



THE MOMBASA POLYTECHNIC UNIVERSITY COLLEGE

Faculty of Engineering & Technology

DEPARTMENT OF COMPUTER SCIENCE

CERTIFICATE IN INFORMATION MAINTENANCE &
NETWORK TECHNOLOGY (CMNT)

FINAL EXAMINATIONS

APRIL/MAY 2010 SERIES

COMPUTER APPLICATIONS

(Word-processing, Spreadsheets & Databases)

TIME: 3 hours

INSTRUCTIONS TO CANDIDATES

- This paper consists of **FOUR** Sections: **A, B, C** and **D**.
- Section **A**: Answer the **THREE** Questions.
- Attempt only **ONE** Question in each of the following Sections **B, C, D**.

SECTION A

(Attempt **ALL** Questions from this Section.)

Question ONE

- (a). (i). Explain any **THREE** features of word-processors. **(6 marks)**
- (ii). State any **TWO** word-processing packages. **(2 Marks)**

Question TWO

- (i). State any **FIVE** functions that are commonly used in MS-EXEL. **(5 Marks)**
- (ii). State any **THREE** spread-sheets packages. **(3 Marks)**

Question THREE

Explain any **FOUR** data types used in MS-Access. **(8 Marks)**

SECTION B PART I – MS WORD

(Answer ONLY **ONE** question from this section.)

Question FOUR

Create the document below using TAB STOPS and save it as PROPERTY.DOC.

(15 Marks)

JUSTLAND

TEL: 2316497, MOB: 0721609940

PROPERTIES TO LET

<i><u>PLACE</u></i>	<i><u>PROPERTIES</u></i>	<i><u>RATE</u></i>
MTWAPA	SPACIOUS ONE BR. FLAT _____	7,500.00 PM
NEW NYALI	4BR. MASSIONETTE _____	35,000.00PM
LEISURE	NEW 2BR. FLATS _____	9,000.00PM
VOK	CLEAN IBR. FLATS _____	6,000.00PM
MKOMANI	NEW BEDSITTERS _____	5,500.00PM
LEISURE	SPACIOUS BED SITTERS _____	6,000.00PM
LEISURE	NEW IBR. FLATS _____	7,599.00PM
NYALI	3BR. M/ENSUITE _____	2 0,000.00PM
TUDOR	2BR. BANGALOW _____	15,000.00PM
MTOPANGA	1BR. M/ENSUITE _____	5,500.00PM
GANJONI	SINGLE ROOM _____	4,000.00PM

Question FIVE

(a). Prepare the main document as shown below: Save with FEES. Doc.

The Mombasa Polytechnic University College
P. O. Box 90420-80100
MOMBASA – Kenya

To.

<<firstname>><<lastname>>,
<<stdno.>>,
<<address>>,
<<Town>>.

Dear <<firstname>>,

RE: CLEARING OF FEE BALANCES

This is infrom you that your status is <<status>> and still have a fee balance of <<balance>>, which must be cleared before you do your final examinations.

The police is very clear, if the tuition fee areas and the examination fee areas is not zero no student shall be allowed to sit for final exam paper.

Act promptly to avoid any inconveniences.

Yours truly,

Course tutor

Certificate in computer maintenance & networking technology

(15 Marks)

SECTION C – SPEADSHEET

(Answer ONLY **ONE** question from this section.)

Question SIX

Using the data given below, prepare a data source file. Save it as CIT09JA.

	firstnme	lastnme	stdno.	address	town	status	balance
	Mary	Kirogo	2009/06362	9914	Kilifi	On hold	3,000
	Tom	Ngugi	2009/06465	2312	Malindi	On hold	4,000
	John	Mathuku	2009/00557	2345	Nairobi	On hold	10,000
	Judy	Mutuku	2009/08087	67	Garissa	Registered	2,000
	Kau	Lutuma	2009/00557	11	Mwingi	On hold	4,000
	Tim	Karobia	2009/00557	3377898	Nairobi	On hold	3,000/=
SUM							
AVERAGE							
MAXIMUM							
MINIMUM							

(15 Marks)

Question SEVEN

(i). Create the worksheet below and Save it as **SALES.XLS**.

Sales for year 2009

Date of Sales	Item	Qty	Unit Price	Total Price
10-Feb-2009	Flash-disks	48	1,200	
14-Mar-2009	HP Printer	96	16,000	
19-May-2009	Scanner	64	8,000	
25-July-2009	DVD drivers	98	2,500	
Total				

(ii). Use an appropriate formula to calculate the total price for each item.

(iii). Compute the grand total.

(iv). Change the fonts for the total and column heading as follows:

- Fonts to Arial
- Size to 18”
- Style to Bold and Italics
- Colour to Blue

(v). Shade the titles to improve readability.

(15 Marks)

SECTION D - DATABASES

(Answer ONLY **ONE** question from this section.)

Question EIGHT

(a). Create a database called Employee.mdb having a table called **Employee Table**. with the records shown below:

EMPLOYEE NO.	LASTNAME	FIRSTNAME	SEX	AGE	HOURS	RATE
001	MBUGUA	JOHN	M	35	100	500
002	DAVID	KARIUKI	M	34	200	600
003	GUNYALI	WESTON	M	35	90	500
004	MGALA	MVURYA	M	37	30	500
005	BADAR	MOHD	M	32	250	700
006	SALIMA	SAID	F	28	100	1000

(b)

Employee No.

LASTNAME

FIRSTNAME

SEX

EMPLOYEE DATABASE

GROSS SALARY

NETPAY

ADD RECORD	DELETE	PRINT	CLOSE
------------	--------	-------	-------

(8 marks)

Question NINE

- (a). Table 1 below shows some data on student's details. Create the database and save it as Fee-balances mdb. **(7 Marks)**

No.	FIRST NAME	SEX	FEES-BALANCE	TOWN
1.	PETER	MALE	2,000	THIKA
2.	SUSAN	FEMALE	5,000	NAKURU
3.	KEN	MALE	7,000	TIMORA
4.	JANE	FEMALE	4,000	NAIROBI
5.	MERCY	FEMALE	9,000	TURKANA

- (b). (i). Create a query that will generate the name of towns starting with letter T. save this query as T-Towns. **(4 Marks)**
- (ii). Create a query that will generate the list of fees balances greater or equal to 5000. Save it as **over 5000**. **(4 Marks)**