

PAN AFRICA CHRISTIAN UNIVERSITY

DIPLOMA INFORMATION COMMUNICATION TECHNOLOGY

END OF TERM EXAMINATION

DEPARTMENT: COMPUTING & INFORMATION TECHNOLOGY

COURSE CODE: CICT0112

CAMPUS: ROYSAMBU

COURSE TITLE: INTRODUCTION TO COMPUTER APPLICATIONS

EXAM DATE: 7th April 2025

TIME: 8:00 AM - 11:00 AM

INSTRUCTIONS

- This exam carry a total of SIX Questions of [10 Marks Each]
- Section One (I) is compulsory.
- Answer any 3 (Three) Questions from Section Two (II)
- Read all questions carefully before attempting.

SECTION ONE: (COMPULSORY)**10 MARKS****QUESTION ONE**

- a. Explain how you would create a table in Microsoft word. [2 Marks]
- b. Discuss the benefits of bookmarking for quick access to frequently visited sites. [2 Marks]
- c. Explain the following terms used in spreadsheets [2 Marks]
- d. Explain the benefits of exporting to PDF for digital distribution and printing. [2 Marks]
Student to explain two benefits.
- e. Discuss creative applications of chroma keying in video production. [2 Marks]

SECTION TWO: (ANSWER ANY THREE (3) QUESTIONS)**30 MARKS****QUESTION TWO.**

- a. Explain the difference between relative and absolute references. [2 Marks]
- b. Discuss the importance of consistent data formatting for clarity. [3 Marks]
- c. Explain the role of formulas in performing calculations in spreadsheets. [3 Marks]
- d. Discuss scenarios where SUM functions are commonly used. [2 Marks]

QUESTION THREE.

- a. Explain the importance of consistent text formatting in documents. [2 Marks]
- b. Discuss when to use each of the following paragraph alignment for effective document layout.
 - i. Left [1 Mark].
 - ii. Center [1 Mark]
 - iii. Right [1 Mark]
 - iv. Justified [1 Mark]
- c. Explain the applications of mail merge in creating personalized documents. [4 Marks]

QUESTION FOUR.

- a. Describe two search engines used in web browsers. [4 Marks]
- b. Discuss the importance of using relevant keywords in search queries. [3 Marks]
- c. Discuss the role of search engines in providing real-time information. [3 Marks]

QUESTION FIVE.

- a. Discuss how transitions contribute to a smooth presentation flow. [3 Marks]
- b. Explain how text animations can emphasize key points of a presentation. [4 Marks]
- c. Discuss how multimedia elements enhance presentation engagement. [3 Marks]

QUESTION SIX.

- a. Discuss the importance of critical thinking in online information consumption. [5 Marks]
- b. Discuss the implications of online tracking for user privacy. [5 Marks]

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