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**University Examinations 2015/2016**

STAGE1 EXAMINATION FOR CERTIFICATE IN INFORMATION TECHNOLOGY

**CIT 1101: MICROSOFT WORD**

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

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

**QUESTION ONE (30 MARKS)**

1. Draw and name an Ms Word Window. (5 Marks)
2. Differentiate between the following terms as used in a word document:
3. Header and footer
4. Footnote and end note (4 Marks)
5. Write the procedure of performing the following tasks:
6. Putting a password in and already saved document. (3 Marks)
7. Adding a blank page in Ms Word. (2 Marks)
8. Insert a table in Ms Word. (2 Marks)
9. Adding a column in a document. (2 Marks)
10. Adding page boarders. (3 Marks)
11. Explain different ways you can CUT and PASTE data in Ms Word. (4 Marks)
12. Explain step by step procedure of mail merge in Ms Word. (5 Marks)

**QUESTION TWO (20 MARKS)**

1. Define the following terms:
2. Word processor
3. WYSIWYG (4 Marks)
4. State four types of text alignment in Microsoft Word. (5 Marks)
5. Describe the steps involved in inserting a Clip art in Microsoft Word. (5 Marks)
6. Describe how you insert bullets in a word document. (6 Marks)

**QUESTION THREE (20 MARKS)**

1. State two ways used to create a table in Microsoft Word and describe one way. (6 Marks)
2. Briefly describe two types of cases in Microsoft Word. (4 Marks)
3. Describe the functions of the following keyboard shortcuts.
4. F1 (2 Marks)
5. CTRL + 0 (2 Marks)
6. CTRL + K (2 Marks)
7. CTRL + P (2 Marks)
8. CTRL + X (2 Marks)

**QUESTION FOUR (20 MARKS)**

1. Define the term formatting. (4 Marks)
2. Give and explain five formatting tools and in each case outline the procedure how the tools can be used in formatting a document. (10 Marks)
3. Explain the keyboard shortcuts used to apply the font styles below:
4. Bold facing (2 Marks)
5. Italicize (2 Marks)
6. Underline (2 Marks)

**QUESTION FIVE (20 MARKS)**

1. Differentiate between a table and chart as used in Microsoft Word. (6 Marks)
2. Differentiate between superscript effect and subscript effect. (3 Marks)
3. Give step by step procedure of printing a document. (7 Marks)
4. Explain the process of putting a drop cap to a document. (4 Marks)