



(Knowledge for Development)

KIBABII UNIVERSITY

(KIBU)

**UNIVERSITY EXAMINATIONS
2019/2020 ACADEMIC YEAR**

**SUPPLEMENTARY/SPECIAL EXAMINATIONS
YEAR ONE SEMESTER ONE EXAMINATIONS**

**FOR THE DEGREE OF
BACHELOR OF SCIENCE
(INFORMATION TECHNOLOGY)**

**COURSE CODE : BIT 116
COURSE TITLE : OFFICE AUTOMATION**

DATE: 02/02 // 2021 TIME: 11.00 A.M. – 1.00 P.M.

INSTRUCTIONS TO CANDIDATES

ANSWER QUESTIONS ONE AND ANY OTHER TWO.

QUESTION ONE [COMPULSARY] [30 MARKS]

1. Use the _____ button to find and open files previously saved on your computer
A. Open B. File C. Save D. New
2. What do you do to select an icon?
A. Left click B. Right click C. Double click D. Scroll
3. _____ is a unique tag, usually a number, identifies the file within the file system.
A. File identifier B. File name C. File type D. None of the mentioned
4. File type can be represented by
A. file name B. file extension C. file identifier D. none of the mentioned
5. Which of the following views is the best view to use when setting transition effects for all slides in a presentation?
A. Slide sorter view B. Notes pages view C. Slide view D. Outline view
6. Which command brings you to the first slide in your presentation?
A. Next slide button B. Page up C. Ctrl + Home D. Ctrl + End
7. What PowerPoint feature will you use to apply motion effects to different objects of a slide?
A. Slide Transition B. Slide Design C. Animation Objects D. Animation Scheme
8. Which menu can you find features like Slide Design, Slide Layout etc.?
A. Insert Menu B. Format Menu C. Tools Menu D. Slide Show Menu
9. Which of the following pane is NOT available in Task Pane?
A. Slide Design B. Master Slide C. Slide Layout D. Slide Transition
10. A new presentation can be created from
A. Blank Presentation B. From Existing Presentation
C. From Design Template D. All of above
11. If the displayed system time and date is wrong, you can reset it using
A. Write B. Calendar C. Write file D. Control panel
12. Which key deletes the character to the left of the cursor?
A. End B. Backspace C. Home D. Delete
13. How do you minimize or maximize a program in Windows?
A. Right click on the mouse. B. Go to "File" and select minimize or maximize.
C. Top right corner, dash or square. D. This function cannot be done.
14. Bullets and Numbering is in _____ tab.
A. Home tab B. Insert tab C. Layout tab D. View tab
15. The process of "evening up" the right hand margin of a document on a word processor, so that it looks more like typeset text, is called:
A] justification B] proportional spacing C] pitch D] boldfacing
16. _____ is used to covert from upper case to lower case and vice versa.
A. Toggle case B. Sentence case C. Lower case D. Upper case
17. What is the default file extension for all Word documents?
a. txts b. .word c. .docs d. .docx
18. Thesaurus tool in MS Word is used for
A] Spelling suggestions B] Grammar options C] Synonyms and Antonyms words D]
All of above
19. In Word, the mailing list is known as the _____.
A] Data sheet B] Source C] Data source D] Sheet
20. A word processor would most likely be used to do
a. keep an account of money spent b. do a computer search in media centre

- c. maintain an inventory d. type a biography
21. You can activate a cell in Microsoft Excel by
 a. Pressing the Tab key b. Clicking the cell c. Pressing an arrow key d. All of above
22. What would you see while spell checking the phrase "My father was write"?
 A. The word "write" is misspelled B. No errors C. The verb of the phrase will be highlighted
 D. A blue squiggly underline under the word "write"
23. 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
24. How do you change column width to fit the contents?
 a. Single-click the boundary to the left of the column heading
 b. Double click the boundary to the right of the column heading
 c. Press Alt and single click anywhere in the column
 d. All of above
25. How do you bold text within a document?
 A. Highlight the text and click the B button on the toolbar. B. Highlight the text and press <Ctrl>B.
 C. Highlight the text and type the word bold. D. All of the above.
26. To check for alternative spellings for a misspelled word, you should:
 A. Choose Tools and then Spelling. B. Click the right mouse button on the word.
 C. Press <Ctrl><F7>. D. Press <F7>.
27. How do you change the margins in a document?
 A. Click on File and then Page Setup. B. Click on Tools and then Margins.
 C. Click on Edit and then Margins. D. Manipulate the Ruler bar.
28. How do you set the Format Painter to stay on for more than one change?
 A. Choose Format. B. Double-click on the Format Painter button on the Standard Toolbar.
 C. Choose View and then Options. D. Choose Tools and then Options.
29. You cannot close MS Word application by
 A. Choosing File menu then Exit submenu B. Press Alt+F4
 C. Click X button on title bar D. From File menu choose Close submenu
30. Thesaurus tool in MS Word is used for
 A. Spelling suggestions B. Grammar options
 C. Synonyms and Antonyms words D. All of above

QUESTION TWO [20 MARKS]

- a. Define electronic word processing [2 marks]
- b. State and explain two proofreading features available in Microsoft Word 2010 [2 marks]
- c. Explain the four types of alignments available in Microsoft Word 2010 [4 marks]
- d. Describe two ways of restoring deleted text in Microsoft Word 2010 [4 marks]
- a. Explain a user entry form and justify why it is sometimes necessary in a document [2 marks]

- b. Describe how you can create a user entry form for capturing the details of a new student in Kibabii University in MS word 2013. **[6 marks]**

QUESTION THREE [20 MARKS]

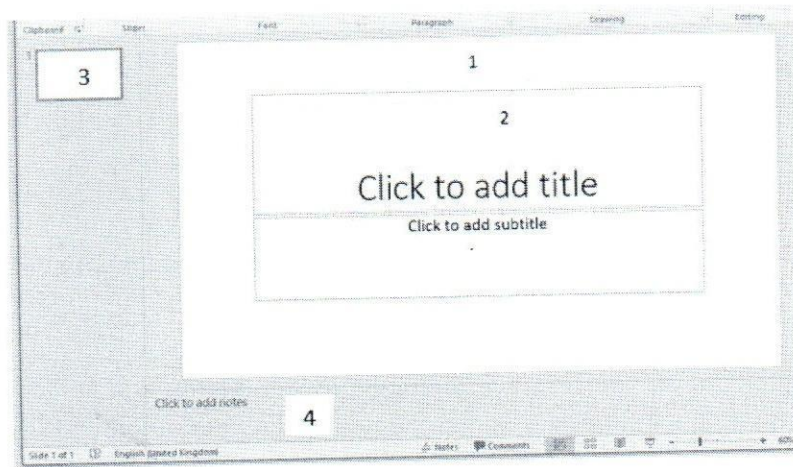
- a. State four advantages of using electronic spreadsheet over manual **[4 marks]**
 b. Briefly explain how to name a cell in Microsoft Excel. **[3 marks]**
 c. Write formulas for the operations [i] – [iv] based on the spreadsheet given below along with the relevant cell address:

	A	B	C	D	E	F	G	F
1	SNO	Name	Science	Maths	Computers	Total	Average	Rank
2	1	Albert	70	80	87	--	--	--
3	2	Caleb	90	98	89	--	--	--
4	3	Donald	90	90	98	--	--	--
5	4	Esther	60	76	79	--	--	--
6	5	Geoffrey	50	45	67	--	--	--
7	Max				--			
8	Total		--					

- i. To calculate the Total Marks as sum of Science, Maths & Computers for each student and display them in column F. **[3 marks]**
 ii. To calculate the average marks for each student and display them in column G. **[2 marks]**
 iii. To calculate the highest marks in Computers and display it in cell E7. **[2 marks]**
 iv. To calculate the total number of students appearing for the Science test and display it in cell C8. **[2 mark]**
 v. To rank the students in descending order based on average and display them in column F. **[4 marks]**

QUESTION FOUR [20 MARKS]

- a. Explain three ways you can use to open Slide Show view in Microsoft PowerPoint. **[6 marks]**
 b. Briefly explain any three things you could insert from the slide pane that are also available on the Insert tab. **[6 marks]**
 c. The figure below shows the view that first opens in PowerPoint. Briefly explain the areas labeled 1 to 4. **[8 marks]**



QUESTION FIVE [20 MARKS]

- a. Briefly outline two file/folder management tasks you can perform on a Microsoft Windows desktop **[2 marks]**
- b. Describe any three components of task bar in a desktop **[6 marks]**
- c. Discuss the relationships between drive, folder and files **[6 marks]**
- d. Explain three methods one can use to rename a folder. **[6 marks]**