



TECHNICAL UNIVERSITY OF MOMBASA

SCHOOL OF BUSINESS

DEPARTMENT OF BUSINESS ADMINISTRATION

UNIVERSITY EXAMINATION FOR:

BACHELOR OF BUSINESS & OFFICE MANAGEMENT

BOM 4201 BUSINESS APPLICATIONS & PRESENTATIONS I (MS WORD)

SPECIAL/SUPPLEMENTARY EXAMINATION

SERIES: JULY 2025

TIME: 2 HOURS

DATE: JUL 2025

Instructions to Candidates

You should have the following for this examination

Answer Booklet, examination pass and student ID

This paper consists of **FOUR** questions. Attempt ALL questions.

Do not write on the question paper.

- 1) You have TEN minutes to read through the instructions and the paper before starting the examination.
- 2) Any problem with the machine should be reported to the invigilator immediately. Directly any question(s) to the invigilator only. Conversing with fellow candidates may lead to disqualification.
- 3) Write your student number as a header for each document.
- 4) At the end of the examination, ensure that all your printed work is stapled with the booklet provided.
- 5) Hand over your printed work and CD or flash-disk to the invigilator at the end of the examination.

Question ONE

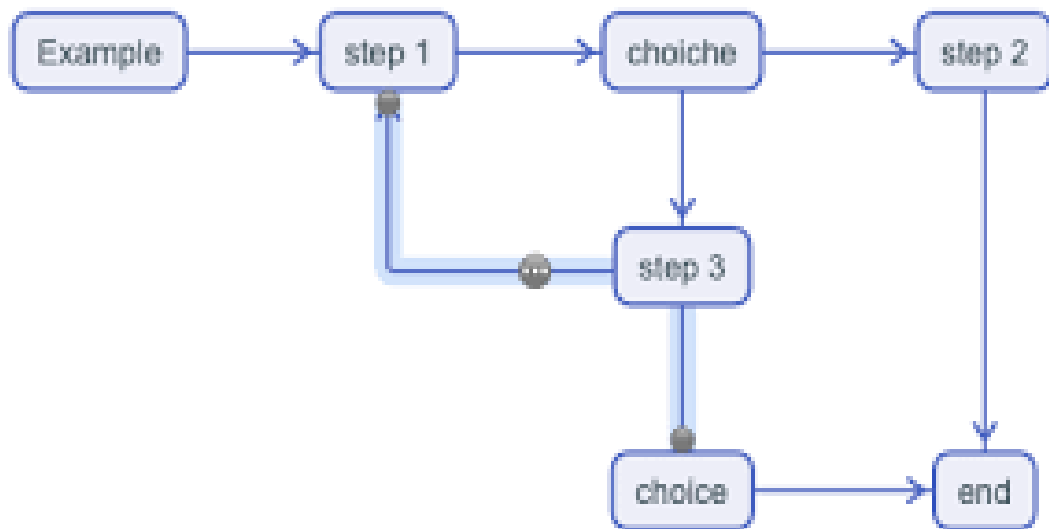
Key-in the following information to prepare a pie chart. Save it as CHART to print out later. Use today's date. (15 marks)

COFFEE IN KENYA FOR 2021 – 2023

CONSUMPTION OF COFFEE IN COUNTIES					
YEAR	Voi	Malindi	Garissa	Lamu	Marsabit
	Tons	Tons	Tons	Tons	Tons
2022	78	98	98	55	32
2023	46	20	76	98	43
2024	67	48	77	59	98

Question TWO

Key-in the following document as it appears.. Save it as DISPLAY to print out later. (15 marks).



Question THREE

Key-in the following table and save it as TABLE to print out later.

(15 marks)

STUDENTS	PROBABLE CLASS PERFORMANCE LANGUAGE USAGE				
	Noun (Scores)	Verb (Scores)	Tenses (Scores)	Total Scores	Qualification
	10/20/30 /40/50	10/20/30 /40/50	10/20/30 /40/50		
AKBAR WALI	30	30	30	90	A
ALI SYAIFUL BAHAR	20	30	30	80	A
ARIYANTO	20	30	30	80	A
AFRIZAL	20	20	30	70	B
BARDAN	30	30	30	90	A
DARWIS NIANPARI	10	10	10	30	D
ELFIRA LAHARENG	30	30	30	90	A

Question FOUR

Key-in the following document as it appears. Save it as OFFICE to Print Out Later.
(15 Marks)

Small Cleaning Company Org Chart

