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**KIRIRI WOMEN'S UNIVERSITY OF SCIENCE AND TECHNOLOGY**  
**UNIVERSITY EXAMINATION, 2023/2024 ACADEMIC YEAR**  
**FIRST YEAR, FIRST SEMESTER EXAMINATION**  
**FOR THE DIPLOMA IN INFORMATION COMMUNICATION TECHNOLOGY**  
**DIT 1001 – COMPUTER APPLICATION I**

Date: 09<sup>TH</sup> AUGUST 2023  
Time: 2:30PM – 4:30PM

**INSTRUCTIONS TO CANDIDATES**

**ANSWER QUESTION ONE (COMPULSORY) AND ANY OTHER TWO QUESTIONS**

**QUESTION ONE (30 MARKS)**

- a) A **computer** is an electronic device that manipulates information, or data. It has the ability to **store**, **retrieve**, and **process** data. Discuss the different types of computers (4 Marks)
- b) By use of a diagram, illustrate the basic parts of a desktop computer (5 Marks)
- c) Discuss the most common types of devices that can be plugged into the extra ports on your computer (6 Marks)
- d) Highlight the various keyboard shortcuts used (6 Marks)
- e) In Ms-word, the ribbon display option button has three option that appear when you click on it. Discuss (6 Marks)
- f) At the right end of the status bar are shortcuts to the different views that are available in Ms-word. By use of diagrams, demonstrate (3 Marks)

**QUESTION TWO (20 MARKS)**

- a) In Ms-excel, you will encounter many different cursor shapes. Highlight the various cursors using diagrams (10 Marks)
- b) By use of a diagram, demonstrate the different parts of the excel window when Ms-excel workspace is opened (10 Marks)

**QUESTION THREE (20 MARKS)**

- a) Demonstrate step by step how to add header and footer in Ms-word (4 Marks)
- b) Ms-Word contains status bar which is located below the document window and it contains views. Identify and describe, using diagrams the views that display the document differently (6 Marks)
- c) The admission office can use the mail merge in Ms-Word to create many admissions letters using minimal time. Having the list of students in an excel document, demonstrate step by step how mail merge can be used (10 Marks)

**QUESTION FOUR (20 MARKS)**

- a) Microsoft Access offers the functionality of a database and the programming capabilities to create easy to navigate screens using various objects. Discuss objects used in Ms- Access (10 Marks)
- b) Discuss step by step how to create table using the datasheet view in Ms-Access (5 Marks)
- c) Highlight steps to follow to add some data in already created table in Ms-Access (5 Marks)

**QUESTION FIVE (20 MARKS)**

- a) In Ms-PowerPoint, the file tab provides backstage view identify and discuss the various options in the backstage (8 Marks)
- b) By use of drawings, demonstrate the views that display the slide show in different ways in MS PowerPoint (8 Marks)
- c) Illustrate step by step how to create a new presentation in MS PowerPoint (4 Marks)