

PAN AFRICA CHRISTIAN UNIVERSITY

CERTIFICATE IN INFORMATION AND COMMUNICATION TECHNOLOGY END OF SEMESTER EXAMINATION

DEPARTMENT: COMPUTING AND INFORMATION TECHNOLOGY
COURSE CODE: CICT 0112
COURSE TITLE: INTRODUCTION TO COMPUTER APPLICATIONS
CAMPUS: ROYSAMBU
EXAM DATE: MONDAY, 29TH JULY 2024
TIME: 08:00 AM - 11:00 AM

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**.
- Write only your **student number** on the answer booklet provided.

SECTION A

(Answer ALL questions in this section)

Question 1:

- a) Explain two types of computer software. **[4 marks]**
- b) State two examples of word processing programs. **[2 marks]**
- c) Outline two uses of forms in a database program. **[2 marks]**
- d) Explain calculated field as used in Microsoft Access. **[2 marks]**

SECTION B

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

Question 2:

- a) Illustrate the importance of rehearse timings in a PowerPoint presentation **[2 marks]**
- b) You have been tasked to create a PowerPoint presentation to introduce a new product to potential investors.
 - i. Explain some of the features that will ensure that the presentation is visually appealing, consistent in design, and effectively communicate the key messages to the investors. **[5 marks]**
 - ii. Which slide layout would you choose for the presentation and why would your chosen layout be the most appropriate for effectively conveying the intended information. **[3 marks]**

Question 3:

- a) The terms "table" and "record" are fundamental in databases. Provide a brief explanation of each term. **[2 marks]**
- b) Define the term 'cell' as used in Microsoft Excel. **[1 mark]**
- c) Use the following Excel spreadsheet to answer the questions that follow:

PAN AFRICA CHRISTIAN UNIVERSITY EXAMINATIONS PAPER



C12				
	A	B	C	D
1	Subject	Score	Remarks	
2	Introductory English	79		
3	Introduction to Programming	81		
4	Elementary Mathematics	66		
5	Operating Systems	69		
6	Web Development	89		
7	Total Score			
8	Average Score			
9				
10				
11				
12				

- i. Write a function to calculate the total score. **[2 marks]**
- ii. In which cell would you write the above function? **[1 mark]**
- iii. Write a function that would calculate the average score. **[2 marks]**
- iv. Write a function to assign remarks based on the following: **[2 marks]**

"If the score is greater than 50 then it is a pass, otherwise it's a fail."

Question 4:

a) Outline the keyboard shortcuts that could be used to achieve each of the following in MS Word: **[5 marks]**

- i. Start a new document.
- ii. Save the current document.
- iii. Save a copy of the current document.
- iv. Copy a paragraph of the current document.
- v. Cut a paragraph of the current document

b) There are two main types of graphic packages in Desktop Publishing Software: Vector and Bitmap Graphics. Briefly explain the two giving relevant examples. **[3 marks]**

c) Explain the difference between a file and a folder. **[2 marks]**

Question 5:

a) Explain the following Windows Command Line prompts: **[3 marks]**

- i. cd..
- ii. format c
- iii. cd

b) Briefly explain the following features in Microsoft Publisher: **[3 marks]**

- i. Frame
- ii. Handles
- iii. Template

c) The internet is a global network of interconnected computers that communicate with each other to share information and resources. Discuss two principal ways of connecting to the Internet. **[4 marks]**

Question 6:

a) Differentiate between word processing and a word processor. **[2 marks]**

b) Operating System manages computer hardware and software resources, providing services for computer programs. Briefly discuss the following roles of Operating Systems. **[8 marks]**

- i. Memory management
- ii. Process management
- iii. CPU Scheduling
- iv. File management

END