

2/10/2023

MOSHOOO 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

b) Book

c) Sheet

d) Excel file

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)