



# THE MOMBASA POLYTECHNIC UNIVERSITY COLLEGE

(A Constituent College of Jkuat)

*Faculty of Engineering and Technology*

**DEPARTMENT OF ENVIRONMENTAL & HEALTH SCIENCES**

**DIPLOMA IN ENVIRONMENTAL HEALTH  
(DCH10S, DEH 10M)**

**EIT 2101 : COMPUTER APPLICATIONS**

END OF SEMESTER EXAMINATIONS

**SERIES:** AUGUST/SEPTEMBER 2011

**TIME:** 2 HOURS

**Instructions to Candidates:**

This paper consist of **TWO** sections **A** and **B**

Answer question **ONE (COMPULSORY)** and any other **TWO** questions from the list of questions below

This paper consists of **TWO** printed pages

**SECTION A (30 MARKS) – Answer all Questions in this section**

### Question 1 (Compulsory)

- a) What is an application package (2 marks)
- b) Name **THREE** application packages (3 marks)
- c) Describe step by step how you would create a new presentation (2 marks)
- d) What is the meaning of output devices, explain **FOUR** basic types of output devices (5 marks)
- e) Outline **FOUR** elements of a computer system giving example of each (8 marks)
- f) To edit any text there is need to select it. Explain **FOUR** methods to be used in selecting a document (4 marks)
- g) List down **FOUR** font attributes you can change (2 marks)
- h) How would you perform the following
  - (i) Insert a worksheet
  - (ii) Rename a worksheet
  - (iii) Insert a worksheet
  - (iv) Insert a column(4 marks)

### SECTION B – Answer any TWO questions

#### Question 2

- a) List down **FOUR** formatting styles in word processing. (4 marks)
- b) Explain any **FOUR** advantages of electronic word processing over manual typing (4 marks)
- c) List down the factor to consider when selecting a printer (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 3

- a) Write down the steps for renaming a file or a folder (3 marks)
- b) Explain **FIVE** basic features found in MS word (5 marks)
- c) Write down procedures that are followed when applying slide timing (4 marks)
- d) Write down the procedures for rotating object/text to different angle/places in Ms PowerPoint (3 marks)
- e) State and explain **FIVE** advantage of a computer (5 marks)

#### Question 4

- a) What is Microsoft excel (2 marks)
- b) State **FOUR** areas where spreadsheets are applicable (2 marks)
- c) Write down the procedure of copying and pasting data in Ms excel (2 marks)
- d) Write down the procedure followed to insert columns between columns (2 marks)
- e) Define chart/graphs in Ms excel and list down **SIX** types of charts used in ms excel (5 marks)
- f) What is a primary key (2 marks)

**Question 5**

- a) Define the term software and give **THREE** classifications of software (5 marks)
- b) List down the factors to consider when selecting a printer (3 marks)
- c) What does the acronym DBMS stand for (2 marks)
- d) Name **FOUR** Databases in the market (2 marks)
- e) Name **SIX** data types (4 marks)
- f) Give **FOUR** importance of operating system (4 marks)