TECHNICAL UNIVERSITY OF MOMBASA
Faculty of Business & Social Studies

DEPARTMENT OF MEDIA & GRAPHIC DESIGN

UNIVERSITY EXAMINATIONS FOR DEGREE IN
BACHELOR OF JOURNALISM AND MASS COMMUNICATION

BMC4101 : WORD PROCESSING TECHNIQUES

END OF SEMESTER EXAMINATIONS

SERIES: DECEMBER 2013
TIME: 2 HOURS

INSTRUCTIONS:

– This paper consists of **TWO** Sections **A** & **B**.
– Section **A** is **Compulsory**.
– Answer any other **Two** questions in Section **B**.
   This paper consists of Two printed pages

SECTION A (Compulsory)

QUESTION 1

a) Define

    i)Word processing   **(2 marks)**

    ii) Windows user interface   **(2marks)**

    iii)Status Bar   **(2marks)**

    iv)Office Button   **(2marks)**

b) Explain the difference between a 'formal Report' and an 'informal Report'   **(4 marks)**

c) State the main steps involved in comparing a Revised document with the original version when using the Microsoft word.   **(4marks)**

d) Outline the steps involved in inserting a Table of content for your document.   **(4marks)**

e) Outline the main topics of a long formal report.   **(6marks)**

QUESTION 2

Present the following data in the form of a

Year	2005	2006	2007	2008	2009	2010	2011	2012
Growth Rate	3.5	4.0	4.5	4.0	2.0	3.2	2.7	4.0

    i)   Pie   Chart
        (10marks)
    ii)   Bar   Graph
        (10marks)

QUESTION 3

A local daily. The telegraph has put up ads for the position of News correspondents in the coast region. Write a persuasive application letter to convince the managing Editor of the daily that you are best placed for the position.

(20 marks)

QUESTION 4

You are a station manager of Mwambao Fm. You have noted a recent trend where your staffs have been reporting to work late while others for out of the office during working time without permission. Some workers also entertain visitors for too long. Sometimes news bulletin is delayed.

Write a memo on this matter directed to the entire staff. **(20 marks)**