TECHNICAL UNIVERSITY OF MOMBASA

INSTITUTE OF COMPUTING AND INFORMATICS

Select department

UNIVERSITY EXAMINATION FOR:

DMEN

EIT 2101: COMPUTER APPLICATION

END OF SEMESTER EXAMINATION

SERIES: AUGUST 2019

TIME: 2 HOURS

DATE: Pick DateSelect MonthPick Year

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.

Question ONE

1. Define the following terminologies.   (5 Marks)

   i.   Computer Application.

   ii.   Operating System.

   iii. Software.

   iv.   Microsoft Office Word.

   v.   Telecommuting.

2. Outline the characteristics of ROM. (3 Marks)

3. Differentiate between System software and Application software. (2 Marks)

4. State and explain the components of the CPU. (6 Marks)

5. Outline FIVE types of view buttons. (5 Marks)

6. State THREE advantages of computer system. (3 Marks)

7. Discuss THREE components of a window. (6 Marks)

Question TWO

1. Describe what the following shortcut keys do. (4 Marks)

   i. Ctlr+A

   ii. Ctrl+O

   iii. Ctrl+C

   iv. Ctrl+shift+f12

2. Define the following terms as used in Ms Access. (4 Marks)

   i. Data Item

   ii. Field

   iii. Record

   iv. Data Structure

3. State the procedure on how one can create a new database using Ms Access. (6 Marks)

4. State and explain the THREE main Components of a computer system.(6 Marks)

Question THREE

1. Outline FIVE uses of spreadsheet. (5 Marks)

2. Define the term function as used in Spreadsheet and outline any Four types of functions used in MS Excel. (5 Marks)

3. Office automation aims at improving the productivity of white collar staff – the managerial, secretarial and clerical personnel and streamlining the availability of pertinent information to all concern. State and explain the components of an automated office. (10 Marks)

Question FOUR

1. Using a diagram discuss the components of MS Word. (10 Marks)

2. Discuss Five main areas of ICT applications. (10 Marks)

Question FIVE

1. Elaborate the functions of the following devices. (8 Marks)

    i.   Input devices

    ii.   Processing devices

    iii.   Output Devices

    iv.   Storage Devices

2. Differentiate between operating systems and utility programs.   (4 Marks)

3. The image below shows a partially completed spreadsheet that will be used for creating invoices. An individual **Item Total** is calculated by multiplying **Price** and **Quantity**. The **Items Total** figure is calculated by adding up all the individual **Item Total** figures. The **Tax (10%)** figure is calculated as **10%** of the **Items Total** figure. The **Invoice Total** is calculated by adding the **Items Total** and the **Tax (10%)** figure together

	A	B	C	D	E
1				Invoice	
2					
3					
4					
5					
6	Product code	Item	Price	Quantity	Item Total
7	1234	Spreadsheets – all you need to know	12.93	2	25.86
8	2345	Word Processing – the answers	13.1	3	39.3
9	3456	Databases – harness the power	20	5	100
10					
11					
12				Items Total	165.16
13				Tax (10%)	16.516
14				Invoice Total	181.676

(i)   State a formula that correctly calculates the **Item Total.**   **(2 Marks)**

(ii)   State what the most efficient formula is to calculate the **Items Total.**   **(2 Marks)**

(iii)   State a formula that correctly calculates the **Tax (10%)**   **(2 Marks)**

(iv)   State a formula that correctly calculates the **Invoice Total**   **(2 Marks)**