



# TECHNICAL UNIVERSITY OF MOMBASA

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SCHOOL OF BUSINESS

DEPARTMENT OF BUSINESS ADMINISTRATION

**UNIVERSITY EXAMINATION FOR:**

BACHELOR OF BUSINESS AND OFFICE MANAGEMENT

BSC 4202: COMPUTER APPLICATIONS AND PRESENTATIONS II

END OF SEMESTER EXAMINATION

**SERIES:DECEMBER2016**

**TIME:3HOURS**

**DATE:**Pick DateDec 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. Attemptquestion ONE (Compulsory) and any other TWO questions.

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

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## Question ONE

- a) Explain meaning of word processing. 5 marks
- b) Briefly explain the features of a word processing start up screen. 10 marks
- c) As the Office Administrator of ABC Company Ltd, prepare an Agenda inviting your staff to a meeting. Save the document as “Agenda” to print out later. 15 marks

## Question TWO

Key in the following table and save it as “Table” to print out later. 30 marks

Sources of Data
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Method	Data Source	Purpose
Interview	Semi-structured interviews with the student leaders	To obtain the relevant information on the topic from people involved in the governance of the University.
Document analysis	Official website of the University	To obtain information about the organization

### Question THREE

- a) Briefly explain the importance of word processing in any office work. 10 marks
- b) Key in the following document as it appears. Save it as “Information” to print out later. 20 marks

### Flow of Information

All office operations depend upon information. The regular flow of information based on facts helps business executives in planning and co-coordinating activities. Such information also provides a sound basis for policy making and decisions. It is only on the basis of adequate information and data that appropriate decisions can be taken and policies formulated by the management. Moreover, an organization today must maintain close touch with the public. With growth in the *size and complexity of business*, executives have become more dependent upon statistical data and informative reports. Therefore, collection and presentation of information is one of the main tasks of an office.

### Question FOUR

The following document contains some errors. Key in the document and edit it appropriately. Save it as “Decision” to print out later. 30 marks

### **How do student leaders participate in decision making in the university.**

It was of interest to find out how the students got to the positions they held in University Student Association, and why they chose to be leaders. In some institutions student leaders have been appointed by the high authority with or without first consulting them. The students explain that leadership is like a calling, driven by self-motivation or passion. They clarified nobody is

forced to vies for any seat in the association. And for one to get these posts you had to be elected by the student body after holding a very rigorous campaign which in most cases is comparable to the country’s political parties. The candidates have to appeal to the electorate and assure them to be their representative in the governance of the universities.

**Question FIVE**

Key in the following numbers and figures as presented on A5 Landscape paper size. Save the document as “Chart” to print out later. 30 marks

