TECHNICAL UNIVERISTY OF MOMBASA

Faculty of Engineering & Technology

DEPARTMENT OF COMPUTER SCIENCE & INFORMATION TECHNOLOGY

UNIVERSITY EXAMINATION FOR DEGREE IN:
BACHELOR OF SCIENCE IN INFORMATION TECHNOLOGY
(BSIT14S -FT)

BIT 2103: INTRODUCTION TO COMPUTER APPLICATIONS

END OF SEMESTER EXAMINATION
SERIES: DECEMBER 2014
TIME: 2 HOURS

Instructions to Candidates:
You should have the following for this examination
- *Answer Booklet*

This paper consists of **FIVE** questions. Attempt question **ONE (Compulsory)** and any other **TWO** questions
Maximum marks for each part of a question are as shown
This paper consists of **THREE** printed pages

Question One (Compulsory)

a) Outline all the steps for creating new document using WORD **(5 marks)**

b) Outline the function of the options for identing **(4 marks)**
    (i) First Line Ident
    (ii) Hanging Ident

c) Explain the importance of using queries in Ms Access **(2 marks)**

d) Explain the following terms as used in Excel:
    (i) Excel

(ii) Function

(iii) Formulae **(4 marks)**

e) Explain any THREE uses of the internet **(6 marks)**

f) Explain the function of the Hypertext function (HTML) **(4 marks)**

g) Explain the functions of each of the following key combinations in Excel/Word. **(5 marks)**
    (i) Ctrl + z
    (ii) Ctrl + S
    (iii) Ctrl + V
    (iv) Ctrl + T
    (v) F1

Question Two

a) Explain mail merge as used in documents. **(4 marks)**

b) Describe the SIX steps of creating a mail merge document **(6 marks)**

c) Use the table below to answer the questions that following:

Majengo	Suppliers
Name	Debts
Salim	6700
Juma	5000
Kahindi	7000
Okey	9000
Average	

  (i) Outline the steps that were followed to create the table in Excel **(6 marks)**
  (ii) Write an expression to calculate the average debt **(4 marks)**

Question Three

a) Briefly explain the following word processing features:
    (i) Headers and Footers
    (ii) Text Alignment
    (iii) Page orientation **(6 marks)**

b) State the actions required to achieve the following series of tasks in Ms Word

    (i) To insert a 2 x 3 table into a document
    (ii) To add an additional row to an existing table
    (iii) How to insert a picture or image into a document
    (iv) How to create a new document
    (v) How to open an existing document **(10 marks)**

c) Explain TWO reasons why a word processing application is important to an organization
(4 marks)

Question Four

a) State any FOUR areas where spreadsheet can be used. **(4 marks)**

	A	B	C	D	E	F	G	H	I
1	ADM NO	NAME	MATH	GRADE	ENG	GRADE	COMPUTER	GRADE	Average
2	151	Amana	50		90		60		
3	142	Babuu	80		83		35		
4	192	Boyee	30		94		70		
5	204	Dadag	60		81		35		
6		TOTAL							
7		MEAN							
8									
9									

    (i) Write a formula that find the average of all subject for all the students **(2 marks)**
    (ii) Write a formula to grade all the students in MATH subject using the range 0 – 40 grade E, 41 – 50 grade D, 51 – 60 grade C, 61 – 70 grade B, 71 – 100 grade A **(4 marks)**
    (iii) Write a formular that finds the mean of all students for all the students **(2marks)**

b) Explain the purpose of the following as used in Ms Excel:
    (i) Count IF
    (ii) Sum IF
    (iii) IF   **(3 marks)**

c) Explain the various components of MS Excel **(3 marks)**
d) Explain two types of slide views in MS PowerPoint **(2 marks)**

Question Five

a) Explain the key features of Ms Access **(5 marks)**

b) Explain the different types of views in Access and discuss when it is appropriate to use each of the views **(8 marks)**

c) Explain TWO effects of DBMS in a business organization **(4 marks)**

d) (i) Define the term primary key **(1 mark)**
    (ii) State TWO conditions of the primary key in Access **(2 marks)**