

**W1-2-60-1-6**

## JOMO KENYATTA UNIVERSITY

**OF**

**AGRICULTURE AND TECHNOLOGY**

# University Examinations 2016/2017

**FIRST YEAR FIRST SEMESTER EXAMINATION FOR THE CERTIFICATE IN INFORMATION TECHNOLOGY**

**CIT 0102/DIT 0104 : INTRODUCTION TO COMPUTER APPLICATIONS**

**DATE: JULY 2017 TIME: 1½ HOURS**

**INSTRUCTIONS: ANSWER QUESTION ONE (COMPULSORY) AND ANY OTHER**

**TWO QUESTIONS.**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**QUESTION ONE (30 MARKS)**

(a) Outline four ergonomic tips to ensure that you work safely and comfortably while using a computer. [4 marks]

(b) Describe any three measures that should be taken to lessen computer crimes.

[3 marks]

(c) You have been given a Microsoft word document of 20 pages. You are required to format the contents of this document to fit in 8 pages. Explain four ways you will use to achieve this objective. [4 marks]

(d) Using examples, explain the type of relationships that exist in database management.

[4 marks]

(e) Highlight any two unethical issues that may arise through the use of internet.

[2 marks]

(f) Explain two types of optical input devices. [4 marks]

(g)How do you think the use of technology affects future employment in Kenya?

[4 marks]

(h) Communicating with the computer is becoming standard for both business and individuals. [4 marks]

**QUESTION TWO (15 MARKS)**

Assume that you are the Secretary of Nyamira County Assembly Members Club. You wish to write letters to 500 members of the club inviting them to attend a seminar at the beginning of the year:

**Required:**

(a) Identify a word processing feature that will guide you to produce the letters.

[2 marks]

(b) Describe the three main components of the feature. [3 marks]

(c) Use the feature to draft the letter. [10 marks]

**QUESTION THREE (15 MARKS)**

(a) Create a blank work book in MS Excel and save it as “Student Practicals”.

(b) Create a table with 7 rows and 9 columns in the cell range A3:19. Insert a title “JKUAT” and a subtitle “mark sheet”.

(c) Enter the data given under IndexNo, Fname, Chemistry, Biology and English as shown in the table below:

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **IndexNo** | **Fname** | **Physics** | **Chemistry** | **English** | **Bio** | **Total Avg** |
| Hch 01 | Duke | 60 | 81 | 60 | 71 |  |
| Hch 02 | Jery | 70 | 61 | 62 | 88 |  |
| Hch 03 | Sus | 50 | 70 | 59 | 72 |  |
| Hch 04 | John | 53 | 52 | 55 | 70 |  |
| Hch 05 | Paul | 68 | 50 | 48 | 62 |  |

**Required:**

(i) Use relevant formula to calculate the total average and max. [7 marks]

(ii) Select the columns for the subjects and create a pie chart. [4 marks]

(iii) Format the average column with two decimal places. [2 marks]

(iv) Give the chart a suitable title and subtitle. [2 marks]

**QUESTION FOUR (15 MARKS)**

Given the following entities extracted from JKUAT Kisii CBD with their respective attributes:

Students : S-RegNo, FN, LN, Sex, Nationality

Course : C-Code, C-Name

Departments: D-No, D-Name, D-Location

Lecturer : L-IdNo, FL, LN, Nationality

**Required:**

(a) Using Ms-Access create a database by the name Jomo Kenya University with the above tables, namely: student, course, department and lecturer. [5 marks]

(b) Enter at least 7 records in each table above N/B use Look Up Wizard for the field sex, Nationality, course code, course name. [4 marks]

(c) Create a query to capture at least one record from each table. [3 marks]

(d) Create a form and a report to capture details from the table. [3 marks]