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**University Examinations 2015/2016**

FIRST YEAR FIRST SEMESTER EXAMINATION FOR CERTIFICATE IN INFORMATION TECHNOLOGY

**CIT 1102: MICROSOFT EXCEL**

 **DATE: AUGUST 2016 TIME: 11/2 HOURS**

**INSTRUCTIONS:** *Answer question* ***one*** *and any other* ***two*** *questions*

**QUESTION ONE (30 MARKS)**

1. Define the term spreadsheet. (2 Marks)
2. Differentiate between the following:
3. Cell and range
4. Worksheet and workbook (4 Marks)
5. Describe the following tools used in a spreadsheet:
6. Formula bar
7. Worksheet tab (4 Marks)
8. SAVE and SAVE AS are all used in excel, how differently are they used? (2 Marks)
9. Name four types of charts used in excel. (4 Marks)
10. Describe two ways of saving an excel document. (2 Marks)
11. Differentiate between the following terms:
12. Relative cell reference and absolute cell reference
13. Rows and columns
14. Cell and cell referencing
15. Formatting and editing
16. MAX and MIN (10 Marks)
17. Outline steps of printing an excel document. (2 Marks)

**QUESTION TWO (20 MARKS)**

1. Explain four areas excel can be used. (8 Marks)
2. Explain advantages of using excel against manual ways of dong calculations. (8 Marks)
3. Outline steps of printing an excel document (4 Marks)

**QUESTION THREE (20 MARKS)**

The table below shows details of employees’ payroll in a certain company

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | A | B | C | D | E | F |
| 1 | Name | Basic house pay | House allowance | Gross pay | Tax | Net pay |
| 2 | Jackie  | 40000 |  |  |  |  |
| 3 | Antony  | 34000 |  |  |  |  |
| 4 | Beatrice | 70000 |  |  |  |  |
| 5 | Bernice  | 25000 |  |  |  |  |
| 6 | Jonathan  | 38000 |  |  |  |  |

Details of house allowance and tax are computed as follows: House allowance is 60% of the basi pay is 20% of the gross pay

1. Write and expression that will be able to compute Jane’s
2. House allowance
3. Gross pay
4. Payable tax
5. Net pay (8 Marks)
6. Describe the automatic procedure for generating other employee’s house allowance, gross pay and net pay based on Jane’s computations. (5 Marks)
7. Describe how to fill every values without having to repeat the calculations. (4 Marks)
8. Name three functions used in excel. (3 Marks)

**QUESTION FOUR (20 MARKS)**

1. Differentiate between the following terms:
2. Formulae and function
3. Sum and Sumif (4 Marks)
4. Explain the following:
5. Copy
6. Paste
7. Cut (6 Marks)
8. What is the purpose of freezing worksheet heading? (3 Marks)
9. Explain four data types used in spreadsheets. (4 Marks)
10. Outline steps of renaming a worksheet. (3 Marks)

**QUESTION FIVE (20 MARKS)**

The table below shows a list of students and the marks they obtained in a given examination

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | A | B | C | D | E | F | G | H | I |
| 1 | NAMES | MATHS | ENGLISH | KISW | COMP | SCIE | PHY | GEOG | BIO |
| 2 | PETER |  |  |  |  |  |  |  |  |
| 3 | JOHN |  |  |  |  |  |  |  |  |
| 4 | MARK |  |  |  |  |  |  |  |  |
| 5 | BETTY |  |  |  |  |  |  |  |  |
| 6 | SIMON |  |  |  |  |  |  |  |  |
| 7 | JAMES |  |  |  |  |  |  |  |  |
|  | Highest total marks |  |  |  |  |  |  |  |  |
|  | Lowest total marks |  |  |  |  |  |  |  |  |

Required:

Write a formula using cell names to compute the following stating the most appropriate cell where the formula is placed:

1. Total marks for each student. (3 Marks)
2. Average marks for each student. (3 Marks)
3. Highest total mark. (3 Marks)
4. Lowest total mark. (3 Marks)
5. If the pass mark is an average of 60 marks and above, write the formula to indicate the RESULT as “pass” or “fail” using a logical function for each student. (8 Marks)