

**MOSHOOD ABIOLA POLYTECHNIC, ABEOKUTA
SCHOOL OF SCIENCE & TECHNOLOGY
COMPUTER SCIENCE DEPARTMENT
1ST SEMESTER 2022/2023 EXAMINATION**

COURSE CODE: COM 115

UNIT: 3

CLASSES WRITING PAPER: ND I COMPUTER SCIENCE (FT & PT)

COURSE TITLE: COMPUTER APPLICATION PACKAGES

TIME ALLOWED: 3HRS

SECTION A: ATTEMPT ALL QUESTIONS IN THIS SECTION.

1. Presentation programs are popular for the following except ----
 - a) corporate communications
 - b) boardroom discussions
 - c) advertisement
 - d) memo

2. CTRL+Z is used for ----
 - a) paste text
 - b) copy text
 - c) undo action
 - d) select text

3. CTR+B is used to ----- text
 - a) copy
 - b) bold
 - c) italicize
 - d) select

4. Write out the Excel formula for this operation $A1+A2+A3+A4+A5+A6$
 - a) SUM(A1:A6)
 - b) SUMM(A1:A6)
 - c) =SUM(A1:A6)
 - d) =SUM(A1-A6)

5. Function to calculate the Maximum value among the cells range in Excel is
 - a) MAX()
 - b) MAXIMUM()
 - c) BIG()
 - d) MAXI()

6. A file in Excel is also known as ---
 - a) Workbook

7. --- are effects that are in place when you switch from one slide to the next e.g. Arrow, Bomb, Applause, Chime, Drum Roll, Hammer, Click etc.
 - a) slide transition
 - b) word art
 - c) slide animation
 - d) slide effect

8. --- are predefined special effects that you can add to objects on a slide.
 - a) Slide Animation
 - b) slide layout
 - c) slide transition
 - d) slide format

9. --- is used to format text for a presentation
 - a) slide format
 - b) slide layout
 - c) slide animation
 - d) slide output

10. orientation of documents include --- and -
 - a) vertical and horizontal
 - b) landscape and portrait
 - c) line and curve
 - d) upright and horizontal

11. File extension of word document is -----
 - a) .doc

- b) .docx
- c) .txt
- d) .word

12. --- Is a method of typing without looking at the keyboard and placing the fingers on the appropriate keys

- a) master typing
- b) touch typing
- c) fast typing
- d) offhead typing

13. --- is used to create standard blocks of text that will automatically appear at the top or bottom of each page in a document

- a) up and down
- b) header and footer
- c) head and foot
- d) no idea

14. Automatic arrangement of text in lines of specified length without the necessity of touching the return key is done using -----

- a) touch typing
- b) wordwrap
- c) wordtype
- d) typing

15. For successful typing fingers are rested on - --- key/row

- a) home
- b) numeric
- c) function
- d) first

16. ---- is a way to update an existing software on your computer to a new release.

- a) upgrade
- b) update
- c) installation
- d) version

17. ----- is basically "try before you buy" software

- a) upgrade
- b) shareware
- c) freeware
- d) update

18. ----- is the illegal copying of software whether it's for personal use or for resale

- a) piracy
- b) plagiarism
- c) update
- d) upgrade

19. All of the alphabet (A-Z) and numbers (0-9) on the keyboard are called ----- keys

- a) numeric
- b) text
- c) alphanumeric
- d) special

20. Softwares are basically --- types

- a) 2
- b) 3
- c) 1
- d) 4

SECTION B: ATTEMPT THREE (3) QUESTIONS FROM THIS SECTION. QUESTION 4 IS COMPULSORY

- 1a. Discuss on two sources of Computer application with associated advantages each (10 marks)
b. Write briefly on the following: (i) User Licensing (ii) Site Licensing (iii) Shareware (iv) Shareware (v) Upgrades (10 marks)

2a. Write on any five types of application Softwares (10 marks)

- b. Highlight any five types of keys (5 marks)
c. List any five successful keyboarding tips (5 marks)