



THE MOMBASA POLYTECHNIC UNIVERSITY COLLEGE

(A Constituent College of Jkuat)

Faculty of Engineering and Technology

DEPARTMENT OF COMPUTER SCIENCE & INFORMATION TECHNOLOGY

CERTIFICATE IN MASS COMMUNICATION – CMAC/2011
CERTIFICATE IN MEDICAL LABORATORY STUDIES – CMLS 11M

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 a computer (2 marks)
- b) Identify the major characteristics of computer (5 marks)
- c) Explain types of computer according to size and how they process data (8 marks)
- d) Explain the following terms as used in computing
 - i) Data
 - ii) Information
 - iii) Program
 - iv) Hardware
 - v) Software (10 marks)
- e) What is the meaning of Output devices, explain **FOUR** basic types of Output devices (5 marks)

SECTION A (40 marks)

Question 2 (20 marks)

- a) Describe input devices explaining **THREE** common input devices (4 marks)
- b) Distinguish between ROM and RAM (4 marks)
- c) Discuss the important components/features of the screen in ms-word (10 marks)
- d) List down the factors to consider when selecting a printer (2 marks)

Question 3 (20 marks)

- a) Define computer software and explain two types of software (5 marks)
- b) Give **FIVE** importance of operating system (5 marks)
- c) What is power point? (2 marks)
- d) Write down procedures that are followed with applying slide timing (3 marks)
- e) List down **FIVE** situations under which PowerPoint presentation can apply (5 marks)

Question 4 (20 marks)

- a) What is Microsoft excel (2 marks)
- b) State **FOUR** areas where spreadsheets are applicable (2 marks)

- c) Write down the procedure of copying and pasting data in MS excel (2 marks)
- d) Write down the procedure followed to insert a column between columns (2 marks)
- e) Define chart/graphs in Ms Excel and list down **SIX** types of charts used in Ms Excel (5 marks)
- f) What is primary key? (2 marks)
- g) Name **FOUR** common components of Microsoft Access Database (2 marks)
- h) Write down the procedure for creating a table using a blank database option in Ms Access. (3 marks)

Question 5 (20 marks)

- a) With an aid of a diagram, explain functions of computer system (8 marks)
- b) Explain the following
 - (i) Arithmetic Logic Unit
 - (ii) Central Processing Unit
 - (iii) Control Unit (6 marks)
- c) What is mail merge, outlining **THREE** steps to follow when mail merging, then write down the procedure followed when mail merging (6 marks)