



THE MOMBASA POLYTECHNIC UNIVERSITY COLLEGE

Faculty of Business & Social Studies

DEPARTMENT OF MEDIA AND GRAPHIC DESIGN

CERTIFICATE IN MASS COMMUNICATION

(CMC)

INFORMATION & COMMUNICATION TECHNOLOGY

END OF SEMESTER EXAMS

SERIES: APRIL/MAY 2010

TIME: 2 HOURS

INSTRUCTIONS TO CANDIDATES

1. This paper consists of **SEVEN** questions.
2. Attempt any **FIVE** questions.
3. Cheating leads to disqualification.
4. Switch off mobile phone.

- Q.1 Explain the following terms.
- (i) Computer
 - (ii) Data
 - (iii) Information
 - (iv) Information Technology
 - (v) Information System [20 marks]
- Q.2 (a) Describe the following Computer Software resources. [8 marks]
Application Software System Software
- (b) Explain any **FOUR** Common Packaged Application Software used for general office work. [12 marks]
- Q.3 Draw the structure of a Computer System and fully label it. [20 marks]
- Q.4 (a) Distinguish between primary (internal) and secondary (external) memory. [4 marks]
- (b) State any **TWO** characteristics of each of the following:
- (i) ROM [4 marks]
 - (ii) RAM [4 marks]
- (c) List any **FOUR** types of the external memory. [8 marks]
- Q.5 (a) Mention any **FIVE** features displayed on a Microsoft Excel screen. [5 marks]
- (b) State the functions of each of the features mentioned in 5 (a) above. [10 marks]
- (c) List any **FIVE** functions Spreadsheet specializes in. [5 marks]
- Q.6. Explain the following processes:
- (i) Creating a folder on the desktop and name it
 - (ii) Creating a file and save using a file name
 - (iii) Drag and drop
 - (iv) Inserting Bullets and Numbers on document. [20 marks]
- Q.7 Explain the procedure you would follow to create a table using Microsoft excel consisting of provincial land areas, population densities, gender distribution and number of universities. [20 marks]

Q.8 Describe the following operations:

- (i) Copying a file
- (ii) Moving a file
- (iii) Deleting a file
- (iv) Restoring a file (recovering deleted files)

[20 marks]