# KIBABII UNIVERSITY

## UNIVERSITY EXAMINATIONS
## 2019/2020 ACADEMIC YEAR

## END OF SEMESTER EXAMINATIONS
## YEAR ONE SEMESTER TWO EXAMINATIONS

## FOR THE DEGREE OF
## BACHELOR OF EDUCATION ARTS
## (RETAKE CLASS)

**COURSE CODE** : **CSC 109**

**COURSE TITLE** : **COMPUTER APPLICATION**

DATE: 11/11/2020     TIME:  9.00 A.M – 11.00 A.M

**INSTRUCTIONS TO CANDIDATES**

ANSWER QUESTIONS ONE AND ANY OTHER TWO

# QUESTION ONE [COMPULSORY] [30 MARKS]

a) Explain the following terms as used in computer Application.

   i)   Auto complete

                                          [1 mark]

   ii)  Mouse conventions

                                          [1mark]

   iii) Mail merge

                                          [1 mark]

   iv) Editing

                                          [1 mark]

   v)  Master Slide

                                          [1 mark]

b) Explain four features that ensure a Word document is devoid or errors or that they are at a bare minimum.

                                          [7 marks]

c) With the aid of a sketch diagram, describe the main parts of a Word application window.

                                          [8 marks]

d) Explain Operating Systems giving examples and their functions

                                          [10 marks]

# QUESTION TWO [20 MARKS]

a) Explain any four different views in PowerPoint.

                                          [8 marks]

b) What is the procedure of doing the following in PowerPoint?

   i)   Inserting Dates and Times in slides

                                          [1 mark]

   ii)  Setting Page options

                                          [1 mark]

   iii) Adding a design in slides

                                          [1 mark]

   iv) Changing the slide layout

                                          [1 mark]

   v)  Inserting an organisational chart

                                          [1 marks]

c) Differentiate between the terms slide animation and slide transition.      [4 marks]

d) Highlight the step by step process of inserting auto shapes and transforming them to 3-D.

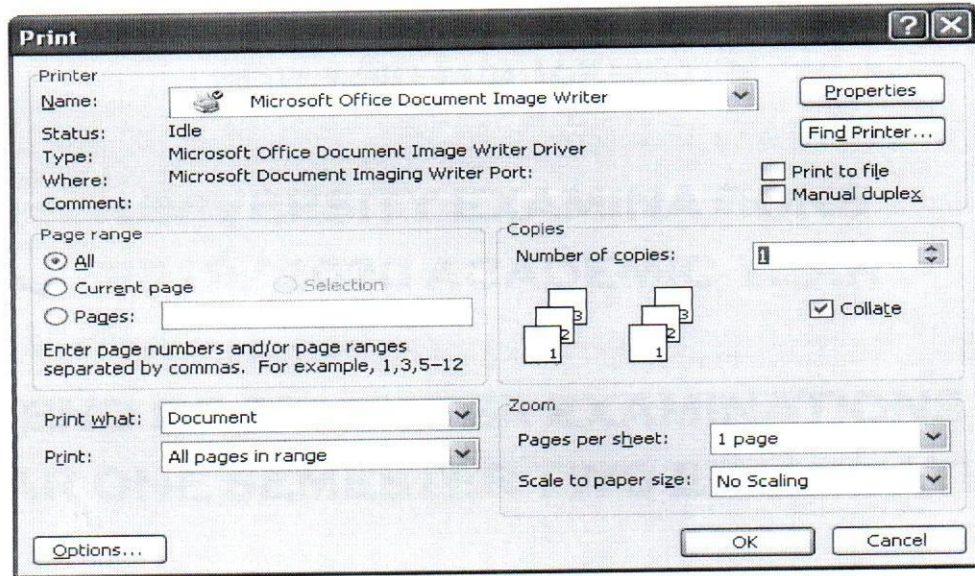                                          [3 marks]

## QUESTION THREE [20 MARKS]

a) Differentiate between relative and absolute referencing in Excel. [4 marks]

b) What is the use of the following functions?

   i) Count [1 mark]

   ii) Sumif [1 mark]

   iii) Max [1 mark]

   iv) Text [1 mark]

c) The following table clearly shows the marks for the students in September 2016 intake:

| FIRST NAME | SURNAME | REG NO | CSC 110 | CSC 109 | BSS 114 | REL 112 |
|---|---|---|---|---|---|---|
| Arshley | Dor | EDA/0065/16 | 95 | 56 | 52 | 14 |
| Ibelia | Julia | EDA/0006/16 | 47 | 85 | 69 | 54 |
| Mlay | Marambi | EDA/0001/16 | 76 | 61 | 57 | 26 |
| Fiona | Wela | EDA/0009/16 | 35 | 82 | 54 | 52 |
| Lila | Mello | EDA/0017/16 | 48 | 67 | 89 | 60 |

   i) Changing the contents in the First Name column to Title Case [2 marks]

   ii) Establish those who have passed or failed the unit BSS 114 [2 marks]

   iii) Combining the FIRST NAME and SURNAME columns to form a column NAME that combines the contents in both this columns [2 marks]

d) Establish how the following is done in a Worksheet:

   i) Scaling [2 marks]

   ii) Customizing header and footer [2 marks]

   iii) Printing the current page in a sheet. [2 marks]

## QUESTION FOUR [20 MARKS]

a) Searching the Internet can prove a very daunting task to a new surfer of this information superhighway. Discuss how this is done, citing 3 examples of such applications used.

[10 marks]

b) The following is the Print dialog box while in Ms Word.



   i) Why is Selection option in Page range inactive? [2 marks]

   ii) Collate in the "copies" frame is checked. What is its role in printing? [3 marks]

   iii) Give five (5) benefits of the Internet. [5 marks]

## QUESTION FIVE [20 MARKS]

a) Explain the following Word processing terms:

   i) Bookmark [2 marks]

   ii) Hyperlink [3 marks]

   iii) Keyboard conventions [2 marks]

   iv) Text wrap [3 marks]

b) Different views allow you to manage different aspects of your presentation in Microsoft PowerPoint. Explain any 3 (three) such views. [6 marks]

c) Spreadsheets are termed as electronic ledgers. Explain two uses of spreadsheets software. [4 marks]