

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	В	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

	i.	Write a form	ula that can be used t	to compute th	e totals	for Ken	(2 marks)
	ii.	Write a form	(2 marks)				
	iii. Using the grading criteria in table 2, write the correct logical function that can be						
		used in the gr	rades computation fo	r Joy.			(3 marks)
c)	With the aid of examples, explain each the following types of cell references as						as used in
	spreadsheets.						
	i.	Mixed cell re	ferencing				(2 marks)
	ii.	Relative refer	rencing				(2 marks)
	iii.	Absolute cell	referencing				(2 marks)
OHE	STION	TWO (15 MA	RKS)				
QOE . a)		`	of <i>menu</i> as used in	I.C.T			(2 marks)
o)	Discu	ass the process of creating a folder called "MOD1" on the desktop. (4 marks)					
c)	Outlin	tline the procedure for saving a word document on the folder created in Question Two					
	(b) above. (4 marks						(4 marks)
d)	Outlin	e the procedu	are that could be u	sed to define	e a nun	nbered bullets	using word
	proces	ssing program.					(3 marks)
e)	Mali `	ali Yao came across each of the following terms when revising for there presentation					
	progra	nm examination	n. Outline each of the	ese terms.			
	i.	Place holder					(1 mark)
	ii.	Slide sorter view					(1 mark)
	iii.	Slide transition	on				(1 mark)
AHE	STION	THREE (15 N	AADKS)				
QUE. a)		·	the following part	e of Micros	oft Wo	rd 1510 as u	sed in word
1)	proces		the following part	s of Micros	OIL WO	ia 1310 as a	sed iii word
	i.	Title bar					(2 marks)
	ii.	Insertion poin	nt				(2 marks)
o)		-	s of each of the follow	wing keys use	ed in wo	rd processing	(2 marks)
<i>)</i>	i.	Delete key	(2 marks)	iii		ips lock	(2 marks)
	ii.	Backspace	(2 marks)	iv		acebar	(2 marks)
c)		•	re that can be used b		•		
• /	docun	-		J =:======			(3 marks)
							()

Table 2

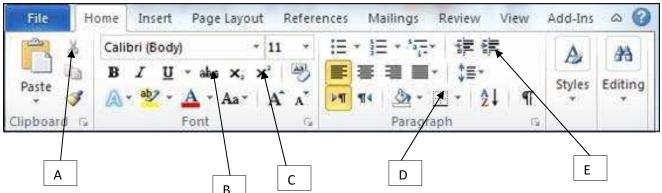
QUESTION FOUR (15 MARKS)

- 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 account g 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)