



(Knowledge for Development)

**KIBABII UNIVERSITY
(KIBU)**

MAIN CAMPUS

UNIVERSITY EXAMINATIONS

2021/2022 ACADEMIC YEAR

SPECIAL/SUPPLEMENTARY EXAMINATION

FIRST YEAR FIRST SEMESTER EXAMINATION

**FOR THE DEGREE OF BACHELORS OF SCIENCE IN
(INFORMATION TECHNOLOGY)**

COURSE CODE: BIT116

COURSE TITLE: OFFICE AUTOMATION SYSTEM

DATE: 21/07/2022 TIME: 11.00 A.M. – 1.00 P.M. 2HRS

INSTRUCTIONS TO CANDIDATES:

ANSWER QUESTIONS ONE AND ANY OTHER TWO.

Paper Consists of 4 Printed Pages. Please Turn Over 

QUESTION TWO [20 MARKS]

- a) Explain a circumstance under which a handout option would be applied during printing of a presentation. (4marks)
- b) Briefly explain the following master views as applied in presentation program
 - i. Slide master
 - ii. Handout master(4marks)
- c) Distinguish between thesaurus and spell check as applied in a word processing program. (4marks)
- d) Outline steps of adding comments to a document. (4marks)
- e) Outline steps of adding a pie chart in spreadsheets. (4marks)

QUESTION THREE [20 MARKS]

- a) What is a pivot table (3marks)
- b) State any two rules one should observe when creating a pivot table (4marks)
- c) explain the purpose of a placeholder in a presentation program (3marks)
- d) Describe the term format painter as used in word processing program (3marks)
- e) Explain circumstances that could necessitate a computer user to apply mail merge feature in word processing. (4marks)

QUESTION FOUR [20 MARKS]

- a) Explain how one can track changes being made in a word document (4marks)
- b) State any two rules one should observe when creating a pivot table (4marks)
- c) explain the purpose of a placeholder in a presentation program (3marks)
- d) Describe the term format painter as used in word processing program (3marks)
- e) State any three tools that can be used to carry out the following functions
 - i) Formatting
 - ii) Editing(6marks)

QUESTION FOUR [20 MARKS]

- a) Differentiate between a notes pane and slide pane in presentation program (4marks)
- b) Briefly explain the following master views as applied in presentation program
 - i. Slide master
 - ii. Handout master(4marks)
- c) Outline any four features of a pivot table (4 marks)

	A	B	C	D	E	F	
	department	Quarter1	Quarter2	Quarter 3	Average expenditure	remarks	Tax
1	Accounts	84000	72000	79000			
2	HR	77000	78000	88000			
3	procurement	52000	64000	84000			
4	Sales and marketing	60000	67000	50000			

- a) Using a function and cell addresses only write a formula that would be used to calculate the average expenditure (4marks)
- b) Using the IF function write a formula that would be used to enter a remark for department as "excess expenditure" when the average expenditure is over 80,000 and "optimal expenditure" when its less than 80,000 (4marks)