



JARAMOGI OGINGA ODINGA UNIVERSITY OF SCIENCE AND TECHNOLOGY
SCHOOL OF INFORMATICS AND INNOVATIVE SYSTEMS
UNIVERSITY EXAMINATION FOR DEGREE OF BACHELOR OF BUSINESS
ADMINISTRATION WITH IT
1ST YEAR 2ND SEMESTER 2018/2019 ACADEMIC YEAR
NAIROBI, MAIN ,NAMBALE CAMPUS

COURSE CODE : SCS 114

COURSE TITLE : INTRODUCTION TO SPREADSHEET

EXAM VENUE : COMMON ROOM STREAM: (BED , BBA)

DATE : 16/08/19 EXAM SESSION: 9.00 - 11.00AM

TIME : 2.00 HOURS

Instructions:

- 1. Answer Question one (Compulsory) and any TWO questions**
- 2. Candidates are advised not to write on the question paper.**
- 3. Candidates must hand in their answer booklets to the invigilator while in the examination room.**
- 4. Question ONE carries 30 marks and the rest 20 Marks each**
- 5. Mobile Phones are not allowed in exams room**

QUESTION ONE 30 MARKS

- a) Describe any five features of a spreadsheet program (6 marks)
- b) Explain the fastest means of navigating to the following cells? (6mk)
- The last cell in row one
 - First cell in row one
 - Last cell of the last column
- C) State and explain **five** sections of an MS Access report? (5 marks)
- c) A lecturer in JOOUST University uses a spreadsheet to record scores of students. The spreadsheet below shows the test scores of top 4 students.

	A	B	C	D	E	F
1	Name	Test 1	Test 2	Test 3	Total mark	
2	Peter Ken	78	66	63	207	
3	Otieno Moses	56	59	89	204	
4	Odipo Jude	89	46	73	210	
5	Chimonda Jim	41	76	96	213	
6						
7						

Using above spreadsheet answer the following question:

- How many row(s) and colum(s) are you able to see? (2 marks)
 - Write down any two formula which should go in cell E2? (2 marks)
 - Write down the cell and formula which should sum the total marks scored in Test 1 by all the 4 students? (2 marks)
 - Write down the cell and formula which should sum the total marks scored in all the 3 tests by all the 4 students? (2 marks)
- d) Explain five application areas where spreadsheet software can be used. 5Marks)

QUESTION TWO 20 MARKS

- a) Outline application packages that can perform spread sheet functions (5 marks)
- b) Differentiate between data and information. (3 marks)
- c) Define the term spreadsheet and State advantages of electronic spreadsheet over a traditional ledger sheet (12 marks)

QUESTION THREE 20 MARKS

- a) State the qualities of good information to be used in spreadsheets (8 Marks)
- b) What is the Differences between an Electronic Spreadsheet and a Calculator (4 Marks)
- c) Define the terms data integrity and data security. (4 marks)
- d) Give types of graphs that can be created while using spreadsheets (4 Marks)

QUESTION FOUR 20 MARKS

- a) Outline the factors to consider when buying a spreadsheet package (5 marks)
- b) List ways in which Spreadsheets can be used for accounting. (5 Marks)
- c) Highlight functions of spreadsheet package (5 Marks)
- d) Give five ways that employees react when spreadsheets are used in an organization (5 Marks)

QUESTION FIVE 20 MARKS

A worksheet contains the data as shown below

	A	B	C	D	E	F	G
1	5	10					
2	7	15					
3	10	17					
4							

- a) The formula = COUNTIF {B1:B3, ">10"} was entered at G1. Write down the value that was displayed. (2 marks)
- b) Write down the formula that would be entered at cell B7 to sum the values in column A whose values are greater or equal to 5. (2 marks)
- c) The formula = \$C2 + C\$3 is entered in cell C5 and then copied to D10. Write down the formula as it appears in the destination cell. (4 marks)
- d) What formula will sum all the numbers in the worksheet (2 marks)
- e) The Formula is written at B4 = if {A1=6, "false", "true"}. What would be the verbal translation of this formula? (4 marks)
- f) Discuss some of the shortcomings and limitations of current spreadsheets. (6 marks)