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 003 – SPREADSHEETS

DURATION: 2 HOURS

DATE: 11/12/2018

TIME: 9:00-11:00AM

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: ANWER ALL QUESTIONS IN THIS SECTION

QUESTION ONE (30 MARKS)

a) Define the term cell as used in spreadsheet application   (2 marks)
b) Differentiate between the following terms: (6 marks)
    i.   Spreadsheet vs. MS-Excel
    ii.   Worksheet vs. workbook
    iii.   Rows vs. columns
c) Highlight any three distinct steps/procedures that one can follow to start MS-Excel
    (6 marks)
d) What is the function of formula bar in a spreadsheet application?   (2 marks)
e) Give the procedure to create a new workbook   (3 marks)
f) Highlight the procedure to enter data in a new worksheet   (3 marks)
g) Excel is the only Microsoft package used for mathematical manipulations. In excel, one of the most powerful features is formulas.
    i.   Define the term formula as used in excel   (2 marks)
    ii.   Use formula expressions to solve the following;

    Suppose the values in the cell B2, C2, D2 are 34, 28, and 56 respectively. Give the steps to add these values and have the result in the cell F2   (3 marks)

    Suppose the value in the cell B6 is 78345. Give the steps to divide the value by 5 and have the result in cell E6   (2 marks)

    Give the steps to multiply the value 549 of the cell C3 with the value 43 of the cell F3 and the result in the cell I3   (3 marks)

SECTION B - ANSWER ANY TWO QUESTIONS IN THIS SECTION

QUESTION TWO (20 MARKS)

a) Cornired's corner shop has been using a manual ledger for accounting purposes. You have been requested to explain to the owner why excel, a spreadsheet application is much better for the job   (10 marks)
b) Describe the various errors that you may encounter while using formulas to perform mathematical manipulations in MS-excel   (10 marks

QUESTION THREE (20 MARKS)

a) Discuss any six important features of MS-Excel   (10 marks)
b) Explain the three main functions provided by MS-Excel   (6 marks)
c) Describe two ways to save a workbook   (4 marks)

QUESTION FOUR (20 MARKS)

a) Explain the various unique elements that makes up excel window   (10 marks)
b) Give a syntax of a mathematical function to calculate the average of the values in cells B1 to B20   (2 marks)
c) Charts are mostly used in excel for data representation. List any five charts which are available in MS-Excel   (5 marks)
d) Highlight any three tools that can be used in MS-Excel to do statistical analysis
                                                                                                              (3 marks)