NATIONAL INSTITUTE OF TRANSPORT

Department of Computing and Communication Technology

Programme: Ordinary Diploma (NTA Level 6) in Marketing and Public Relations

Academic year 2022/2023 – First Semester Examination

MODULE CODE	**: BMT 06105**
MODULE NAME	**: BUSINESS INFORMATION TECHNOLOGY**
EXAMINATION DATE	**: 10th February, 2023**
TIME ALLOWED	**: 2.5 Hours**

GENERAL INSTRUCTIONS:

1. There are four (4) questions in this examination paper
2. Attempt all questions
3. Each question carries twenty five (25) marks
4. Show clearly all your workings in respective answers where applicable
5. Do not write anything on the question paper, all rough works should be done in the answer scripts and cancelled
6. Possession of mobile phones, smart watches and any other un-authorized materials in the examination room is strictly prohibited
7. This examination paper must be handed in together with the answer script

You are reminded to adhere to ALL Institute's Examination Rules and Regulations!

QUESTION ONE (25 Marks)

(a) Define the Central Processing Unit (CPU) and explain its main components **(6 marks)**

(b) What is computer hardware? Name four examples of computer hardware **(10 marks)**

(c) Differentiate an application software from system software. Give two examples for each **(9 marks)**
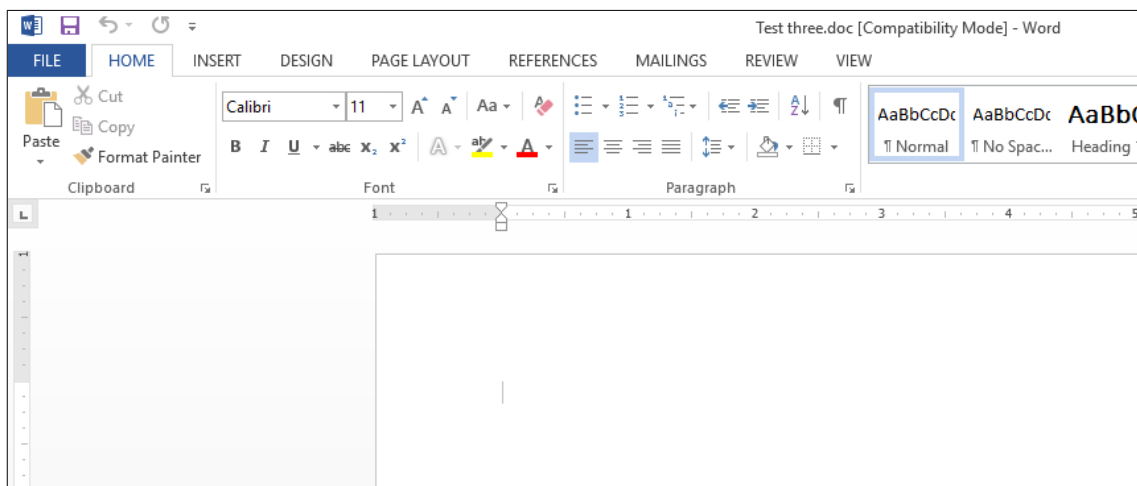

QUESTION TWO (25 Marks)

(a) Explain the functions of at least three softwares available in MS Office suite **(9 marks)**

(b) Choose the most correct answer: **(8 marks @2)**

    i. Which shortcut make the selected text Italic ?

    A) Ctrl + I

    B) Ctrl + A

    C) Ctrl + S

    D) Ctrl + V

    ii. Superscript, subscript, strikethrough are known as ?

    A) Font Face

    B) Font Style

    C) Font Format

    D) Font Effects

    iii. The options Potrait and Landscape comes under _____

    A) Paper Size

    B) Page Orientation

    C) Page Layout

    D) Page Rotation

    iv. Which shortcut is used to select entire text ?

    A) Ctrl + I

    B) Ctrl + A

    C) Ctrl + S

    D) Ctrl + V

(d) Write TRUE for the correct statement, otherwise FALSE: **(8 marks @2)**

    i. Microsoft company is the only company providing office applications softwares

    ii. Microsoft Access is one among the softwares available in MS Office suite

    iii. Microsoft OneNote is mainly used for database management purposes

iv. Microsoft Publisher is a tool provided in the MS Office suite mainly dedicated for managing emails

QUESTION THREE (25 Marks)

(a) Ms. Lisa wants to compose a birthday invitation card, and send it to her friends through an email, what application programs Ms. Lisa are more likely to be used and why? Name at-least two programs **(5 marks)**

(b) For each statement below, name the correct answer: **(8 marks @2)**

    i. Name the shortcut will you use to create a new document in MS word

    ii. Name the shortcut will you use to undo the change you made in a MS word document

    iii. Name the shortcut will you use to insert a page break in MS Word

    iv. Name the shortcut will you use to make the selected text bolded in MS Word

(c) Use the following diagram to answer the rest of the question **(12 marks @2)**

    i.   What kind of software is this?

    ii.   What is the name of the file?

    iii.   What is the current font face?

    iv.   What is the current font size?

    v.   What is the current opened tab?

QUESTION FOUR (25 Marks)

(a) What is function in Microsoft Excel? Give at-least two examples   **(4 marks)**

(b) With example, demonstrate on how would you name a cell in MS Excel   **(2 marks)**

(c) Below is the salary of the some of employees working at Google and Microsoft companies. Using your knowledge of MS Excel, write the formulas that are suitable to perform the required   **(15 marks @3)**

	A	B	C	D	E	F	G	
1								
2		EMPLOYEE	COMPANY	AGE	SALARY		(v)	
3		Dhoe	Google	35	2500000			
4		Aidan	Microsoft	35	2000000			
5		Mohammed	Google	48	2100000		(iv)	
6		Maria	Microsoft	48	2400000			
7								
8		(i)		(ii)			(iii)	
9								

   i.   A formula for finding the total salary of all employees

   ii. A formula for finding the total salary of the employees working at Microsoft

   iii. A formula for finding the difference of (ii) value from (i) value

   iv. A formula for finding the average salary of all employees

   v.   A formula for finding the average age of all employees

(d) Describe any two chart types available in Microsoft Excel   **(4 marks)**