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**University Examinations 2014/2015**

STAGE I EXAMINATIONS FOR DIPLOMA/CERTIFICATE IN INFORMATION TECHNOLOGY

**DIT 0103/CIA 2112: SPREADSHEETS**

**DATE: DECEMBER 2014 TIME: 1**$^{1}/\_{2}$ **HOURS**

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

**QUESTION ONE (30 MARKS)**

1. Define the following terms (6 marks)
2. Legend
3. Chart Wizard
4. Text Wrapping
5. Active cell
6. Formulae
7. Cell reference
8. Explain how you would control the flow of text in a cell (4 marks)
9. State any 4 advantages, 2 disadvantages of using spreadsheets (6 marks)
10. State any 4 application areas of spreadsheets (4 marks)
11. A deputy head in a school keeps a spreadsheet of pupils’ data on his laptop showing the progress of pupils in the 3 main subjects. Below is a table showing part of this spreadsheet

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | **A** | **B** | **C** | **D** | **E** | **F** | **G** | **H** |
| 1 | Second name | First name | Gender  | English | Maths | Science | Average |  |
| 2 |  |  |  |  |  |  |  |  |
| 3 | Allen | Jeffrey | M | 72 | 71 | 52 | 65 |  |
| 4 | Bi | Sabina | F | 53 | 80 | 53 | 62 |  |
| 5 | Johal | Jatinder | M | 72 | 61 | 68 | 67 |  |
| 6 | Ke Wong | Su | F | 54 | 81 | 78 | 71 |  |
| 7 | McDonald | Calum | M | 59 | 67 | 63 | 63 |  |
| 8 | Mohammed | Ali | M | 71 | 60 | 82 | 71 |  |
| 9 | O’Neill | Michelle | F | 50 | 49 | 45 | 48 |  |
| 10 | Rowlands | Jean | F | 89 | 91 | 96 | 92 |  |
| 11 |  |  |  |  |  |  |  |  |

1. Name the column which this spreadsheet has been sorted on (1 mark)
2. Write down the formulae which is in cell G4 (1 mark)
3. Write down the formulae that will be used to generate the best student in English

(1 mark)

1. Write down formulae that will be used to generate the worse performed student in maths. (1 mark)
2. If all the data were now sorted on column G1 in ascending order, write down the name of the student who would be at the top of the list. (1 mark)
3. The deputy head wanted to compare the average exam score of the 3 subjects so he produced the following graph using the spreadsheet software. Describe the steps he had to go through to produce it. (5 marks)

**QUESTION TWO (15 MARKS)**

1. State any 4 advantages of analyzing data on a chart (4 marks)
2. Name any 2 types of charts used in Ms Excel (2 marks)
3. Briefly explain how you would create a chart using a chart wizard (4 marks)
4. List and describe five elements found on an excel window (5 marks)

**QUESTION THREE (15 MARKS)**

1. What are the following shortcut keys used in spreadsheets (5 marks)
2. CTRL+C
3. CTRL+P
4. CTRL+X
5. CTRL+V
6. CTRL+S
7. Differentiate between absolute and relative cell referencing (2 marks)
8. Explain the four data types of data that can be input into an excel spreadsheet

(4 marks)

1. State the 2 rules used when creating a formulae (2 marks)
2. Differentiate between a work book and a worksheet (2 marks)

**QUESTION FOUR (15 MARKS)**

1. (a) What is a function (1 mark)

 (b) Functions into a spreadsheet can be classified into four categories. Explain the four

 categories (4 marks)

2. Give five characteristics of good spreadsheet software (5 marks)

3. Give any five advantages of electronic spreadsheets over manual spreadsheets (5 marks)