



THE MOMBASA POLYTECHNIC UNIVERSITY COLLEGE

(A Constituent College of JKUAT)

Faculty of Engineering & Technology

DEPARTMENT COMPUTER SCIENCE & INFORMATION TECHNOLOGY

DIPLOMA IN INFORMATION TECHNOLOGY- DIT2K11M

ECT 2103 : COMPUTER APPLICATIONS

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 (30 marks)

- a) Define a computer? (2 Marks)
- b) Identify the major characteristics of computer. (5 Marks)
- c) Explain types of computer according size and to how they process data (8 Marks)
- d) Explain the following terms as used in computing (10 marks)
- i) Data
 - ii) Information
 - iii) Program
 - iv) Hardware
 - v) Software
- e) What is the meaning of Output devices, explain four basic types of Output devices (5 marks)

SECTION B (Answer any two questions)

Question two 20 marks

- a) Describe input devices explaining three common input devices (4 marks)
- b) Distinguish between **ROM** and **RAM** (4 marks)
- c) Discuss the important components/features of the screen in ms-word. (10 marks)
- d) list down the factor to consider when selecting a printer (2 mark)

Question three 20 marks

- a) Define computer software and explain two types of software (5marks)
- b) Give **FIVE** importance of operating system (5 marks)
- c) What is power point? (2marks)
- d) Write down procedures that are followed when applying slide timing (3marks)
- e) List down **five** situations under which PowerPoint presentation can apply. (5marks)

Question four 20 marks

- a) What is Microsoft excel (2marks)
- b) State **four** areas where spreadsheets are applicable. (2marks)
- c) Write down the procedure of copying and pasting data in MS excel (2marks)
- d) Write down the procedure followed to insert columns between columns (2marks)
- 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)

- g) Name **four** common components of Microsoft access Database. (2marks)
- h) Write down the procedure for creating a table using a blank database option in ms access (3marks)

Question five 20marks

- a) With an Aid of a diagram explain functions of computer system (8marks)
- b) Explain the following
- i. Arithmetic Logic unit
 - ii. Central processing unit
 - iii. Central processing unit (6 marks)
- c) What is mail merge, outlining three steps to follow when mail merging, then write down the procedures followed when mail merging. (6marks)