PAN AFRICA CHRISTIAN UNIVERSITY
Where Leaders are Made

UNIVERSITY EXAMINATIONS: 2025/2026

EXAMINATION FOR THE DIPLOMA IN INFORMATION TECHNOLOGY

CICT0112

INTRODUCTION TO COMPUTER APPLICATIONS

END TERM EXAMINATION

DATE: APRIL, 2026 **TIME: 3 HOURS**

INSTRUCTIONS: Question One is Compulsory, Choose Three Other Questions

---

SECTION A (COMPULSORY)

QUESTION ONE

a) Define the term Productivity application [1 Mark]
b) Explain the role of MS Excel in managing data and provide one example of its practical use. [1 Mark]
c) Explain how you would create in MS Excel, a table showing Student Names, Marks for Assignment 1, Marks for Assignment 2, and Average. Use formulas to calculate the average. [5 Marks]
d) Compare the main differences between MS Word, MS Excel, and MS PowerPoint in terms of functionality. [3 Marks]
e) Propose a small project combining Word, Excel, and PowerPoint for a class report. [3 Marks]
f) Evaluate the advantages of using multimedia applications (GIMP and VideoProc Vlogger) in educational content. [2 Marks]

SECTION B: (ANSWER ANY THREE (3) QUESTIONS IN THIS SECTION)

QUESTION TWO (15 marks)

a. Name two productivity applications other than MS Office. [1 Mark]
b. Explain why productivity applications are important in organizations. [2 Mark]
c. Explain how you would create a simple budget sheet in MS Excel with categories: Rent, Food, Utilities, Miscellaneous, Total Expenses. Use SUM formula. [9 Mark]

d. Differentiate between Google Sheets and MS Excel in terms of collaboration features. [1 Mark]
e. Design a workflow combining Excel and Word to generate automated reports. [1 Mark]
f. Assess the impact of using productivity applications on employee performance. [1 Mark]

QUESTION THREE (15 marks)

a) List three formatting features of MS Word. [1 Mark]
b) Explain the difference between Save and Save As in MS Word. [2 Mark]
c) Explain how you would create a 2-page Word document with headings, subheadings, and a numbered list. Insert a table showing a 3-day timetable. [9 Mark]
d) Analyze why styles are useful in large documents. [1 Mark]
e) Describe how you would combine headings, bullets, and tables to create a mini project report template. [1 Mark]
f) Evaluate the usefulness of MS Word in professional documentation. [1 Mark]

QUESTION FOUR (15 marks)

a) Define formula and function in Excel. [1 Mark]
b) Explain the difference between relative and absolute cell references. [2 Mark]
c) Discuss how you would create an Excel sheet with Product, Quantity, Unit Price, Total Price. Use formula for Total Price. Apply conditional formatting to highlight products with Total Price > $500. [9 Marks]
d) Analyze the advantages of using charts in Excel. [1 Mark]
e) Design a spreadsheet that calculates monthly salaries including tax deductions. [1 Mark]
f) Evaluate how Excel can support decision-making in organizations. [1 Mark]

QUESTION FIVE (15 marks)

a) Name two multimedia applications for creating presentations or editing content. [1 Mark]
b) Explain why visual aids enhance presentations. [2 Mark]
c) Explain how you would create a 4-slide presentation on "Benefits of ICT in Business". Include at least one image edited in GIMP to improve clarity. Add a simple animation to text. [9 Mark]
d) Compare image editing in GIMP vs basic MS Paint. [1 Mark]
e) Combine GIMP and PowerPoint to create a visual educational poster. [1 Mark]
f) Evaluate the impact of using video editing (VideoProc Vlogger) for teaching tutorials. [1 Mark]

QUESTION SIX (15 marks)

a) List two features of VideoProc Vlogger. [1 Mark]
b) Explain why layers are important in image editing. [2 Mark]
c) Explain how you would edit a short 1-minute video by trimming clips, adding transitions, and overlaying background music in VideoProc Vlogger. Edit an image in GIMP to remove background and adjust brightness. [9 Marks].
d) Analyze the differences between raster and vector images. [1 Mark]
e) Propose a small multimedia project using GIMP and VideoProc Vlogger for a school event. [1 Mark]
f) Evaluate the benefits of combining photo and video editing for marketing content. [1 Mark