



KISII UNIVERSITY

UNIVERSITY EXAMINATIONS

FIRST YEAR EXAMINATION FOR THE AWARD OF CERTIFICATE IN INFORMATION TECHNOLOGY FIRST SEMESTER, 2023/2024

(AUGUST-DECEMBER, 2023)
CIT 0101: SOFTWARE APPLICATION I

STREAM: Y1 S1

TIME: 2 HOURS

DAY:

INSTRUCTIONS

- 1. Do not write anything on this question paper.***
- 2. Answer Question ONE [Compulsory] and any other TWO Questions***

Question one [30 marks]

- (a) Define the following terminologies:
- Word processing software (2 marks)
 - Spreadsheet (2 marks)
 - Ribbon (2 marks)
 - quick access toolbar (2 marks)
 - Keyboard shortcuts (2 marks)
- (b) Outline three significant features of Microsoft Word (6 marks)
- (C) Explain the following:
- Title Bar (2 marks)
 - Menu Bar (2 marks)
 - Formatting Toolbar (2 marks)
 - Status Bar (2 marks)
- (c) Discuss two different ways to delete a worksheet in excel. (6marks)

Question 2 [20 MARKS]

- a) Discuss the steps followed to change the orientation of a worksheet from portrait to landscape. (8marks)

- b) List any six keyboard shortcuts that can be used with MS-excel (6marks)
- c) Microsoft PowerPoint provides different views for respective purposes, Briefly discuss three of the views (6 marks)

Question 3[20 MARKS]

- (a) The following are keyboard shortcuts used with Microsoft word, briefly describe their functions
 - i. CTRL+S (2 mark)
 - ii. CTRL+V (2 mark)
 - iii. CTRL+U (2 mark)
 - iv. CTRL+P (2 mark)
 - v. CTRL+Y (2 mark)
- (b) You can protect a workbook by using a password to help prevent unauthorized access. List the steps followed when protecting a workbook with a password (10 marks)

Question four [20 MARKS]

- a) You can determine the positioning of a paragraph between the left and right margins by changing its alignment, List any two alignments used with MS-word (2 marks)
- b) Differentiate between a computer and computer system (6 marks)
- c) Describe the methods used in adding the following:
 - i. New slide (4 marks)
 - ii. New page (4 marks)
 - iii. New worksheet (4 marks)

Question five [20 MARKS]

- a. Below is a list of functions of certain keyboard shortcuts, give the list of the keyboard shortcuts that does the stated functions.
 - i. Make letters bold. (2 mark)
 - ii. Make letters italic. (2 mark)
 - iii. Copy the selected text or object. (2 mark)
 - iv. Cut the selected text or object. (2 mark)
 - v. Paste the selected text or object. (2 mark)
 - vi. Print a document (2 mark)
- b. List the procedure followed when saving the following:
 - i. Word document (4 marks)
 - ii. Workbook (4 marks)

iii. Presentation

(4 marks)