THE POLYTECHNIC, IBADAN
DEPARTMENT OF COMPUTER STUDIES
FIRST SEMESTER EXAMINATION 2022/2023 SESSION

COURSE CODE: COM 118
COURSE TITLE: APPLICATION PACKAGES
CLASS: ND I COMPUTER SCIENCE(FT & DPP)
TIME ALLOWED: 2 ½ HOURS
INSTRUCTION: ANSWER ANY FIVE (5) QUESTIONS. ALL QUESTIONS CARRY EQUAL MARKS.

QUESTION ONE

a) What is a window? [2 marks]

b) Explain the following parts of windows: [2 marks each]

Parts	Explanations
Scroll Bar	
Title Bar	
Menu Bar	
Tool Bars	
Status Bar	

QUESTION TWO

a) Explain the following:

i. Icons   ii. Menu   iii. Selection   iv. Shortcut key   v. Desktop   vi. Work Area
[2 marks each]

QUESTION THREE

a) Explain the following commands:

   i) Cut   ii) Copy   iii) Paste [1 mark each]

b) State **four (4)** items located on the taskbar [1 mark each]

c) What is a folder? [2 marks each]

d) Iterate the steps involved in deleting a folder [3 marks]

QUESTION FOUR

a) Explain the quick access toolbar in MS-Word, stating the commands that appear on it by default [5 marks]

b) List **five (5)** sub menu in the Menu Bar of MS-Word [5 marks]

c) Brieflydescribe the ribbon [2 marks]

QUESTION FIVE

a) Describe the following actions in MS-Word

   i) Opening a document   ii) Closing a document   iii) Saving a document
[4 marks each]

QUESTION SIX

a)   Describe the following items in MS-Excel   [1 mark each]

Items	Meaning/Description
Rows	
Columns	
Cell	
Worksheet	
Workbook	
Name box	
Task pane	
Sheet tab	
Formular bar	
Functions	
Data	
Tab key	

QUESTION SEVEN

a)   Explain the following in MS-PowerPoint: [1 mark each]

i.   Tabs   ii.   Groups   iii.   Slide Area   iv.   Normal Layout View   v. Reading View   vi.   Slide Sorter View   vii.   Slide Tab   viii.   Notes Section   ix.   First Pane   x.   Second Pane   xi.   Third Pane   xii.   Zoom Options