



THE MOMBASA POLYTECHNIC UNIVERSITY COLLEGE

(A Constituent College of JKUAT)

Faculty of Engineering & Technology

DEPARTMENT OF COMPUTER SCIENCE & INFORMATION TECHNOLOGY

DIPLOMA IN INFORMATION & COMMUNICATION TECHNOLOGY

DIPLOMA IN INFORMATION TECHNOLOGY

(DIT/JAN 2012/S-EV & DICT/JAN 2012/S-EV)

YEAR 1, SEM 1

EIT 2101/2103: COMPUTER APPLICATIONS

END OF SEMESTER EXAMINATION

SERIES: APRIL 2012

TIME: 2 HOURS

Instructions to Candidates:

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 **FOUR** printed pages

SECTION A (COMPULSORY)

Question One (20 Marks)

- a) Explain **FIVE** functions of an operating system (5 marks)
- b) Differentiate between the terms primary and foreign key (2 marks)
- c) Differentiate datasheet and design view (2 marks)
- d) Explain the functions of the following keys as used in Ms Word. (6 marks)
- (i) Numlock
 - (ii) F1
 - (iii) Ctrl+y
 - (iv) Caps Lock
 - (v) Ctrl +F4
 - (vi) Ctrl+f
- e) Explain the following case formats: (3 marks)
- (i) Sentence case
 - (ii) Toggle case
 - (iii) Title case
- f) State the importance of bookmarking a webpage (2 marks)

SECTION B (Answer Any Two Questions)

Question Two (20 marks)

- a) Define the following terms and give examples (3 marks)
- (i) Browser
 - (ii) URL
 - (iii) ISP
- b) Give the advantages of using ACCESS database over an EXCEL spreadsheet for storing data (4 marks)
- c) Describe **FOUR** field properties (4 marks)
- d) Define indentation and describe the following: (4 marks)
- (i) First line indent
 - (ii) Hanging indent
 - (iii) Left indent
 - (iv) Right indent
- e) State and explain the functions of the five main navigation buttons (5 marks)

Question Three (20 marks)

- a) Explain briefly any **FOUR** general features of Electronic spreadsheets (4 marks)
- b) Musenangu has the following data in a spreadsheet

	A	B	C	D	F	G	H	I	J
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1	TUFURAHY PAYROLL								
2	Employee Name	Hours	Rate	Basic Pay	Overtime	Total Pay	LOWEST	HIGHEST	DIFFERENCE
3	Joyce	55	300						
4	Ali	65	250						
5	Onyango	60	850						
6	Viakwaeli	70	450						
7	Overtime Rate	20%							

- (i) Show the formula used to determine the basic pay for the first employee and use it to tabulate the remaining Employees' basic (2 marks)
- (ii) If employees worked for more than 60 hours they are given overtime shown as 20% of the basic pay. Show the formula used to determine the overtime. (3 marks)
- (iii) Show the formula used to determine the total pay for the employee and use it to tabulate the remaining Employees' basic (1 mark)
- (iv) Show the formula used to determine the lowest paid employee (1 mark)
- (v) Show the formula used to determine the highly paid employee (1 mark)
- (vi) Show the formula used to determine the difference in total pay for the first employee and the last (2 marks)
- c) Differentiate between the following terms (6 marks)
- (i) Download and upload
- (ii) Webpage and website
- (iii) Browsing and Web Browser

Question Four (20 marks)

- a) Differentiate the following
- (i) Workbook and worksheet
- (ii) Name box and formulae bar
- (iii) Absolute and relative referencing
- b) Explain the term, 'internet is a market of resources' (2 marks)
- c) List and explain any **THREE** Ms Access data objects (6 marks)
- d) Give the constituent parts of a URL (4 marks)

Question Five (20 marks)

- a) Outline any **FOUR** advantages of Databases over the file based systems (4 marks)
- b) State **FOUR** types of operating systems (4 marks)
- c) Forms can be designed in at least four designs, give the four designs of form (4 marks)

- d) Give the procedure for:
- (i) Inserting a table in a document
 - (ii) Inserting a picture in a document
- e) Differentiate between copy and paste and cut and paste (2 marks)
- f) Differentiate between undo and redo (2 marks)