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**University Examinations 2015/2016**

FIRST YEAR, FIRST SEMESTER EXAMINATION FOR CERTIFICATE IN INFORMATION TECHNOLOGY

**CIT 1102: MICROSOFT EXCEL**

**DATE: NOVEMBER, 2015 TIME: HOURS**

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

**QUESTION ONE – (30 MARKS)**

1. Describe an Electronic spreadsheet . (2 Marks)
2. Write the syntax of calculating the following; (8 Marks)
3. Average
4. Count
5. Maximum
6. Minimum
7. Outline the problem solving steps using spreadsheets. (4 Marks)
8. State five advantages of electronic spreadsheets. (5 Marks)
9. Explain any three areas where electronic spreadsheets are used. (6 Marks)
10. Outline steps of saving a workbook. (2 Marks)

**QUESTION TWO (15 MARKS)**

1. Identify three tabs on the ribbon tabs and give two examples of each. (6 Marks)
2. List the steps followed in order to create a named range of cells. (3 Marks)
3. What is the purpose of freezing worksheet heading? (1 Mark)
4. List down the steps followed in order to introduce and rename a new worksheet(4 Marks)
5. Describe the term clipboard. (1 Mark)

**QUESTION THREE (15 MARKS)**

1. State the use of the following components of Ms Excel application window. (6 Marks)
2. Formulae bar
3. Title bar
4. Worksheet
5. Scroll bars
6. Name box
7. Formulae bar
8. Differentiate between the following terms: (5 Marks)
9. Relative cell reference and absolute cell reference
10. Rows and columns
11. Cell and cell referencing
12. Formatting and editing
13. MAX and MIN
14. Explain four chart types used in spreadsheets. (4 Marks)

**QUESTION FOUR (15 MARKS)**

1. Write the syntax of an IF statement and describe the three sections of the statement enclosed with brackets. (7 Marks)
2. Briefly explain the four data types found in the excel program. (8 Marks)

**QUESTION FIVE (15 MARKS)**

Table 1 below shows details of employees’ payroll in a certain company.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| A | B | C | D | E | F |
| 1 | NAME | BASIC PAY | HOUSE ALLOWANCE | GROSS PAY | NET PAY |
| 2 | PURITY | 15000 |  |  |  |
| 3 | AGNES | 21000 |  |  |  |
| 4 | PAMELA | 42000 |  |  |  |
| 5 | WAFULA | 16500 |  |  |  |
| 6 | KAWIRA | 7000 |  |  |  |

Details of house allowance and tax are computed as follows;

House allowance is 20% of the basic pay

Tax is 3% of gross pay

1. Write an expression that will be able to compute Jane’s
2. House allowance (2 Marks)
3. Gross pay (2 Marks)
4. Payable tax (2 Marks)
5. net pay (2 Marks)
6. Describe the procedure for generating other employee’s house allowance, gross pay, and net pay based on Jane’s computations. (2 Marks)
7. Describe the procedure for renaming a worksheet. (3 Marks)
8. Describe the following terms; (2 Marks)
9. Axis
10. chart title