

DIPLOMA IN INFORMATION TECHNOLOGY

DIT 0101: COMPUTER APPLICATIONS

INSTRUCTIONS

Answer question ONE (compulsory) and any other TWO

Question One

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

Question Two

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

Question Three

- a) Describe the process of opening an existing document. (5 mks)
- b) Discuss any five purposes of Microsoft word. (10 mks)
- c) What is a watermark? (2 mks)
- d) Discuss the purpose of using watermarks. (3 mks)

Question Four

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

Question Five

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