



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: WEDNESDAY, DATE (DDTH MONTH YEAR)

TIME: START HOUR – END 02:30-17 :30 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:

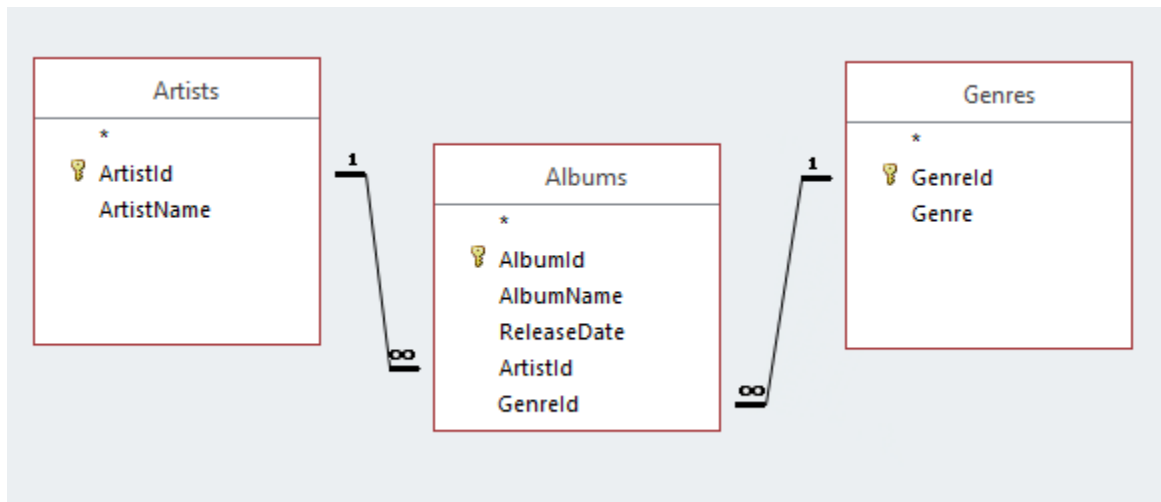
- a) Distinguish between a workbook and a worksheet as used in spreadsheet programs **(4 marks)**
- b) Explain the function of thesaurus feature used as in used in word processing programs. **(2 marks)**
- c) Explain two reasons for an organization opting to use email as mode of communication **(4 marks)**

SECTION B

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

Question 2:

- a) Ruth a computer teacher would like to use a spreadsheet program to compute the total mark scored by students in an examination. She was advised to use cell addresses in the formula. Explain the advantages of using cell addresses **(4 marks)**
- b) The diagram below shows a relationship between three tables created in a database. Discuss the relationships represented by the tables **(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.

- 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:

Recent research has shown that people are more captivated with visuals than written text. Discuss five types of publications that can be developed using a DTP application. **(10**

marks)

Question 6:

- a) 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)**

- b) 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™."

THE END