THE MOMBASA POLYTECHNIC UNIVERSITY COLLEGE

(A Constituent College of JKUAT)

Faculty of Engineering & Technology

DEPARTMENT OF COMPUTER SCIENCE & INFORMATION TECHNOLOGY

DIPLOMA IN PHAMACEUTICAL TECHNOLOGY (DPT 12J)

DIPLOMA IN MEDICAL LABORATORY SCIENCES (DMLS 12J)

EIT 2101: COMPUTER APPLICATIONS

END OF SEMESTER EXAMIANTION

SERIES: APRIL 2012
TIME: 2 HOURS

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

This paper consists of **FIVE** questions in **TWO** sections **A & B**
Answer question **ONE (COMPULSORY)** plus any other **TWO** questions
Maximum marks for each part of a question are as shown
This paper consists of **THREE** printed pages

SECTION A (COMPULSORY)

Question One (30 Marks)

a) Define a computer   (2 marks)
b) Write down **FOUR** factors to consider when buying a printer   (2 marks)
c) Write down the procedure of copying and pasting data in Ms Word   (3 marks)
d) Identify the major characteristics of computer   (5 marks)
e) Define computer software and explain **TWO** types of software   (5 marks)
f) What is an Operating System   (2 marks)
g) Give **THREE** examples of Operating Systems   (3 marks)
h) With and Aid of diagram, explain functions of computer system   (8 marks)

SECTION B (Attempt any TWO sections)

Question Two (15Marks)

a) Write down the procedure of copying and pasting data in Ms Excel   (2 marks)

b) Write down the procedure followed to insert columns between columns in Ms Excel   (2 marks)

c) Define Chart/Graphs in Ms Excel and list down **SIX** types of charts used in Ms Excel
                                                                            (5 marks)
d) What is mail merge, outlining **THREE** steps to follow when mail merging, then write down the procedures followed when mail merging.   (6 marks)

Question Three (15 Marks)

a) What is a folder, write down steps to follow when creating a folder in windows explorer
                                                                            (5 marks)
b) Explain the effects of the following mouse operation   (2 marks)
   (i)   Single click on an icon
   (ii)   Double click on a program icon

c) Write down the steps for renaming a file or a folder   (3 marks)

d) Explain **FIVE** basic features found in Ms Word   (5 marks)

Question Four (15 Marks)

a) What is Microsoft Excel?   (2 marks)

b) State **FOUR** areas where spreadsheet are applicable   (2 marks)

c) Explain the meaning of freezing panes   (1 mark)

d) Write down the steps for applying freezing panes   (3 marks)

e) What is a primary key?   (2 marks)

f) Name **FOUR** common components of Microsoft Access Database   (2 marks)

g) Write down the procedure for creating a table using a blank database option in Ms Access

                                                                            (3 marks)

Question Five (15 Marks)

a) What does the acronym DBMS stand for?   (1 mark)

b) Name **FOUR** Databases in the market (2 marks)

c) Name **THREE** spreadsheet applications in the market (3 marks)

d) Write down the procedure to follow when inserting a table in a document in Ms Word.

(3 marks)

e) Explain the following:
    (i)   Arithmetic Logic Unit
    (ii)   Central Processing Unit
    (iii)   Control Unit (6 marks)