



PAN AFRICA CHRISTIAN UNIVERSITY

(DIPLOMA IN INFORMATION COMMUNICATION TECHNOLOGY)

END OF TERM EXAMINATION

DEPARTMENT: COMPUTING & INFORMATION TECHNOLOGY

COURSE CODE: DICT 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. Discuss the circumstances under which you would use mail merge in word-processing **(2 Marks)**
- b. Describe the type of cell referencing applied in the figures below **(4 Marks)**
 - i. `=F14*J9`
 - ii. `$G$5`
- c. John is creating a database for storing different student's registration details. The database contains multiple tables. Explain how John is able to link all the data from the different tables **(4 Marks)**

SECTION B

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

Question 2:

- a. Juma intends to purchase a variety of software for his company and the following options are available.
(4 Marks)
Oracle, Ms Excel, SQL, LibreOffice Calc
Classify them as either spreadsheet or database software
- b. Databases in MS Access are composed of various objects. Discuss any three of the of the objects **(6 Marks)**

Question 3:

The following table shows marks for various subjects scored by students in a spreadsheet program.

	G	H	I	J	K	L	M
7	NAME	GEOGRAPHY	MATHS	HISTORY	TOTAL	AVERAGE	RESULT
8	Mary Kerubo	50	55	73			
9	Jonathan Kinoti	70	59	82			
10	Ann Ochieng	99	73	91			
11	Kimani Abdi	55	29	61			
12	Kate Wanjiru	73	48	88			
13	Highest Total Mark						

Write a formula to perform each of the following, indicating the cell address where the formula should be placed

- I. Calculate the total marks for Ann Ochieng **(2 Marks)**

- II. Calculate the mean marks for Kare Wanjiru **(2 Marks)**

- III. Find the highest mark in History **(2 Marks)**

- IV. Generate results for Kimani Abdi as "pass" when average mark is greater than 40 or "fail" for otherwise **(4 Marks)**

Question 4:

Mary has been invited for a business forum and is required to make a presentation showcasing her business ideas. Advise her on the various features she can utilize to make her presentation more effective **(10 Marks)**

Question 5:

- a. Below is a word processing passage. Identify the text formatting features applied in the passage. **(6 Marks)**

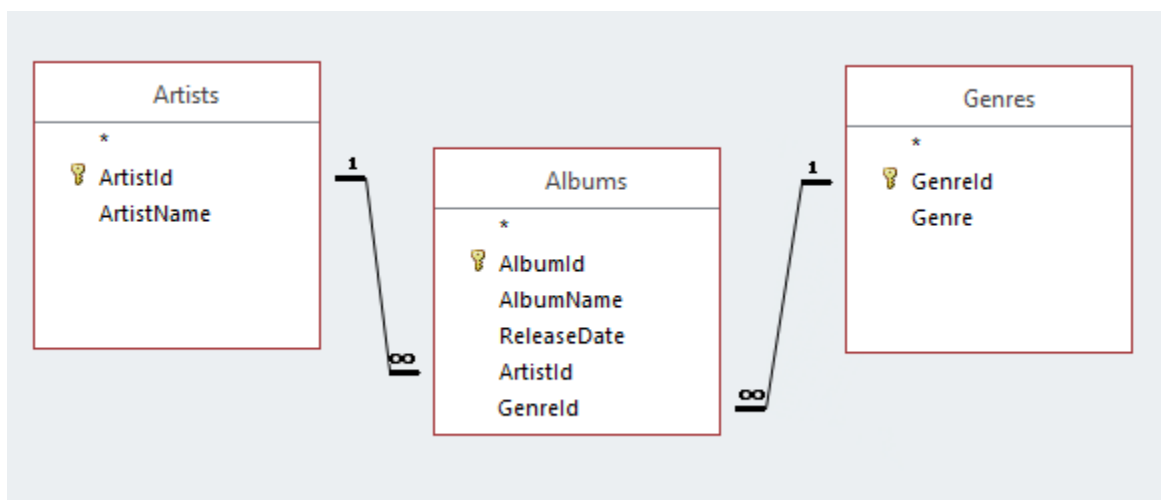
EARTH, OUR HOME planet, is a world unlike any other. The **third planet** from the sun, Earth is the only place in the known universe confirmed to host life. With a radius of **3,959** miles, Earth is the *fifth largest planet* in our solar system, and it's the only one known for sure to have liquid water on its surface. Earth is also unique in terms of monikers©. Every other solar system planet was named for a Greek or Roman deity, but for at least a thousand years, some cultures have described our world using the Germanic word "earth," which means simply "the ground™."

- b. Discuss the functions of each of the following features as applied in DTP applications **(4 Marks)**

- i. Water mark
- ii. Word wrap

Question 6:

- a. The diagram below shows a relationship between three tables created in a database. Discuss the relationships represented by the tables **(6 Marks)**



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

Marks)

- i. Placeholders
- ii. Thumbnail icons

THE END