KIRIRI WOMENS' UNIVERSITY OF SCIENCE AND TECHNOLOGY
UNIVERSITY EXAMINATION, 2022/2023 ACADEMIC YEAR
FIRST YEAR, FIRST SEMESTER EXAMINATION
FOR THE DIPLOMA IN INFORMATION COMMUNICATION TECHNOLOGY
DIT 1001 - COMPUTER APPLICATIONS I

Date: 07TH DECEMBER 2022
Time: 2:30 PM – 4:30PM

INSTRUCTIONS TO CANDIDATES
ANSWER QUESTION ONE (COMPULSORY) AND ANY OTHER TWO QUESTIONS

QUESTION ONE (30 MARKS)

a) Define the following terms as used in computers.   (6 Marks)
  - i)   Spreadsheet
  - ii)   Computer booting
  - iii) Hardware

b) Highlight how each of the following mouse actions functions.   (4 Marks)
  - i)   Double click
  - ii)   Drag and drop

c) Highlight any three advantages of using electronic spreadsheets over the manual
   Spreadsheets.   (3 Marks)

d) Using examples illustrate the two modes used to enter data in Ms Word. (4 Marks)

e) Highlight any six features of Ms Word.   (6 Marks)

f) Dylan was typing a letter on Monday. Unfortunately, the power went off

g) un expectedly and she could not recover the letter. Advice Dylan how she can avoid
   data loss in the future.   (3 Marks)

h) Briefly highlight how you can create a folder on the computer desktop. (4 Marks)

QUESTION TWO (20 MARKS)

a) Define the following words as used in word processing:
  - i)   Word wrap   (2 Marks)
  - ii)   Alignment   (2 Marks)
  - iii) Drop cap   (2 Marks)

b) Differentiate the following as used in Ms Word
  - i)   Header and footer   (2 Marks)
  - ii)   Subscript and superscript   (2 Marks)

c) Identify any five formatting features used in the text below.   (5 Marks)

INFORMATION TECHNOLOGY

Information technology (IT) is the use of any *computers, storage, networking and other*

physical devices, infrastructure and processes to create, process, store, secure and exchange

all forms of electronic data. Typically, **IT is used in the context of business operations**, as opposed to technology used for personal or entertainment purposes. The Commercial Use Of IT Encompasses Both Computer Technology And Telecommunications.

d)   Highlight any five types of data used in databases.   (5 Marks)

QUESTION THREE (20 MARKS)

a)   Explain the following terms as used in spreadsheets.   (4 Marks)
            i)   Cell
            ii)   Workbook
            iii)   Worksheet
            iv)   Chart
b)   Explain how you can add blank columns in excel.   (3 Marks)
c)   Differentiate between relative cell referencing and absolute cell referencing as used in
            Ms Excel.   (4 Marks)
d)   Briefly describe how you can protect your word document with a password.   (4 Marks)
e)   Highlight the steps for Inserting Page Numbers in a word document.   (5 Marks)

QUESTION FOUR (20 MARKS)

a)   Computers perform five major operations, name them.   (5 Marks)
b)   State and briefly explain the computers under the classification by purpose. (4 Marks)
c)   Define the following terms.   (5 Marks)
            i)   Desktop
            ii)   Taskbar
            iii)   Icons
            iv)   Folder
            v)   Start Menu
d)   State and briefly explain three factors that will influence the performance of CPU.   (6 Marks)

QUESTIONS FIVE (20MARKS)

a)   With the aid of a diagram explain Four functional components of a computer   (8 Marks)
b)   Explain Three basic functions of an operating system   (6 Marks)
c)   Explain Three challenges that an organization can face while using computers (6 Marks)