



# THE MOMBASA POLYTECHNIC UNIVERSITY COLLEGE

(A Constituent College of JKUAT)

Faculty of Engineering & Technology

### DEPARTMENT COMPUTER SCIENCE & INFORMATION TECHNOLOGY

DIPLOMA IN INFORMATION COMMUNICATION TECHNOLOGY - DICT10M

**EIT 2203: COMPUTER APPLICATION II** 

SPECIAL/SUPPLEMENTARY EXAMINATION

SERIES: FEBRUARY/MARCH 2012 TIME: 2 HOURS

# **Instructions to Candidates:**

You should have the following for this examination

- Answer Booklet

This paper consist of **FIVE** questions in **TWO** sections **A & B**Answer question **ONE** (**COMPULSORY**) and any other **TWO** questions
Maximum marks for each part of a question are as shown
This paper consists of **THREE** printed pages

# **SECTION A (COMPULSORY)**

# **QUESTION 1**

a) State any four areas where spreadsheets are applicable.

[4 marks]

b) Explain any two advantages of using electronic spreadsheets over manual spreadsheets.

[4 marks]

- c) Explain the difference between the following terms as used in spreadsheets;
  - i. "Copy and Paste" and "Cut and Paste".
  - ii. "Absolute Cell Reference" and "Mixed Cell Reference".

[6 marks]

d) Explain the procedure of creating any function in Ms. Excel.

[4 marks]

- e) Explain the difference between the following terms;
  - i. List and Database.
  - ii. Sorting and Filtering.
  - iii. Formatting and Editing.

[6 marks]

f) Explain the hardware and software components that determine the performance of a computer

[6 Marks]

#### **SECTION B (Answer any two questions)**

#### **QUESTION 2**

- a) The following symbols are used in the format table properties for the text data type. With suitable examples, explain their use;
  - i. @.
  - ii. &.

[4 marks]

- b) Explain the following table properties;
  - i. Input mask.
  - ii. Caption.
  - iii. Field size.

[6 marks]

c) Explain **three** different ways of creating forms in Access.

[6 marks]

d) Differentiate between the design view and the data sheet view.

[4 marks]

### **QUESTION 3**

- a) A database of student details has the following fields; First Name, Last Name, Age, Sex, Date of enrolment. Address.
  - i. Define 'Database'.

[2 marks]

ii. For each field, state the most suitable data type.

[4 marks]

iii. It is proposed that a serial field be included in the table. Suggest a name for the field and explain its significance. [4 marks]

b) i) Define Database Management System.

[2 marks]

- ii) Apart from Ms. Access, state other **four** examples of Database Management Systems. [2 marks]
- c) State six advantages of using Ms. Access in managing records to the traditional filing system. [6 marks]

#### **QUESTION 4**

- a) Explain the components of windows given below;
  - i. Title bar.
  - ii. Menu bar.
  - iii. Tool bar.
  - iv. Task bar.

[8 marks]

- b) Describe how a folder 'POLY' is created in both Graphic User Interface (GUI) and command Line Interface (CLI) within the folder called 'USER'. [6 marks]
- c) Explain any **two** advantages of using word processing as compared to a typewriter. [2 marks]
- d) Explain any **two** formatting features, which can be used in a word processing document. [4 marks]

### **QUESTION 5**

- a) Explain the following terms as used in word processing;
  - i. Edit.
  - ii Format
  - iii. Paste.
  - iv. Page setup.

[8 marks]

- b) State the procedures you would follow to:
  - i. Add page number.
  - ii. Insert image.
  - iii. Add page border.

[9 marks]

c) A college would like to buy computers. Outline **three** types of Operating Systems that the college can choose from, giving an example in each case. [3 marks]