THE MOMBASA POLYTECHNIC UNIVERSITY COLLEGE

(A Constituent College of JKUAT)

Faculty of Engineering & Technology

DEPARTMENT COMPUTER SCIENCE & INFORMATION TECHNOLOGY

DIPLOMA IN INFORMATION COMMUNICATION TECHNOLOGY - DICT10M

EIT 2203: COMPUTER APPLICATION II

SPECIAL/SUPPLEMENTARY EXAMINATION

SERIES: FEBRUARY/MARCH 2012
TIME: 2 HOURS

Instructions to Candidates:
You should have the following for this examination
- *Answer Booklet*

This paper consist of **FIVE** questions in **TWO** sections **A** & **B**
Answer question **ONE (COMPULSORY)** and any other **TWO** questions
Maximum marks for each part of a question are as shown
This paper consists of **THREE** printed pages

QUESTION 1

a) State any four areas where spreadsheets are applicable. **[4 marks]**

b) Explain any **two** advantages of using electronic spreadsheets over manual spreadsheets.
   [4 marks]

c) Explain the difference between the following terms as used in spreadsheets;
   i. "Copy and Paste" and "Cut and Paste".
   ii. "Absolute Cell Reference" and "Mixed Cell Reference". **[6 marks]**

d) Explain the procedure of creating any function in Ms. Excel. **[4 marks]**

e) Explain the difference between the following terms;
   i. List and Database.
   ii. Sorting and Filtering.
   iii. Formatting and Editing. **[6 marks]**

f) Explain the hardware and software components that determine the performance of a computer
   [6 Marks]

SECTION B (Answer any two questions)

QUESTION 2

a) The following symbols are used in the format table properties for the text data type. With suitable examples, explain their use;
   i. @.
   ii. &. **[4 marks]**

b) Explain the following table properties;
   i. Input mask.
   ii. Caption.
   iii. Field size. **[6 marks]**

c) Explain **three** different ways of creating forms in Access. **[6 marks]**

d) Differentiate between the design view and the data sheet view. **[4 marks]**

QUESTION 3

a) A database of student details has the following fields; First Name, Last Name, Age, Sex, Date of enrolment. Address.
   i. Define 'Database'. **[2 marks]**
   ii. For each field, state the most suitable data type. **[4 marks]**
   iii. It is proposed that a serial field be included in the table. Suggest a name for the field and explain its significance. **[4 marks]**

b) i) Define Database Management System. **[2 marks]**

ii) Apart from Ms. Access, state other **four** examples of Database Management Systems. **[2 marks]**

c) State **six** advantages of using Ms. Access in managing records to the traditional filing system. **[6 marks]**

QUESTION 4

a) Explain the components of windows given below;
     i.   Title bar.
    ii.   Menu bar.
   iii.   Tool bar.
   iv.   Task bar. **[8 marks]**

b) Describe how a folder 'POLY' is created in both Graphic User Interface (GUI) and command Line Interface (CLI) within the folder called 'USER'. **[6 marks]**

c) Explain any **two** advantages of using word processing as compared to a typewriter. **[2 marks]**

d) Explain any **two** formatting features, which can be used in a word processing document. **[4 marks]**

QUESTION 5

a) Explain the following terms as used in word processing;
     i.   Edit.
    ii.   Format.
   iii.   Paste.
   iv.   Page setup. **[8 marks]**

b) State the procedures you would follow to:-
     i.   Add page number.
    ii.   Insert image.
   iii.   Add page border. **[9 marks]**

c) A college would like to buy computers. Outline **three** types of Operating Systems that the college can choose from, giving an example in each case. **[3 marks]**