



THE MOMBASA POLYTECHNIC UNIVERSITY COLLEGE

Faculty of Business & Social Studies

DEPARTMENT OF MEDIA STUDIES

DIPLOMA IN MASS COMMUNICATION (PRINT & RADIO)
(DMP 1 / DMR 1)

INFORMATION COMMUNICATION TECHNOLOGY

END OF SEMESTER EXAMS

SERIES: APRIL/MAY 2010

TIME: 2 HOURS

INSTRUCTIONS TO CANDIDATES

1. The paper consists of **EIGHT** questions.
2. Answer any **FIVE** questions only.
3. All questions carry equal marks.
5. Cheating leads to disqualification.
6. Switch off mobile phone.

- Q.1 Describe the following computer processes.
- (i) Drag and drop
 - (ii) Crating a file and saving using a file name
 - (iii) Inserting Bullets and numbers on documents
 - (iv) Creating a folder on the desktop and name it. (20 marks)
- Q.2 Draw the structure of a computer system and fully label it. (20 marks)
- Q.3 Explain the following terms:
- (i) Computer
 - (ii) Data
 - (iii) Information
 - (iv) Information Technology
 - (v) Information system (20 marks)
- Q.4 (a) Explain the following memory types
- (i) Primary/Internal
 - (ii) Secondary (External) (8 marks)
- (b) State any **TWO** characteristics of each of the following:
- (i) ROM
 - (ii) RAM
 - (iii) Compact disk. (12 marks)
- Q.5 Explain the steps followed in performing the following operations:
- (i) Deleting a file
 - (ii) Copying a file
 - (iii) Moving a file
 - (iv) Restoring a file (Recovering deleted files) (20 marks)
- Q.6 State the steps you would follow to create a table using Microsoft excel consisting of provincial population densities, number of schools (secondary) number of members of parliament. (20 marks)

- Q.7 (a) Identify any **FIVE** features displayed on a Microsoft Excel Screen. (5 marks)
- (b) State functions of each of the features mentioned in 7(a) above. (10 marks)
- (c) Mention any **FIVE** functions of spread sheets. (5 marks)
- Q.8 Describe any **FOUR** common packaged application software used for general office work. (20 marks)