



# MACHAKOS UNIVERSITY

University Examinations for 2017/2018

SCHOOL OF ENGINEERING AND TECHNOLOGY

DEPARTMENT OF COMPUTING AND INFORMATION TECHNOLOGY

FIRST YEAR SECOND SEMESTER EXAMINATION FOR CERTIFICATE IN  
ELECTRICAL AND ELECTRONICS ENGINEERING

EPC 108: INFORMATION COMMUNICATION TECHNOLOGY

DATE: 6/12/2017

TIME: 8.30

---

INSTRUCTIONS: Answer Question ONE and any other TWO Questions

## QUESTION ONE

- a) *Explain* the differences between the following terms
- i. Work book Work sheet
  - ii. Cell and range
  - iii. Clip Art and word art (6 marks)
- b) Explain the process of opening an MS word document (3 marks)
- c) *Define* the following terms as used in Microsoft word
- i. Drop Cap
  - ii. Borders
  - iii. Allignment. (6 marks)
- d) Explain the process of *inserting* a worksheet in a MS excel document (3 marks)
- e) State **two** input devices. (2 marks)

## QUESTION TWO (20 MARKS)

- a) Use the table below to answer the following questions

|    | A           | B        | C      | D          | E           | F         | G           | H         |
|----|-------------|----------|--------|------------|-------------|-----------|-------------|-----------|
| 1  | NAME        | MAT<br>H | IT     | SOCIA<br>L | PROJEC<br>T | TOTA<br>L | AVERAG<br>E | GRAD<br>E |
| 2  | JOHN        | 90       | 8<br>5 | 87         | 45          |           |             |           |
| 3  | JAMES       | 23       | 4<br>5 | 20         | 12          |           |             |           |
| 4  | PETER       | 50       | 4<br>5 | 62         | 45          |           |             |           |
| 5  | PAUL        | 52       | 4<br>5 | 85         | 63          |           |             |           |
| 6  | MAX         |          |        |            |             |           |             |           |
| 7  | MIN         |          |        |            |             |           |             |           |
| 8  | Distinction |          |        |            |             |           |             |           |
| 9  | Credit      |          |        |            |             |           |             |           |
| 10 | Pass        |          |        |            |             |           |             |           |
| 11 | Fail        |          |        |            |             |           |             |           |
|    |             |          |        |            |             |           |             |           |

- i. Specify a function for calculating the Total based on the cell reference (2 marks)
- ii. Specify a function for calculating the Average based on the cell reference (2 marks)
- iii. Specify a function for calculating the max of each subject based on the cell reference (2 marks)
- iv. Specify a function for calculating the min of each subject based on the cell reference (2 marks)
- v. Specify a function for the grade for each student based on their grade. Use the following information. Average  $\geq 75$  grade is A, Average  $\geq 60$  grade is B, Average  $\geq 50$  grade is C, Average  $\geq 40$  grade is D, Average  $< 40$  grade is E. (6 marks)
- vi. Specify a function for the grade for each subject using the following information. Distinction  $\geq 75$ , Credit  $\geq 60$ , Pass  $\geq 40$ , fail  $< 40$ . (6 marks)

### QUESTION THREE (20 MARKS)

- a) List **three** examples of word processing packages currently in the market. (3 marks)
- b) Explain any **four** social implications of the introduction of computers to the modern society (8 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 any **five** factors that one should consider when buying a computer. (5 marks)

### QUESTION FOUR (20 MARKS)

- a) Explain the meaning of following terms as used in MS Word
  - i. Clip Art
  - ii. Word Art
  - iii. Text Box
  - iv. Thesaurus(4 marks)
- b) State difference between the following terms as used in computer systems:
  - i. Soft copy and Hard copy
  - ii. Footers and Headers
  - iii. Find and Replace
  - iv. Cold boot and warm boot(8 marks)
- c) Describe any **three** functions of *operating system* (6 marks)
- d) Explain the process of changing a computer screen saver (2 marks)

### QUESTION FIVE(20 MARKS)

- a) Explain the **process** of mail merging a document (7 marks)
- b) State any **four** disadvantages of computerization of an organisation (4 marks)
- c) Explain the **three** methods of inserting a table in a MS Word document (6 marks)
- d) Explain the following functionalities of a mouse
  - i. Right click
  - ii. Double clicking
  - iii. Drag and drop(3 marks)