



MURANG'A UNIVERSITY OF TECHNOLOGY

SCHOOL OF COMPUTING AND INFORMATION TECHNOLOGY

DEPARTMENT OF INFORMATION TECHNOLOGY

UNIVERSITY ORDINARY EXAMINATION

2018/2019 ACADEMIC YEAR

**FIRST YEAR FIRST SEMESTER EXAMINATION FOR, CERTIFICATE IN
INFORMATION TECHNOLOGY**

SIT 002 – WORD PROCESSING

DURATION: 2 HOURS

DATE:

TIME:

Instructions to candidates:

1. Answer question One and Any Other Two questions
2. Mobile phones are not allowed in the examination room.
3. You are not allowed to write on this examination question paper.

SECTION A: ANSWER ALL QUESTIONS IN THIS SECTION

QUESTION ONE (30 MARKS)

- a) Define the following terminologies as used in word processor: (4 marks)
 - i. Word wrap
 - ii. Auto complete
 - iii. Thesaurus
 - iv. Formatting
- b) Explain the importance of the status bar (4 marks)
- c) Differentiate paragraph style from character style (2 marks)
- d) State two ways of adding row and columns in tables (4 marks)
- e) Explain the meaning of the following terms: (2 marks)
 - i. Sentence case
 - ii. Title case
- f) Explain the steps of printing the current page (4 marks)
- g) Differentiate between footnotes and end notes and explain how they are added to MS Word (4 marks)
- h) Explain the steps of adding a table of contents in MS Word documents (6 marks)

SECTION B - ANSWER ANY TWO QUESTIONS IN THIS SECTION

QUESTION TWO (20 MARKS)

- a) Define the following terms as used in mail merge: (6 marks)
 - i. Data source
 - ii. Main document
 - iii. Merge fields
- b) Explain the meaning of headers and footers (2 marks)
- c) Explain the function of thesaurus feature as used in word processing program (2 marks)
- d) State four text wrap options that may apply on graphics inserted in a word processing document (4 marks)
- e) Explain how the following is done in a table created in MS Word (4 marks)
 - i. Sorting data
 - ii. Performing summation calculations
- f) Outline two page formatting features used in word processing documents (2 marks)

QUESTION THREE (20 MARKS)

- a) Explain the use of the following short cut commands used in MS Word (5 marks)
 - i. CTRL+X
 - ii. ALT+F4

- iii. CTRL+C
- iv. CTRL+Z
- v. ESC
- b) State the various ways of highlighting text (4 marks)
- c) Explain the steps of renaming a document (3 marks)
- d) State the command used to save a document for the first time and list four ways of saving a document (4 marks)
- e) Define the word art and give two ways of applying this feature in MS Word (4 marks)

QUESTION FOUR (20 MARKS)

- a) Differentiate between next page breaks and continuous breaks as used in word processor (4 marks)
- b) Explain how to insert date/time in a document (2 marks)
- c) Explain the steps of mail merging a document in MS Word (6 marks)
- d) Outline the three ways of creating hyperlink in MS Word (6 marks)
- e) Distinguish between full screen mode and page layout view` (2 marks)