



MASENO UNIVERSITY

UCI 103 WORD PROCESSING AND DESIGN OF PRESENTATION

TAKE A WAY CAT

INSTRUCTIONS:

Answer **ALL** Question

- (a) Mercy intends to teach her class using a presentation program .Outline **three** ways she could run the slide show (3marks)
- (b) Joan has been advised to use Macros to run various repetitive tasks in word processing program. Outline **four** advantages of using this feature. (4marks)
- (c) Describe the mail merge feature as used in word processing programs (5marks)
- (d) Explain the function of each of the following system utilities
 - (i) Disk cleanup; (2marks)
 - (ii) Disk defragmenter (2marks)
- (e) Explain the function of each of the following features as used in presentation programs
 - (i) Record narration ; (2marks)
 - (ii) Rehearse timings. (2marks)
- (f) Explain the advantages of auto save feature in a word processing program (2marks)
- (g) Kennedy intends to edit a document prepared using a word processing program .Outline four examples of editing keyboard keys that he could use to achieve this objective (4marks)
- (h) Byron invited her friends for a birthday party using the mail merge tool in a word processing program .Explain the two files she created during the process (4marks)