(Knowledge for Development)

KIBABII UNIVERSITY

(KIBU)

UNIVERSITY EXAMINATIONS
2017/2018 ACADEMIC YEAR

END OF SEMESTER EXAMINATIONS
YEAR ONE SEMESTER ONE EXAMINATIONS

FOR THE DEGREE OF
BACHELOR OF SCIENCE
(INFORMATION TECHNOLOGY)

COURSE CODE : **BIT 116**

COURSE TITLE : **OFFICE AUTOMATION**

DATE: 11/01/2018   TIME: 9.00-11.00 AM

INSTRUCTIONS TO CANDIDATES
ANSWER QUESTIONS ONE AND ANY OTHER TWO.

QUESTION ONE (COMPULSARY) [30 MARKS]

1. Which key deletes the character to the right of the cursor?
   A. End B. Backspace C. Home D. Delete

2. Which would you choose to save a document with a new name?
   A. Press Ctrl + S   B. Click File, Save C. Click Tools, Options, Save D. Click File, Save As

3. Which would you choose to move selected text from one place to another?
   A. Move and Paste B. Copy and Paste C. Cut and Paste D. Delete and Paste

4. How do you magnify your document?
   A. View, Zoom   B. Format, Font   C. Tools, Options   D. Tools, Customize

5. A feature of MS Word that saves the document automatically after certain interval is available on
   A. Save tab on Options dialog box   B. Save As dialog box
   C. Both of above   D. None of above

6. The best way to safeguard your document is to save it _____.
   A. Only after you have proofread it   B. Only when you name it
   C. Every few minutes   D. After it is completed

7. "Desktop" is a computer term that refers to?
   A. Something that is for the computer programmer only.
   B. The part of your work area where the computer monitors sits.
   C. The initial screen showing icons for folders, applications and files.
   D. The desk that your computer is stationed on.

8. Which of the following command is NOT located in File menu?
   A. Open   B. Save   C. Print   D. Paste

9. Which one of the following is displayed to identify the rows of a spreadsheet?
   A. Letters.   B. Numbers.   C. Symbols.   D. Keys.

10. Which of the following methods will not enter data in a cell?
    A. Pressing the Esc key   B. Pressing an arrow key
    C. Pressing the tab key   D. Clicking the enter button to the formula bar

11. Which of the following will not cut information?
    A. Pressing Ctrl + C –   B. Selecting Edit>Cut from the menu
    C. Clicking the Cut button on the standard toolbar   D. Pressing Ctrl + X

12. You can activate a cell by
    A. Pressing the Tab key   B. Clicking the cell   C. Pressing an arrow key D. All of the above

13. The name box
    A. Shows the location of the previously active cell   B. Appears to the left of the formula bar
    C. Appears below the status bar   D. Appears below the menu bar

13. In a worksheet you can select
    A. The entire worksheet   B. Rows   C. Columns   D. All of the above

14. Which area in an excel window allows entering values and formulas
    A. Title bar   B. Menu bar   C. Formula bar   D. Standard toolbar

15. Which of the following methods can not be used to edit the contents of a cell?
    A. Press the Alt key   B. Clicking the formula bar
    C. Pressing the F2 key   D. Double clicking the cell

16. How do you select an entire column in Microsoft Excel?
    A. Select Edit > Select > Column from the menu
    B. Click the column heading letter

C. Hold down the shift key as you click anywhere in the column.
D. Hold down the Ctrl key as you click anywhere in the column

17. Comments put in cells are called
    A. Smart tip   B. Cell tip   C. Web tip   D. Soft tip
18. To copy cell contents using drag and drop press the
    A. End key   B. Shift key   C. Ctrl key   D. Esc key
19. To start Microsoft PowerPoint application
    A. Click on Start >> Programs >> All Programs >> Microsoft PowerPoint
    B. Hit Ctrl + R then type ppoint.exe and Enter
    C. Click Start >> Run then type powerpnt then press Enter
    D. All of above
20. Which of the following section does not exist in a slide layout?
    A. Titles   B. Lists   C. Charts   D. Animations
21. 5. PowerPoint presentations are widely used as
    A. note outlines for teachers   B. project presentations by students
    C. communication of planning   D. All of above
22. Which short cut key inserts a new slide in current presentation?
    A. Ctrl+N   B. Ctrl+M   C. Ctrl+S   D. All of above
23. You can create a new presentation by completing all of the following except
    A. Clicking the new button on the standard toolbar
    B. Clicking file, new   C. Clicking file open   D. Pressing ctrl + N
24. Which of the following will not advance the slides in a slide show view?
    A. Esc key B. The spacebar   C. The Enter key   D. The mouse button
25. In Microsoft PowerPoint in order to see all the slides on one screen use
    A. view, slide sorter   B. view, slide   C. view, master   D. view, slide show
26. When you right-click on a folder on the hard drive and choose Delete, the files:
    A. are erased.   B. are moved into the header section of the hard drive.
    C. go into the Recycle Bin.   D. go into the Old Documents folder.
27. What do you do to get a menu when clicking on an icon?
    A. Left click   B. Right click C.   Double click   D. Scroll
28. What do you do to open an application from an icon?
    A. Left click   B. Right click C.   Double click   D. Scroll
29. A window's _____ contains the sizing buttons, which enables you to change the
    window's size easily.
    A. menu bar   B. toolbar   C. taskbar   D. title bar
30. Pressing _____ is a quick way to cycle between open program windows
    A. Alt + Tab   B. Ctrl + Tab   C. Shift + Tab   D. Shift + Alt

QUESTION TWO [20 MARKS]

a. Explain briefly the steps of renaming a document   [2 marks]
b. Differentiate paragraph style from character style   [2 marks]
c. Give two ways of adding rows and columns in tables   [4 marks]

a) Right-click on the file you want to rename
   click on rename option
   Type in the new name of that file   Page 3 of 5
   Press Enter to save the name   attributes that can be applied
        formatting attributes that can paragraph formatting att
b) C-style include both character and paragraph formatting F-attributes and
   taubetext in a single step. P-style. include

d. Give two ways of reversing the last action you take while working with a word document
                                                                [2 marks]

e. Name the command used to copy a style and transfer it to other paragraphs in Ms Word and explain how this is done   **[4 marks]**

f. Jane has used the spell check feature of her word processor. Explain how a spell checker works.   **[3 marks]**

g. You have finished typing the letter. Print Preview shows that it is more than one page long. State two way in which the letter could be made to fit on one page.   **[3 marks]**
   ~~Describe any five inbuilt editing features found in Microsoft Word~~   ~~[10 marks]~~

QUESTION THREE [20 MARKS]

a. Distinguish between the following sets of terms used in spreadsheet.
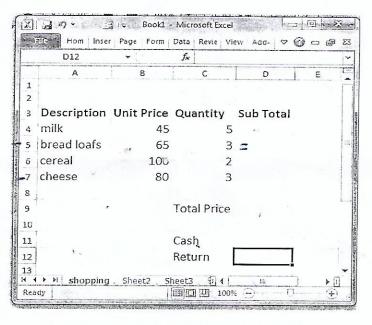   i. Worksheet and workbook.   **[2 marks]**
   ii. Filtering and sorting.   **[2 marks]**

b. Delante Cohen went to the supermarket and bought the items shown in the picture of the spreadsheet given below:

	A	B	C	D	E
1					
2					
3	Description	Unit Price	Quantity	Sub Total	
4	milk	45	5		
5	bread loafs	65	3		
6	cereal	100	2		
7	cheese	80	3		
8					
9			Total Price		
10					
11			Cash		
12			Return		
13					

Book1 - Microsoft Excel — shopping, Sheet2, Sheet3 — Ready — 100%

   i. What is the name of the active sheet?   **[1 mark]**
   ii. By looking at the above picture, give the reference of an active cell.   **[1 mark]**
   iii. Name three items which a cell can contain.   **[3 marks]**
   iv. Write the formulae that must be typed in the following two cells: D5, D7   **[2 marks]**
   v. Write the function that must be typed in cell D9:   **[3 marks]**
   vi. The bill total in cell D9 amounts to Ksh.860 Martina has a Ksh.1000 note. Write the formula that calculates the change in D12.   **[2 marks]**

c. Differentiate between relative and absolute cell referencing techniques with the help of sample data.   **[4 marks]**

QUESTION FOUR [20 MARKS]

a. To help you create, organize, and display presentations, PowerPoint provides the views. Describe three such types of views   **[6 marks]**
b. Microsoft PowerPoint has three print Layout options, describe them.   **[3 marks]**
c. Briefly outline what you ca do with the Slide Master feature.   **[3 marks]**
d. Every presentation has a theme. Describe four elements included in a theme. **[8 marks]**

QUESTION FIVE [20 MARKS]
a. Explain the function of recycle bin in a computer.   **[3 marks]**
b. Describe how to create a folder on the desktop.   **[3 marks]**
c. Give four ways of sorting files and folder on the desktop   **[2 marks]**
d. Explain any three items that can be found on the desktop taskbar.   **[6 marks]**
e. A computer file is a computer resource for recording data discretely in a computer storage device. Suggest a good way for organizing data files.   **[6 marks]**