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University Examinations 2013/2014

FIRST YEAR, FIRST SEMESTER EXAMINATION FOR THE DEGREE OF BACHELOR OF
SCIENCE IN INFORMATION TECHNOLOGY

BIT 2103: INTRODUCTION TO COMPUTER APPLICATIONS

DATE: APRIL 2014

TIME: 2 HOURS

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

QUESTION ONE (30 MARKS)

- a) Konza wanted to invite about 50 people to her engagement party. With your knowledge in Microsoft word describe the process she should use to create and send letters to each person. (6 marks)
- b) List three advantages and three disadvantages of developing prepackaged software. (6 marks)
- c) Identify six types of application software giving suitable examples. (6 marks)
- d) Give the advantages of using word-processing program over manual typewriter to process text document. (6 marks)
- e) To enhance applicability, Microsoft excel provides a number of inbuilt functions. Define any three such functions with appropriate examples. (6 marks)

QUESTION TWO (20 MARKS)

- a) The table below shows an extract from a spreadsheet program. Use it to answer the questions that follow.

	A	B	C	D	E	F
1	ID No	Salesman Name	Sales	Commission	PAYE	Net Pay
2	P001	Jacinta	150000			
3	P022	Peter	200000			
4	P025	Fadhili	80000			
5	P028	Mercy	120000			
6	P030	Wazz	70000			

- i. How would you insert the header “ **Maisha Mapya Investment Company**”to the worksheet. (2 marks)
- ii. The table below shows the percentage commission earned by the salesmen with respect to their sales in column C.

Sales	% commission
More than 100000	30
50000 – 99999	20
0 - 49999	10

Using cell addresses and a logical function, show a formula to computer the commission for Mercy. (3 marks)

- iii. Given that PAYE in column E is deducted from the commission earned at the rate of 15% . Using cell addresses only, show a formula to compute the PAYE payable by Fadhili. (2 marks)

- iv. Net pay in column F is given by the commission less PAYE. Using cell address only, show a formula to compute the net pay for Jacinta. (1 mark)

- v. Maisha Mapya Company Ltd management categorizes the salesmen according to Net Pay earned. A salesman who earns a net pay of more than Ksh.30000 is categorized as an assistant supervisor otherwise one is categorized as an assistant salesman. Using an appropriate function insert the corresponding category for each salesman. (3 marks)

- vi. Create an embedded line chart with markers to represent the Net pay against the salesmen. (4 marks)

- b) Describe five advantages of using electronic spreadsheets . (5 marks)

QUESTION THREE (20 MARKS)

- a) Explain how to carry out the following operations in a Microsoft Word document.
 - i. Format the document into two columns with a line between. (2 marks)
 - ii. Insert a picture of a ball and a net in the first column and format it to square text wrap. (2 marks)
- b) Distinguish between the following terms as used in Microsoft word. (6 marks)
 - i) Footnote and footer
 - ii) Auto correct and Auto text
- c) Outline the steps you would follow to Search for the word “check and replace it with “inspect” that is bold, underlined and size 18. (4 marks)
- d) Outline the procedure followed in carrying out the following operations in Microsoft Word. (6 marks)
 - i. Steps one should follow to give a password to a Microsoft word document.
 - ii. Insert a text watermark to a background of a document

QUESTION FOUR (20 MARKS)

- a) Fridah, a human resources manager at a particular petroleum company, would like to create a presentation that would include a slide containing a table of the current price list of petroleum products. Outline the procedure she should use to carry out the following operations in a Microsoft Powerpoint presentation document.
 - i) Apply slide transition of your choice on all the slides in the presentation. (2marks)
 - ii) Apply animation of your choice on one of the slides (2 marks)
 - iii) Create a well labeled column chart in a slide using data in another slide. (4 marks)
 - iv) Save changes to print out, later, handouts with three slides per page. (2 marks)
- b) With the aid of an example in each case, explain the following terms as used in presentation programs:
 - i. Animation scheme (2 marks)
 - ii. Slide transition (2 marks)
- c) Outline four slide transition options available in a typical presentation program. (2 marks)
- d) With the aid of a sketch, describe two presentation views as used in presentation programs. (4 marks)

QUESTION FIVE (20 MARKS)

- a) Define data validation and describe how to apply it in Microsoft excel. (6 marks)
- b) Prefix a “Kshs” symbol before selected figures (The symbol is not among those provided by the system) with two decimal places. (4 marks)
- c) Outline the procedure followed in carrying out the following operations in Microsoft Excel.
 - i) Hide selected columns (2 marks)
 - ii) Protecting a worksheet (2 marks)
- d) Distinguish between the following terms as used in Microsoft excel. (6 marks)
 - i. Sorting and filtering
 - ii. Worksheet and spreadsheet