



*(University of Choice)*

**MASINDE MULIRO UNIVERSITY OF  
SCIENCE AND TECHNOLOGY  
(MMUST)**

**MAIN CAMPUS**

**UNIVERSITY EXAMINATIONS  
2022/2023 ACADEMIC YEAR  
FIRST YEAR FIRST SEMESTER EXAMINATIONS  
FOR THE DIPLOMA  
IN  
INFORMATION TECHNOLOGY**

**COURSE CODE: DIT 05 1**

**COURSE TITLE: COMPUTER APPLICATIONS**

**DATE: 18/04/2023**

**TIME: 2:00-3:30PM**

**TIME: 1HR 30 MIN**

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**INSTRUCTIONS TO CANDIDATES**

Question ONE (1) is compulsory  
Answer any other TWO Questions.

MMUST observes ZERO tolerance to examination cheating

## **SECTION A**

### **QUESTION ONE (24 MARKS) -Compulsory**

- a. Define the following terms (4 Marks)
  - i. Computer.
  - ii. Operating System
  - iii. Database
  - iv. Information
- b. Give any FIVE formatting features of Ms. Excel (5 Marks)
- c. A computer has many advantages as well as limitations. Outline any three limitations of a computer (3 Marks)
- d. Explain THREE uses of spreadsheets in an industry (3 Marks)
- e. Explain the functions of the following key combinations performed in Ms-Word (5 Marks)
  - i. Ctrl + P
  - ii. Ctrl + Z
  - iii. Ctrl + +
  - iv. Ctrl + Shift + +
  - v. Ctrl + Alt + Delete
- f. Two hundred MMUST students were involved in examination irregularities and the university needs to communicate to their parents/guardians on the same.
  - i. Which Ms. Word feature can be used to generate the letters: (1 Marks)
  - ii. Give THREE advantages of the feature in f) i) above in MMUST (3 Marks)

## **SECTION B –Answer any two questions in this section**

### **QUESTION TWO (18 MARK)**

- a. Differentiate Copying a file and Moving a file (4 Marks)
- b. Differentiate a file and folder (2 Marks)
- c. Describe how to create a folder named journals in documents folder (5Marks)
- d. In Ms. Word you can convert text to a table. Describe how you can convert text into a table of 4 columns and 5 rows using the tab delimiter (7 Marks)

### **QUESTION THREE (18 MARKS)**

- a. Discuss any FIVE rules for Making a Power Point Presentation (10 Marks)
- b. What is a Master Slide in Power point and what is its function? (4 Marks)
- c. What is Slide transition? Give any two examples (4 Marks)

### **QUESTION FOUR (18 MARKS)**

- a. Define the term “Database” (2 Mark)
- b. Describe the following terms as used in database application software (5 Marks)
  - i. Object
  - ii. Entity
  - iii. Field
  - iv. Record
  - v. DataType
- c. In a database named Yummy Sweets Database, there exists TWO tables: Customer Table and Orders Table.  
**Customer Table** contains fields:

- Customer Id
- First Name
- Last Name
- Address
- City
- Phone Number

**Orders Table** contains fields:

- Order Id
- Customer Id
- Order date
- Cakes ordered
- Revenue
- Order filled
- Revenue per cake

Using the information provided, answer the following questions:

- i. State the primary key for each of the tables (1 Mark)
  - ii. What is the function of Customer Id in Orders table (1 Mark)
  - iii. What is the datatype of the field Revenue per cake (1Mark)
  - iv. Explain how you would create a relationship between Customer Table and Orders Table (4 Marks)
- d. Give four advantages of databases (4 Marks)

**QUESTION FIVE (18 MARKS)**

- a. Discuss any FIVE advantages of electronic spreadsheets over manual spreadsheets (5 Marks)
- b. Study the Excel table below and answer the following question

	A	C	D	E	F	G	H	I
	Name	Physics	Chemistry	Total	Average	Remarks	Gender	Rank
1	John	60	90		C	D(Using Average)	M	F(Using Average)
2	Cynthia	60	55	B			F	
3	Bahati	45	68				F	
4	Kevin	33	43				M	
5	Mikel	80	67				M	
6	Samuel	75	77				M	
8	Count		A					
9	SumIf	E (Criteria "M")						

Write the formulas to calculate results in cells indicated by A, B, C, D and E (9 Marks)  
 Note: For remarks, grading is as follows:  $\geq 70$  Grade is A;  $\geq 60$  Grade is B;  
 $\geq 50$  Grade is C;  $\geq 40$  Grade is D and  $< 40$  Grade is Fail.

- c. Explain how to filter the records ending with "I" (4 Marks)

