

MOSHOOB ABIOLA POLYTECHNIC, ABEOKUTA
SCHOOL OF SCIENCE & TECHNOLOGY
COMPUTER SCIENCE DEPARTMENT
1ST SEMESTER 2023/2024 EXAMINATION

COURSE CODE: COM 115 COURSE TITLE: COMPUTER PACKAGES I
COURSE UNIT: 3 **TIME ALLOWED: 3HRS**
CLASSES WRITING PAPER: ND I COMPUTER SCIENCE (FT & PT)


SECTION A: ATTEMPT ANY FOUR(4) QUESTIONS FROM THIS SECTION

- 1a. Describe a Word Processing package and give any six (6) examples. (5 marks) ✓
b. List and describe any 5 standard features of a word Processor. (5 marks)
c. Write briefly on the following: (i) User Licensing (ii) Site Licensing (iii) Shareware
(iv) Shareware (v) Upgrades (10 marks)

2a. Describe what the following functions in MS Excel mean and state the syntax for each (i.e. the formula to state its usage):

- i. sum
- ii. average
- iii. minimum
- iv. round
- v. count

(2 marks each)

b. What do you understand by: i) Cell  ii) Worksheet iii) Workbook (2 marks each)

c. What are the keyboard shortcuts for the following commands: (i) opening a file (ii) saving a file
(iii) copying a content (iv) inserting a page break (1 mark each)

3a. Write on any five types of application Softwares (10 marks)

b. List any five successful keyboarding tips (5 marks)

c. Highlight any 5 mouse actions (5 marks)











4a. Explain any four presentation views (2 marks each)

b. Differentiate between a Slide Transition and Slide Animation (2 marks)

c. State any five (5) pre-designed Presentation layouts (5 marks)

d. Give any five (5) Presentation tips (5 marks)

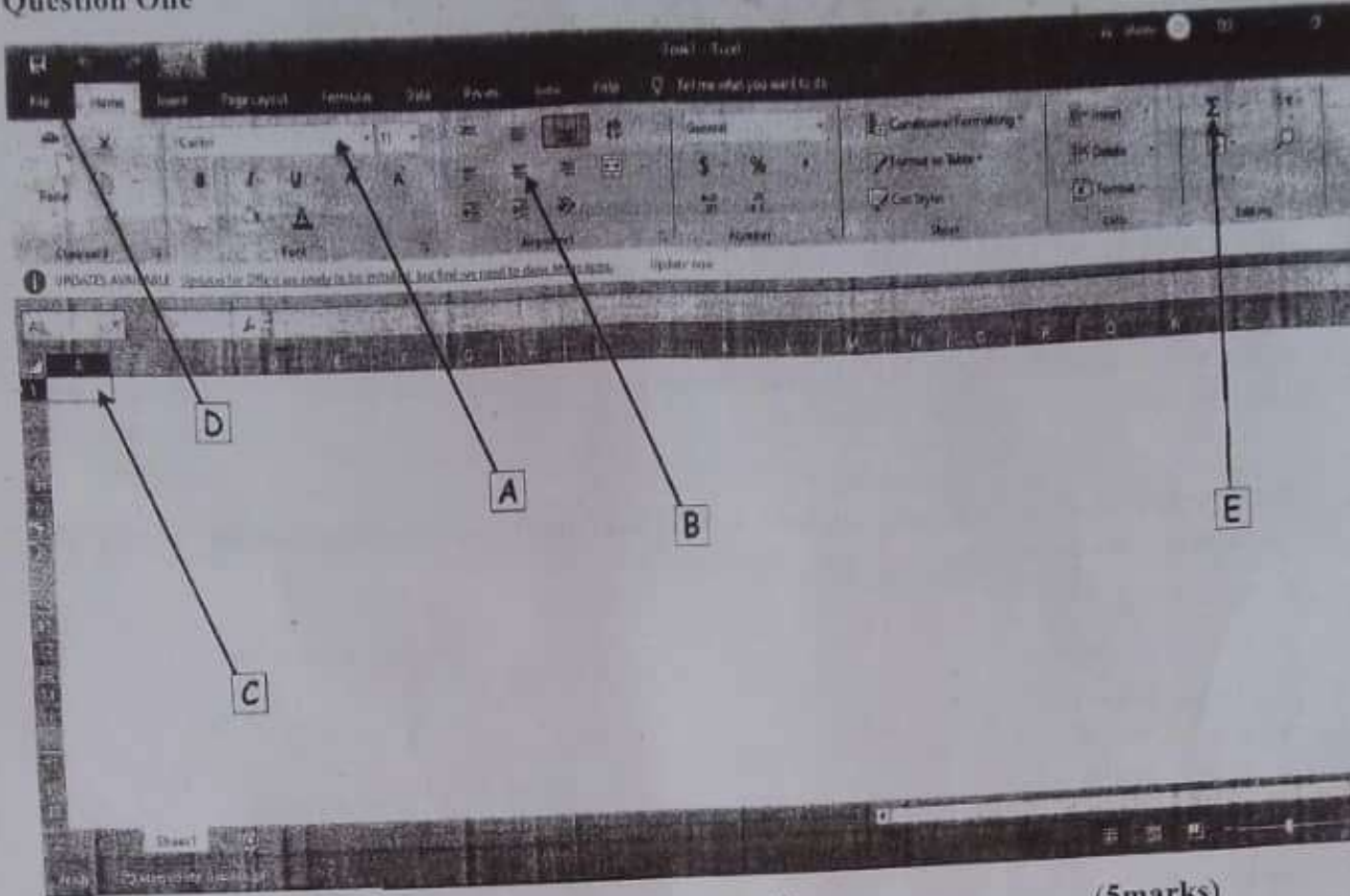
5a. Identify and briefly describe the following icons:

- i)  (ii)  (iii)  (iv)  (v)  (vi)  (vii) 
(viii)  (ix)  (x)  (10 marks)

b. Discuss on two sources of Computer application with associated advantages of each (10 marks)

SECTION B (Alternative to Practical) Attempt only ONE question from this section

Question One



1ai Explain the function of the label (A-E) of the Above diagram

(5marks)

(aii). State the steps in applying cell borders in Excel

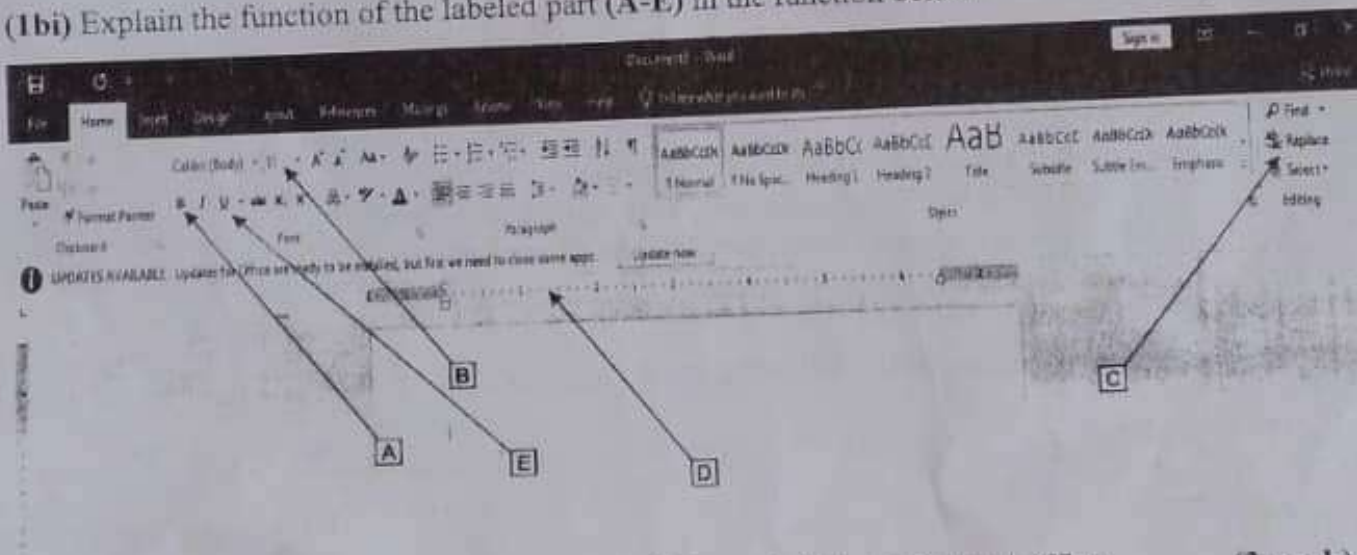
(3marks)

(aiii) State the basic steps in creating a document in an Excel Package

(2mark)

(1bi) Explain the function of the labeled part (A-E) in the function below

(5mark)



b(ii) State the Procedure in inserting Header and Footer in Microsoft word office

(3mark)

iii List the Procedure in defining a new bullet in Microsoft word office

(2mark)