THE MOMBASA POLYTECHNIC UNIVERSITY COLLEGE

(A Constituent College of JKUAT)
(A Centre of Excellence)

Faculty of Engineering & Technology

DEPARTMENT OF COMPUTER SCIENCE & INFORMATION TECHNOLOGY

DIPLOMA IN PHARMACEUTICAL TECHNOLOGY
(DPT 12S)

EIT 2101: COMPUTER APPLICATIONS

END OF SEMESTER EXAMINATION
SERIES: DECEMBER 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

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 functions of the following keys as used in Ms Word:
   (i) Ctrl+u
   (ii) Ctrl+ h
   (iii) Numlock   (3 marks)

b) Differentiate between backspace & delete.   (2 marks)
c) Explain **TWO** types of operating systems.   (2 marks)
d) Explain **FIVE** advantages of electronic word processing.   (5 marks)
e) State **FOUR** uses of spreadsheet.   (2 marks)
f) Briefly explain **THREE** main components of a computer system unit.   (6 marks)

Question Two

a) Explain the use of the following functions.   (6 marks)
   (i)   Now ()
   (ii)   Today ()
   (iii) Hour ()

b) Give the procedure followed to freeze panes.   (2 marks)
c) Give the procedure followed to add a worksheet.   (2 marks)
d) Differentiate between the following terms.   (10 marks)
   (i)   Word Wrap and Text Wrap
   (ii) Landscape and Portrait
   (iii) Header and footer
   (iv) Underline and strikethrough
   (v)   Border and shading

Question Three

a) Give the procedure followed to rename a worksheet.   (2 marks)
b) Define a cell referencing and explain **THREE** types of referencing used in Ms Excel. (7 marks)
c) State **FIVE** features supported by Ms Excel.   (5 marks)
d) State and explain the function of 3 tools found on the picture toolbar. (6 marks)

Question Four

a) State and explain **FIVE** advantages of using electronic spreadsheet over manual spreadsheet.
                                                                         (10 marks)
b) State and explain **FOUR** document views in Ms Word.   (8 marks)
c) Giving example differentiate between application and system software. (2 marks)

Question Five

a) Explain the functions of the following keys as used in Ms Word.   (5 marks)
   (i)   Ctrl+end
   (ii)   Ctrl+f
   (iii) Scrolllock
   (iv)   Capslock
   (v)   Home

b) Differentiate between copy paste and cut paste. **(2 marks)**

c) State and explain **FIVE** functions of an operating system. **(5 marks)**

d) State and explain **FIVE** case types **(5 marks)**

e) Explain the following terms as used in Ms Excel. **(3 marks)**
   (i)   Cell address
   (ii)   Worksheet
   (iii)   Function