**TECHICAL UNIVERSITY OF MOMBASA**

# Faculty of Engineering & Technology

**DEPARTMENT OF COMPUTER SCIENCE & INFORMATION TECHNOLOGY**

CERTIFICATE IN MEDICAL LABORATORY
(CMLS 12M)

**EIT 1101: COMPUTER APPLICATIONS**

SPECIAL/SUPPLEMENTARY EXAMINATION
**SERIES:** FEBRUARY 2013
**TIME:** 2 HOURS

<u>**Instructions to Candidates:**</u>
You should have the following for this examination
- *Answer Booklet*

This paper consist of **FIVE** questions

Answer question **ONE** and any other **TWO** questions
Maximum marks for each part of a question are as shown
This paper consists of **THREE** printed pages
<u>**SECTION A (COMPULSORY)**</u>

**Question One (20 marks)**

a) What is an operating system? **(2 marks)**

b) List and explain the **THREE** types of an operating system. **(6 marks)**

c) Describe step by step how you would create a new presentation. **(2 marks)**

d) Write down short notes on the following:
   i)   Folder
   ii)  Icon
   iii) Shortcut bar
   iv)  Window
   v)   Dialogue box **(10 marks)**

<u>**SECTION B (Answer Any Two Questions)**</u>

**Question Two (20 marks)**

**a)** What is an application package? **(2 marks)**

**b)** Name **THREE** application packages. **(3 marks)**

**c)** What do you understand by the following terms: **(10 marks)**
   **i)**   Slideshow
   **ii)**  Slide sorter
   **iii)** Animation
   **iv)**  Organizational chart
   **v)**   Slide transition

**d)** Discuss **THREE** advantages and two disadvantages that electronic mails have over regular mails.
**(5 marks)**

**Question Three (20 marks)**

a) List down **FOUR** formatting styles. **(4 marks)**

b) Ms Word is a word processor, explain. **(4 marks)**

c) Who needs a word processor? **(2 marks)**

d) Name at least **FOUR** spreadsheets in the market. **(4 marks)**

e) What is a cell **(2 marks)**

f) Name **FOUR** types of charts or graphs. **(4 marks)**

**Question Four (20 marks)**

a) Define the term software and give **THREE** classifications of software. **(5 marks)**

b) What is a program? **(1 mark)**

c) How would you perform the following:
   i)   Insert a worksheet
   ii)  Rename a worksheet
   iii) Delete a worksheet
   iv)  Insert a column
   v)   Insert a workbook

d) Describe step by step how you would create a new Microsoft word file. **(2 marks)**

e) List down **TWO** font attributes you can change. **(1 mark)**

f) Give **TWO** advantages of previewing a document before printing. **(2 marks)**

g) Explain how a paragraph can be moved from one page to another using a word processor.
   **(4 marks)**

**Question Five (20 marks)**

a) With reference to MPUC, what is the importance of technology to learning citing a computer?
   **(8 marks)**

b) What are the characteristics of a computer? **(8 marks)**

c) Distinguish between the following.
   i)  Multi-tasking and single-tasking operating system
   ii) Multi-user and single user operating system **(4marks)**