



**DEDAN KIMATHI UNIVERSITY OF TECHNOLOGY**

**UNIVERSITY EXAMINATIONS 2014/2015**

**MODULE 1 SUPPLEMENTARY/SPECIAL EXAMINATION FOR DIPLOMA IN  
SUSUTAINABLE TOURISM AND HOSPITALITY MANAGEMENT**

**BST 1257: INTRODUCTION TO INFORMATION TECHNOLOGY**

**DATE: 29<sup>TH</sup> SEPTEMBER 2015**

**TIME: 11.00AM-1.00PM**

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**Section A is Compulsory (20mks)**

**Answer any 2 questions in section B questions (30mks)**

1.
  - i. Distinguish between the terms below as used in MS Word.
    - a) Thesaurus & text wrap (2 mks)
    - b) Wavy red lines & wavy green lines (2 mks)
    - c) Password to open and password to modify (2 mks)
    - d) Word processing and word processors (2 mks)
    - e) End note and foot note (2 mks)
  - ii. Differentiate between relative and absolute cell referring techniques with the help of sample data (3mks)
  - iii. (i) Explain any two importance or uses of charts in excel. Then  
(ii) Compare any three types of charts available in excel (3mks)
  - iv. What is the difference between animation and transition? Which view can be used to insert and test;
    - i. Animation effects
    - ii. Transition effects (4mks)

## Question 2 SECTION B

A. Define the following terms as used in Ms Excel

- i. Spreadsheet (2mks)
- ii. Cell (2mks)
- iii. Cell address (2mks)
- iv. Function (2mks)

B. Write formulas for the operation (i)–(iv) based on spread sheets given below along with the relevant cell address.

A	B	C	D	E	F	G	
1.	S/NO	Name	Science	Maths	Comp	Total	Average
2.	1	Swati	70	80	87		
3.	2	Shruti	90	98	89		
4.	3	Meelu	90	90	98		
5.	4	Shreya	60	76	79		
6.	5	Rosy	50	45	67		
7.	Max						
8.	Total						

- i. To calculate the total marks as sum of science, maths and computers for each student and display them in column F (4mks)
- ii. To calculate the average marks for each student and display them in column G (4mks)
- iii. To calculate the total number of students appearing for the science test and display it in cell C8 (4mks)

2. Queries select records from one or more tables in a database so that they can be viewed, analyzed and sorted on a common data sheet.

- i. Discuss the various types of queries (5mks)
- ii. An action query is one that makes changes to or more records in just one operation. There are 4 types of action queries. Discuss them (8mks)
- iii. List the steps one would undertake to create a new query in design view (7mks)

3.

A. Mr. Kattan is a trainee editor working with BBB publishers. He is currently working on a book related to computer hardware. Read the following paragraph carefully and help Mr. Rattan in his job by answering the questions that follows:

The term computer hw refers to the physical components of a computer, namely keyboard, monitor, mouse and printer, including the digital circuitry, computer hw is an integral part embedded in all modern day automobiles, microwave ovens, electrocardiograph machines, compact disc players and other devices. The hw of a computer is not changed frequently, in contrast with software and data. The present computers are much advanced in terms of processing speed and have an efficient memory structure. The present lesson aims at providing an insight into the various hw concepts of a computer system.

- i. All the occurrences of the word “hw” need to be substituted by the word “hardware”. Name the feature to be used for achieving the same (2mks).
- ii. The editor needs to create a list of errors at the end of the paragraph. Name the feature to be used for achieving the same and clearly write how it can be achieved (4mks).
- iii. To simplify editing selected words, suggest the mouse shortcut for selecting a complete word (2mks).
- iv. The word formatting of the words “computer HW” in the first line needs to be copied on certain other words in the paragraph. Name the feature to be used for achieving the same and where it’s found (4mks)

B. Differentiate the following terms as used in ms word.

- i. Application software and system software
- ii. File and folder

iii. Workbook and worksheet

iv. Auto text and auto correct

(8mks)

4. Discuss the various features of Ms Word giving clear illustrations of how they can be achieved (20mks)