



TECHNICAL UNIVERSITY OF MOMBASA

Faculty of Engineering & Technology

DEPARTMENT OF COMPUTER SCIENCE & INFORMATION TECHNOLOGY

DIPLOMA IN PHAMARCY

(DPT 12S)

EIT 2101: COMPUTER APPLICATIONS

SUPPLEMENTARY/SPECIAL EXAMINATIONS

SERIES: FEBRUARY 2013

TIME: 2 HOURS

INSTRUCTIONS:

- This paper consists of **FIVE** questions.
- Answer question **ONE (Compulsory)** and any other **TWO** questions.

This paper consists of Three printed pages.

QUESTION 1 (Compulsory)

- a) Describe **THREE** advantages of using spreadsheet programs. (6 marks)
- b) Differentiate between labels and values. (4 marks)
- c) What are margins? (2 marks)
- d) List **FOUR** paragraph alignments. (4 marks)
- e) Distinguish between copy & paste. (4 marks)

QUESTION 2

- a) Explain **FIVE** advantages of electronic word processing. (10 marks)
- b) Briefly explain **THREE** main components of a computer system unit. (6 marks)
- c) State and explain **TWO** document views in Ms Word. (2 marks)
- d) Differentiate between backspace and delete. (2 marks)

QUESTION 3

- a) Define the following terms:
 - i) Spreadsheet
 - ii) Formula
 - iii) Namebox
 - iv) Label
- b) Explain the difference between the following terms:
 - i) Wrap text and shrink to fit
 - ii) Freeze panes & hiding a row
- c) State and explain any **FOUR** uses of spreadsheet. (8 marks)
- d) Describe **TWO** types of operating systems based on interface, giving an example of each. (4 marks)

QUESTION 4

- a) Use the diagram to answer the questions below. (5 marks)
 - i) Write a formula to compute total (if)
 - ii) Write a formula to compute selling price
 - iii) Write a formula to determine the number of items.
- b) Explain the following terms as used in spreadsheet:
 - i) Workbook
 - ii) Chart wizard
 - iii) Absolute cell address
 - iv) Relative cell address. (8 marks)
- c) In order to effect any change in a document you must select it, write down **FIVE** methods of selecting a document in Ms Word. (5 marks)
- d) Differentiate between the terms primary and foreign key. (2 marks)

QUESTION 5

- a) Discuss any **THREE** distinguishing features of each of the following application packages:
- i) Word processing
 - ii) Spreadsheet
 - iii) Databases
 - iv) Desktop publishing
- (15 marks)**
- b) What is a folder, write down steps to follow when creating a folder in windows explorer. **(5 marks)**