



# **GRETSA UNIVERSITY - THIKA**

## **UNIVERSITY EXAMINATIONS JANUARY-APRIL 2025 SEMESTER**

### **CERTIFICATE IN IT**

**COURSE CODE: CFIT 012**

**COURSE TITLE: FUNDAMENTALS OF COMPUTER  
APPLICATIONS**

**DATE: APRIL 2025**

**TIME: 2 HOURS**

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#### **INSTRUCTIONS TO CANDIDATES**

1. SECTION A IS **COMPULSORY**.
2. SECTION B: ANSWER ANY OTHER **TWO** QUESTIONS.
3. **DO NOT** WRITE ANYTHING ON THIS QUESTION PAPER AS IT WILL BE AN EXAM IRREGULARITY.
4. ALL ROUGH WORK SHOULD BE AT THE BACK OF YOUR ANSWER BOOKLET AND CROSSED OUT.

**CAUTION:** *All exam rooms are under CCTV surveillance during the examination period.*

## **SECTION A: COMPULSORY**

### **Question One**

- a) Discuss the benefits of using "Templates" in Microsoft Office applications for creating documents, spreadsheets, and presentations. [4 marks]
- b) Outline the steps to create and format a bulleted list in Word. [4 marks]
- c) Describe:
- i. how to create and format a spreadsheet that tracks inventory for a small business. [4 marks]
  - ii. the importance of using formulas for calculating total values [4 marks]
  - iii. how to apply formatting to enhance readability [2 marks]
- d) An HR manager needs to create an employee handbook that includes a consistent header and footer on each page, as well as sections that follow the same formatting. Question: Which Microsoft application and feature would help create this handbook efficiently? Give reasons to support your answer [4 marks]
- e) A sales team wants to prepare a quick, visually engaging slideshow to present key quarterly highlights to their management team. They want to add images, graphs, and a few transitions to emphasize key points.
- i. Which Microsoft application is best suited for creating this slideshow, and why? [4 marks]
  - ii. Explain which tools the sales team can apply in their presentation to make it engaging [4 marks]

## **SECTION B: ANSWER ANY TWO QUESTIONS**

### **Question Two**

- a) Discuss the importance of using formulas in an excel worksheet. [5 marks]
- b) Explain how to use conditional formatting to highlight cells that meet specific criteria. [5 marks]
- c) Discuss the use of text boxes in Publisher and how to create them. [5 marks]
- d) Discuss how to apply and customize slide transitions. [5 marks]

### Question Three

You are preparing a comprehensive presentation on the company's strategic plan for the next five years.

- i. Describe in detail how you would structure the presentation. [4 marks]
- ii. Include the types of slides you would create. [5 marks]
- iii. Discuss how you would incorporate data and visuals. [5 marks]
- iv. Explain how you would ensure the presentation is engaging and informative for the audience. [6 marks]

### Question Four

You are tasked with creating a company newsletter for an upcoming product launch event.

- i. Giving reasons, explain the Microsoft Office application you would use to design the company newsletter. [5 marks]
- ii. Which tools will you use to ensure that the newsletter is easy to read and visually appealing? [8 marks]
- iii. How will you ensure that the newsletter is consistent with the company's branding? [7 marks]

### Question Five

- a) Explain the difference between Drop Cap and WordArt in MS Word [5 marks]
- b) Describe how to insert and format a picture in a PowerPoint presentation. [5 marks]
- c) Describe how to set up a publication for printing in Publisher [5 marks]
- d) Discuss the use of the Sort function in Excel [5 marks]