



PAN AFRICA CHRISTIAN UNIVERSITY

(DIPLOMA IN INFORMATION COMMUNICATION TECHNOLOGY)

END OF TERM EXAMINATION

DEPARTMENT: COMPUTING & INFORMATION TECHNOLOGY

COURSE CODE: CICT 0112/DICT0112

CAMPUS: ROYSAMBU

COURSE TITLE: INTRODUCTION TO COMPUTER APPLICATIONS

EXAM DATE: WEDNESDAYS, (TH DECEMBER 2022)

TIME: START HOUR – END 11:00AM- 02:00PM

INSTRUCTIONS

- This exam script has **TWO (2)** sections.
- Read all questions carefully before attempting.
- Answer ALL questions in Section **A** and any other THREE questions in Section **B**.

SECTION A

(Answer ALL questions in this section)

Question 1:

- a) Figure below shows features on a word processing application toolbar. Use it to answer the question that follows



(i)

(ii)

(iii)

(iv)

Outline the functions of each of the following features labelled (i), (ii), (iii) and (iv)

[4

Marks]

- b) The number 4082.4754 was entered in a cell G20 in a spreadsheet program. Four formulas shown below referring to the data were entered in separate cells. Indicate the output from each formula

- i. =ROUND(G20,0) **[1 Mark]**
- ii. =ROUNDUP(G20,0) **[1 Mark]**
- iii. =ROUND(G20,2) **[1 Mark]**

- c) Explain the circumstances under which each of the following functions would be used in a worksheet

- i. MIN **[1 Mark]**
- ii. SUMIF **[1 Mark]**
- iii. MAX **[1 Mark]**

SECTION B

(Answer any **THREE (3)** questions in this section)

Question 2:

a) Giving examples describe two types of computer application software **[4 Marks]**

b) Andrew, a teacher at Kabete Technical Institute would like to rearrange the slides in a presentation document. Outline the procedure he would use to achieve this objective **[2 Marks]**

c) Discuss the circumstance that would require the usage of the below features **[4 Marks]**

Marks]

- i. Indenting
- ii. Cell merge
- iii. Text wrapping
- iv. hyperlink

Question 3:

Table below is an extract from a spreadsheet worksheet. Use it to answer the questions that follow

	A	B	C	D	E	F
1	S/NO	Item Number	Item Name	Quantity	Price	Remark
2	1	M001	Mangoes	200	10	
3	2	P002	Pineapples	50	50	
4	3	L003	Lemons	600	5	
5	4	P004	pears	1000	10	

Use cell addresses only

a) Write a function that would be used to calculate the number of products whose quantity is less than 100 **[3 Marks]**

b) Write a function that would be used to display the correct remark for item named mangoes given that:

- i. Quantity is less or equal to 50 remark is “re-order”
- ii. Quantity is less or equal to 100 remark is “OK”
- iii. Quantity is greater than 100 remark is “overstocked”

[3 Marks]

c) Outline four objects used in a database program. **[4 Marks]**

Question 4:

- a) You happened to right-click on a word that had been underlined with a red wavy line. List three options that are likely to be displayed on the resulting popup menu

[3

Marks]

- b) Job used a presentation program to prepare slides for a lecture he intends to give to second-year students. Justifying your answer, outline four reasons that prompted him to choose this program

[4 Marks]

- c) With the aid of a relevant example, explain the term many to many relationships as applied in a database management system

[3 Marks]

Question 5:

- a) Outline the reasons why organizations prefer the use of electronic mail for communication

[2 Marks]

- b) Explain two circumstances that would necessitate the use of templates while creating slides in a presentation program

[2 Marks]

- c) Outline two functions of forms in a database file

[2 Marks]

- d) Below are features used in a PowerPoint presentation. Discuss their functions

[4

Marks]

- i. Placeholders
- ii. Navigation Pane

Question 6:

- a) Differentiate between each of the following cell references as used in a spreadsheet program

i. G25 and \$G25 **[2 Marks]**

ii. G\$25 and \$G\$25 **[2 Marks]**

- b) The image below shows a front page of a newspaper. Identify any six features that have been used in the creation of the page [6 Marks]



THE END