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KIRIRI WOMEN'S UNIVERSITY OF SCIENCE AND TECHNOLOGY
UNIVERSITY EXAMINATION, 2023/2024 ACADEMIC YEAR
FIRST YEAR, FIRST SEMESTER EXAMINATION
FOR THE DIPLOMA IN INFORMATION COMMUNICATION TECHNOLOGY
DIT 1001 – COMPUTER APPLICATIONS I

Date: 20TH APRIL 2022
Time: 2:30PM – 4:30PM

INSTRUCTIONS TO CANDIDATES

ANSWER QUESTION ONE (COMPULSORY) AND ANY OTHER TWO QUESTIONS

QUESTION ONE (30 MARKS)

- a) Identify and describe the data types used in the MS Access databases (5 Marks)
- b) Describe options about where you can insert the page numbers in MS-Word (6 Marks)
- c) Illustrate how to add notes to slide in MS PowerPoint (4 Marks)
- d) Highlight the most common mouse alternatives (4 Marks)
- e) Explain the different types of devices that can be plug in a computer (5 Marks)
- f) Describe the three options that appear when you click on the ribbon display button in MS-Word (6 Marks)

QUESTION TWO (20 MARKS)

- a) In Ms-PowerPoint, the file tab provides backstage view identify and discuss the various options in the backstage (8 Marks)
- b) By use of drawings, demonstrate the views that display the slide show in different ways in MS PowerPoint (8 Marks)
- c) Illustrate how to add notes to slide in MS PowerPoint (4 Marks)

QUESTION THREE (20 MARKS)

- a) Identify and describe the different objects used in the MS Access databases (8 Marks)
- b) Explain advantages of using in MS Access application (4 Marks)
- c) Describe four primary ways to create a form in MS-Access (8 Marks)

QUESTION FOUR (20 MARKS)

- a) Ms-Word contains status bar which is located below the document window are and it contains views. Identify and describe, using diagrams the views that display the document differently (10 Marks)
- b) The admission office can use the mail merge in Ms-Word to create many admissions letters using minimal time. Having the list of students in an excel document, demonstrate step by step how mail merge can be used (10 Marks)

QUESTION FIVE (20 MARKS)

- a) While using the Ms-Excel, the cursor changes to different shapes depending with the need. Using diagrams, explain the different cursors shapes as used in MS-Excel (10 Marks)
- b) In Ms-Excel, there is a way to make the first column/row visible no matter how far you scroll. demonstrate how to freeze and unfreeze first row (10 Marks)