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**SCHOOL OF COMPUTING AND INFORMATICS**

**I.T DEPARTMENT**

**REG.NUMBER: BBIT/2015/31083**

**TASK: CONTINUOUS ASSESSMENT TEST 1 & 2**

**COURSE CODE: BIT 1106**

**COURSE TITLE: INTRODUCTION TO COMPUTER APPLICATIONS**

**Questions**

Study the screenshot of the spreadsheet below.



1. **If the average is > 50, it’s a pass, else it’s a fail. Based on this, write the if function that can be used to get the result, in cell H2 (2 marks)**
* =IF(H2>50, “Pass”, “Fail””
1. **Grade( whose output is Grade A-E generated from the total mark where A is 70% and above, B is 60%-69%, C is 50%-59%, D is 40%-49% and E is below 40%.Write the nested if function that can be used to get the grade in cell I2 (2 marks)**
* =IF(I3<40%,"E",IF(I3<=49%,"D",IF(I3<=59%,"C",IF(I3<=69%,"B","A"))))
1. **State the possible causes for the following error messages that are displayed (3 marks)**
2. **#VALUE!**
* It is a formula which contains the wrong type of an argument or operator.
1. **#DIV/0?**
* It is a formula which attempt to divide zero.
1. **# NAME?**
* It is a formula which excels give when it doesn’t recognize a name entered in a formula.

Use the database table below to answer the questions that follow.

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1. **Only the A and B classes in the Access level work at an Office. Suggest a validation rule that would prevent Mr Njoroge from entering any other letter apart from A and B in the Access Level field. (2marks)**
* Select the Access level field in table design, one see its Validation Rule property in the lower pane. Key in the following rule:Is Null Or Not Like "\*[!a-b]\*".
1. **Suggest Suitable data types for the following fields (3 marks)**
2. **Emp ID**
* Its data type is Alphanumeric, Text and auto numbers fields; a field of this data type will accept both numbers and text. It is used if one wants to enter text or a mixture of text and numbers.
1. **Surname**
* Its data type is Alphanumeric/text fields; a field of this data type will accept both numbers and text. It is used if one wants to enter text or a mixture of text and numbers.
1. **Access level**
* Its data type is Boolean and Text - a field of this data type will only let you enter a 'Yes' or a 'No'. This may be as text yes/no or true/false or as a tick/blank. It is used when one only need to store something as 'true' or 'false' or store whether something exists or does not exist.
1. **Assume that you are the secretary of your savings group. You wish to write letters to 5,000 members of the savings group inviting them to attend a seminar at the end of the year.**
2. **Identify a word processing feature that will aid you hasten producing the letters**

 **(2 marks)**

* **Mail Merge**

Mail Merge is a useful tool that will allow you to easily produce multiple letters, labels, envelopes, nametags, and more using information stored in a list, database, or spreadsheet. It is also processes to create personalize letters and pre-addressed envelopes or mailing labels for mass mailings from a form letter.

1. **Describe the feature in e ) (i) above (3 marks)**
* A Mail Merge is a process of creating personalized letters, pre-addressed envelopes, or address labels from the so called form letter, which is a document consisting of fixed contents same for each output document, and placeholders for variable text, that make each copy of the document unique. This unique information for the placeholders is taken from a data source.
* The data source is typically a spreadsheet or a database which has a field or column for each variable in the template. When the mail merge is run, the software system creates an output document for each row in the database, using the fixed text exactly as it appears in the template, but substituting the data variable placeholders in the template with the values from the matching columns.

The stages in mail merge feature:

* Create the main document with the fixed contents you need,
* Choose an existing Data Source, or create a new one,
* Add the merge field placeholders into the main document taking into account that when you perform the mail merge, the mail merge fields become filled with information from your data file. Since the information can be of different size, make sure the placeholders are big enough to contain the lengthiest one, and set the desired alignment, anchorage, etc. of the placeholder.
* Merge the data with the main document, and preview the result. If possible, preview each copy of the document before you print the whole set.
1. **Suppose you have been given a report written in MS word, which is 50 pages to format. Describe the procedure to accomplish the following tasks (6 marks)**
	* 1. **Review of the report with comments and changes**
* Open a document/report that you want to keep track of the changes in.
* In the ribbon, navigate to the Review tab, and from the Track Changes drop-down, click Change Tracking Options
* A new options menu will now open and will have many options regarding the changes you want to track while editing the document. Select the options which you want to track and click OK.
* This time in the Review section on the ribbon from in the Track Changes drop-down, select the Show Markup drop-down menu. Enable the options and set the preferences according to the required needs.
* On the Review tab, click the Track Changes button to make Report start tracking the changes
* Now any changes one make will be highlighted.
* To see the original version of the document, click on the Original option in the Track Changes drop-down menu.
	+ 1. **Number the acknowledgement section of the report using roman page numbers (for example, "i.", "ii.", "iii.") and the main document using Arabic numerals (for example, "1", "2", "3").**

**To insert the page numbers:**

* In the word document click in the section of the paper that includes a page that should have a lower-case roman number, list of figures in this case.
* Click on Insert tab.
* Click on header & footer: footer.
* At the bottom, click on edit footer.
* In the home pane, center the paragraph.
* In the header & footer pane on the left, select page number.
* Select current position: simple: plain number
* Again in the header & footer pane on the left, select page number: Format page numbers and change the format to lower-case Roman numerals.
* In that same page number format dialog box, under page numbering, make sure Continue from previous section is checked.
* While in the footer, go to the navigation pane and uncheck link to previous so the active footer is not tied to the report’s previous section.
* Then, in the navigation pane, click previous section.
* Select the page number and delete it.
* In the navigation pane, click next section. Confirm that the lower-case Roman numeral is still there, then click next section, which should take you to the footer for the body of the report, introduction in this example. It should have an Arabic numeral.
* With the cursor still clicked in the footer with the Arabic numeral, in the header & footer pane, select page number: Format page numbers.
* At the bottom, under page numbering, click Start At and enter 1.
* check that the number format is Arabic: 1, 2, 3
	+ 1. **Protect the report with a password.**
			- In the report click the Microsoft office button, point to prepare, and then click encrypt document.
			- In the encrypt document dialog, in the password box, type a password, and then click ok.
			- In the confirm password dialog box, in the re-enter password box, type the password again, and then click ok.
			- Save the password and save the report.
1. **Outline the guidelines for preparing a slide for a formal presentation in PowerPoint**

 **(3 marks)**

* To keep the wording clear and simple this is where one should abbreviate his message by not using complete sentences to provide a memory trigger and also to use only two font style per slide.
* To keep the design consistent and appealing to the eye, this is where one should use colours sparingly two to three at most, light background work, dark background work, simple, light textured backgrounds also work well.
* To keep diagrams, graphs and charts simple if possible. Simple diagrams are absorbed more quickly than complex, cluttered ones. It is good to use bar graphs and pie charts instead of tables of data.
* One should limit the number of slides to not more than one for each minute of presentation. The slides should not contain the entire presentation as their purpose is to support one to talk and to emphasize the important points.
* The slides should follow a logical progression, each building on the other this allows the flow of the presentation.
* One should not overload presentation with animations and also one should avoid distracting or annoying sound effects.
1. **Describe three views available in ms power point (3 marks)**
* **Slides View**

This is a great place to view the slides in some one presentation as thumbnail-sized images while one edit. The thumbnails make it easy for one to navigate through his presentation and to see the effects of any design changes. One can also easily rearrange, add, or delete slides here.

* **Outline view**

The Outline view displays someone presentation as an outline made up of the titles and main text from each slide. Each title appears on the left side of the pane that contains the Outline view, along with a slide icon and slide number.

* **Reading View**

An in-window preview of how your presentation will appear, including transitions and animations Reading view used to deliver ones presentation Reading view on someone computer when one want to view a presentation not in full-screen Slide Show view, but in a window with simple controls that make the presentation easy to review.

1. **Discuss two functions of operating systems (1 mark)**
* **Memory Management**

 Operating system manages the memory of the computer system means provide the memory to the process and also deallocate the Memory from the Process. And also defines that if a Process gets completed then this will deallocate the Memory from the Processes.

* **Control Computer Hardware**

 All programs that need computer hardware must go through the operating system which can be accessed through the BIOS (basic input output system) or the device drivers.