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**KIRIRI WOMENS' UNIVERSITY OF SCIENCE AND TECHNOLOGY
UNIVERSITY EXAMINATION, 2022/2023 ACADEMIC YEAR
FOR THE CERTIFICATE IN INFORMATION TECHNOLOGY
CIT 1001- COMPUTER APPLICATION 1**

Date: 27TH JULY 2022
Time: 8:30AM – 10:30AM

INSTRUCTIONS TO CANDIDATES

ANSWER QUESTION ONE (COMPULSORY) AND ANY OTHER TWO QUESTIONS

QUESTION ONE (30 MARKS)

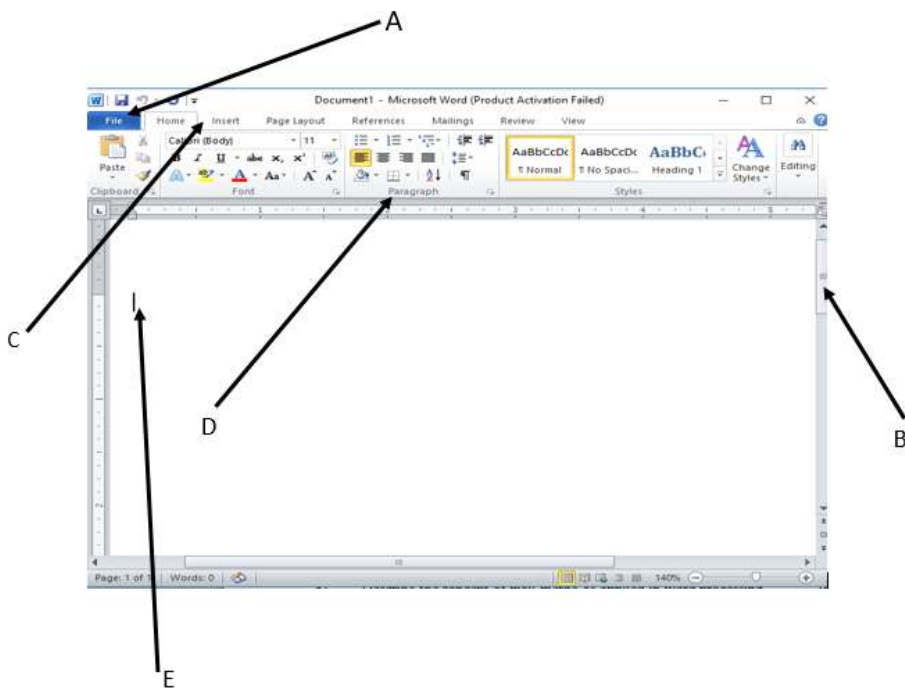
- a) Distinguish between the following: (4 Marks)
- Text editors and Word processors
 - Document and Template
- b) Define Peripheral devices giving THREE examples. (4 Marks)
- c) What is the use of the following tools found on Ms Word HomeTab; (2 Marks)



- d) State three advantages of using animations in PowerPoint presentation (3 Marks)
- e) Identify any three tasks a spreadsheet program is helpful in performing. (3 Marks)
- f) Explain four functions of computer operating systems. (4 Marks)

QUESTION TWO (15 MARKS)

- a) Define the term MS Excel and state the file extension used when saving it. (2 Marks)
- b) Differentiate between “Animation” and “Transition” as used in presentation software (2 Marks)
- c) Describe the following excel errors (6 Marks)
- #N/A
 - #NAME?
 - #NULL
- d) Discuss the features of MS Word environment shown below: (5 Marks)



QUESTION THREE (15 MARKS)

- a) Discuss the major threats that an organization can encounter when it goes online to provide most of its services. (4 Marks)
- b) Explain the following terms as used in the spreadsheet application. (4 Marks)
 - i) Cell
 - ii) Workbook
 - iii) Worksheet
 - iv) name box
- c) Explain FIVE categories of computer hardware giving an example of each. (5 Marks)
- d) Explain the use of Justify as used in MS Word (2 Marks)

QUESTION FOUR (15 MARKS)

- a) Write formulas for the operations based on the spreadsheet given below along with the relevant cell address:

	A	B	C	D	E	F	G
1	SNO	Name	Science	Math	Computers	Total	Average
2	1	Sani	70	80	87	--	--
3	2	Swale	90	98	89	--	--
4	3	Niko	90	90	98	--	--
5	4	Rosy	60	76	79	--	--
6	5	Suraya	50	45	67	--	--
7	Max				--		
8	Total		--				

- i) To calculate the Total Marks as the sum of Science, Math & Computers for each student and display them in column F. (4 Marks)
 - ii) To calculate the average Marks for each student and display them in column G. (3 Marks)
 - iii) To output the highest Marks in Computers and display it in cell E7. (2 Marks)
- b) Computer memories are mainly classified into two categories. State and briefly describe them and give two examples of each category. (4 Marks)
- c) Differentiate the following Toggle case and Sentence Case. (2 Marks)