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University Examinations 2013/2014

**STAGE I, EXAMINATION FOR DIPLOMA/CERTIFICATE IN INFORMATION
TECHNOLOGY**

DIT 0102: WORD PROCESSING

DATE: APRIL 2014

TIME: 1½ HOURS

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

QUESTION ONE - (30 MARKS)

- a) Define the following terms as used in word processing
 - (i) Editing (1 mark)
 - (ii) Formatting (1 mark)
 - (iii) Word wrap (1 mark)
- b) State **THREE** advantages of word processors over manual typewriters. (3 marks)
- c) Describe any **THREE** paragraph formatting features of a word processor. (6 marks)
- d) Explain the difference between the printing of multiple copies and the printing of multiple pages. (2 marks)
- e) Explain the following terms as used in word processing.
 - i. Alignment (2 marks)
 - ii. Block of text (2 marks)
 - iii. Mail merging (2 marks)
- f) Distinguish between the following keys as used in Microsoft Word.
 - (i) Backspace and delete keys (2 marks)
 - (ii) Home and end keys (2 marks)

- g) Distinguish between Autocorrect and AutoComplete features in document editing. (4 marks)
- h) Give two ways in which you can force a word document occupying one and half page to fit in only one page. (2 marks)

QUESTION TWO – (15 MARKS)

- a) Highlight four problems you are likely to encounter when printing a document. (4 marks)
- b) Distinguish between the following terms as used in word processing.
- i. A hard copy and a soft copy (2 marks)
 - ii. Save As and save (2 marks)
 - iii. Close and exit (2 marks)
- c) List down three examples of documents that can be created using a word processor. (3 marks)
- d) Apart from Microsoft Word, name two other Word processing programs. (2 marks)

QUESTION THREE – (15 MARKS)

- a) Give two methods of proof reading a prepared document (2 marks)
- b) What keystrokes would you use to accomplish the following?
- i. Move your cursor to the beginning of a line (1 mark)
 - ii. Move your cursor to the end of your document (1 mark)
- c) Identify three uses of the SHIFT key in Word processing. (3 marks)
- d) Briefly distinguish between the following ;
- i. Full screen mode and page layout view (2 marks)
 - ii. Status bar and Title bar (2 marks)
- e) Describe four ways of selecting text in Microsoft word. (4 marks)

QUESTION FOUR – (15 MARKS)

- a) Name two keys used to delete text in a document. (2 marks)

- b) Give at least four examples of font type faces available in Microsoft Word.(4 marks)
- c) For legibility of a document different lines spacing should be applied.
- (i) What is line spacing? (2marks)
 - (ii) Give 4 types of line spacing used in Microsoft word (2 marks)
- d) Give three types of indents used in word processing. (3 marks)
- e) Name two types of page orientation (2 marks)

QUESTION FIVE – (15 MARKS)

- a) Give three types of graphics that can be inserted in a word document. (3 marks)
- b) Identify two reasons of creating tables in Microsoft Word. (2 marks)
- c) Give two sources of graphics that can be inserted in a document. (2 marks)
- d) Distinguish between cropping and resizing a graphic. (2 marks)
- e) Give types of files used in mail merging. (2 marks)
- f) State four ways of inserting additional text in a document. (4 marks)