



THE MOMBASA POLYTECHNIC UNIVERSITY COLLEGE

(A Constituent College of JKUAT)

(A Centre of Excellence)

Faculty of Engineering & Technology

**DEPARTMENT OF COMPUTER SCIENCE & INFORMATION
TECHNOLOGY**

**UNIVERSITY EXAMINATION FOR:
BACHELOR OF TECHNOLOGY IN INFORMATION COMMUNICATION
TECHNOLOGY
(BSc. ICT)**

BIT 2103: INTRODUCTION TO COMPUTER APPLICATION

END OF SEMESTER EXAMINATION

SERIES: DECEMBER 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 (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 the steps for creating quality documents using WORD. **(2 marks)**
- b) (i) Outline all the possible ways of creating a new document in WORD. **(3 marks)**
(ii) Outline the function of the following options of indenting. **(2 marks)**
- First line indent
 - Hanging indent
- c) Explain the importance of using macros. **(2 marks)**
- d) Explain the term function as used in excel. **(2 marks)**
- e) Explain the meaning of the following function: **(3 marks)**
= SUM (2, 13, A1; B2:C7)
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- f) Explain the importance of the slide sorter view in PowerPoint (2 marks)
- g) State the colors that make effective slides in PowerPoint (2 marks)
- h) Outline any **FOUR** uses of the internet. (4 marks)
- i) Explain the function of Hypertext language (HTML) (2 marks)
- j) Outline the classification of service automation (2 marks)
- k) Explain the function of each of the following key combinations in Excel. (3 marks)
 - Ctrl + Home
 - F5
 - Ctrl + 6

Question Two

- a) Explain mail merge as used in documents. (4 marks)
- b) Describe the **SIX** steps of creating a mail merge document. (8 marks)
- c) Use the table below to answer the questions that follow.

MAJENGO SUPPLIERS	
NAME	DEBTS (Kshs)
Salim	6700
Juma	5000
Kahindi	7000
Okeyo	9000
Average	

- (i) Outline the steps that could have been followed to create the table.
- (ii) Write an expression to calculate the average dept (8 marks)

Question Three

State the action(s) required to achieve the following series of tasks in Microsoft Word. (20 marks)

- (i) To insert a 2 x 3 table into a document
- (ii) To add an additional row to an existing table
- (iii) How to change the size of a graphic or picture
- (iv) How to edit an existing hyperlink within a document
- (v) How to add a line between two columns
- (vi) How to set up a page of labels with the same address
- (vii) How to turn off the Grammar Checker
- (viii) How to insert a text box in a document
- (ix) How to set the format painter to stay on for more than one change

Question Four

- a) Outline any **FOUR** areas where spreadsheets can be used. (2 marks)
- b) Use the student’s results as shown below to answer the questions that follow.

	A	B	C	D	E	F	G	H	I	J	K
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	NO.	ADMISSION NO.	NAME	MATH	GRADE	PRO.	GRADE	ELEC.	GRADE	SUM	AVG
1	1	2112/0151	Amana	50		60		90			
2	2	2012/0142	Babuu	80		35		83			
3	3	2012/0192	Boyee	30		70		94			
4	4	2012/0204	Dadaa	60		35		81			
5			TOTAL								
6			MEAN								
7			STANDARD DEV								
8											
9											

- (i) Write the formula that finds the sum of all subjects marks for the student whose admission number is 2012/0151. **(2 marks)**
- (ii) Write a formula that finds the mean of MATH marks to 1 decimal place for all students. **(2 marks)**
- (iii) Write a formula to grade the MATH mark in (b) using the range 0-40 and grade 4, 41-50, grade 3, 51-60 grade 2: 61 – 70 grade 1 71-100. **(5 marks)**
- (iv) Write a formula for calculating the standard deviation. **(3 marks)**
- c) Using the table in (b), suggest the errors that may occur in b(i) for the following conditions:
- (i) Cursor pointer is placed in cell H3, when writing the formula
- (ii) When the value of cell J3 is larger than can fit in cell.
- (iii) The value of cell H3 is changed to 'X' **(4 marks)**

Question Five

- a) Explain the purpose of the following in PowerPoint:
- (i) Master slide
- (ii) Sorter view **(4 marks)**
- b) Explain the formats of graphics used in PowerPoint and give their full names. **(4 marks)**
- c) Describe how you would create a movie in PowerPoint **(3 marks)**
- d) (i) Explain **THREE** general rules used in designing slides
- (ii) Outline the basic steps for creating a PowerPoint presentation. **(9 marks)**