MASENO UNIVERSITY

UNIVERSITY EXAMINATIONS 2017/2018

FIRST YEAR FIRST SEMESTER EXAMINATION FOR THE DEGREE BACHELOR OF SCIENCE IN INFORMATION TECHNOLOGY

CITY CAMPUS – DAY

CIT 109: INTRODUCTION TO COMPUTER APPLICATIONS

Date: 5th March, 2018 Time: 5.30 - 8.30pm

INSTRUCTIONS:

- Answer Question ONE and any other TWO
- Start a new question on a new page

Question One (Compulsory, 30 Marks)

(a) Define the following terms (6 marks)

i).Application package

ii).Spreadsheets

iii).Word Processor

(b) State two Word Processor packages in the market today (2 marks)

(c) Distinguish between workbook and a worksheet in relation to MS Excel. (2 marks)

(d) Identify two ways in which a function differs from a formula (2 marks)

(e) Outline different ways in which an organisation can exploit MS Excel (8 marks)

(f) State five advantages of application Packages (10 marks)

Question Two (20 Marks)

a) Explain three formatting features that can be applied on text (3 marks)

b) Explain three formatting features that can be applied on a paragraph in MS Word. (3 marks)

c) Explain how the following features are used in MS Word:

(i) Find

(ii) Replace (4 marks)

d) State four components that make up the Ms Word 2016 window (4 marks)

e) State six elements that make up the MS Word 2016 Window (6 marks)

Question Three (20 Marks)

(a) Briefly describe four proofing tools found in MS Word. (4 marks)

(b) State four uses of spreadsheets (4 marks)

(c) Name four Excel data types (4 marks)

(d) The first column in the table below contains the formulae as stored into cell F10 of a worksheet.

State the formula as they would appear when copied into cell M15 of the same worksheet.

(6 marks)

Formula in cell F10	Formula in cell M15
=D10*E10	
=$B3+D5	
=A2+B9+C$8	

Use the spreadsheet screenshot below to answer Question 4

	A	B	C	D	E	F	G	H	I	J
1					Homa Bay General Stores					
2	From			To						
3	Sales Summary							Profit=	25%	
4	No.	Item Sold	Buying Price	Qty purchased	Purchase Amount	Selling Price	Qty Sold	Sell Amount	StockLevel	Rank
5	1	Shoes	$2,000.00	4	$ 8,000.00		2			
6	2	Jacket	$1,500.00	5	$ 7,500.00		1			
7	3	Shirt	$500.00		$ -		2			
8	4	Blouse	$4,000.00	0	$ -		6			
9	5	Bread	$50.00	10	$ 500.00					
10										
11										

Question Four (20 marks)

a) State the formula in cell E5 (2 marks)

b) State the formula for cell F5 (2 marks)

c) State the formula for cell H6 (2 marks)

d) State the formula for cell I7 (2 marks)

e) Write a formula to calculate the total buying price (2 marks)

f) Write formula/function to determine average for total purchases. (2 marks)

g) State the formula for calculating the average buying price. (4 marks)

h) Selling price is found by setting profit for each item at 25%. With reference to cell I2, write formula to determine selling price for shoes. (4 marks)

Use the spreadsheet screenshot below to answer Question 5

	A	B	C	D	E	F	G	H	I	J	K	L
1	Examination Results											
2	Tahidi High School											
3	Form Four Examination Results											
4	RegNo	Name	Fee Paid	Eng	Grd	Kisw	grd	Math	grd	TOTAL	Posn	Remark
5	001	John	45000	45		66		44				
6	002	Mary	12000	56		54		30				
7	003	Otieno	5000	40		55		56				
8	004	Musa	40000	56		55		78				
9	005	Were	56000	54		67		55				
10	006	Kipchumba	34000	78		89		66				
11	007	Wamalwa	12000	23		78		34				
12	008	Kamau	10000			23		33				
13	009	Musau	20000	60		22		73				
14	010	Juma	50000	68		45		60				
15	best score											
16	worst score											
17	No. of std											
18	2nd best											
19	3rd worst											
20	Mean											
21	Median											
22	Standard Dev											
23												

Sheet1 Sheet2 Sheet3

Ready LecturesSCS114

Question 5 (20 Marks)

Write function to obtain the following:

a) State the function for calculating the mean score for Kisw (2 marks)

b) Highest score in MATH (2 marks)

c) Lowest score in ENG (2 marks)

d) Third worst student in KISW (2 marks)

e) Find the modal score in KISW (2 marks)

f) Find the median score in ENG subject (2 marks)

g) Write formula/function to determine the number of students taking Eng subject (2 marks)

h) Write function to find the position of Mary in the class (2 marks)

i) The grade the students' average score based on the Maseno University grading system below. Write function to grade the fifth student in MATH (4 marks)

Mark	Grade
70-100	A
60-69	B
50-59	C
40-49	D
0-39	F