CERTIFICATE IN IT
CIT 1102 MICROSOFT EXCEL
SUPPLEMENTARY EXAM

Question One

a. Identify 4 examples of spreadsheet application software. (2 marks)

b. Differentiate between the following: (4 marks)
   i) Cell and range
   ii) Worksheet and workbook.

c. Describe the following tools used in a spreadsheet. (2 marks)
   i) Formula bar
   ii) Worksheet tab

d. Distinguish internal and external cell references. (2 marks)

e. Identify 4 features of spreadsheet application software. (4 marks)

f. Write the result of copying: (4 marks)
   i) = B7+$D6 from B3 to G5.
   ii) = C4/D5 from E5 to H7

g. Differentiate between a function and a formula. (2 marks)

h. Briefly describe the purpose of the following as used in MS Excel. (4 marks)
   i) =PMT
   ii) = COUNTIF
   iii) = NOW()
   iv) = IF

i. Differentiate between sorting and filtering techniques. (2 marks)

j. Explain situations where the following chart types can be applied. (2 marks)
   i) Bar chart
   ii) Line chart

k. Describe mixed referencing with an aid of an example. (2 marks)

Question Two

a) An electrician would like represent data on current verses voltage in a chart using a spreadsheet application software. Identify the most appropriate chart he should use justifying your answer. (5 marks)
b) Identify any 4 parts of the chart identified in 2 (a) above. (4 marks)
c) Explain what . . if analysis feature of a spreadsheet and identify 4 different areas it can be applied. (6 marks)

Question Three

The table below in an extract from MS Excel software.

	A	B	C	D
1	**STUDENT MARKS**			
2	**Admission number**	**First name**	**Last name**	**Average marks**
3	2343	John	Juma	65
4	2344	Mary	Akinyi	54
5	2346	Peter	Kimani	75
6	2347	Micheal	Wafula	56

a) Briefly outline the process of performing the following in the above table. (6 marks)

i) Inserting a row between Mary and Peter.

ii) Delete a row with admission number 2344.

iii) Insert a column between last name and average marks.

b) Identify at least 2 formatting techniques applied to each of the following: (4 marks)

i) The heading "STUDENT MARKS"

ii) The column title "Admission number"

c) Briefly describe conditional formatting and explain how it can be used to distinguish students who have scored more than 50 average marks in the above table. (5 marks)

Question Four

a) The table below shows details of employees in ABC computer Ltd.

	A	B	C	D	E	F	G
1	**fname**	**lname**	**Basic Salary**	**PAYE**	**NSSF**	**House Allowance**	**Net Salary**
2	Robert	Mwangi	40000				
3	Peter	Owino	45000				
4	Rose	Wambui	34000				
5	Moses	Mwiti	42000				
6	Jane	Nasimiyu	26000				
7							
8							
9	PAYE	15%					
10	NSSF	12%					
11	House Allowance	20%					

i) Write the most appropriate formula to calculate Robert Mwangi: (6 marks)

a) PAYE

b) NSSF

c) House allowance

ii) Apply a formula to calculate Peter Owino's net salary. (2 marks)

iii) Write functions to calculate:

a) Maximum net salary (2 marks)

b) Minimum basic salary (2 marks)

c) Count all net salaries above 30000. (3 marks)

Question Five

a) Explain the probable cause of the following errors and how they can be solved

i) # NAME?

ii) # VALUE

iii) ########### (6 marks)

b) Explain the purpose of the following features. (6 marks)

i) Audit trails

ii) Macros

iii) Pivot table

c) "Spreadsheet is location based application software". Briefly explain the meaning of this statement. (3 marks)