TECHNICAL UNIVERISTY OF MOMBASA

Faculty of Engineering & Technology

DEPARTMENT OF COMPUTER SCIENCE & INFORMATION TECHNOLOGY

DIPLOMA IN:
PROCUREMENT & MATEIRAL MANAGEMENT
BUSINESS MANAGEMENT
HUMAN RESOURCE MANAGEMENT

EIT 2101: COMPUTER APPLICATION

END OF SEMESTER EXAMINATION
SERIES: AUGUST 2014
TIME: 2 HOURS

Instructions to Candidates:
You should have the following for this examination
-    *Answer Booklet*
This paper consists of **FIVE** questions.
Attempt 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

Question One (Compulsory)

a) Draw a well labeled diagram of software chart. **(5 marks)**

b) Compare and contrast optical storage and magnetic storage. **(6 marks)**

c) Explain and give examples for at least FIVE categories of input devices. **(10 marks)**

d) How are computers applied in the following fields;
  (i) Business
  (ii) Communication
  (iii) Security
  (iv) Transport **(8 marks)**

e) Define computer software. **(1 marks)**

Question Two

a) Name any FIVE functions performed by a word processor. **(5 marks)**

b) Explain the following features in word processing:
  (i) Thesaurus
  (ii) Wordrap
  (iii) Auto complete
  (iv) Mail merge
  (v) Formatting **(10 marks)**

Question Three

a) Give THREE advantages and ONE disadvantages of using a word processor over the type-writer.
(8 marks)
b) Give TWO examples of word processor programs. **(2 marks)**

c) Explain the term Scroll Toolbar **(2 marks)**

d) Describe how one can save a word processor file with a different file format. **(3 marks)**

Question Four

a) Give and explain FOUR text alignment features. **(4 marks)**

b) Distinguish between Autocompletion and Autocorrection. **(2 marks)**

c) Explain the importance of proofreading a document. **(5 marks)**

d) Give any FOUR document formatting features. **(4 marks)**

Question Five

a) Explain the following features in word processing:
  (i) Drop cap
  (ii) Change case
  (iii) Table **(3 marks)**

b) Name any FIVE parts of the Microsoft Word application window. **(5 marks)**

c) Define line spacing and give any TWO line spacing that you know. **(4 marks)**

d) Describe Headers and Footers and give TWO examples how each can be used. **(3 marks)**