



TECHNICAL UNIVERISTY OF MOMBASA

Faculty of Engineering & Technology

DEPARTMENT OF COMPUTER SCIENCE & INFORMATION TECHNOLOGY

DIPLOMA IN BUILDING & CONSTRUCTION
DIPLOMA IN ARCHITECTURE
DIPLOMAIN COMMUNITY HEALTH

EIT 2101: COMPTUER APPLICATIONS

SPECIAL/SUPPLEMENTARY EXAMINATION

SERIES: OCTOBER 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** 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) Differentiate between the following: **(6 marks)**
(i) Input and output devices
(ii) Analog & digital computer
(iii) Dedicated & general purpose computer
- b) Describe steps listed to **(2 marks)**
(i) Save-document
(ii) Open an existing document
- c) Briefly explain the **THREE** main components of a computer system. **(6 marks)**
- d) Describe **THREE** functions of operating system software **(6 marks)**

Question Two

- a) Differentiate between the following terms. **(10 marks)**
(i) Landscape & portrait
(ii) Header & footer
(iii) Underline & strikethrough
(iv) Border & shading
- b) Define a folder & write down steps to follow when creating a folder in my documents **(5 marks)**
- c) Write down the procedure to follow when inserting a chart in a document in Ms Excel **(3 marks)**
- d) Explain in the difference between the terms copy and paste and cut and paste **(2 marks)**

Question Three

- a) Name **TWO** types of chart you can create in Ms Excel **(2 marks)**
- b) Describe the terms:
(i) Auto fill **(2 marks)**
(ii) Automobile recalculation **(2 marks)**
(iii) Formula Bar **(2 marks)**
- c) What is menu bar **(2 marks)**
- d) Explain the function of the following parts of Ms Word application program: **(5 marks)**
(i) Title bar
(ii) Status bar
(iii) Standard toolbar
- e) Explain the methods of navigating worksheet **(4 marks)**

Question Four

- a) State the function of the tools found on the picture toolbar below **(10 marks)**
(i) Cropping tool
(ii) Reset picture

- (iii) Text wrapping
- (iv) Format picture

- (v) Insert picture
- (vi) Insert picture

- b) How would you perform the following: (4 marks)
- (i) Insert a worksheet
 - (ii) Delete worksheet
 - (iii) Insert-row
 - (iv) Insert-column

c) Use the following extract of worksheet to answer the questions that follow:

POPULATION STATISTICS				
A	B	C	D	E
1	COUNTRY	MALE	FEMALE	TOTAL
2	Kenya	20	18	38
3	Rwanda	5	16	21
4	Burundi	4	20	24
5	Nigeria	15	5	20

Required:

- (i) Write the cell address for the total value for Kenya (2 marks)
- (ii) Write the range for the total column (2 marks)
- (iii) Write the range for the entire area covered by data (2 marks)

Question Five

- a) Explain the following case formats (6 marks)
- (i) Sentence case
 - (ii) Toggle case
 - (iii) Upper case
- b) Explain briefly any FOUR types of alignments (4 marks)
- c) Define the term internet (2 marks)
- d) Describe FIVE services offered by the internet (5 marks)
- e) List and explain any THREE Ms Access data objects (3 marks)