



THE MOMBASA POLYTECHNIC UNIVERSITY COLLEGE

(A Constituent College of JKUAT)

(A Centre of Excellence)

Faculty of Engineering & Technology

DEPARTMENT OF COMPUTER SCIENCE & INFORMATION TECHNOLOGY

**UNIVERSITY EXAMINATION FOR DEGREE IN BACHELOR OF
JOURNALISM & MASS COMMUNICATION
(BJMC M12)**

EIT 4101: FUNDAMENTALS OF COMPUTING

SPECIAL/SUPPLEMENTARY EXAMINATION

SERIES: OCTOBER 2012

TIME: 2 HOURS

Instructions to Candidates:

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

SECTION A (COMPULSORY)

Question One (30 marks)

a) Briefly discuss the following terms:

i) Dialog Box

(2 marks)

ii) Worksheet

(2 marks)

iii) Workbook

(2 marks)

b) Outline the advantages and disadvantages of computers.

(4 marks)

c) Convert the following numbers to their octal equivalence all to base 10.

i) 10_{10}

(3 marks)

- ii) 99_{10} (3 marks)
- iii) 45_{10} (3 marks)
- d) You print your worksheet and the last **THREE** rows (which contain two of the total lines) are printed on the second page. Explain how you would compel Excel to print them on first page so that the totals are always available for reference when you look at the details. (6 marks)
- e) Sorting and finding are two methods you can use to quickly locate records. Differentiate between sorting and finding records. (4 marks)
- f) What is a taskbar? Identify **THREE** functions of the taskbar. (5 marks)

SECTION B (Answer Any Two Questions)

Question Two (20 marks)

- a) Regional and language setting icon from the control panel enables the user to make changes that affect the entire system. How would you use the Regional and Language setting to change currency? (5 marks)
- b) Explain the difference between the following ways of ways of arranging windows:
 - i) Tile vertically (3 marks)
 - ii) Tile Horizontally (3 marks)
 - iii) Cascade (3 marks)
- c) How do you protect your screen when it stays on for too long or too cover screen contents from prying eyes? (4 marks)
- d) What is the purpose of a folder? (2 marks)

Question Three (20 marks)

- a) Define the following internet terms:
 - i) Hyperlink (2 marks)
 - ii) Website (2 marks)
 - iii) Internet (2 marks)
- b) List and explain any **FIVE** services offered by internet. (5 marks)
- c) Define system software and briefly discuss the functions of system software in a personal computer. (7 marks)
- d) Briefly explain the difference between a dialogue box and a window. (2 marks)

Question Four (20 marks)

- a) What are the **THREE** main types of queries used in Access? Explain. (6 marks)
- b) A Personnel Manager keeps payroll details of all employees. In the next financial year, he would like to increase the basic pay of those earning less than 4500 by 15% and the House Allowance by 8%. Which is the most suitable type of query can he use? Write down the formulae and the criteria that he can use to accomplish this task. (10 marks)
- c) List and explain any **TWO** types of errors you can encounter while working with queries. (4 marks)

Question Five (20 marks)

- a) Define the following PowerPoint screen features:
- i) Slide (2 marks)
 - ii) Title placeholder (2 marks)
- b) Explain the use of the following views:
- i) Slide show view (3 marks)
 - ii) Notes page view (3 marks)
 - iii) Slide sorter view (3 marks)
 - iv) Master slide view (3 marks)
 - v) Normal view (3 marks)