THE MOMBASA POLYTECHNIC UNIVERSITY COLLEGE

(A Constituent College of JKUAT)

Faculty of Engineering & Technology

DEPARTMENT OF COMPUTER SCIENCE & INFORMATION TECHNOLOGY

PRECERTIFICATE IN INFORMATION TECHNOLGOY (PCIT 2K 12J)

EIT 1002: COMPUTER APPLICATIONS

END OF SEMESTER EXAMIANTION

SERIES: APRIL 2012
TIME: 2 HOURS

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

This paper consist of **FIVE** questions in **TWO** sections **A** & **B**
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 (20 Marks)

		a	b	c	d	e	f	g
		MPUC Payroll						
1		Employee	Rate	Hours	Basic Pay	Tax	Overtime	Net Pay
2		JANE	200	68				
3		ALISON	750	47				
4		TOM	400	50				
5		NDONYA	300	85				

a) Using the table above
   (i)   Compute the basic pay (2 marks)
   (ii)   Compute tax at 30% of basic pay if basic pay is more than 25,000 else 21.5% (3 marks)
   (iii)   Compute overtime at 12% of basic pay if the employee worked for 50 hours and more
                  (3 marks)
   (iv)   Compute the net salary (2 marks)

b) Create a macro(macro chart) that insets a chart (column graph) to represent the following information with a chart heading as pic exam results (10 marks)

Employee Name (x axis)	Total Marks (y axis)
Jane	64
Walala	75
Penda	23

SECTION B (Answer Any Two Questions)

Question Two (20 marks)

a) Explain the functions of the following keys as used in Ms Word (5 marks)
   (i)   Ctrl+f4
   (ii)   Alt+f
   (iii) Pgdn
   (iv) Ctrl+=
   (v)   Ctrl+shift++

b) Differentiate between backspace and delete (2 marks)
c) Differentiate between autofit to window and autofit to content (3 marks)
d) Explain the use of the following functions (6 marks)
   (i)   Now
   (ii)   Today
   (iii) Hour

e) Give the procedure followed to freeze panes (2 marks)

f) Give the procedure followed to add a worksheet (2 marks)

Question Three (20 marks)

a) Give the procedure followed to rename a worksheet (2 marks)
b) Define a cell referencing and explain **THREE** types of referencing used in Ms Excel (7 marks)
c) State and explain the function of **THREE** tools found on the picture toolbar (6 marks)
d) State **FIVE** features supported by Ms Excel (5 marks)

Question Four (20 marks)

a) Differentiate between the following terms (1 0 marks)

      (i)   Word wrap and text wrap
      (ii)   Landscape and portrait
      (iii)   Header and footer
      (iv)   Underline and strikethrough
      (v)   Border and shading

b) Explain **FIVE** advantages of electronic word processing (10 marks)

Question Five (20 marks)

a) State **FOUR** uses of spreadsheet (2 marks)

b) State and explain **FIVE** advantages of using electronic spreadsheet over manual spreadsheets (10 marks)
c) State and explain **FOUR** document views in Ms Word (8 marks)