



PAN AFRICA CHRISTIAN UNIVERSITY

CERTIFICATE IN INFORMATION & COMMUNICATION TECHNOLOGY

END OF TERM EXAMINATION

DEPARTMENT: COMPUTING & INFORMATION TECHNOLOGY
COURSE CODE: CCA03
CAMPUS: ROYSAMBU
COURSE TITLE: WORDPROCESSING
EXAM DATE: 5TH DECEMBER 2016
TIME: 2.00 PM – 5.00 PM

INSTRUCTIONS

- This exam script has **TWO (2)** sections.
- Read all questions carefully before attempting.
- Answer all questions in Section **A** and any other four questions in Section **B**.
- Write only your **student number** on the answer booklet provided.
- None programmable calculator permitted
- Calculators on phones, tablets and computers are NOT permitted
- All practical assignments will be saved on flash disk or designated computer locations

SECTION A

(Answer ALL questions in this section – Total Possible 20 marks)

QUESTION 1

1. Create a folder in your Desktop and save it as your registration number **BCL-9878-2016**. Inside that folder create another folder and name it **Question 1**. (4 marks)
2. Open a word document and save it in the question 1 folder. (1 marks)
3. In the word document construct 5 sentences and in the first and second line the font should be “Algerian” and the font style “14”. The third line should be bold and red as its color. (5 marks)
4. Create a weekly timetable that its heading is “Timetable” from Monday to Friday, time from 8.00am to 5.00pm. The timetable should contain break and Lunch which will be centre alignment you should also add shading. Use the formatting skill you have learned to make it as impressive as possible. Save the table in the above folder. (10 marks)

SECTION B

(Answer any FOUR (4) questions in this section – Total Possible 80 marks)

QUESTION 2

1. Give the keyboard shortcut commands to perform the following actions : (5 marks)
 - a) Cut
 - b) Paste
 - c) Print
 - d) Save
 - e) Undo
2. Describe how to open a word processing application. (4 marks)
3. State the action of following keyboard commands (3 marks)
 - a) CTRL+B
 - b) CTRL+I
 - c) CTRL+U
4. State whether the following statements are True (T) or False (F) (7 marks)
 - a) Print Preview option is available in File menu.
 - b) The title bar displays the name of the currently active word document.
 - c) To select a sentence double click the on the particular word.
 - d) Sort option in MS-Word is used to arrange the data in particular order, i.e., ascending or descending.
 - e) A header is text that appears automatically at the bottom of every page in a document.
 - f) The Table AutoFormat command is located under the Format drop down menu.
 - g) Selecting a table and pressing the Del key will delete a table.

QUESTION 3

1. Open a new word document and save it in the folder above (question 1). (2mark)
2. In the word document type the following document the **as it appears**. (5 marks)

Frequency Division Multiple Access (FDMA)

As a subscriber comes onto the system, or swaps from one cell to the next, the network allocates a channel or frequency to each one. In this way the different subscribers are allocated a different slot and access to the network. As different frequencies are used, the system is naturally termed Frequency Division Multiple Access. This scheme was used by all analogue systems.

3. Underline and bold the heading. The font should be Heading 1. (3 marks)
4. Create a header as **question 3** and footer as your name. (2 marks)
5. Correct all the spelling mistakes in the above text and save it in a new word document. (3 marks)
6. Fill in the blanks : (5 marks)
 - a.bar contains the Start button to start program or file can be searched for.
 - b. Word has a number f..... that help you perform task faster and with greater ease.
 - c. A — — Consists of vertical columns and horizontal rows.
 - d. By choosingoption from the change case will convert first character as upper case.
 - e. Header and Footer option is in themenu.

QUESTION 4

1. Define the term Mail Merge. (2 marks)
2. State three situation Mail Merge would be used. (3 marks)
3. Using the mail merge feature in Microsoft Word, Design a letter as the DVC Academic Affairs to confirm 10 students have been admitted to PAC University and the reporting date for the students will be on 5th January 2016 . (11 marks)
4. Differentiate between the following: (4 marks)
 - a. Save and save as
 - b. Superscript and subscript

QUESTION 5

1. Using the skill you have learned create your own certificate from PAC University for the completion of your course. Put a Watermark of PAC University logo and the certificate should be in landscape.



Note: the certificate should appear as one you would wish to be giving by the university. (10 marks)

2. State the five types of views in Microsoft word. (5 marks)
3. Create the following table and insert a design in it. (5 marks)

QUESTION 6

1. Open a word document and save the document as “Question 6”. Take a screenshot of the desktop and paste it in that document. (4 marks)
2. Create a clip art of a house. (3 marks)
3. Insert a circular shape in the document. (3 marks)
4. Create a header as “images” and also do page numbering. (2 marks)
5. Type the following paragraphs. The font style should be “Times New Roman” Font size “12” and spacing “1.5”, indent the first line (8 marks)

Donald Trump: Thank you, thank you very much, everyone. Sorry to keep you waiting, complicated business. Thank you very much.

I’ve just received a call from Secretary Clinton. She congratulated us, it’s about us, on our victory, and I ... her and her family on a very, very hard-fought campaign. I mean she, she fought very hard.

Hillary has worked very long and very hard over a long period of time, and we owe her a major debt of gratitude for her service to our country. I mean that very sincerely.

QUESTION 7

1. Selecting text in a document can be achieved by specific **mouse** actions. E.g. to select a word double click on the word. Specify the actions to fulfil the required selection (4 marks)

No	To Select a	Action Required
e.g.	Word	Double click on the word
i.	Sentence	
ii.	Line	
iii.	Paragraph	
iv.	Entire body text	

2. Describe the process of printing a word document. (4 marks)
3. State the use of print preview (2 marks)
4. State the process required to change the margin in Microsoft word. (3 marks)
5. State the steps of inserting picture that is saved on your computer. (4 marks)
6. Explain how to put bullets and number in a document. (3 marks)