



THE MOMBASA POLYTECHNIC UNIVERSITY COLLEGE

(A Constituent College of JKUAT)

(A Centre of Excellence)

Faculty of Engineering & Technology

**DEPARTMENT OF COMPUTER SCIENCE & INFORMATION
TECHNOLOGY**

CERTIFICATE IN BUSINESS MANAGEMENT
CERTIFICATE IN SECRETARIAL MANAGEMENT
CERTIFICATE IN HUMAN RESOURCES MANAGEMENT
(CBM M12/CSTM M12/CHRM M12)

EIT 1101: COMPUTER APPLICATIONS

SPECIAL/SUPPLEMENTARY EXAMINATION

SERIES: FEBRAURY 2013

TIME: 2 HOURS

Instructions to Candidates:

You should have the following for this examination

- *Answer Booklet*

This paper consist of **FIVE** questions

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

Question One (Compulsory)

- a) Explain the following terms as used in I.T. **(8 marks)**
- (i) A Computer
 - (ii) Keyboard
 - (iii) Software
 - (iv) Hardware
- b) Briefly explain **SIX** advantages of using computers in an organization. **(12 marks)**

Question Two

- a) (i) What is a word processor? **(2 marks)**
(ii) Give **TWO** examples of word processing programs. **(4 marks)**
(iii) State the importance of “thesaurus in ms-word. **(4 marks)**
(iv) Describe how you would convert the case of a selected text from lowercase to uppercase. **(4 marks)**
- b) Discuss any **FOUR** text editing facilities tools in word processing. **(8 marks)**

Question Three

- a) What is the importance of using Databases in our society today? **(10 marks)**
- b) List and explain why **TWO** types of keys used in Databases. **(4 marks)**
- c) Define these words as used in DBMS. **(6 marks)**
- (i) Database
 - (ii) Database Management Systems (DBMS)
 - (iii) Entity

Question Four

- a) What is a spreadsheet **(2 marks)**
- b) Describe any **THREE** types of spreadsheets. **(3 marks)**
- c) List down any **FOUR** uses of spreadsheets. **(8 marks)**
- d) Write down the formula and the steps you would follow to add from cell C2 to C11. **(4 marks)**
- e) List any **THREE** advantages of electronic over manual spreadsheets. **(3 marks)**

Question Five

- a) Explain the following components of a computer. **(12 marks)**
- (i) Control unit
 - (ii) A.L.U
 - (iii) Registers
- b) Computers can sometimes classified according to functionality:
- (i) Analog
 - (ii) Digital computers
- Explain these computers and how they work. **(4 marks)**
- c) Differentiate between the following term:
- (i) Hard copy and soft copy
 - (ii) Word processing and word processor.