



**THE MOMBASA POLYTECHNIC UNIVERSITY COLLEGE**

**(A Constituent College of JKUAT)**

(A Centre of Excellence)

# **Faculty of Engineering & Technology**

**DEPARTMENT OF COMPUTER SCIENCE & INFORMATION TECHNOLOGY**

**PRE-CERTIFICATE IN INFORMATION TECHNOLOGY  
(PCIT M12)**

**EIT 1002: COMPUTER APPLICATIONS**

**SPECIAL/SUPPLEMENTARY EXAMINATION**

**SERIES: OCTOBER 2012**

**TIME: 2 HOURS**

**Instructions to Candidates:**

You should have the following for this examination

- *Answer Booklet*

This paper consist of **FIVE** questions  
Answer question **ONE** and any other **TWO** questions  
Maximum marks for each part of a question are as shown  
This paper consists of **THREE** printed pages

**SECTION A (COMPULSORY)**

**Question One (30 marks)**

- a) Define computer application and give **TWO** examples. **(3 marks)**
- b) Discuss **FOUR** advantages of a word processor program over a typewriter. **(4 marks)**
- c) Why is saving a document important and how often should you save your document? **(2 marks)**
- d) Discuss any **FIVE** features of a word processor application. **(5 marks)**
- e) Write down the procedures to perform these tasks
  - i) Placing a header and footer in the document
  - ii) Applying bullets and numbered lists
  - iii) Adding organizational charts found under Smart Art
  - iv) Setting margins to your document.
- f) Explain a macro in word applications and how you can create a macro that makes text bold and italic. **(2 marks)**
- g) Discuss the following terms:
  - i) Active cell
  - ii) Cell selector
  - iii) Fill handle
  - iv) Grid lines
  - v) Column and row heading**(5 marks)**
- h) List **THREE** types of charts you can use in your spreadsheet program. **(3 marks)**
- i) Highlight the differences between a workbook and a worksheet. **(2 marks)**

**SECTION B (Answer Any Two Questions)**

**Question Two (15 marks)**

- a) Define a spreadsheet program. **(2 marks)**
- b) State and explain **FOUR** advantages of a spreadsheet program over a calculator. **(4 marks)**
- c) Outline **TWO** examples of spreadsheet program. **(4 marks)**
- d) What is the procedure for calculating the total sales of ten products found in ten rows in a spreadsheet application? **(5 marks)**

**Question Three (15 marks)**

- a) Outline the procedures to rename a worksheet tab and change its background colour. **(4 marks)**
- b) Explain the following functions and errors: **(4 marks)**
  - i) Average

- ii) IF function
- iii) COUNTIF function
- iv) MAX and MIN functions

- c) Explain the following formula as used in sheet 1 of your application “=A1 + sheet 2! A2” (3 marks)
- d) What is data searching in spreadsheets? How do you achieve this functionality? (4 marks)

**Question Four (15 marks)**

- a) Why is spell-checking important in your word application? (2 marks)
- b) List **TWO** methods of highlighting and copying data from your application. (2 marks)
- c) What is the use of undo and redo commands in the word application. (2 marks)
- d) Who needs a word processor and how is it useful? (3 marks)
- e) Explain any **FOUR** formatting styles you have encountered. (4 marks)
- f) Why do you format your document using DROP CAP? (2 marks)

**Question Five (15 marks)**

- a) Discuss any **FIVE** features of a spreadsheet program. (5 marks)
- b) Explain the different methods of entering data in a spreadsheet. (2 marks)
- c) Give a sample formula you can use for multiplication of data in different cells in a spreadsheet. (4 marks)
- d) Distinguish the following terms as used in spreadsheets.
  - i) Relative referencing
  - ii) Absolute referencing (4 marks)