



THE MOMBASA POLYTECHNIC UNIVERSITY COLLEGE

(A Constituent College of Jkuat)

Faculty of Engineering and Technology

DEPARTMENT OF COMPUTER SCIENCE & INFORMATION TECHNOLOGY

PRE CERTIFICATE IN INFORMATION TECHNOLOGY – PRECIT 11M

EIT 1002: FOUNDATION OF COMPUTER APPLICATION

END OF SEMESTER EXAMINATIONS

SERIES: AUGUST/SEPTEMBER 2011

TIME: 2 HOURS

Instructions to Candidates:

Answers **MUST** be written clearly within the answer booklets provided with the exam paper
Answer question **ONE (COMPULSORY)** and any other **TWO** questions from the list of questions below

This paper consists of **FOUR** printed pages

SECTION A (30 MARKS) – Answer all Questions in this section

Question 1 (Compulsory)

- a) (i) Type the following paragraphs in Ms Word and save the file in the computer by your full names. (4 marks)

Uses of Computers in Society

Computers are perhaps the best invention by man so far. To understand the full impact of computers on society, we will first have to understand the meaning of ‘computer’. A computer does not necessarily mean a monitor, keyboard, mouse and a CPU. A computer is any machine or device that can compute and execute instructions given to it in the form of programs.

Technically, even a cell phone is a computer. And so are desktops, laptops table PCs and PDAs. Anything that can perform a series of operations on its own is a computer. This gives us an idea as to how wide and deep is the role of computers in our lives.

- (ii) Change the font to Arial Narrow and the heading colour to Red (4 marks)
- (iii) Change the paragraph indentation style to first line hanging (3 marks)
- (iv) Use the same and give **TWO** synonyms to the word society from the heading (3 marks)
- (v) Change paragraph **TWO** to italics (3 marks)
- (vi) Use spell check to eliminate spelling errors (3 marks)

- b) (i) Key in the following data in Ms Excel and save the file by your full names

	A	B	C	D	E
1	S/N	Name	Eng	Math	Total
2	20	George	40	60	-----
3	21	Tom	55	55	-----
4	22	Ali	45	65	-----
	23	Jane	70	70	-----

Average
Highest
Lowest

- (ii) Calculate the total marks of each student using a formula (5 marks)
- (iii) Use a formula to determine the average marks, Highest marks and Lowest marks for Maths in the spaces provided (6 marks)

SECTION B – Answer any TWO questions

Question 2

- a) Define word processing (2 marks)
- b) Describe **SIX** features of a word processing application (12 marks)

- c) List **SIX** types of documents you can prepare using word processing software (6 marks)

Question 3

- a) What is a menu bar (2 marks)
- b) Explain the function of the following parts of Ms Word application window:
(i) Title Bar
(ii) Status Bar
(iii) Restore Bar
(iv) Standard ToolBar (8 marks)
- c) Define the following Ms excel terms
(i) Cell
(ii) Cell address
(iii) Worksheet (6 marks)
- d) Explain the methods of navigating a worksheet (4 marks)

Question 4

- a) Describe **THREE** advantages of using spreadsheets (6 marks)
- b) Differentiate between labels and values (4 marks)
- c) Differentiate between worksheet and workbook (2 marks)
- d) List **FOUR** paragraph alignements (4 marks)
- e) Distinguish between copy and copy and paste (4 marks)

Question 5

- a) Name **TWO** types of charts you can create in Ms Excel (2 marks)
- b) Describe the terms:-
(i) Absolute reference (2 marks)
(ii) Relative reference (2 marks)
(iii) Formula Bar (2 marks)
- c) Differentiate between the 'Save' and 'Save as' (4 marks)
- d) Use the following extract of a worksheet to answer the questions that follow

Population Statistics

A	B	C	D	E
1	Country	Male	Fem	Total
2	Kenya	20	19.5	39.5
3	Ruanda	5	6	11
4	Burundi	4	3	7

Required:

- (i) Write the cell address for the total value of Kenya (2 marks)
- (ii) Write the range for the totals column (3 marks)
- (iii) Write the range for the entire area covered by data (3 marks)