



MACHAKOS UNIVERSITY

University Examinations 2022/2023

SCHOOL OF ENGINEERING & TECHNOLOGY- TVET

FIRST YEAR SECOND TERM EXAMINATION FOR
DIPLOMA IN INFORMATION AND COMMUNICATION TECHNOLOGY
MODULE 1

1920/102 - COMPUTER APPLICATIONS

DATE: 29/3/2023

TIME: 11:30 – 2:30 AM

INSTRUCTIONS TO THE CANDIDATES:

1. You should have the following for this examination:-
 - Answer booklet
2. Attempt All the questions in this question paper.

This paper consists of three printed pages

Candidates should check the question paper to ensure that all the pages are printed as indicated and that no questions are missing

QUESTION ONE

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

- 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

- a. Discuss the use of the following parts of Microsoft Word 2010 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)
 - ii. *Backspace* (2 marks)
 - iii. *Caps lock* (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

- a) Define each of the following terms as used in word processing:-
 - i. *Clipboard* (2 marks)
 - ii. *Editing* (2 marks)
 - iii. *AutoCorrect* (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)**

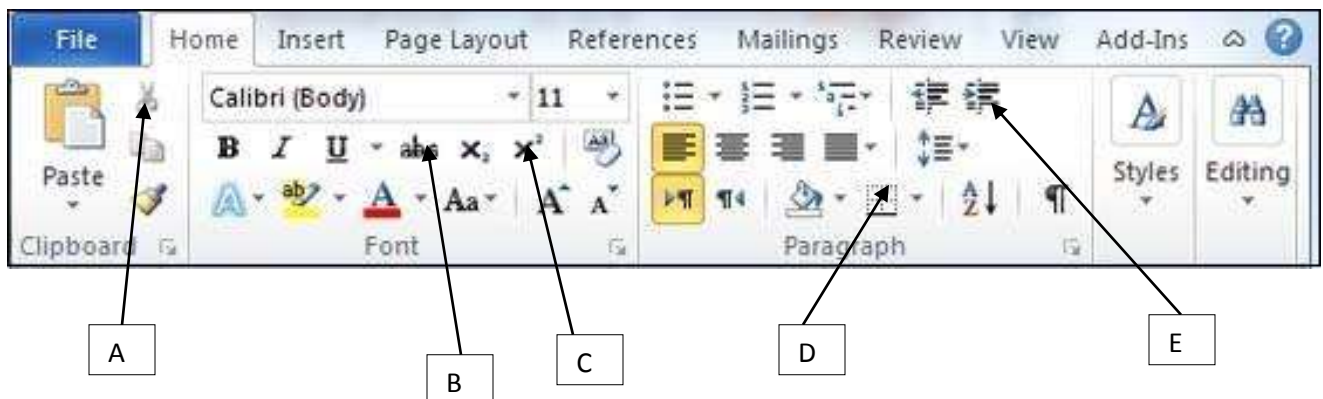
- i. *Print layout view*
- ii. *Full Screen reading view*
- iii. *Web layout view*
- iv. *Outline layout view*

v. *Draft layout view*

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

QUESTION FIVE

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)