



# TECHNICAL UNIVERSITY OF MOMBASA

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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.**

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## Question ONE

- Highlight TWO output devices of a computer. 10 marks
- Briefly explain the challenges in document processing. 10 marks
- Key in/type the following Home keys, upper and lower keys three lines each as presented. 15 marks

frf frf frf frf frf frf frf juj juj juj juj juj juj

ded ded ded ded ded kik kik kik kik kik kik

sws sws sws sws sws lol lol lol lol lol lol lol

aq aq aq aq aq aq ;p; ;p; ;p; ;p; ;p; ;p;

### **Question TWO**

Key in/type the following numbers and figures TWO times each  
marks

30

186 249 572 293 585 201 103 385 205 803 653 528 672 124  
**22.1 103.2 12.12 12.9 10.9 193.1 2,098 5,201 1,123 4,967 6,000 5,106**  
**1,059**

### **Question THREE**

Key in/type the following document as presented

30 marks

#### Outline

1. Welcome
2. Purpose
3. Design of the material
4. Subject content
5. Critical outcomes
5. Module layout
6. Graphic illustrations and icons

### **Question FOUR**

Prepare an advertisement of your new business venture.

30 marks

### **Question FIVE**

The following paragraph contains some errors. Key in/type the paragraph in its correct grammar and presentation.

30 marks

An office is a place where particular kinds of business activities take place. These activities cat across, clerical, monetary, and service delivery, since various functions necessary bring individual workers to interact, particulary face to face with other workers, how these individual workers relate with their subordinate, other senior and

junior worker of the organization becomes very importance to the achievement of organizational goals.