



Where Leaders are Made

UNIVERSITY EXAMINATIONS: 2025/2026

EXAMINATION FOR THE DIPLOMA IN INFORMATION

COMMUNICATION AND TECHNOLOGY

DIPLOMA IN COMMUNICATION

DICT0112/DCM102

INTRODUCTION TO COMPUTER APPLICATIONS

END TERM EXAMINATION

DATE: TUESDAY 9TH DECEMBER, 2025

TIME: 2:00PM-4:00PM

DURATION: 2 HOURS

INSTRUCTIONS: Question One is Compulsory, Choose Three Other Questions

SECTION A: (COMPULSORY)

QUESTION ONE (15 MARKS) COMPULSORY

- a.
 - i. Name one example of an open-source computer applications [1 Mark].
 - ii. How can a student use a spreadsheet application to manage their academic performance? [2 Marks]
- b.
 - i. Name one example of a popular photo editing application. [1 Mark]
 - ii. Discuss the ethical implications of editing photos for news media. [2 Marks]
- c.
 - i. What is the default file extension of an Excel workbook? [1 Mark]
 - ii. Create a formula that calculates total sales by multiplying “Quantity” in cell B2 by “Price” in cell C2. [2 Marks]
- d.
 - i. What is the purpose of a URL? [1 Mark]
 - ii. A student wants to open multiple websites in one window. Which browser feature should they use? [2 Marks]
- e.
 - i. What is the function of the Clipboard in MS Word? [1 Marks]
 - ii. Analyze how the “Navigation Pane” aids document management.

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

QUESTION TWO (15 marks)

- a. What does GUI stand for? [1 Mark]
- b. How do productivity applications improve workplace efficiency? [3 Marks]

- c. Explain the application you would use to design a professional report, and why? [3 Marks]
- d. Analyze the impact of formatting tools on document readability and assess how Table of Contents (TOC) formatting affects document professionalism. [4 Marks]
- e. Evaluate the effectiveness of automatic TOCs compared to manually typed lists. [4 Marks]

QUESTION THREE (15 marks)

- a. What is a spreadsheet? [1 Mark]
- b. Explain the difference between a relative and an absolute cell reference. [2 Marks]
- c. Apply a formula to calculate the average score of students in cells D2 through D11. [2 Marks]
- d. Analyze how the VLOOKUP() function works in relation to a data table. [4 Marks]
- e. Design a formula that calculates bonus as 10% of sales only if sales exceed 50,000 (in cell B2). [4 Marks]
- f. Determine the result of the following formula: =AVERAGE(D2:D11) [2 Marks]

QUESTION FOUR (15 marks)

- a. What is a slide in a presentation? [1 Mark]
- b. Explain the difference between a transition and animation in PowerPoint? [2 Marks]
- c. Evaluate the effectiveness of using animations in technical presentations. [3 Marks]
- d. Examine how combining too many effects can impact presentation performance. [3 Marks]
- e. Suggest how animation triggers can enhance interactivity in a classroom presentation. [3 Marks]
- f. Explain the use of hyperlinks in presentations. [3 Marks]

QUESTION FIVE (15 marks)

- a. What does the acronym HTTP stand for? [1 Mark]
- b. Explain the difference between a web browser and a search engine. [3 Marks]
- c. How would you clear browsing history in Google Chrome? [2 Marks]
- d. Compare the features of MS Word and Google Docs. [3 Marks]
- e. Critically assess the trade-offs between browser speed and security. [3 Marks]
- f. Explain why HTTPS is preferred over HTTP. [3 Marks]

QUESTION SIX (15 marks)

- a. Which component of a computer application is responsible for storing data temporarily? [1 Mark]
- b. Explain why application software is important for computer users. [2 Marks]
- c. Illustrate why it is important to update computer applications regularly? [2 Marks]
- d. Examine two factors that should be considered when choosing a presentation software? [2 Marks]
- e. Which office application suite would you recommend for small businesses, and why? [2 Marks]
- f. Evaluate how mobile versions of computer applications influence productivity. [4 Marks]
- g. Distinguish between system software and application software. [2 Marks]