MURANG'A UNIVERSITY COLLEGE

(A Constituent College of Jomo Kenyatta University of Agriculture and Technology)

University Examinations 2013/2014

FIRST YEAR FIRST SEMESTER EXAMINATION FOR THE DEGREE OF

BACHELOR OF SCIENCE IN INFORMATION TECHNOLOGY

BIT 2103 INTRODUCTION TO COMPUTER APPLICATIONS

COURSE: BSc IT   **TIME: 2HRS**

DAY/TIME: Tuesday 8:30 – 10:30 a.m.   **DATE: 17/12/2013**

Instructions: Answer Question One and Any Other Two.

Question ONE: (30 marks) - Compulsory

a) Differentiate the following terms as used in Excel;

   i)   Absolute reference and Relative reference

   ii)   Formula and Function

   iii)   Worksheet and Workbook   [6marks]

b) Differentiate Freeware and Open-Source software.   [4 marks]

c) Explain what is an excel chart   [2marks]

d) Explain any 3 advantages of using charts to represent data in excel   [3marks]

e) Describe the procedure for inserting date and time to a word document   [3marks]

f) Explain two reasons why it is important to create a table of contents using a word processor compared to the manual typing of the TOC using a word processor.   [2 marks]

g) Explain the steps used in the mail merge process: [10 marks]

QUESTION TWO[20 marks]

a) Discuss any five advantages introduced by the modern electronic word processing software's as opposed to the traditional manual typewriters systems   [5 marks]

b) Using an example, state the difference between sorting and filtering in MS Excel.

   [4marks]

c) Explain the following functions

    i)   Sum(Range)

    ii)   Average(Range)

    iii)   Max(Range)

    iv)   Countif(Range)

    v)   MT(rate, nper, pv, fv, type)   [5marks]

d) Explain the steps followed to create a table of contents in Microsoft Word.   [6marks]

QUESTION THREE [20 marks]

a) Explain any six (6) types of charts used in Microsoft Excel   [12marks]

b) Describe the term internet, and explain its relation with

    i.   Intranet

    ii.   Extranet

    iii. Fire wall   [8marks]

QUESTION FOUR [20 marks]

a) Explain the prefix URL.   [2marks]

b) Describe parts of a URL   [4marks]

c) Differentiate between PASTE and PASTE SPECIAL as applied in MS excel

d) Describe how to create a master slide in Ms PowerPoint   [4marks]

e) Explain any five features of an advanced word processor and state a practical use of each of the features.   [10 marks]

QUESTION FIVE [20 marks]

a) Explain any four uses of the Internet.   [4 marks]

b) Give three examples of Internet browser program.   [3 marks]

c) Differentiate between "logging in" and "logging out".   [2 marks]

d) Identify any 4 broad categories of functions used in Excel. Briefly explain each category giving examples of functions in that category.   [4marks]

e) Describe the advantages of using the address book as opposed to typing e-mail address each time you send email? [3 marks]

f) Identify institutes where email address end with the following extensions.

      i)   .org

      ii)   .co.ke

      iii)   .net

      iv)   .mil   [4 marks]