



THE MOMBASA POLYTECHNIC UNIVERSITY COLLEGE

(A Constituent College of JKUAT)

(A Centre of Excellence)

Faculty of Engineering & Technology

DEPARTMENT OF COMPUTER SCIENCE & INFORMATION TECHNOLOGY

**CERTIFICATE IN INFORMATION TECHNOLOGY & MAINTENANCE
(CICTM/12M)**

EIT 1102: COMPUTER APPLICATIONS

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) (i) Type the following paragraphs in Ms Word and save the file in the computer by your full names. Check the work for any spelling and grammatical errors. **(6 marks)**

Weak laws are to blame for the rise in poaching. The light penalties including low fines, imposed by the courts under the current legislation had been a headache for conservationists, said Kenya Wildlife Service (KWS) Acting Assistant Director Aggrey Maumo on Monday. He called for tougher laws to ensure that those charged with the offense would not easily buy their freedom and continue with the illegal activity.

- (ii) Insert the heading “weak laws blamed for Rise in Poaching. **(2 marks)**
 (iii) Change the font of the title to Arial Black and its color to Red. **(2 marks)**
 (iv) Change indentation style to hanging for paragraph one. **(12 marks)**
 (v) Change paragraph two to italics **(2 marks)**

- b) (i) Key in the following data in Ms Excel and save file by your full names. **(4 marks)**

	A	B	C	D	E	F	G
1	S/NO	NAME	ENGLISH	MATHS	TOTAL	AVERAGE	GRADE
2	20	GEORGE	40	60			
3	21	TOM	55	55			
4	22	ALI	45	65			
5	23	JANE	70	70			
6		HIGHEST	-	-	-		
7		LOWEST	-	-	-		
8							

- i) Use a function to calculate the total and average marks of each student. **(4 marks)**
 ii) A student who scores 0 to 39 marks is awarded the grade “FAIL”, 40 to 59 a “PASS”, 60 to 70, a “CREDIT”, 71 to 100 “DISTINCTION”. Write a function to determine the grade for a student to determine the grade for a student and copy formula to other students. **(6 marks)**

SECTION B (Answer Any Two Questions)

Question Two (15 marks)

- a) Describe **SIX** features of a word processing application. **(12 marks)**
 b) Name **THREE** Ms Access objects. **(3 marks)**

Question Three (15 marks)

- a) Define a database **(1 mark)**
 b) List **FIVE** benefits of using a database system. **(5 marks)**

c) Explain **FOUR** datatypes used in Ms Access. **(8 marks)**

Question Four (15 marks)

a) Describe **THREE** advantages of using spreadsheets. **(6 marks)**

b) Define the presentations terms:

i) Slide

ii) Master slide

(4 marks)

c) Distinguish between copy and cut commands. **(4 marks)**

d) What is DBMS? **(1 mark)**

Question Five (15 marks)

a) What is relative cell addressing? **(2 marks)**

b) Describe **FOUR** functions of DDL in databases. **(8 marks)**

c) Explain **FIVE** data types in Ms Access. **(5 marks)**