



# THE MOMBASA POLYTECHNIC UNIVERSITY COLLEGE

(A Constituent College of Jkuat)

## *Faculty of Engineering and Technology*

### DEPARTMENT OF COMPUTER SCIENCE & INFORMATION TECHNOLOGY

CERTIFICATE IN INFORMATION TECHNOLOGY – CIT 2K 11M

**EIT 1123: WORD PROCESSING & PRESENTATION**

**END OF SEMESTER EXAMINATIONS**

**SERIES: AUGUST/SEPTEMBER 2011**

**TIME: 2 HOURS**

#### **Instructions to Candidates:**

This paper consist of **TWO** sections **A** and **B**

Answer question **ONE (COMPULSORY)** and any other **TWO** questions from the list of questions below

This paper consists of **SIX** printed pages

## SECTION A COMPULSORY

### Question 1

- a) Define the terms: word processing and word processor (2 marks)
- b) Briefly explain the 10 features of word processing (20 marks)
- c) State the advantages of word processing (4 marks)

## SECTION B

### Question 2 (20 marks)

#### Directions:

- (i) Create a folder called MY DIVAS. Save all your work in this folder
- (ii) Translate the text below into an Excel Spreadsheet.

Suppose that Britney Spears, Jennifer Lopez, Celine Dion, Shanice, Faith Evans, Shania Twain and Mariah Carey all moved to Kirtland. You want to send them letters welcoming them to “The City of Faith and Beauty”.

Britney and Shania moved to 12 Eagle Road, Kirtland, OH 44094. Jennifer and Faith moved to 459 Kirtland-Chardon Road, Kirtland, OH 44094. And Celine, Shanice and Mariah moved to 9876 Chillicothe Road, Kirtland, OH 44094.

- (iii) Save your works as Divas\_addresses\_yourfullname.xls
- (iv) Create personalized envelopes for them that have the University’s return address (address of MPUC), and their addresses as the recipients.
- (v) Then merge the data to a document called Divas\_envelopes.doc

The body of my divas envelopes is as below:

*“We’d like to extend a big **WELCOME** to those of you who are new here at Kirtland. We are a visitor loving people, charming, kind and honest. Please do feel welcome.”*

### Question 2 (a)

#### Directions:

- (i) Start a blank document in your word processor.
- (ii) Type the text below and press the Return key twice.

School Subjects and Topics

- (iii) Type the text below:

Art  
Geography  
Physical Education  
History

Language Arts  
Maths  
Science  
Social Studies  
Spelling

- (iv) Select and center all the text
  - (v) Select the title and bold it
  - (vi) Deselect the title
  - (vii) Save the document as **SUBJECTS**
  - (viii) Close the document
- (5 marks)

### Question 2 (b)

#### Directions:

What to do first: Create a folder called my Beatles. Save all your work in this folder

- (i) Translate the text below into an Excel Spreadsheet

Paul McCartney, Ringo Starr, John Lennon, and George Harrison comprised a famous vocal group called “The Beatles.” Suppose they were still alive and that you worked for their recording studio. You want to send each of them a congratulatory letter about the success of their latest record.

Paul lives at 1234 Park Ave, New York, NY 74158. Ringo lives at 567 Madison Ave, Boston, MA 32456. John lives at 534 Broadway Ave, New York, NY 74158. George lives at 7 Smith Court, Madison, WI 25637.

Save your work as Beatles\_addresses\_yourfullname.xls

- (ii) Here is the body of the letter that you should send to each of the Beatles.

The staff here at ABC records would like to congratulate you on your recent hit record! We are very happy to say that we have been a part of producing such a wonderfully artistic volume of songs. Please contact us as soon as you decide on a concert and title for your next record.

- (iii) Then merge the data to a document called Beatless\_letters.doc
- (7 marks)

### Question 2 (c)

#### Directions:

- (i) Start a blank document
- (ii) Type the text below, inserting a blank line between the title and the list of medal winners by pressing the Return key twice after the title.

#### **FIRST FIVE NEWBERY MEDAL WINNERS**

1922, The Story of Mankind by Hendrik Willem van Loon  
1923, The Voyages of Doctor Dolittle by Hugh Lofting  
1924, The Dark Frigate by Charles Hawes  
1925, Tales from Silver Lands by Charles Finger  
1926, Shen of the Sea by Arthur Bowie Chrisman

- (iii) Select the title and center it
  - (iv) With the title still selected, bold it and change the point size to 14 points
  - (v) Center the list of books and authors
  - (vi) Select and italicize the title of each book
  - (vii) Save the document as **NEWBERY**
- (8 marks)

### Question 3 (a)

#### Directions:

- (i) Create a new document
- (ii) Type the letter below, inserting blank lines as shown

John Quackattack  
123 E. Main St.  
Denver CO. 80101

[Today's date]

Customer Service  
Volcano Video Games  
P O Box 000111  
Los Angeles, CA 90024

Dear Customer Service,

I just received your new game, Mountain Maze Adventure and I love it! Its very challenging. My sister and I are still trying to figure out all the tricks to getting through the mountain without having it cave in on top of us.

Thanks for a great game!

Sincerely,  
John Quackattack

- (iii) Use the Date feature to insert today's date
  - (iv) Right-align the return address
  - (v) Center the date
  - (vi) Bold the name of the company Volcano Video Games, in the address.
  - (vii) Underline the name of the game, Mountain Maze Adventure, in the first sentence of the letter.
  - (viii) Save the document as **VIDGAME**
  - (ix) Close the document
- (10 marks)

### Question 3 (b)

#### Directions:

- (i) Start a new blank document
- (ii) Type the following party invitation, inserting a blank line after You're Invited.

## YOU'RE INVITED!!!

WHAT: Greg's birthday party  
WHEN: October 10, from 5.00 pm to 8.00pm.  
WHERE: Greg's House, 450N. Elm Avenue  
RSVP by October 5 at 555-4534

- (iii) Select and center the YOU'RE INVITED! Title
- (iv) With the title YOU'RE INVITED! Still selected, apply a different font and enlarge it to 18 points
- (v) With the title still selected, bold it
- (vi) Select and bold the WHAT: WHEN: and WHERE: headings
- (vii) Select and underline the start and end times
- (viii) Select, center and italicize the RSVP line
- (ix) Save the document as INVITE (10 marks)

### Question 4 (a)

#### Directions:

- (i) Start a new blank document
- (ii) Type the paragraphs below, using the Tab key to indent the first line of each paragraph.

The Empire State Building in New York City is one of the most famous buildings in the world. For a longtime, it was also the tallest building with 102 stories. Completed ahead of schedule in 1931, it took only one year and 45 days (including Sundays and holidays) to build.

The Empire State Building has a fascinating history. Over 90 movies have featured it. In 1945, a B-25 cargo plane crashed into it at the 79<sup>th</sup> floor. Thousands of people visit the viewing area at the top of the building every year.

- (iii) Immediately correct any mistakes using the Backspace key as you type.
- (iv) Change the spacing of the lines in both paragraphs to double
- (v) Save the document as **EMPIRE**
- (vi) Close the document (15 marks)

### Question 4 (b)

#### Directions:

- (i) Start a blank document
- (ii) Type the paragraphs below, using the Tab key to indent the first line of each paragraph

Did you know that the first Thanksgiving was a three-day event of prayer and feasting in 1621? Imagine having a three-day party!

Americans celebrated the first national Thanksgiving Day on November 26<sup>th</sup> 1789. Much later, President Abraham Lincoln made it an annual holiday. He set the date so Thanksgiving would always be the last Thursday in November. And that's when we celebrate it today.

- (iii) Format the paragraphs so that a blank line comes before each paragraph
- (iv) Save the documents as **THANKSG.**
- (v) Close the document (5 marks)

## Question 5

### Directions:

- (i) Start a new blank document
- (ii) Turn on the Caps Lock feature and type the title **LIGHTNING** and press the Enter key.
- (iii) Center and bold the title
- (iv) Position the insertion point below the title and type the paragraphs below, using the Tab Key to indent in the first line of the first two paragraphs only.

Lightning is exciting and dangerous. Scientists estimate that lightning strikes the Earth 100 times each second. That means lightning is hitting us 8.6 million times per day.

Lightning is an electrical discharge and is five times hotter than the sun. If lightning is in an area, it will strike the best electrical conductor on the ground. This may or may not be the tallest object in that area.

- (v) Press the Enter key and type the following paragraph

Here are some important lightning and weather safety tips

- (vi) Press the Enter key and type the following paragraph.

Contact the local American Red Cross or another reliable source for information on how often lightning strikes in your area. The state of Florida has the highest incidence of lightning strikes in the United States.

- (vii) Press the Return key and type the following paragraph.

Learn what you can do in a lightning emergency. You and your family should know basic first aid, CPR, and also how to treat lightning shock.

- (viii) The Return key and type the following paragraph:

Always check the weather before heading out of any outdoor event or activity. Seeking shelter is the best defense against lightning.

- (ix) Immediately correct any errors using whichever method known to you as you type
- (x) Change the line spacing to double for the title and introductory paragraphs
- (xi) Indent the safety tips paragraphs one-half inch
- (xii) Format the safety tips so there is blank line between each
- (xiii) Save the document as **LIGHTN**
- (xiv) Close the document

(20 marks)