



PAN AFRICA CHRISTIAN UNIVERSITY

(CERTIFICATE INFORMATION COMMUNICATION TECHNOLOGY)

END OF TERM EXAMINATION

DEPARTMENT: COMPUTING & INFORMATION TECHNOLOGY

COURSE CODE: CICT 0112

CAMPUS: ROYSAMBU

COURSE TITLE: INTRODUCTION TO COMPUTER APPLICATIONS

EXAM DATE: MONDAY, (12TH APRIL 2021)

TIME: START HOUR – END 08:00-11 :00 HRS

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**.
- None programmable calculators permitted
- Calculators on phones, tablets and computers are NOT permitted in Theory Papers

SECTION A
(Answer ALL questions in this section)

Question 1:

- a) Mary is creating a document in Microsoft word to share with her boss on issues affecting the employees. Advice her on five document formatting features she can utilize to draw the reader’s attention to various/ key parts of the document. **(6 Marks)**

- b) In a PowerPoint presentation there are special effects that control how objects enter or exit the slide. State four types. **(4 Marks)**

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

Question 2:

The Spreadsheet Table below shows the items for sale in a supermarket.

Use it to answer the questions that follows

	A	B	C	D	E
List of Items in a Supermarket year 2020					
2	Item Name	Buying Price	Selling Price	Profits	Remarks
3	Rice	100	120	20	
4	Flour	130	160	30	
5	Sugar	90	115	25	
6	Detergent	60	100	40	
7	Water	45	50	5	
	Total				
Number of items whose profit is greater than 25					

- i. Write a formula or a function to calculate the total buying price **(5 Marks)**
- ii. Using cell references only, write a formula that would be used to display the remarks of sugar as "HIGH" if profits are greater than 25 or "LOW" if less than 25 **(5 Marks)**

Question 3:

- a) The passage below shows three paragraphs. Outline the steps you would use to increase the spacing between the paragraphs **(6 Marks)**

Dear Ms. Jackson:

I am exceedingly interested in the Junior Marketing position with Top Tier Telephones, and I believe that my education and employment background are well suited for the position.

While working toward my degree, I was employed as a marketing assistant with a local grocery company. In addition to assisting the company with their summer promotions, I was able to help the Marketing Specialist develop and carry through ideas for the company's next commercial. I would like to use the knowledge I gained at Fresh Foods to help your company achieve its marketing goals, including reaching a broader audience across country. I will complete my degree in marketing in May and will be available for employment in early June.

Enclosed is a copy of my resume, which more fully details my qualifications for the position. Within the next week, I will contact you to confirm that you received my email and resume and I'll be happy to answer any questions that you may have. Thank you for your consideration.

Sincerely,

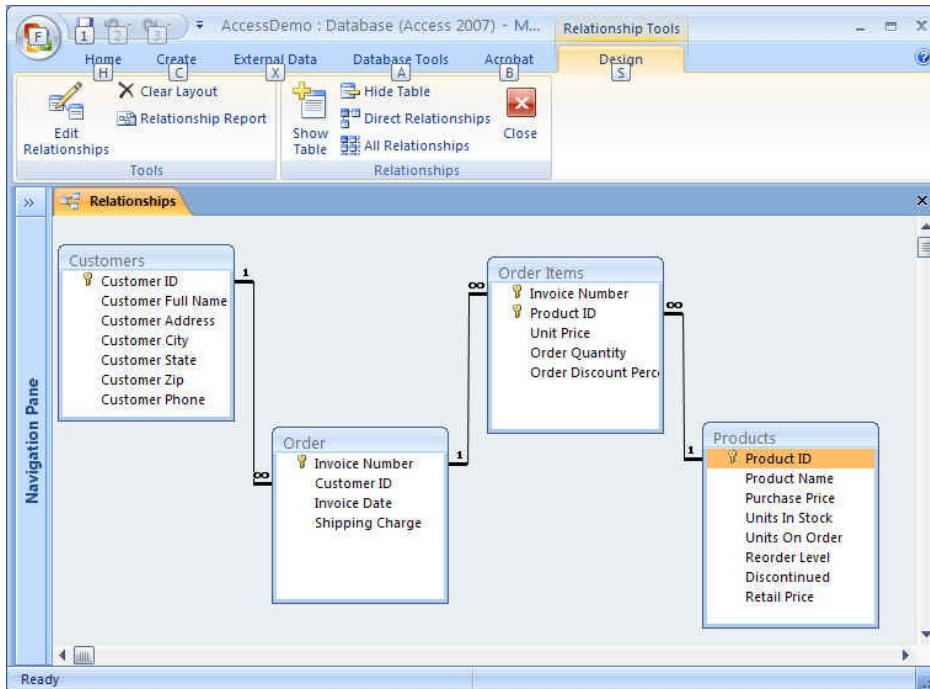
- b) Below are features used in a PowerPoint presentation. Discuss their functions **(4 Marks)**

- i. Placeholders
- ii. Thumbnail icons

Question 4:

- a) When creating a document highlight a scenario where using a find and replace feature can be applied **(4 Marks)**

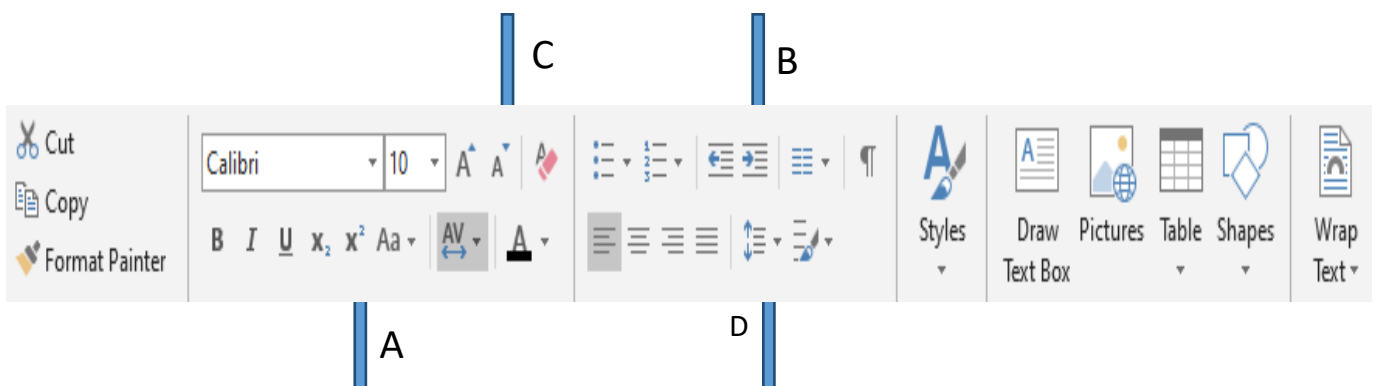
b) Diagram below show some database table relationships. Discuss any three relationships represented between the tables **(6 Marks)**



Question 5:

a) Databases such as MS Access are composed of several objects. Discuss any three of the objects **(6 Marks)**

b) Below is an excerpt of MS Publisher 2016. Discuss the labeled tools **(4 Marks)**



Question 6:

Creating an effective PowerPoint presentation can engage and capture the attention of your audience more. Discuss the various features you can add to your presentation to make it more effective **(10 Marks)**

THE END