



# 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

	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>
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)