSTRUCTIONS

*Answer question one and any other One questions in section A
and all the questions in section B*

SECTION A

1. a) Explain the differences between the following terms as used in ICT
 - i. Workbook and Worksheet
 - ii. Window and Windows
 - iii. Cell and Range of cells
 - iv. Soft copy and Hard copy
- (8 marks)

b) Explain the purpose of the following parts of an excel document (5 marks)



c) Observe the text below and identify any seven formatting features applied on it. (7 marks)

Introduction to Microsoft Excel

Microsoft Excel is an electronic spreadsheet for managing and presenting data in the **Microsoft Windows** environment. It is used in the manipulation of numerical and text data.

It offers advanced features for

- performing calculations.
- constructing charts.
- manipulating records.

- (d) John went through an excel document and met the term *cell reference*. As an ICT expert, explain to him the different types of cell references (6 marks)
- (e) Explain the different alignment found in MS Word (4 marks)
- 2 (a) Explain the process of inserting a worksheet in an excel document (4 marks)
- (b) Explain the different layouts under MS word (5 marks)
- (c) Highlight the function of the following shortcut keys as used in Microsoft word
- i. Ctrl + I
 - ii. Ctrl+B
 - iii. Ctrl+z
 - iv. Ctrl+c (4 marks)
- (d) Explain the differences between subscript and superscript (4 marks)
- (e) Explain the mouse Technique (3 marks)
- 3 (a) List any **three** methods of inserting a table in *MS word* (6 marks)
- (b) Explain the different alignment found in MS Word (4 marks)
- (c) Distinguish between *sabotage* and *hacking* as used in data security (2 marks)
- (d) Explain the meaning of the following terms as used in *MS word*
- i. Mail merge
 - ii. Drop cap
 - iii. footer
 - iv. pageboarder (4 marks)
- (e) List any *four* features which can be applied to text in a MS word document. (4 marks)

SECTION B

INSTRUCTIONS

- Create a folder on the desktop and call it KNEC EXAM
- Perform all the tasks and save your work inside the KNEC EXAM folder
- In all the two tasks, insert your name and admission number as header

Task 1

Open an MS Word document and create the following document. (10 marks)

Machakos University

P.O. Box 136-90100

Machakos

2st April, 2019

<<fname>> <<lname>>

<<Address>>

<<County>>

Dear <<Title>>,

RE: INVITATION FOR A SEMINAR FACILITATION

In reference to the above subject, I wish to invite you <<fname>> to facilitate in our students' motivation seminar as indicated in the table below.

Please confirm to us your willingness to facilitate on the indicated topic on or before <<Confirm>> for better planning.

Thank you in advance.

DATE	TOPIC	TIME
<<Date>>	<<Topic>>	<<Time>>

Yours faithfully,

MD

Create the data list below using mail merge and the merge the letter to the recipients (10 marks)

Title	fname	Iname	address	County	Date	Topic	Venue	Time	Confirm
Sir	John	Mwamisi	P.o Box 45	Kilifi	12/5/2019	Artificial Intelligence	Hall A	8.30 AM	10/4/2019
Madam	Jane	Mutua	P.o Box 12	Kitui	14/5/2019	SME	Hall B	11.30PM	11/4/2019
Sir	Ali	Nasir	P.o Box 33	Lamu	16/5/2019	Opportunities	Hall C	11.30PM	12/4/2019
Sir	Paul	Mwangi	P.o Box 14	Nyeri	14/5/2019	Goals	Hall B	8.30 AM	11/4/2019
Madam	Ann	Omondi	P.o Box 5	Kisumu	12/5/2019	Technology	Hall A	11.30PM	10/4/2019
Madam	Alice	Masai	P.o Box 4	Narok	16/5/2019	Discipline	Hall C	8.30 AM	12/4/2019

Task 2

Open an MS Excel document and create the document below then answer the questions that follow.

	A	B	C	D	E	F	G	H
1								
2		Sales for Stationery Shop						
3								
4		Item	Quantity	Price	Sales	VAT	Profit	
5		Pens	25	25				
6		Chalk	250	40				
7		Dusters	100	55				
8		Printing ink	18	6000				
9		Printing paper	20	350				
10		FoolsCaps	60	250				
11		Total						
12								
13								
14		VAT Rate	16%					
15								
16								

Using cell addresses only and not the cell contents, write formulas which if entered in relevant cells, would be able to perform the following calculations:

- (i) If entered in cell E5 and copied down, would calculate Sales given that
$$\text{Sales} = \text{Quantity} \times \text{Price}$$
- (ii) If entered in cell F5 and copied down, would calculate VAT given that
$$\text{VAT} = \text{Sales} \times \text{VAT Rate} \quad (\text{use cell address of VAT Rate})$$
- (iii) If entered in cell G5 and copied down, would calculate Profit given that
$$\text{Profit} = \text{Sales} - \text{VAT}$$
- (iv) If entered in cell D11 and copied to the right, would calculate totals for Sales, VAT and profit.

(10 marks)