KISII UNIVERSITY

**FIRST YEAR EXAMINATION FOR THE AWARD OF THE DIPLOMA
IN INFORMATION TECHNOLOGY
FIRST SEMESTER, 2022/2023
(SEPTEMBER-DECEMBER, 2022)**

DIT 0101: COMPUTER APPLICATIONS

STREAM: Y1 S1   **TIME: 2 HOURS**

DAY: THURSDAY, 12:00 – 2:00 P.M.   **DATE: 08/12/2022**

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

QUESTION ONE

a) Define the following Terms.   (4 marks)
  i.   Word processing
  ii.   Applications
b) Explain Five Advantages of Integrated Software Applications (10 marks)
c) Define data validation as used in MS excel.   (2 marks)
d) Discuss five advantages of word processing.   (10 marks)
e) Differentiate between autocorrect and autocomplete features. (4 marks)

QUESTION TWO

a) Microsoft Word has many keyboard shortcuts. Discuss any five of them.
                                                                    (10 marks)
b) Briefly describe the procedure of creating a new document, saving a
    document and closing the same document in Microsoft word. (10 marks)

QUESTION THREE

a) Describe the process of opening an existing document.   (5 marks)

b) Discuss any five purposes of Microsoft word. (10 marks)
c) What is a watermark? (2 marks)
d) Discuss the purpose of using watermarks. (3 marks)

QUESTION FOUR

a) Explain the steps to follow when applying animation effect. (12 marks)
b) In MS Excel, Data can be sorted according to four conditions. Name and explain them. (8 marks)

QUESTION FIVE

a) Name and explain the **arrange group** has six commands in MS PowerPoint (12 marks)
b) Discuss the steps followed to insert a table from excel or MS word. (8 marks)