MURANG'A UNIVERSITY OF TECHNOLOGY

SCHOOL OF COMPUTING AND INFORMATION TECHNOLOGY

DEPARTMENT OF INFORMATION TECHNOLOGY

UNIVERSITY ORDINARY EXAMINATION

2018/2019 ACADEMIC YEAR

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

SIT 004 – KEYBOARD SKILLS

DURATION: 2 HOURS

DATE: 20/12/2018

TIME: 9:00 - 11:00 AM

Instructions to candidates:

1. Create a folder on the desktop and name it as EXAM FOLDER-REGISTRATION NUMBER.

2. Make sure you save all your practical work in that folder.

3. Attempt ALL the questions.

QUESTION ONE (30 MARKS)

a) Type the extract titled "STORIES ARE NOT ALWAYS RIGHT" as it appears then save it as "The single story" in the EXAMFOLDER_REGISTRATION NUMBER created on the desktop. (30 marks)

b) Open the file called "The Single Story" you saved in the EXAMFOLDER_REGISTRATION NUMBER and perform the following exercises. (5marks)

    i. Format the entire document to have;
       Font size- 12 points
       Font style- Times New Roman
       Spacing- Double Space
    ii. Copy the title twice and paste it at the bottom of the last paragraph.
    iii. Delete the second copy of the title.
    iv. Save the changes made to your document.

QUESTION TWO (30 MARKS)

a) Type the document titled "Psychology theory" exactly as it appears, then save it as "Psychology" in the EXAM FOLDER_REGISTRATION NUMBER created on the desktop. (30marks)

b) Open the file called "Psychology" you saved in the EXAMFOLDER_REGISTRATION NUMBER and perform the following exercises. (5marks)

    i. Apply the following formats to all the sub-headings
       Capitalization- uppercase
       Alignment – center
       Appearance – Bold
       Font Style- Arial Black
       Font Size- 18 points
    ii. Apply a drop cap in the first paragraph. The cap should be dropped to 2 lines.
    iii. Save the changes made to your document.