TECHNICAL UNIVERSITY OF MOMBASA

SCHOOL OF BUSINESS

DEPARTMENT OF BUSINESS ADMINISTRATION

UNIVERSITY EXAMINATION FOR:

DIPLOMA IN SECRETARIAL STUDIES

BSC: COMPUTERIZED DOCUMENT PROCESSING I

END OF SEMESTER EXAMINATION

SERIES: DECEMBER 2016

TIME: 3 HOURS

DATE: 13 Dec 2016

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) Highlight five parts of a computer.   10 marks
b) Briefly explain the importance of caring for computers.   10 marks
c) Key in/type the following home keys as presented.   15 marks

fff jjj   fff jjj fff jjj fjf fjf fjf fjf fjf

ddd kkk ddd kkk ddd kkk dkd kdk dkd

sss lll sss lll sss lll sls lsl sls lsl sls lsl

aaa ;;; aaa ;;; aaa ;;; aaa ;;; a;a a;a ;a; a;a

Question TWO

Key in/type the following paragraph as it appears.   30 marks

This icon indicates that you must perform an activity. This will help you to think about a particular aspect of the work and to apply or practice it. Performing the activities will help you monitor your own progress towards achieving the assessment criteria.

Question THREE

Key in/type the following figures as presented   30 marks

124   583   697   205   406   130
     000   245

$5,034   39%   #9   @20   30+   3<6
     9*   2/=

Question FOUR

Key in/type the following document as it appears.   30 marks

Most people, looking at a newly-ploughed field, simply see a barren landscape. To a farmer though, this is a sight full of promise. An artist feels the same way about a blank canvas. A musician gets inspired by the silence of an empty hall. What you've got, at the moment, is the perfect space in which to create something.

Question FIVE

Key in/type the following drills FIVE lines each as presented. 30 marks

Bed ton tin pen fed van son lip gut wed run

Oil ail nun rut wit dye zed lot ace put cap