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KIRIRI WOMENS' UNIVERSITY OF SCIENCE AND TECHNOLOGY
UNIVERSITY EXAMINATION, 2023/2024 ACADEMIC YEAR
FOR THE CERTIFICATE IN BANKING AND FINANCE
CIT 1010: BASIC COMPUTER APPLICATIONS

Date: 14TH DECEMBER 2023
Time: 2:30PM-4:30PM

INSTRUCTIONS TO CANDIDATES

ANSWER QUESTION ONE (COMPULSORY) AND ANY OTHER TWO QUESTIONS

QUESTION ONE (30 MARKS)

Word processing is the process of creating and editing documents on a computer. Open Microsoft word page and answer the following questions in point form. Save the document with your name as the file name, furthermore create a folder on your desktop bearing your admission number as your folders name and save all your answers to the questions below in it. (6 Marks)

- a) Define the following terms; (6 Marks)
- i) Spreadsheet
 - ii) Processing
 - iii) Computer network
- b) Computers have evolved through four generations, discuss them. (8 Marks)
- c) State six skills obtained from the use of Microsoft office word. (6 Marks)
- d) A computer has four main functions. State four functions of a computer. (4 Marks)

QUESTION TWO (20 MARKS)

Figure 1 below shows a worksheet extract of the average performance of five secondary schools for the 2002, 2003, 2004 and 2005 academic mean scores. Use it to answer the questions that follow;

SCHOOLS	KCSE ANNUAL TARET	KCSE 2002 MEAN SCORES	KCSE 2003 MEAN SCORES	KCSE 2004 MEAN SCORES	KCSE 2005 MEAN SCORES	TOTAL SCORES	AVERAGE MEAN SCORES
UMOJA	10.7838	8.6584	9.3789	7.8904	7.9884		
JOGOO	8.8943	7.5694	7.8585	8.5687	10.9855		
MAWENII	9.5555	8.8564	8.4322	9.8443	6.9043		
BONDENI	8.8983	6.5932	9.5954	7.7544	7.5443		
KAMBINI	9.6732	5.6993	7.3459	9.6785	10.2334		
TOTAL SCORES							
AVERAGE YEARLY MEAN SCORE							
HIGHEST SCORE							
LOWEST SCORE							

- a) Open a spreadsheet program and key in the data in sheet 1 as it appears in figure 1, save the worksheet. (3 Marks)
- b) Use a function and cell address only to compute the following;
- i) Total mean scores for each school; (3 Marks)
 - ii) Average score for each school; (3 Marks)
 - iii) Average scores for each KCSE year; (3 Marks)

- c) Use a function to display the value for each of the following for the four years
- i) The highest score (maximum); (3 Marks)
 - ii) The lowest score (minimum); (3 Marks)
 - iii) Create a column after 2005 mean scores to the right, and round down 2005 mean scores to the nearest 2 decimal points with the help of a function. (4 Marks)
- d) Create an embedded column showing total scores difference between the annual target scores and the average mean score for each school. (5 Marks)

QUESTION THREE (20 MARKS)

Database is an organized collection of records. Jamii hospital invites you to create a patients database with the following feature.

Name of the patient, date of birth, age, consultation fee, gender, location marital status and patients description

With the application of appropriate data types, create a database with the above details in your design view and fill in five patients of your choice including their names, date of birth, age, consultation fee, gender, location marital status and patients' description. Shift your database to your admission folder. (20 Marks)

QUESTION FOUR (20 MARKS)

PowerPoint is designed for presentations consisting of a series of separate pages that allows you to create professionally looking slides shows. Create five slides and on each slide present the following information and save them in your admission folder. (20 Marks)

Slide 1. Title- STORAGE UNITS: Bit, Nibble, Byte

Slide 2. Title- TYPES OF RAM: Static RAM, Dynamic RAM

Slide 3. Title- TYPE OF PRINTERS: Daisy Wheel, Dot matrix printer

Slide 4. Title- FLAT PANEL DISPLAY: emissive display, No- emissive display

Slide 5. OUTPUT UNITS: speakers, floppy disks

QUESTION FIVE (20 MARKS)

- a) Create five magazine pages using =Lorem(80) as a function on Microsoft word. (3 Marks)
- b) On the first page, insert a picture and text wrap the picture to appear behind text covering the whole page. (5 Marks)
- c) Create three columns from the second page onwards. On the second page insert three pictures and text wrap the on each of the three columns (4 Marks)
- d) Insert three pictures or shapes on the second page and position them such that, the first picture appears on the first column at the top, the second picture at the middle column and the last picture appears at bottom right of your last column. (6 Marks)
- e) On the third page, remove the paragraphs columns, customize a margin with three inches and Insert a text box of your choice on the created margin space and type your admission number in the text box.(6 Marks)
- f) On this fourth page, place a custom water mark to appear diagonally portraying both your names and admission number. Color your pages and place your favorite page borders. Finally save the document file on your admission folder and submit your cat. (6 Marks)