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University Examinations 2013/2014

STAGE I, EXAMINATION FOR DIPLOMA/CERTIFICATE IN INFORMATION TECHNOLOGY

DIT 0103: SPREADSHEETS

DATE: APRIL 2014

TIME: 1½ HOURS

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

QUESTION ONE - (30 MARKS)

- a) Explain the following terms as used in spreadsheets
- (i) Electronic Spreadsheets (2 marks)
 - (ii) Cell (2 marks)
 - (iii) Workbook (2 marks)
 - (iv) Worksheet (2 marks)
 - (v) Graph (2 marks)
- b) Outline the problem solving steps using spreadsheets. (4 marks)
- c) State five advantages of electronic spreadsheets. (5 marks)
- d) Explain any three areas where electronic spreadsheets are used. (6 marks)
- e) Outline the steps of starting Microsoft Excel. (3 marks)
- f) Outline steps of saving a workbook. (2 marks)

QUESTION TWO – (15 MARKS)

- a) Name and Explain the use of the following parts of Microsoft Excel Spreadsheet. (15 marks)

QUESTION THREE – (15 MARKS)

- a) State five examples of electronic spreadsheets in the market today. (5 marks)
- b) What is a range (illustrate). (2 marks)
- c) Write a formula that would add the contents of cells A1 and A2. (2 marks)
- d) Explain the process of adding blank rows and columns in Excel. (6 marks)

QUESTION FOUR – (15 MARKS)

- a) Describe how you can change the format of a cell to indicate currency. (5 marks)
- b) Write the IF formula to grade the following scores and explain how you can copy the formula to other cells correctly. (10 marks)

Grading Criteria (80 – 100, A, 70 – 79, B, 60 – 69, C, 50 – 59, D, 0-49, E)

QUESTION FIVE – (15 MARKS)

- a) Outline the process of printing a range of cells from a worksheet. (5 marks)
- b) Differentiate between absolute and relative cell referencing. (6 marks)
- c) Explain how to rename a worksheet. (4 marks)