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

<u>**Instructions to Candidates:**</u>
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

   i) Data
   ii) Information
   iii) Program
   iv) Hardware
   v) Software (10 marks)

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)