



# TECHNICAL UNIVERSITY OF MOMBASA

SCHOOL OF HUMANITIES AND SOCIAL SCIENCES

DEPARTMENT OF BUSINESS ADMINISTRATION

**UNIVERSITY EXAMINATION FOR:**

**BACHELOR OF COMMERCE / BACHELOR OF BUSINESS**

**ADMINISTRATION**

**EIT 4241: COMPUTER APPLICATION FOR BUSINESS**

**END OF SEMESTER EXAMINATION**

**SERIES: APRIL 2016**

**TIME: 2 HOURS**

**DATE:** Pick Date Select Month Pick Year

## **Instructions to Candidates**

You should have the following for this examination

-Answer Booklet, examination pass and student ID

This paper consists of **FIVE** questions. Attempt question ONE (Compulsory) and any other TWO questions.

**Do not write on the question paper.**

## **Question ONE**

- a) The first column in the table below contains formulas as entered into cell E23. In the second column, enter the formulas as they would appear when copied to B43. (8 marks)

Formula in E23	Formula when copied to B43
= E1	
= F5 * D10	
= H\$46 + J40	
= \$E12 - D\$14 * \$F\$2	

- b) Briefly describe procedure of creating and renaming a folder in window explorer. (4 marks)
- c) Explain **two** main uses of a UPS. (4 marks)
- d) Differentiate between Workbook and Worksheet as used in spreadsheet (4 marks)
- e) Explain **two** types of paper orientation. (4 marks)
- f) Explain the function of the following key or combination of keys as used in ms word. (6 marks)
- i) home
  - ii) prt sc
  - iii) ctrl + v
  - iv) num lk
  - v) ctrl + x
  - vi) caps lock

### **Question TWO**

- a) State and explain three types of computer backups. (6 marks)
- b) Highlight any four rules of naming electronic files and folders. (4 marks)
- c) A Business Organization wishes to automate its Office Operations. Explain any three electronic oriented systems that can be used to enhance the communication in an organization. (6 marks)
- d) Highlight four types of paragraph alignment available in ms word. (4 marks)

### **Question THREE**

- a) Word processing package is suitable in the preparation of textual documents among others. Identify with examples **three** features supported by the Word Processor. (6 marks)
- b) Explain the appropriateness of the Spreadsheet application as accounting software (6 marks)
- c) A database is an essential component in a business organization. Highlight two advantages and two disadvantages of a database system. (4 marks)
- d) How will you differentiate System Software from Application Software in order for the management to buy the right software? (4 marks)

### **Question FOUR**

- a) By citing two examples, explain the term search engines and their role in surfing the internet. (6 marks)
- b) Agnes wants to underline a sentence. Her cursor is within the sentence. However, when she clicks the underline button, only one word is underlined. Explain why and how can she correct the problem? (4 marks)
- c) When protecting a word document, there are two types of passwords that can be used. State and explain the difference between them. (4 marks)
- d) Explain the three options available to create a new power point presentation. (6 marks)

### **Question FIVE**

Differentiate between the following terms

- a) Copy – paste and cut – paste (4 marks)
- b) Value and label (4 marks)
- c) A cell and a table (4 marks)
- d) Absolute cell referencing and relative cell referencing (4 marks)
- e) Warm booting and Cold booting (4 marks)