



MACHAKOS UNIVERSITY

University Examinations for 2020/2021 Academic Year

SCHOOL OF ENGINEERING AND TECHNOLOGY

DEPARTMENT OF COMPUTING AND INFORMATION TECHNOLOGY

FIRST YEAR SECOND SEMESTER EXAMINATION FOR

CERTIFICATE OF INFORMATION COMMUNICATION TECHNOLOGY

1920/101: COMPUTER APPLICATIONS

DATE: 2/9/2021

TIME: 11:30 – 2:30 PM

Instructions:

Answer all **FIVE** questions

Don't write on this question paper

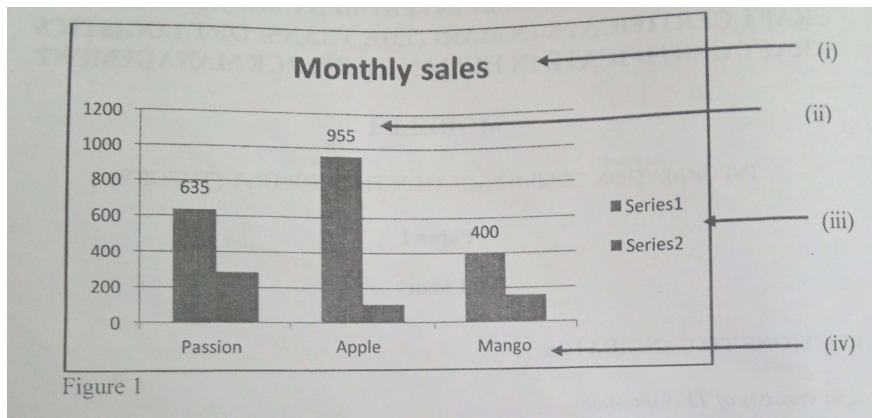
QUESTION ONE

- a) Define the mail merge feature as used in word processing programs. (2 marks)
- b) Differentiate between *relative* and *absolute* references as used in computers. (4 marks)
- c) Describe **two** reasons that may prompt a computer user to perform a warm boot. (4 marks)
- d) Describe the function of the following Database features:
 - i. Form;
 - ii. Query. (4 marks)
- e) Briefly explain the following word processing features:
 - i. Find and Replace;
 - ii. Thesaurus;
 - iii. Autocorrect. (6 marks)

QUESTION TWO

- a) Charles intends to create a table in a word processing document. Describe **two** methods that he would use to achieve his objective. (4 marks)
- b) With the aid of a diagram, describe each of the following formatting alignments as used in a word processing program:
 - i. Centre;
 - ii. Justified. (4 marks)

- c) Differentiate between Hierarchical Database Model and Relational Database model. (4 marks)
- d) Outline **four** types of text wrapping styles in a word processing program. (4 marks)
- e) Figure 1 below show a chart that was created using a spreadsheet application. Describe the chart elements labeled i to iv. (4 marks)



QUESTION THREE

- a) Study the spreadsheet below of marks of two students in a diploma in ICT class at Machakos university and answer the questions that follow:

	A	B	C	D	E	F
1	NAME	C. A	MATHS	PROG.	TOTAL	
2	JOHN	45	18	28		
3	MARY	75	56	59		
4						

Using cell references only, write down the formula that can be used to calculate the following:

- Total marks obtained by the two students in PROG (programming). (2 marks)
- The highest mark obtained by Mary in the three units. (2 marks)
- Count the number of students who scored 50 and above in Maths. (2 marks)
- Using the IF function, grade the students with the following criteria;

Total marks >150 , Pass

Total marks <150 , Fail

(4 marks)

- b) Differentiate between the following pair of terms in reference to spreadsheets:
- i. Formulae and Functions; (2 marks)
 - ii. relative and absolute references; (4 marks)
 - iii. Sorting and Filtering. (4 marks)

QUESTION FOUR

- a) Explain a circumstance under which the following features would be used in a word processor.
- i. Word wrap
 - ii. Footer. (4 marks)
- b) Mary would like to perform each of the following in a database:
- i. Input records in an already created file;
 - ii. Increase the fee by 10% in a field named fees;
 - iii. Provide some information for decision making.
- Outline the object she would use in each case. (3 marks)
- c) Explain each of the following formatting applied in a spreadsheet worksheet:
- i. Format painter;
 - ii. Auto fill. (4 marks)
- d) Distinguish between a record and a field as used in database systems. (4 marks)
- e) A student in an ict class wrote the formula = \$A1 + B\$1 in cell C8. If the formula was copied to cell E10, write the resultant formula. (3 marks)
- f) Outline the procedure that you would use to copy data from an existing spread sheet worksheet to a new worksheet. (2 marks)

QUESTION FIVE

- a) Define *range* as used in spreadsheets. (2 marks)
- b) If you get the error code “#####” in the cell, identify the problem and describe how to solve it in the Excel. (4 marks)
- c) Susan came across the following examples of software when revising for her computer application exam. Classify them as either application or system software:
Sage, windows xp, Lotus word pro, Mac Os, Lotus 1-2-3, Linux. (4 marks)
- d) Outline the function of each of the following spreadsheet window:
 - a. Formulae bar;
 - b. Name box;
 - c. Active cell. (6 marks)
- e) Differentiate between *labels* and *values* in MS-Excel. Use examples. (4 marks)