THE MOMBASA POLYTECHNIC UNIVERSITY COLLEGE

(A Constituent College of JKUAT)

Faculty of Engineering & Technology

DEPARTMENT OF COMPUTER SCIENCE & INFORMATION TECHNOLOGY

CERTIFICATE IN INFORMATION TECHNOLOGY (CIT/JAN2012/S-FT)

EIT 1123: WORD PROCESSING PRESENTATION

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

SECTION A (COMPULSORY)

Question One (20 Marks)

	SUBJECTS DONE ON TERM TWO			
NAMES	Mathematics	Science	English	Kiswahili
Anderson Mua	67	80	56	50
Kerobo Muthoka	78	60	40	36
Tobias Musawa	64	50	49	70
Christine Achieng	46	50	79	62

a) Required:

(i) Create a table with the information as it is
(ii) Insert columns to calculate the values: min, max, average and total values for the students who
    sat for the examination   (10 marks)

b) *Y*ou can change the magnification of your document to make information more readable
    on screen. You can also make toolbar buttons larger so that they are easier to see and
    use.   (10 marks)

b) ___*Magnification*___   (10 marks)

Y ou can change the magnification of your document to make information more readable
on screen. You can also make toolbar buttons larger so that they are easier to see and
use.

You can use the ___*Microsoft IntelliMouse*___ pointing device; you can scroll and zoom directly by using
the mouse instead of clicking buttons on the *screen*.

Required:

a) Insert an appropriate background color to the above paragraph
b) Insert a header and footer with the following items.
    (i)   Header =>Exam
    (ii)   Footer =>Your name

SECTION B (Answer Any Two Questions)

Question Two (20 marks)

a) Differentiate between auto-content wizard and design template features in Ms-PowerPoint
(4 marks)

b) Describe the view buttons found in Ms-PowerPoint (6 marks)

c) State and describe the **FOUR** types of paragraph alignment (5 marks)

d) Define word processing (2 marks)

Question Three (20 marks)

a) State **FOUR** features of word processing (4 marks)
b) Give examples of word processors (2 marks)
c) Describe the following in PowerPoint application (4 marks)
   (i)   Menu bar
   (ii)   Title bar
   (iii)   Task bar
   (iv)   Formatting toolbar
d) Describe the following terms (4 marks)
   (i)   Outline tab
   (ii)   Slide tab
   (iii)   Placeholders
   (iv)   Slide pan

e) State and describe **FOUR** types of indentation (4 marks)

f) State **TWO** ways of bolding text (2 marks)

Question Four (20 marks)

a) Give the procedure of mail merging a main document and a list of addresses (6 marks)
b) Differentiate between:
   (i)   Cut and paste and copy and paste (4 marks)
   (ii)   Redo and undo (2 marks)
c) When would the use of designed templates be preferred to blank presentation? (2 marks)
d) State the different ways that we can navigate through a presentation (4 marks)
e) Give **TWO** different ways of underlining text (2 marks)

Question Five (20 marks)

a) Differentiate the terms 'insert' and 'overtype' (4 marks)
b) State and describe the different cases in Microsoft Word (4 marks)
c) What is the use of the find and replace feature in Microsoft word (2 marks)
d) Describe the procedure of inserting objects in Ms PowerPoint (4 marks)
e) Describe the need of rehearsing before making any presentation (4 marks)
f) Differentiate between the slide show view and the normal view (2 marks)