THE MOMBASA POLYTECHNIC UNIVERSITY COLLEGE

(A Constituent College of Jkuat)

Faculty of Engineering and Technology

DEPARTMENT OF MEDIA & GRAPHICS

CERTIFICATE IN MASS COMMUNICATION-CMAC/2011

EIT 2101: COMPUTER APPLICATIONS

END OF SEMESTER EXAMINATIONS

SERIES: AUGUST/SEPTEMBER 2011

TIME: 2 HOURS

Instructions to Candidates:
You should have the following for this examination
- *Answer booklet*

Answer question **ONE (COMPULSORY)** in section A and any other two questions from section **B**
This paper consists of **THREE** printed pages

SECTION A (30 marks)

Question 1 (compulsory)

a) Define an operating system (2marks)

b) Give examples of the operating system (3marks)

c) Write short notes on the following terms as used in computing (5 marks)
   i. program
   ii. Icon
   iii. Shortcut bar
   iv. Window
   v. Dialog box

d) In order to effect any change in a document, you must select it, write down **FIVE** methods of selecting a document in ms word. (5marks)

e) With an Aid of a diagram explain functions of computer system (8marks)
f) Distinguish between ROM and RAM (4marks)
g) State **FOUR** areas where spreadsheets are applicable. (2marks)
h) Write down the procedure of copying and pasting data in MS excel (3marks)

SECTION B 40 MARKS

Question 2 (20 marks)

a) What is a folder; write down steps to follow when creating a folder in windows explorer.

   (5marks)
b) Write down the steps for renaming a file or a folder. (2marks)
c) Explain **FIVE** basic features found in MS word (5marks)
d) What is mail merge, outlining **THREE** steps to follow when mail merging, then write down the procedures followed when mail merging. (5marks)

e) Write down the procedure to follow when inserting a table in a document in MS word

   (3marks)

Question 3 (20 marks)

a) Define the term software and give **THREE** classifications of software (5 Marks)

b) List down the factors to consider when selecting a printer (3Marks)

c) What does the acronym DBMS stand for? (2Marks)

d) Name **FOUR** Databases in the market? (2 Marks)

e) Give **FOUR** importance of operating system (4marks)

i) Describe input devices explaining Three common input devices (4marks)

Question 4 20 marks

a) Write down the steps for renaming a file or a folder. (3marks)
b) Explain **FIVE** basic features found in MS word (5marks)
c) Write down procedures that are followed when applying slide timing (4marks)
d) Write down the procedures for rotating object/ text to different angle/ places in ms PowerPoint

(3marks)
e) state and explain **FIVE** advantage of a computer (5marks)

Question 5 20 marks

a) Distinguish between hardware and software? (2marks)
b) Name and explain **TWO** classifications of software's (4marks)

c) List down **FOUR** font attributes you can change (2 marks)

d) How would you perform the following

   (i)   Insert a worksheet

   (ii)   Rename a worksheet

   (iii)   Insert a worksheet

   (iv) Insert a column (4 Marks)

e) What is a primary key? (2 marks)
f) Name **FOUR** common components of Microsoft access Database. (2marks)
g) Write down the procedure for creating a table using a blank database option in ms access

(4marks)