



(KNOWLEDGE FOR DEVELOPMENT)

**KIBABII UNIVERSITY
(KIBU)**

**UNIVERSITY EXAMINATIONS
2022/2023 ACADEMIC YEAR**

**END OF SEMESTER EXAMINATION
YEAR ONE SEMESTER ONE EXAMINATION**

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

COURSE CODE: BIT 116

COURSE TITLE: OFFICE AUTOMATION SYSTEM

DATE: 15/12/2022

TIME: 9.00A.M - 11.00A.M

INSTRUCTIONS

ANSWER QUESTIONS ONE AND ANY OTHER TWO.

QUESTION ONE (COMPULSORY) [30 MARKS]

- a. i) Define the term application software. (2mks)
 ii) State any **four** components of a computer processor. (2mks)
 iii) Outline any three types of slide layouts (3mks)
- b. Explain any **three** factors you will put into consideration when buying a new computer (3mks)
- c. Explain each of the following features as applied in word processing applications
 i) footer
 ii) header (3mks)
- d. Tom intends to teach his class on how to perform mail merging. Outline steps he should follow to accomplish this task. (4mks)
- e. Explain a circumstance under which a handout option would be applied during printing of a presentation. (3mks)
- f. Figure below shows an extract of a spreadsheet with details of printer models and cost of printing. Use it to answer the questions that follow.

	A	B	C	D	E	F	G	H	I
	Outright purchase					Outsourcing			
	Printer model	Cost of toner	Pages per toner	Cost per page	Cost per year	Cost per page	Cost per year	Variance cost	remarks
1	HP laser jet P3015	23000	500000			2			
2	HP laserjet P3005	18000	400000			2			
3	Hp laserjet MFP425	12000	350000			2			
4	HP laserjet MFP M225	6000	600000			2			
5	HP laserjet P2055dn	10000	875000			2			
6	Kyocera 3045dn	10500	650000			2			
7	AVERAGE								
8									
9	Pages per year (each printer)	750000							

Using an appropriate formulas and cell addresses only calculate the:

- i) Cost per page for each printer model (2mks)
 ii) Cost per year for each printer model(outright purchase) (2mks)
 iii) Cost per year for each printer model(outsourcing) (2mks)
 iv) Variance cost for each printer (2mks)
 v) Using the IF function, insert a remark OK if the variance is greater or equal to zero otherwise insert a remark as Expensive. (2mks)

QUESTION TWO [20 MARKS]

- a) Describe the purpose of a format painter as used in word processing program (4mks)
- b) Differentiate between the following terms as applied in spreadsheets (4mks)
 - i. absolute and relative referencing
 - ii. formula and function
- c) Describe the use of each of the following commands in saving a document. (4mks)
 - i. Save.
 - ii. Save As.
- d) State any two rules one should observe when creating a pivot table (4mks)

QUESTION THREE [20 MARKS]

- a) State six functions of an operating system (4mks)
- b) Distinguish between a *data source* and *main document* in word processing programs (4mks)
- c) Susan used master slides in a presentation she created. Outline four types of master slides she could have used (4mks)
- d) Qwasi ltd intends to connect its computers to the internet. Outline four types of internet services they would get from this connectivity. (4mks)
- e) Caleb intends to print slides created using a presentation program. Outline four options he could use to print the exams. (4mks)

QUESTION FOUR [20 MARKS]

- a) Explain three *transition effects* that could be applied to a slide during animation of objects in a presentation program. (4mks)
- b) The operating system provides a standard interface between computer user and computer system for communication describe two types of such interfaces. (4mks)
- c) Susan used different types of data while creating a worksheet. Explain two of such data he could have used (4mks)
- d) State any four applications of computers in industries (4mks)
- e) Outline steps one would take to create a table of contents in word program (4mks)

QUESTION FIVE [20 MARKS]

- a) Explain two benefits of using templates in ms word (4mks)
- b) Distinguish between *multiuser* and *single user* operating system (4mks)
- c) State any five component found in computers system unit (4mks)
- d) Use the worksheet below to answer the questions;

	A	B	C	D	E	F	G	H
		Mon	Tue	Wed	Thur	Fri	Average	Total
1								
2	Breakfast	3,560	3,186	2,952	3,395	3,436		
3	Lunch	20,163	21,416	19,912	19,681	18,628		
4	Bar	9,873	12,172	12,642	12,711	18,846		
5	Snacks	2,405	3,544	2,694	3,120	3,712		
6	TOTALS							
7	AVERAGE							
8								
9								

e) Using an appropriate formula and cell addresses only; write formula that calculates;

- (i) Total per day, (2mks)
- (ii) Average per day, (2mks)
- (iii) average, per week (2mks)
- (iv) total per week (2mks)