



# Machakos University College

A Constituent College of Kenyatta University  
University Examinations for 2015/2016 Academic Year

## SCHOOL OF ENGINEERING AND TECHNOLOGY

### DEPARTMENT OF COMPUTING AND INFORMATION TECHNOLOGY

### FIRST SEMESTER EXAMINATION FOR DIPLOMA IN INFORMATION AND COMMUNICATION TECHNOLOGY

### DICT 101 COMPUTER APPLICATIONS

Date: 3/8/2016

Time: 2:00 – 4:00 PM

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#### **INSTRUCTIONS**

Answer question **ONE** and any other **TWO** questions

Don't write on this question paper

#### **QUESTION ONE (COMPULSARY)**

a) Differentiate between the following pair of terms in reference to word processing:

- i. Save and Save As;
- ii. Undo and Redo;
- iii. Superscript and Subscript;
- iv. Landscape and Portrait Orientation. (8 marks)

b) Differentiate between the following terms in relation to database.

- i. Field and Record;
- ii. Primary key and Foreign Key; (4 marks)

c) Describe **THREE** any types of the number formats other than General or Text as used in

Microsoft Excel. (6 marks)

- d) State **FOUR** tips for making a professional presentation. (4 marks)
- e) Describe the computer security threats as used in internet and outline **THREE** preventive measures for each. (6 marks)
- f) Define the term icon as used in Windows 7 environment (2 Marks)

## QUESTION TWO

- a) Assuming a Windows 7 environment, identify the following area of a computer desktop.



(1 marks)

- b) Define the following terms as used in Windows 7 environment.

- i. Clipboard
- ii. program
- iii. screen saver

(6 marks)

- c) Describe the features of VLOOKUP/HLOOKUP functions in the Excel. (6 marks)
- d) Outline **FOUR** font formatting as used in Ms. Word (2 marks)
- e) Outline **FIVE** functions of database management software. (5 marks)

## QUESTION THREE

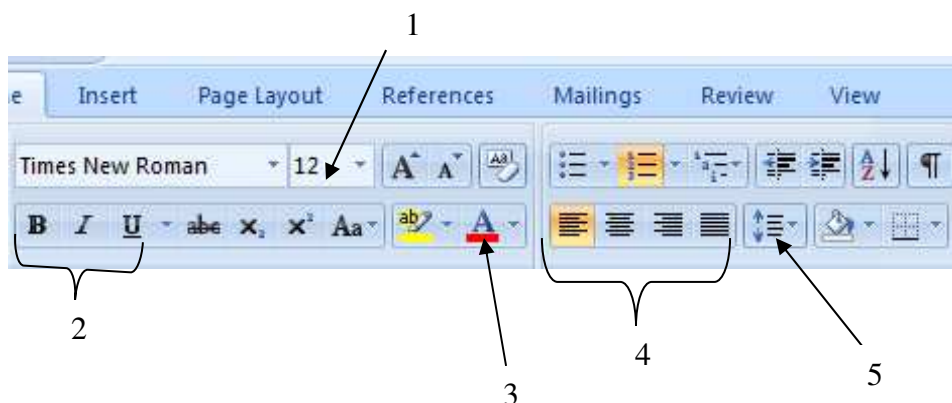
- a) Briefly explain the following features of a database:

- i. Tables;
- ii. Queries;
- iii. Report.

(6 marks)

- b) Describe the features of the slide master and when do you use this function in the PowerPoint. (4 marks)

- c) Identify and state the function of the following tools (10 marks)



#### QUESTION FOUR

- Identify the order of mathematical operation in the Excel? (2 marks)
- Differentiate between CC and BCC as used in emails and explain situations under which the (4 marks)
- Databases offer the ability for creating relationships in the tables you have created. Describe the **THREE** types of relationships in databases. (6 marks)
- Describe any **TWO** views as used in the PowerPoint. (4 marks)
- Use the table below and answer the following questions. (6 marks)

|   | A      | B       | C           | D     | E   | F | G      | H       | I     |
|---|--------|---------|-------------|-------|-----|---|--------|---------|-------|
|   | NAMES  | PHYSICS | COMM SKILLS | MATHS | ICT |   | TOTALS | AVERAGE | GRADE |
| 1 | John   | 63      | 85          | 24    | 87  |   |        |         |       |
| 2 | Leah   | 52      | 58          | 96    | 26  |   |        |         |       |
| 3 | Kelvin | 48      | 45          | 35    | 98  |   |        |         |       |
| 4 | Joseph | 79      | 29          | 84    | 56  |   |        |         |       |

- Write a formulae that can be used to calculate;
  - The total marks for each student
  - The mean score
  - The grade

NB:

>70 = Distinction

>60 = Credit

>=50=Pass

<=40=Fail

### **QUESTION FIVE**

- a) Outline **FOUR** inserting objects to make the presentation expressive in Microsoft PowerPoint (2marks)
- b) Explain any **TWO** ways of Autofill as used in the Excel. (4 marks)
- c) If you get the error code “#####” in the cell, identify the problem and describe how to solve it in the Excel. (4 marks)
- d) Explain how you will solve the problem when the font size is shrunk automatically in the Placeholder but you want to show the words larger but don’t want to reduce your messages in the PowerPoint. (4 marks)
- e) Explain the use of the following short cut commands as used in word processing (6 marks)
  - i. CTRL + M
  - ii. CTRL + Z
  - iii. CTRL + E
  - iv. CTRL + J
  - v. CTRL + K
  - vi. CTRL + H