



THE MOMBASA POLYTECHNIC UNIVERSITY COLLEGE

Faculty of Engineering & Technology

DEPARTMENT OF COMPUTING AND IT

DIPLOMA IN INFORMATION TECHNOLOGY

(DIT MOD I)

END OF SEMESTER EXAMINATIONS

APRIL/MAY 2010 SERIES

COMPUTER APPLICATION I

TIME: 2 hours

INSTRUCTIONS TO CANDIDATES

1. The paper consists of **TWO** Sections **A** and **B**.
2. Attempt **ALL** Questions in Section **A**.
3. Answer any **TWO** Questions from Section **B**.

SECTION A

Question ONE

- (a). State **THREE** functions of Operating Systems. **(3 marks)**
- (b). Define the term “word processing”. **(2 Marks)**
- (c). State any **THREE** ways used to start a program in Microsoft Windows. **(3 Marks)**
- (d). Explain the components of Microsoft Word interface given below. **(5 Marks)**
- Task pane
 - Status bar
 - Title bar
 - Windows icons
 - Menu bar
- (e). State the keyboard key combination for the following functions. **(5 Marks)**
- Open a new word document
 - Copy the selected text in a document
 - Select all text in a document
 - Close the current document
 - Move down one screen
- (f). **(5 Marks)**
- Explain any **TWO** advantages of using word processing as compared to a typewriter.
 - Explain any **THREE** formatting features, which can be used a word processing document.
- (g). Word provides a quick tool for switching text between uppercase and lowercase letters. You can also form text so that the first letters of each line or each word become lower case. Explain how this tool is used. **(7 Marks)**

SECTION B

Question TWO

- (a). Explain the steps that could have been used to insert:
- Clip art
 - Picture from a file

- Bar chart
- Pie chart

[8 marks]

- (b). The table below shows the names of students with their corresponding marks for Physics and Maths created in a word processing program. Use it to answer the questions that follow:

The Mombasa Polytechnic University College			
Faculty of Engineering			
Department of Computer Science			
Sno.	Name	Physics	Maths
1.	Harun	56	65
2.	Smith	85	66
3.	Jamal	57	36
4.	Jane	58	96
5.	Karanja	87	52
6.	Gideon	64	45
7.	Said	68	59

- (I). Outline the steps that could have been used to do the following:

- Create the table as shown above.
- insert new column for the total marks.
- Insert new row above row three.
- Shade row one.
- Increase the height of the first row by 0.2 inch.

[10 marks]

- (II). Write an expression to calculate:

- Total marks for each student
- Average marks for each subject.

(2 Marks)

Question THREE

- (a). Explain the difference between:

- Application software and system software.
- Graphical User Interface and Textual User Interface

(6 Marks)

(b). Describe how a folder "New" is created in both Graphic User Interface (GUI) and Command Line Interface (CLI) within the folder called "USER.
(6 Marks)

(c). Explain the steps that could have been used to accomplish mail merge.
(8 Marks)

Question FOUR

(a). State **TWO** examples of spreadsheets packages.
(2 Marks)

(b). Outline **FIVE** applications of spreadsheets.
(5 Marks)

(c). List **FIVE** keys used for navigation in Ms Excel stating their operations.
(10 Marks)

Question FIVE

(a). Differentiate the following:

- (i). Worksheet and workbook.
- (ii). Cell reference and Actual numbers.
- (ii). Formula and function.

(12 Marks)

(b). State **FOUR** types of functions and their use in Ms Excel. **(4 Marks)**

(c). Explain major benefits of using computers for spreadsheets. **(4 Marks)**