



**TECHNICAL UNIVERSITY OF MOMBASA**  
**INSTITUTE OF COMPUTING AND INFORMATICS**

Select department

**UNIVERSITY EXAMINATION FOR:**

Type program name

**BSC 4202: DATA PRESENTATION AND SPREADSHEETS**  
**SPECIAL/SUPPLEMENTARY EXAMINATION**

**SERIES: SEPTEMBER 2018**

**TIME:** Choose hours HOURS

**DATE:** Sep 2018

**Instructions to Candidates**

You should have the following for this examination

-Answer Booklet, examination pass and student ID

This paper consists of Choose No questions. Attempt Choose instruction.

**Do not write on the question paper.**

**Question ONE**

a. Write formulas for the operations (i) – (iv) based on the spreadsheet given below along with the relevant cell address:

	A	B	C	D	E	F	G
1	SNO	Name	Science	Maths	Computers	Total	Average
2	1	Swati	70	80	87	--	--
3	2	Shruti	90	98	89	--	--
4	3	Neelu	90	90	98	--	--
5	4	Rosy	60	76	79	--	--
6	5	Shreya	50	45	67	--	--
7	Max				--		

<b>8</b>	<b>Total</b>		--				
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- i. To calculate the Total Marks as sum of Science, Maths & Computers for each student and display them in column F. **(3 marks)**
  - ii. To calculate the average marks for each student and display them in column G. **(4 marks)**
  - iii. To calculate the highest marks in Computers and display it in cell E7. **(4 marks)**
  - iv. To calculate the total number of students appearing for the Science test and display it in cell C8. **(3 marks)**
- b. Using relevant examples discuss three symbols used in excel for arithmetic operations **(6 marks)**
  - c. Using relevant examples explain three types of data that can be entered into a spreadsheet **(6 marks)**
  - d. Excel provides a variety of messages to identify a problem in a formula. Explain two error messages excel displays in relation to formulas. **(4 marks)**

### **Question TWO**

- a. Describe the process of saving a workbook that has already been saved in Ms excel **(4 marks)**
- b. Describe four possible disadvantages to the business owner of using this software package to help him or her work out the expenses and profit of his or her business rather than using a calculator and paper. **(8 marks)**
- c. Charts can emphasize important points or trends in your data and make them easier to understand. Using charts, you are able to get your point across efficiently and quickly. State four types of charts and briefly explain their description of use (what they illustrate). **(8 marks)**

### **Question THREE**

- a. Ms Excel has a large number of built-in functions. To use these pre-defined functions, you need to know what the function is designed to do. Describe four types of such functions **(12 marks)**
- b. Discuss the process of designing a column chart in excel **(8 marks)**

### **Question FOUR**

- a. Explain the importance of headers and footers in excel **(4 marks)**
- b. Briefly discuss how excel can be used to show change over in a particular dataset (give an example of such a data set) **(6 marks)**
- c. Using relevant examples distinguish between relative and absolute cell referencing techniques **(10 marks)**

## Question FIVE

a. Briefly discuss the quick access toolbar and its importance as used in excel **(4 marks)**

b. Define the following terminologies as used in spreadsheets **(5 marks)**

Formulae

Table

Worksheet

Cell

Workbook

a. Describe how spreadsheets can be used to :

i. Calculate data **(3 marks)**

ii. Analyze data **(3 marks)**

iii. Present data **(3 marks)**

b. Highlight any two specifications that one should consider when purchasing a spreadsheet package

**(2 marks)**