



MERU UNIVERSITY OF SCIENCE AND TECHNOLOGY

P.O. Box 972-60200 – Meru-Kenya.

Tel: +254 (0)799529958, +254 (0)799529959, +254 (0)712524293

Website: www.must.ac.ke Email: info@must.ac.ke

University Examinations 2023/2024

FIRST YEAR, FIRST SEMESTER EXAMINATION FOR THE DIPLOMA IN INFORMATION TECHNOLOGY

CIT 2114/CIA 1116: COMPUTER APPLICATIONS

DATE: APRIL 2024

TIME: 1¹/₂ HOURS

INSTRUCTIONS:

1. Answer Question ONE, and any other TWO
-

QUESTION ONE (30 MARKS)

- a. Outline at least four examples of fonts available in Microsoft Word. (4 marks)
 - b. State the steps for saving a new document in Ms. Word. (2 marks)
 - c. Outline the following data organization in a database. (4 marks.)
 - i) Fields.
 - ii) Records.
 - iii) Tables.
 - iv) Database.
 - d. Differentiate between the following terms.
 - i) Formula and Function. (4 marks.)
 - ii) Relative and Absolute cell referencing. (4 marks.)
 - e. Outline the procedures for inserting
 - i) Page Numbers. (4 marks.)
 - ii) Headers and Footers. (4 marks.)
 - iii) Footnotes and endnotes. (4 marks.)
-



QUESTION TWO 15 MARKS.

- a) Name two toolbars as used in Ms. Excel / Ms. Word. (2mrks)
- b) Outline any six document views used in Microsoft word. (3 Marks)
- c) Differentiate the following terminologies as used in word-processing.
- i. Copy and paste. (2 marks)
 - ii. Header and footer (2 marks)
 - iii. Save and save as (2 marks)
 - iv. Superscript and subscript (2 marks)
 - v. Formatting and editing. (2 marks)

QUESTION THREE 15 MARKS

- a) The following are examples of formulae that were entered by a computer student in a worksheet.

Explain how the formulas work:

- i) =M14*12% (2 marks)
 - ii) =ROUND(T5,2) (2 marks)
 - iii) =COUNT(L1:M15) (2 marks)
 - iv) =SUM(B1:B5) (2 marks)
- b) Define what it meant by a cell in spreadsheet. (1 mark)
- c) Waweru a computer student prefers to use excel to do his assignment. Identify the keys he would use to perform the following tasks:
- i) Go to the first cell in the worksheet. (2 mark)
 - ii) Select adjacent cells. (2 mark)
 - iii) Go to the last cell in the worksheet. (2 mark)



QUESTION FOUR 15 MARKS

- a) List four text formatting features in the text below. (4 marks)

COMPUTER LITERACY

Computer literacy is defined as **the knowledge and ability to use computers and related technology efficiently**, ~~with skill levels ranging from elementary use to computer programming and advanced problem solving~~. Another Valuable Component Is Understanding How Computers Work and Operate.

- b) What is word wrap (2 marks)
- c) i) What a desktop publisher (1 mark)
ii) List four publications that one can produce with a DTP (4 marks)
- d) Define the following terms as used in desktop publishing (4 marks)
- i) Publishing
 - ii) Cropping
 - iii) Wrapping
 - iv) Pasteboard

