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KIRIRI WOMENS' UNIVERSITY OF SCIENCE AND TECHNOLOGY
UNIVERSITY EXAMINATIONS, 2020/2021 ACADEMIC YEAR
FIRST YEAR, SECOND SEMESTER EXAMINATIONS
FOR CERTIFICATE IN INFORMATION AND TECHNOLOGY

CIT 1001 - COMPUTER APPLICATIONS I

Date: DECEMBER 2020

Time: 2 Hrs.

INSTRUCTIONS TO CANDIDATES

ANSWER QUESTION ONE (COMPULSORY) AND ANY OTHER TWO QUESTIONS

QUESTION ONE COMPULSORY (30 MARKS)

- a) Outline two page formatting features used in word processing documents. (4 Marks)
- b) Define the term workbook as used in spreadsheet programs. (2 Marks)
- c) Explain the function of thesaurus feature used as in used in word processing. (2 Marks)
- d) Explain the function of the split window feature as applied in spreadsheet programs. (2 Marks)
- e) Describe the term OLE object as used in database programs. (2 Marks)
- f) Faith, a computer technician at Faida Technical Training Institute, would like to prepare a report detailing quantities of equipment in the laboratory using charts. Outline two application programs that she would use to achieve her objective. (4 Marks)
- g) Table 1 is an extract from a spreadsheet worksheet showing items in a shop. Use it to answer the following questions.
- i) Using a function and cell references only, write a formula that would be used to compute the number of items whose profit is less than 55. (5 Marks)
- ii) Differentiate between toggle case and sentence case menu options as used in word processing programs. (4 Marks)
- iii) With the aid of a diagram, outline a one- to- many relationship as used in database programs. (5 Marks)

List of Items in a Shop				
2010				
Item No.	Item Name	Buying Price	Selling price	Profits
001	Tooth paste	200	250	50
002	Flour	345	400	55
003	Soap	190	250	60
004	Shoe polish	60	100	40
005	Freshener	230	300	70
Number of items whose profit is less than 55				

Table 1

QUESTION TWO (20 MARKS)

- a) Explain four examples of dialog boxes as used in windows operating system (8 Marks)
- b) Write a DOS command that could be used to perform each of the following tasks:
 - i) Display the current system time; (2 Marks)
 - ii) Clear the screen. (2 Marks)
- c) Charlyn, a computer user, would like to create a database table that contains fields whose data type is text. Explain two display controls that the field could be assigned. (8 Marks)

QUESTION THREE (20 MARKS)

- a) Under what circumstance the keyboard numeric pad would be used when entering data in the computer. (2 Marks)
- b) Ruth a computer teacher would like to use a spreadsheet program to compute the total mark scored by students in an examination. She was advised to use cell addresses in the formula. State two advantages of using this formula. (4 Marks)
- c) Kennedy intends to edit a document prepared using a word processing program. Outline four examples of editing keyboard keys that he could use to achieve this objective (8 Marks)
- d) A student wishes to print three copies of a five-paged publication. Describe the print output when each of the following print options is selected. (4 Marks)
 - i. Collate
 - ii. 2 pages per sheet
- e) Describe each of the following terms as used in database programs. (2 Marks)
 - i. Field name
 - ii. Data type

QUESTION FOUR (20 MARKS)

- a) Explain the ways in which a spreadsheet program could be applied in research (6 Marks)
- b) Explain the advantage of *auto save* feature in a word processor (2Marks)
- c) Explain the function of a ruler and gridlines as used in a application programs (4 Marks)
- d) Describe four examples of text formats that you can use in a word processor (8 Marks)

QUESTION FIVE (20 MARKS)

- a) Give two reasons for using a password to protect your document (4 Marks)
- b) Use the below table to answer the questions that follow

Item	Unit price	Quantity	Total Cost
Bread	60	10	
Milk	50	15	
Matchbox	20	10	
Toothpaste	120	10	
TOTAL AMOUNT			

- i. Using cell reference only, write a formula that could be used to calculate the total cost of each and every item in the list (5 Marks)
- ii. Using a function and cell reference only write a formula that could be used to calculate the total amount spent on all the items (5 Marks)
- c) Explain three characteristics of a primary key field in a database system (6 Marks)