GARISSA UNIVERSITY

UNIVERSITY EXAMINATION 2017/2018 ACADEMIC YEAR <u>ONE</u> <u>SECOND</u> SEMESTER EXAMINATION

SCHOOL OF COMPUTER AND INFORMATION SCIENCE

FOR THE DIPLOMA IN INFORMATION TECHNOLOGY

COURSE CODE: DIT 003

COURSE TITLE: COMPUTER APPLICATION IN BUSINESS

EXAMINATION DURATION: 3 HOURS

DATE: 18/04/18   TIME: 09.00-12.00 PM

INSTRUCTION TO CANDIDATES

- **The examination has SIX (6) questions**

- **Question ONE (1) is COMPULSORY**

- **Choose any other THREE (3) questions from the remaining FIVE (5) questions**

- **Use sketch diagrams to illustrate your answer whenever necessary**

- **Do not carry mobile phones or any other written materials in examination room**

- **Do not write on this paper**

This paper consists of FOUR (4) printed pages   *please turn over*

QUESTION ONE (COMPULSORY)
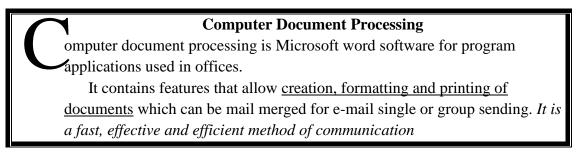
(a) Define the following terms as used in computer applications. **[6 marks]**
   i.   Electronic word processor
   ii.   Electronic word processing
   iii. Microsoft word

(b) State four advantages of using a word processor over the typewriter **[2 marks]**

(c) Define the term spreadsheet. **[2 marks]**

(d) Differentiate between a formula and a function as used in spreadsheet. **[4 marks]**

(e) Define the following terms as in Database Management System. **[6 marks]**
   i.   Table
   ii.   Records
   iii. Field

(f) Discuss normalization in reference to tables in Ms. Access. **[5 marks]**

QUESTION TWO

(a) Distinguish between the following:
   i.   Copying and moving text. **[2 marks]**
   ii.   Save and save as in Ms. Word. **[2 marks]**

(b) Define the following as used in Spreadsheet. **[10 marks]**
   i.   Cell
   ii.   Row
   iii. Column
   iv.   Worksheet
   v.   Workbook

(c) What is a document draft? **[1 mark]**

QUESTION THREE

(a) Figure 1, shows an extract of a word processing document. Use it to answer the question that follow.

> **Computer Document Processing**
> Computer document processing is Microsoft word software for program applications used in offices.
>   It contains features that allow <u>creation, formatting and printing of documents</u> which can be mail merged for e-mail single or group sending. *It is a fast, effective and efficient method of communication*

   i.   Identify **six** formatting features applied in the extract. (6mks)
   ii.   State **two** techniques that could be used to swap adjacent paragraphs in the document.
                                                                                           (5mks)

(b) Explain the following keyboard shortcut keys: **[4 marks]**
   i.   Ctrl + C
   ii. Ctrl + V
   iii. Ctrl + X
   iv. Ctrl + Z

QUESTION FOUR

(a) Explain three components of a spreadsheet. **[6 marks]**
(b) Differentiate between typeover and insert mode in word processing. **[4 marks]**
(c) Describe five data types used in Ms. Access. **[5 marks]**

QUESTION FIVE

Figure 1 shows an extract of data from a spreadsheet program. Use it to answer the questions that follow.

	A	B	C	D	E	F	G	H	I	J
	Name	Admin	Maths	Kisw	Eng	S. sc	Total	Aver	Grade	Comment
1	Hassan	2544	20	56	45	78				
2	Ahmed	3656	30	50	36	75				
3	Victoria	4536	40	65	45	82				
4	Pius	2563	65	51	56	74				
5	Anisa	4561	45	56	85	78				
6	Salat	4785	46	62	57	74				

(a) Write a formula which determines; **[4 marks]**
   i.   Total masks for all students.
   ii. Average masks for all students.

(b) Using the grading system given below, write a logical function to assign grades based on the following grading system: **[4 marks]**
   i.   80-100   A
   ii.   70-79   B
   iii. 60-69   C
   iv.   50-59   D
   v.   40-49   E
   vi.   Below 40   FAIL

(c) Using the average marks given below, write a logical function to assign comment based on the following average marks: **[4 marks]**

	Ave. marks	comment
i.	>50	Pass
ii.	>20	Supplementary
iii.	<=19	Fail

(d) Explain the meaning of Database and give one example of Database Management System.

[3 marks]

QUESTION SIX

    (a) Briefly describe the six objects in the Database window.   **[12 marks]**

    (b) How would you define relationships in an access database?   **[3 marks]**