



TECHNICAL UNIVERISTY OF MOMBASA

Faculty of Engineering & Technology

DEPARTMENT OF COMPUTER SCIENCE & INFORMATION TECHNOLOGY
CERTIFICATE IN COMMUNITY DEVELOPMENT & COUNSELLING
(CCHC)

EIT 1101: COMPUTER 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) Describe **THREE** advantages of using spreadsheet programs. **(6 marks)**
- b) Differentiate between labels and values **(4 marks)**
- c) What are margins **(2 marks)**
- d) List **FOUR** paragraph alignments **(4 marks)**
- e) Distinguish between copy and paste and cut and paste **(4 marks)**

Question Two

- a) Explain **FIVE** advantages of electronic word processing **(10 marks)**
- b) Briefly explain **THREE** uses of spreadsheet programs **(6 marks)**
- c) State and explain **TWO** documents views in Ms Word **(2 marks)**
- d) Differentiate between backspace and delete **(2 marks)**

Question Three

- a) Define the following terms. **(4 marks)**
 - (i) Spreadsheet
 - (ii) Formula
 - (iii) Name box
 - (iv) Label
- b) Discuss the historical development of computers stating characteristic of each generation. **(15 marks)**
- c) Explain the difference between the terms freeze parts and hiding a row **(1 mark)**

Question Four

- a) Use the diagram to answer the questions below:

	B	C	D	E	F	G
1						
2	Item No.	Cost of Item	Insurance Charges	Freight Charges	Total C if	Selling Price
3	101	201				
4	201	522				
5	301	368				
6	401	465				
7	501	3564				
8	601	9631				
9						

- (i) Write a formula to compute insurance for item 201 at 5.5% of cost.
- (ii) Write a formula to compute freight charges at 10% of cost
- (iii) Write a formula to compute total cost
- (iv) Write a formula to compute selling price

(v) Write a formula to determine the number of items.

b) Explain the following terms as used in spreadsheet:

(i) Workbook

(ii) Chart wizard

(iii) Absolute cell address

(iv) Relative cell address

(8 marks)

c) Describe **TWO** ways of selecting:

(i) Word

(ii) Paragraph

(iii) Entire document

(iv) Sentence

(8 marks)

Question Five

a) Discuss any **THREE** distinguishing features of each of the following application packages:

(vi) Word processors

(vii) Spreadsheet programs

(10 marks)

b) What is a folder? Write down steps to follow when creating a folder in windows.

(5 marks)

c) Give the procedure for restoring a deleted folder

(5 marks)